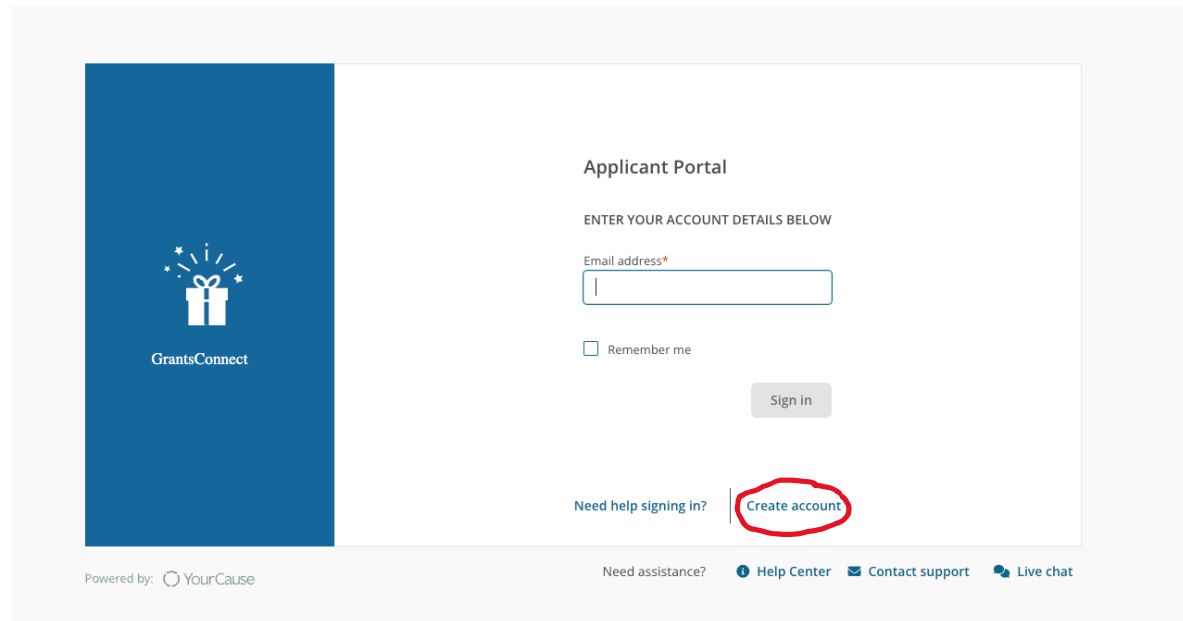


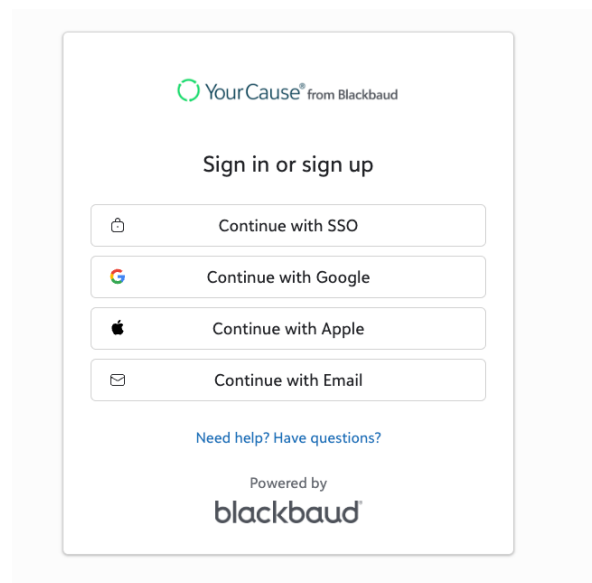
How to apply using the new Blackbaud Applicant & Grantee portal

To set up a new Blackbaud ID or to begin an application, go here: [Colcom Foundation Application or LOI](#)

