

Grant Evaluator Instructions

The Community Foundation of Abilene utilizes an online grants management system called, “Foundant GLM.” Application information must be submitted through this online system.

This document provides instructions for grant evaluators reviewing application information through Foundant GLM.

Logging On

1. To get started, click the link provided to you by the organization’s site administrator:

- <https://www.grantinterface.com/Home/Logon?urlkey=cfabilene>

This will take you to the “*Logon Page*.” The site administrator has created an account for you. If they have provided you with a temporary password, you will use this to login the first time and will be required to set a new password. If a password has not been provided, or you have forgotten your password, click *Forgot Your Password* to securely set your password.



Logon Page

A screenshot of the online grant system's logon page. It includes two input fields for "Email Address*" and "Password*", each with a red border and a message "The [field name]* field is required." below it. There are three buttons: "Log On" (highlighted with a yellow arrow), "Create New Account", and "Forgot your Password?". To the right is a grey box with instructions: "Welcome to the Community Foundation of Abilene's online grant system!", "First time here?", "Been here before?", and "Not sure?".

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

Log On Create New Account

Forgot your Password?

Welcome to the Community Foundation of Abilene's online grant system!

First time here?
Click "Create New Account". Be sure to keep this login information for your organization's records.

Been here before?
If you have already used this online grant system, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions.

Not sure?
If you believe your organization already has a profile but you are unsure of the login information, DO NOT create a new profile. Doing so could result in loss of historical information for your organization. Instead, please contact Michelle Smith at michelle.smith@cfabilene.com at 800-

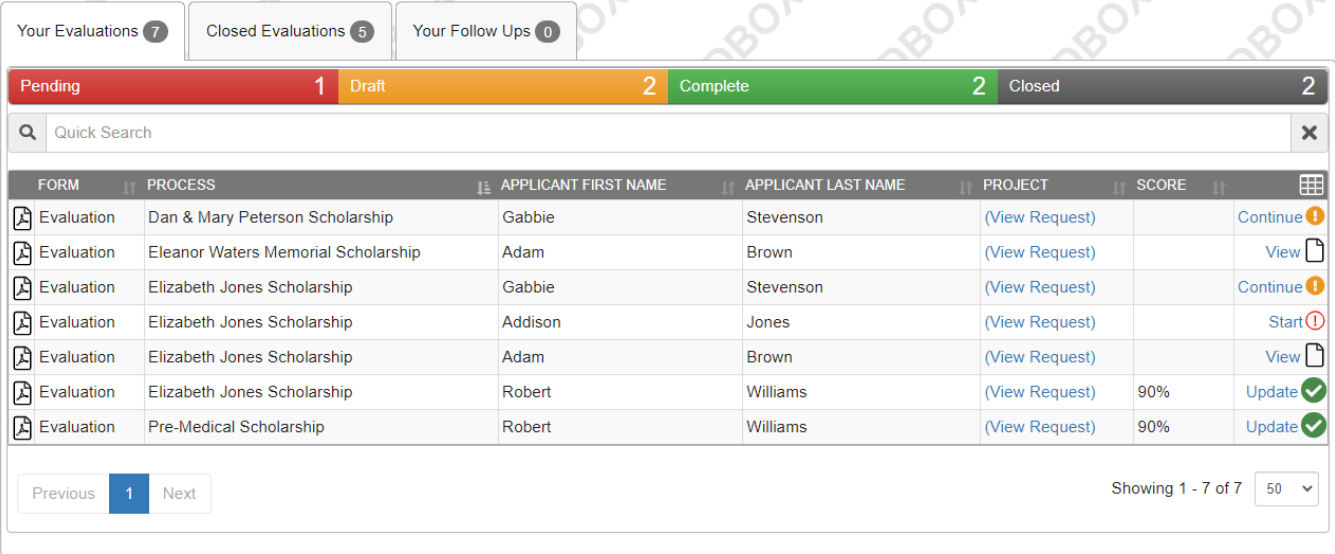
- Going forward, you may enter your logon credentials and click **Log On**.
- Do not click *Create New Account*, as that option is for applicants only.

After logging on, you will land on your dashboard.

Your Dashboard

Your dashboard displays all evaluations assigned to you. You can always return here by clicking the **Home Icon** in the top navigation bar.

At the top of the page is a visual representation of your assigned evaluations. This status bar also shows you how many of your evaluations are in each status (Pending, Draft, Complete, Closed).



The dashboard interface includes a top navigation bar with a home icon, 'Requests & Decisions', and 'Shared Documents'. Below this is a 'Dashboard' header. A status bar shows counts for 'Your Evaluations' (7), 'Closed Evaluations' (5), and 'Your Follow Ups' (0). A secondary status bar shows counts for 'Pending' (1), 'Draft' (2), 'Complete' (2), and 'Closed' (2). A search bar is present above a table of evaluations. The table has columns for Form, Process, Applicant First Name, Applicant Last Name, Project, Score, and a status column with icons and text. A pagination bar at the bottom shows 'Previous', '1', and 'Next', along with 'Showing 1 - 7 of 7' and a dropdown for '50'.

FORM	PROCESS	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROJECT	SCORE	
Evaluation	Dan & Mary Peterson Scholarship	Gabbie	Stevenson	(View Request)		Continue
Evaluation	Eleanor Waters Memorial Scholarship	Adam	Brown	(View Request)		View
Evaluation	Elizabeth Jones Scholarship	Gabbie	Stevenson	(View Request)		Continue
Evaluation	Elizabeth Jones Scholarship	Addison	Jones	(View Request)		Start
Evaluation	Elizabeth Jones Scholarship	Adam	Brown	(View Request)		View
Evaluation	Elizabeth Jones Scholarship	Robert	Williams	(View Request)	90%	Update
Evaluation	Pre-Medical Scholarship	Robert	Williams	(View Request)	90%	Update

Clicking a status in this bar will filter your list to only show evaluations in that status. Clicking the status again will remove the filter.

Below the status bar is the list of your assigned evaluations.

The columns in this table can be sorted (i.e., by applicant or by scholarship) by clicking on a column header.

- The *Review* icon and text (in the farthest column to the right), indicates the status of each evaluation:
 - *Pending*: A red exclamation mark indicates that no questions on the evaluation form have been completed. Click the icon to *start* the evaluation.
 - *Draft*: A yellow exclamation mark indicates that some questions have been completed, but not all required questions have been completed. Click the icon to *continue* the evaluation.

- *Complete*: A green checkmark appears after you've completed all required questions on the evaluation form. Click the icon to *update* the evaluation if needed.
- *Closed*: A paper icon indicates that evaluations have been closed by an administrator for that request. You may view but not edit your responses on closed evaluations. Click the icon to *view* the evaluation.
- The *Closed Evaluations* tab displays all requests currently in a closed evaluations status in the site, even if you are not assigned to evaluate them.
- If scoring questions are used on the evaluation form, the *Score* is calculated by dividing the total point scored by the total points possible.

The score will appear in this column once all required questions on the evaluation form are completed.

For More Information

- Abilene: Contact Kassidy Nygaard, *community grants manager*, at knygaard@cfabilene.org.
- Abilene: Michelle Parrish, *grants director*, at mparrish@cfabilene.org.
- Rural: Contact Meagan Harris, *rural grants manager*, at mharris@cfabilene.org.

To reach the Grants Team by phone, please call the Community Foundation at 325-676-3883.