

McAuley Ministries Foundation

Online Application Tutorial



Account Log-In Page

PITTSBURGH
MERCY
A HERITAGE OF HOPE
MCAULEY MINISTRIES

This is the account log-in page. Here you will either need to create a new account (if a new applicant) or use your existing log in if you have created an account previously. **It is imperative that you use your functional work email address as your log-in email.**

Please Sign In

Welcome to McAuley Ministries! If you are a new applicant or if this is the first time you are using our online application, please create a log in by choosing the "new applicant" option below. After you create your account, return to the McAuley Ministries website to find the link to the online application. If you are a returning applicant, please enter your e-mail and password below to access saved applications, or to complete online grant reporting forms.

Enter E-mail

Choose your option

E-mail

New Applicant?

Password

Forgot Password?

Login

Enter password



Accessing the Online Application

There are two ways to access the online applications

1. Start a new application

To begin a **NEW** application proceed to the application form through the links provided on the McAuley Ministries website in the **How to Apply** section (www.mcauleyministries.org).

2. Log into a previously created application account

If you have previously used the application system and created an account, you can log back in to see applications that you have started or submitted.



Enter Tax ID Number

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Address Bar:** Major Grant Letter of Inquiry
- Page Header:** PITTSBURGH MERCY, A HERITAGE OF HOPE, McAULEY MINISTRIES. Includes "Contact Us" and "Exit" buttons.
- Form:** A white box containing the text "Please enter your Tax ID:" followed by a text input field and an "OK" button.
- Annotation:** A yellow box with the text "Enter your organization's Tax ID / EIN number here." has an arrow pointing to the input field.
- Browser Status Bar:** Done, Internet | Protected Mode: On, 100% zoom.

Tax ID Error

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Navigation Bar:** Favorites, Suggested Sites, Web Slice Gallery, Free Hotmail.
- Address Bar:** Major Grant Letter of Inquiry.
- Page Header:** PITTSBURGH MERCY, A HERITAGE OF HOPE, MCAULEY MINISTRIES.
- Buttons:** Contact Us, Exit.
- Error Message:** The Tax ID that you entered was not found in the IRS database. We cannot accept applications from organizations whose tax information is not on file.
- Form:** Please enter your Tax ID:
- Yellow Callout Box:** If your Tax ID is not found in the IRS database you will receive this message. Please check the number.
- Footer:** Internet | Protected Mode: On, 100%.

Required Attachments

Before starting your application, you may find it helpful to gather the following information as PDFs to attach to the application:

- Board of Directors list
- IRS Determination Letter
- Most recent audit
- Project budget
- Racial Diversity and Equity Tool
- Letters of endorsement or Memorandum of Understanding from your collaborators if applicable
- Your most recent 990 if the 990 is not posted to Guidestar

Application

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Address Bar:** Major Grant Letter of Inquiry
- Page Header:** PITTSBURGH MERCY A HERITAGE OF HOPE MCAULEY MINISTRIES
- Navigation Menu:** Major Grant Letter of Inquiry (highlighted), Organization Information, Proposal Information, Disclaimer and Submission Acknowledgement, Attachments, Review My Application.
- Main Content:** Major Grant Letter of Inquiry
- Callout:** A red circle highlights a gold diamond icon with the text "Required before final submission". A yellow box labeled "Required Fields" points to this icon.
- Buttons:** Save & Finish Later, Next
- Footer:** Printer Friendly Version | E-mail Draft
- System Tray:** Internet | Protected Mode: On, 100%

This is the actual application page where you will enter information for your application.

Each required field is identified by a gold diamond and must be completed before the application can be submitted.

Required Fields

Application Sections

The screenshot shows a web browser window displaying the Pittsburgh Mercy application portal. The browser's address bar shows the URL "Major Grant Letter of Inquiry". The page header features the Pittsburgh Mercy logo, which includes a stylized heart icon and the text "PITTSBURGH MERCY A HERITAGE OF HOPE MCAULEY MINISTRIES". Below the logo is a navigation menu with tabs for "Major Grant Letter of Inquiry", "Organization Information", "Proposal Information", "Disclaimer and Submission Acknowledgement", "Attachments", and "Review My Application". The "Major Grant Letter of Inquiry" tab is currently selected and highlighted in yellow. To the right of the navigation menu are buttons for "Contact Us" and "Exit". Below the navigation menu, the text "Major Grant Letter of Inquiry" is displayed, along with a link for "Printer Friendly Version" and another for "E-mail Draft". A small icon and text "Required before final submission" are visible on the left side of the page. Three yellow callout boxes with black text and arrows provide instructions: one points to the "Printer Friendly Version" link, another points to the "Review My Application" tab, and a third points to the "E-mail Draft" link. The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "100%".