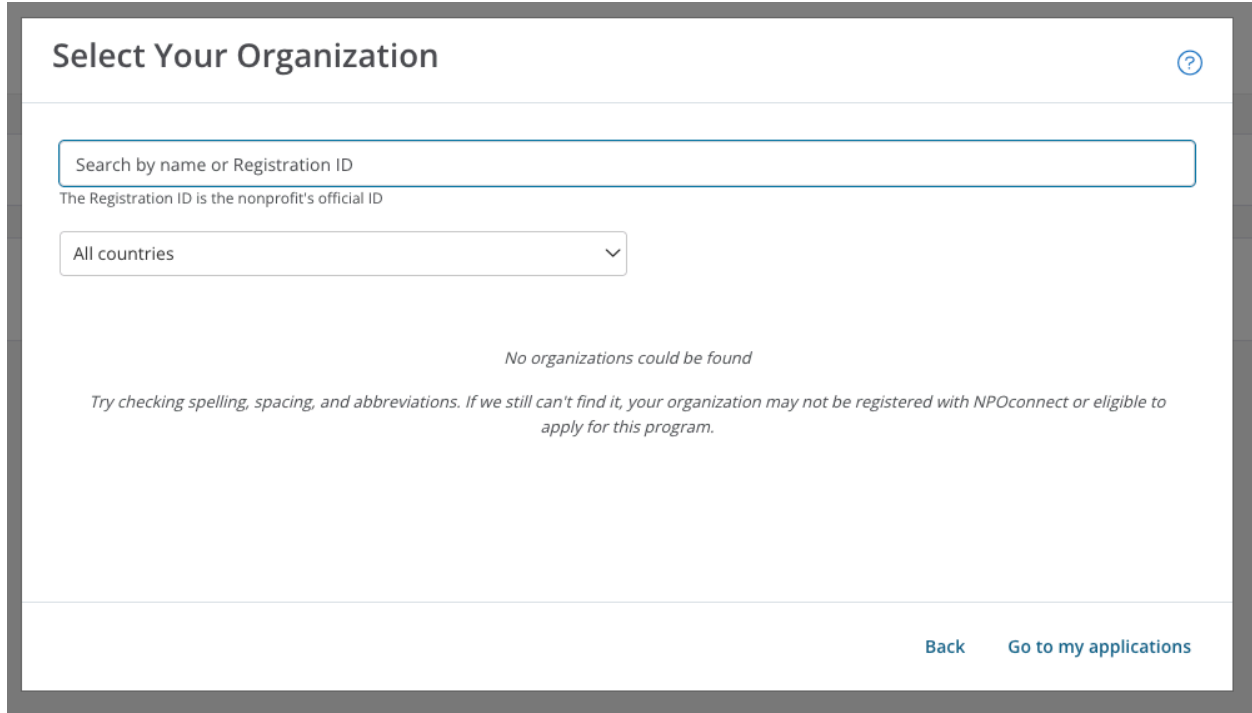
1. If you're not already signed into Blackbaud, you will see the following:



2. If you don't already have a Blackbaud ID, select "Create account", which will take you to the page below. Choose your preferred sign in.



3. Next, you will be prompted to select **your organization** from the search box. You can search for your organization by name or EIN/Tax ID. **Please note:** this is for searching for the organization you are applying on behalf of, not Colcom Foundation.



The screenshot shows a web interface titled "Select Your Organization" with a help icon in the top right. Below the title is a search input field with the placeholder text "Search by name or Registration ID". Underneath the search field is a note: "The Registration ID is the nonprofit's official ID". Below that is a dropdown menu currently set to "All countries". The main content area displays a message: "No organizations could be found" followed by a suggestion: "Try checking spelling, spacing, and abbreviations. If we still can't find it, your organization may not be registered with NPOconnect or eligible to apply for this program." At the bottom right, there are two links: "Back" and "Go to my applications".

4. In this example, we search for and select the “YourCause” test organization. Search for and select your organization, and then click the blue “Select” button to proceed.

Select Your Organization ?

✕

The Registration ID is the nonprofit's official ID

All countries ▼

YourCause Vetting Example - Test

6111 W Plano Pkwy, Plano, , 75093, UNITED STATES

01-2345678

This organization is a chapter/affiliate of YourCause Vetting Example (01-2345678)

YourCause Vetting Example

6111 W Plano Pkwy, Plano, TX, 75093, UNITED STATES

01-2345678

YourCause Test Nonprofit Organization

123 Main Street, Charleston, SC, 29492, UNITED STATES

NPP-15054548

SERUDS

D.No.46-740 Budhavarapeta, KURNOOL, , 518002, INDIA

124031

[Back](#) [Go to my applications](#) Select

- You will be taken to the Colcom Grant Process form. If your project or program has previously been funded by the Foundation, select “Yes”. Otherwise, select “No”.

Applications
Joshua Jarrott

Colcom Grant Process

The following question(s) will determine whether prospective applicants are eligible to submit an LOI or full grant application.

FORM QUESTIONS

Has this project previously been funded by Colcom Foundation or has an LOI been approved?^{*}

Submit

- If you selected “Yes”, you will be taken to the application page labeled “Colcom Grant Program – **Single Stage**”. If you are completing the application, make sure to

have your organization's most recent 990 on hand, your audited financials, and a downloaded copy of the [KPI table](#) and [Logic Model](#).

Colcom Foundation **Colcom Grant Program - Single Stage**
[View Guidelines](#)
Program is accepting applications

Welcome to Colcom Foundation's grant program.

If your project has not been previously funded by Colcom Foundation, please submit a Letter of Inquiry (LOI). LOIs are accepted on a rolling basis. If the LOI is approved, you will be invited to submit a full Grant Application.

Required Materials (for Grant Applications only):

- Most recent 990
- Most recent audited financials or equivalent
- Itemized project budget
- Key Performance Indicator (KPI) Table ([click here to download](#))
- Logic Model: [Download Here](#)

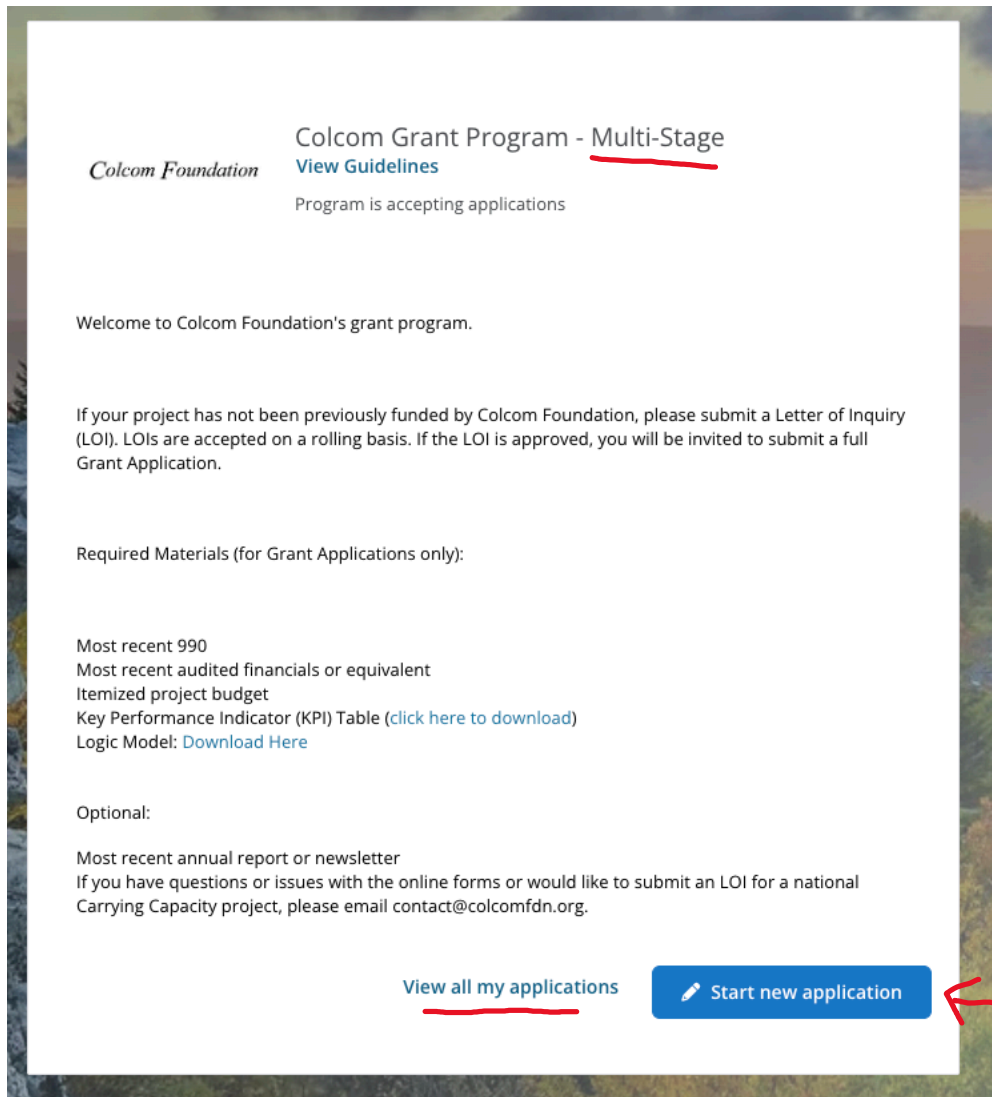
Optional:

- Most recent annual report or newsletter

If you have questions or issues with the online forms or would like to submit an LOI for a national Carrying Capacity project, please email contact@colcomfdn.org.

[View all my applications](#) [Start new application](#)

7. If you selected “No” you will be taken to the LOI page labeled “Colcom Grant Program – **Multi-Stage**”.



In either case, select “Start new application” to proceed with your request.

If at any time you wish to view all the applications you have in process, select “View all my applications”, or click “Applications” in the top left of your screen.

8. After selecting “Start new application” you will be prompted to copy old applications you may have started or to select “Start new”. If this is your first time using the new portal, you won’t have any old applications to copy from.

Note that starting from an old application will pre-fill some of the data from the selected prior application. This can be useful for recurring grant requests, but you

should always check to verify that the information is accurate and update it where necessary.

Start New Application

Start your application with a copy of a previously submitted application for Colcom Grant Program - Multi-Stage or click 'Start new' below to start with an empty slate.

Joshua Jarrott on behalf of COLCOM FOUNDATION Application ID: 1768771 Submitted on Status: Canceled	Copy
Joshua Jarrott on behalf of COLCOM FOUNDATION Application ID: 1768765 Submitted on Status: Canceled	Copy
Joshua Jarrott on behalf of COLCOM FOUNDATION Application ID: 1709012 Submitted on	Copy


[Back](#) [Start new](#)


For this example, we will select “Start new”, which takes us to the Eligibility Quiz.

9. Answer the Eligibility Quiz questions.

Eligibility Quiz

Applicant Information ^

 YOURCAUSE VETTING EXAMPLE - TEST
6111 W Plano Pkwy, Plano, TX, 75093, US
NPP-15292092
This organization is a chapter/affiliate of YourCause Vetting Example (NPP-15292092)

 Joshua Jarrott
jjarrott@colcomfdn.org

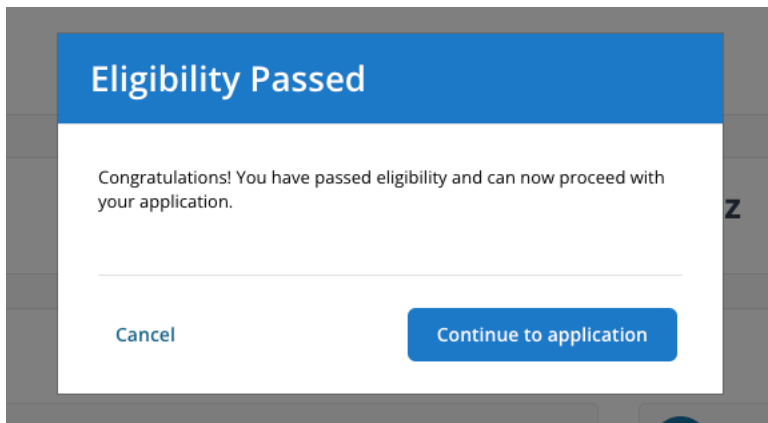
ELIGIBILITY FORM QUESTIONS

Complete the required fields below.
Program is accepting applications

Is the applicant a 501(c)(3) public charity, a governmental unit, or a political subdivision of a governmental unit?*