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Web Slice Gallery | Free Hotmail

Major Grant Letter of Inquiry

PITTSBURGH
MERCY
A HERITAGE OF HOPE
MCAULEY MINISTRIES

Contact Us Exit

Major Grant Letter of Inquiry Organization Information Proposal Information Disclaimer and Submission Acknowledgement Attachments Review My Application

Major Grant Letter of Inquiry

Printer Friendly Version | E-mail Draft

Required before final submission

If you want to print your application, click here.

To navigate to the different pages of the application, you can click on the tabs here.

At any time that you want to review your application or when you're done, click here.

If you want to email a draft of your application, click here.

Internet | Protected Mode: On 100%

Required Attachments

The screenshot shows a web browser window with the address bar displaying "Major Grant Letter of Inquiry". The page content includes three main sections:

- Describe the total project cost, the amount requested from McAuley Ministries, other private and public funding sources (received and pending).** This section has a text input field and a "Word count 0 of 250" indicator.
- Project Budget** This section features a text input field with a "Browse..." button and an "Upload" button. A yellow callout box with a black border points to the "Browse..." button and contains the text: "Required attachments are outlined within the application and generally include your Board of Directors list, IRS Determination Letter, most recent Audit, Project Budget, and the Racial Diversity and Equity Tool. Depending on your project, there may be other attachments, such as letters of endorsement from your collaborators, or your most recent 990 if the 990 is not posted to Guidestar."
- Racial Diversity and Equity Tool** This section features a text input field with a "Browse..." button and an "Upload" button. A yellow callout box with a black border points to the "Browse..." button and contains the text: "Click on the Browse button to locate the document to be uploaded from your computer. Then click on Upload to attach the document."

The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar shows "Major Grant Letter of Inquiry". The page footer consists of a horizontal bar with four colored segments: gold, green, cyan, and red.

Optional Attachment

The screenshot shows a web browser window with the address bar displaying "Major Grant Letter of Inquiry". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also shows "Favorites", "Suggested Sites", "Web Slice Gallery", and "Free Hotmail". The main content area features a navigation menu with tabs: "Major Grant Letter of Inquiry", "Organization Information", "Proposal Information", "Disclaimer and Submission Acknowledgement", "Attachments", and "Review My Application". The "Attachments" tab is selected and highlighted in yellow. Below the navigation menu, the page title is "Attachments". To the right, there are links for "Printer Friendly Version" and "E-mail Draft". The main text reads: "This section may be used to attach one additional document such as an annual report, business plan, or organizational chart. This attachment is OPTIONAL. PDF format is preferred." Below this text, there is an "Upload" section. It includes a "Title:" text input field, a "File Name:" text input field with a "Browse..." button to its right, and an "Upload" button below the "File Name" field. A yellow callout box with black text and arrows points to the "Browse..." button and the "Upload" button, providing instructions on how to attach a document.

You also have the option of attaching one additional document such as an annual report, organizational chart, or business plan. The preferred format is a PDF.

Attachments

This section may be used to attach one additional document such as an annual report, business plan, or organizational chart. This attachment is OPTIONAL. PDF format is preferred.

Upload

The maximum size for all attachments combined is 50 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name:

Click on the Browse button to locate the document to be uploaded from your computer.
Then click on Upload to attach the document.

Save and Finish Later

At any time, if you wish to save and continue the application at a later time, you can click the “Save & Finish Later” button.

When you are ready to continue you will log back into your grant application account.

File
★ Fav
Ma

Home | [Icons] | Page | Safety | Tools | [Help]

Contact Us | Exit

Major Grant Application | Organization Information | Proposal Information | **Disclaimer and Submission Acknowledgement** | Review My Application

Printer Friendly Version | E-mail Draft

◆ Required before final submission

I certify, to the best of my knowledge, that:

- I have read the draft Grant Award Agreement
- I understand that if a grant is awarded, the organization will be advised of the amount and the complete and final terms of the grant
- The organization will be prepared to enter into an agreement with McAuley Ministries and comply with the terms and conditions of the grant
- The organization has received a tax-exempt ruling from the IRS and the tax-exempt status of this organization is still in effect
- This organization does not support or engage in any terrorist activity, and if grant is awarded to this organization, the proceeds of that grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism or used for any other unlawful purpose

Save & Finish Later | Review & Submit

Save & Finish

When you click on “Save & Finish Later” this is the page you will see.