Will the proposed project take place in southwestern Pennsylvania? For its grantmaking purposes, Colcom considers the following counties to be in southwestern Pennsylvania: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Fayette, Greene, Indiana, Lawrence, Somerset, Washington, and Westmoreland.*


10. Passing the quiz will result in the popup below. Select “Continue to application” to move forward.



11. You can add applicants to the request at any time by selecting “Manage applicants” at the top right. This will allow you to enter the details of collaborators so that you can both work on the application or sign subsequent forms related to the project.


Colcom LOI

Applicant Information Manage applicants (1) ^



YOURCAUSE VETTING EXAMPLE - TEST
 6111 W Plano Pkwy, Plano, TX, 75093, US
 NPP-15292092
This organization is a chapter/affiliate of YourCause Vetting Example (NPP-15292092)

[Update organization](#)



Joshua Jarrott
 jjarrott@colcomfdn.org

FORM QUESTIONS [Download](#)

Complete the required fields below.
 Program is accepting applications

To avoid losing your work, it is recommended to complete all responses in a Word document and paste into the application form when you are ready to submit.

Organization Name*

Legal Name* This is the legal name that the IRS has on file.

Also Known As Please add any abbreviations, nicknames, or acronyms and separate them with commas.

Tax ID*

Organization Description* Three to four sentence summary.


12. To add an applicant, enter their email:

Manage Applicants

Add Applicant

Add additional applicants to this application and select what permissions they have.

Clear
Add

APPLICANT	PERMISSIONS
<p>Joshua Jarrott jjarrott@colcomfdn.org</p>	<ul style="list-style-type: none"> Owner of application Edit - Can add/edit and delete applicants Receives application update emails <div style="text-align: right; margin-top: 5px;">  </div>

Close

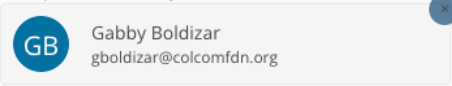

fields below.
 applications

g your work, it is recommended to complete all responses in a Word document and paste into the application fo

Manage Applicants

Add Applicant

Add additional applicants to this application and select what permissions they have.




GB Gabby Boldizar
gboldizar@colcomfdn.org

Permissions


- Can manage applicants
- Receives email notifications for application status updates

[Clear](#) [Add](#)

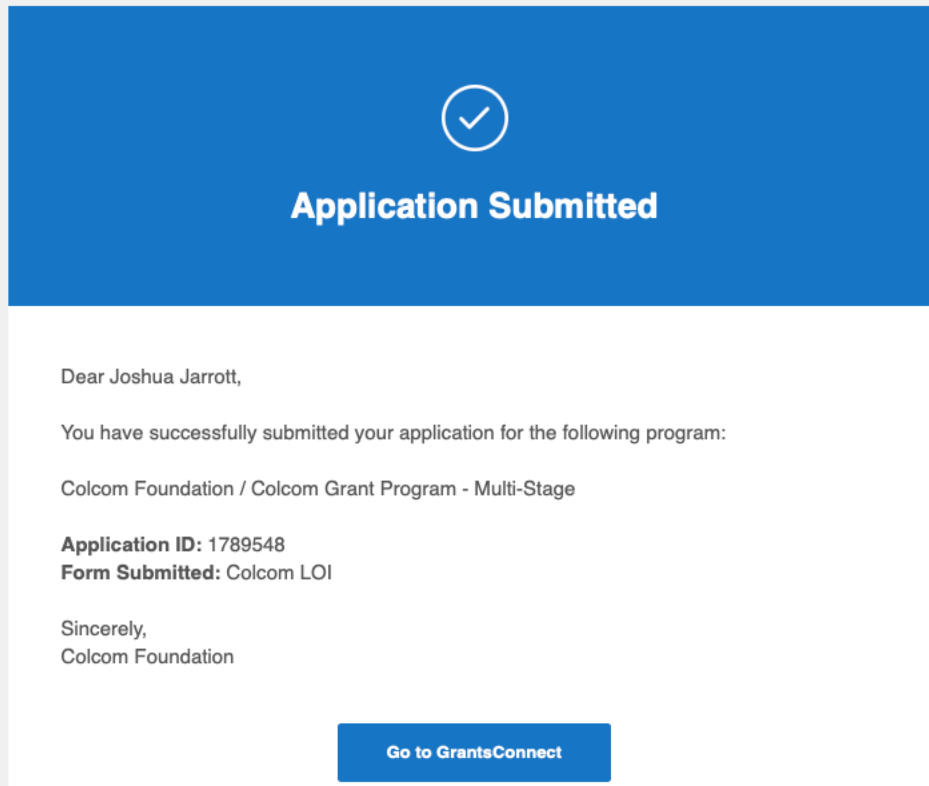
APPLICANT	PERMISSIONS
Joshua Jarrott jjarrott@colcomfdn.org	<ul style="list-style-type: none">• Owner of application• Edit - Can add/edit and delete applicants• Receives application update emails 