You will receive an email confirming that the document has been saved.

You will have the ability to log back into your account and continue working on your application.

[Contact Us](#) [Exit](#)

Applications

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

Below you will find any/all applications that you have begun to complete or have completed. Use the filter on the top right hand side of the tool bar to filter between open and submitted applications.

Show

Application Name	Project Title	Requested	ID	Last Updated	Action
Major Grant Letter of Inquiry	We do good work	75,000	20100	07/10/2012	
Major Grant Application			20118	07/06/2012	
Major Grant Application			20119	07/10/2012	
Major Grant Application			20122	07/06/2012	
Major Grant Application			20162	07/09/2012	

Done Internet | Protected Mode: On 100%

Review and Submit

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery Free Hotmail

Major Grant Application

PITTSBURGH
MERCY
A HERITAGE OF HOPE
McAULEY MINISTRIES

Contact Us Exit

Major Grant Application Organization Information Proposal Information **Disclaimer and Submission Acknowledgement** Review My Application

Printer Friendly Version | E-mail Draft

◆ Required before final submission

I certify, to the best of my knowledge, that:

- I have read the draft Grant Award Agreement
- I understand that if a grant is awarded, the organization will be advised of the amount and the complete and final terms of the grant
- The organization will be prepared to enter into an agreement with McAuley Ministries and comply with the terms and conditions of the grant
- The organization has received a tax-exempt ruling from the IRS and the tax-exempt status of this organization is still in effect
- This organization does not support or engage in any terrorist activity, and if grant is awarded to this organization, the proceeds of that grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism or used for any other unlawful purpose

Save & Finish Later Review & Submit

When you have filled in each field and added all required attachments, you can click on "Review & Submit" to review your application before submission. You will still have the opportunity to make needed changes.



Application Review

The screenshot shows a web browser window with the address bar displaying "Major Grant Letter of Inquiry". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also shows "Favorites", "Suggested Sites", "Web Slice Gallery", and "Free Hotmail". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and "100%".

The main content area of the browser displays a yellow box with the text: "When you click on the 'Review & Submit' button, if any of the required fields/documents is missing you will receive this message." Below this box, the text "McAULEY MINISTRIES" is visible.

The application review page has a navigation bar with the following tabs: "Major Grant Letter of Inquiry", "Organization Information", "Proposal Information", "Disclaimer and Submission Acknowledgement", "Attachments", and "Review My Application". The "Review My Application" tab is currently selected.

Below the navigation bar, a red-bordered box contains a warning icon and the text: "Please correct the problems indicated below." Below this text is a list of required fields:

- Address is a required field.
- City is a required field.
- State is a required field.
- Postal Code is a required field.
- Phone is a required field.
- Annual Budget is a required field.
- Year Founded is a required field.
- Organization Primary Contact Prefix is a required field.
- Organization Primary Contact First Name is a required field.
- Organization Primary Contact Last Name is a required field.
- Organization Primary Contact Title is a required field.
- Organization Primary Contact E-mail is a required field.
- Organization Primary Contact Office Phone is a required field.

A yellow box on the right side of the page contains the text: "The system will then indicate the fields/attachments that are missing and required before submission." Arrows point from this box to the list of required fields.

Application Submission

If the application is complete, you will receive this message and a confirmation email.

PITTSBURGH MERCY
A HERITAGE OF HOPE
McAULEY MINISTRIES

Contact Us Exit

Applications

Thank You! Your application has been submitted.

Below you will find any/all applications that you have begun to complete or have completed. Use the filter on the top right hand side of the tool bar to filter between open and submitted applications.

Show Submitted Applications

Application Name	Project Title	Requested	Status	ID	Submitted	Action
Major Grant Letter of Inquiry	We Do Good	25,000		20165	07/10/2012 3:13:04 PM	

Done Internet | Protected Mode: On 100%

Questions & Inquiries

If you have any questions about completing the online application or the application process, please do not hesitate to contact

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mrcooper@mcauleyministries.org