[Close](#)

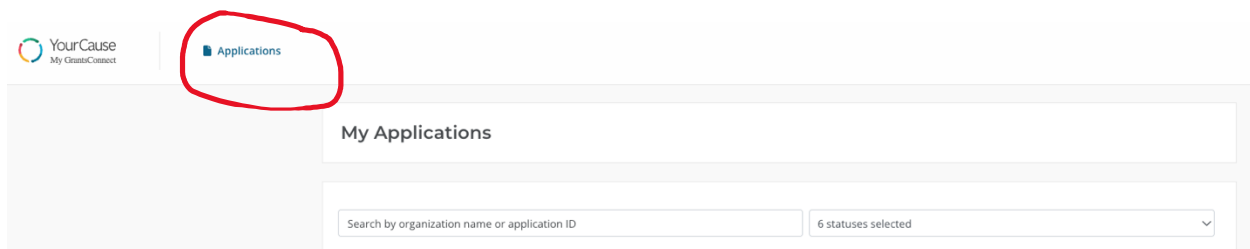
13. You can also edit the permissions assigned to the added applicant by selecting the pencil icon next to the applicant's name. For example, you can give the other applicants the ability to manage more applicants, receive notifications, or you can assign them as the current owner of the application. Make your selections as desired and click "Save".

APPLICANT	PERMISSIONS
Gabby Boldizar gboldi	<p>Permissions for Gabby Boldizar</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Can manage applicants<input checked="" type="checkbox"/> Receives email notifications for application status updates<input type="checkbox"/> Current owner <p>Cancel Save</p>
Joshua Jarrott jjarrott	

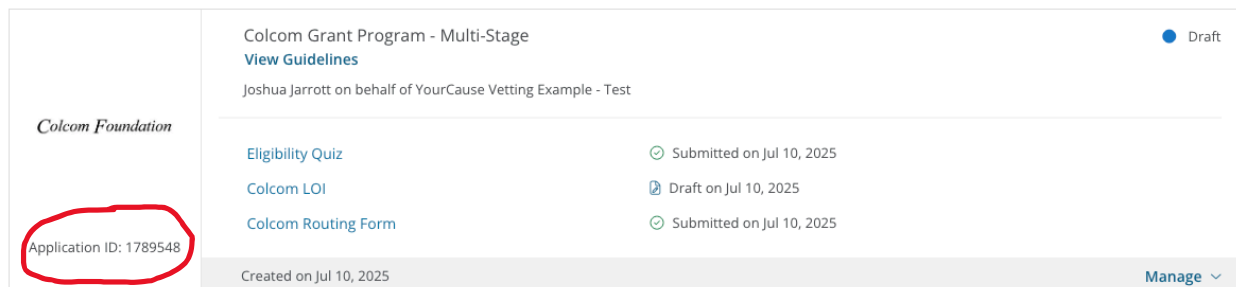
14. Proceed with the rest of the LOI/Application form by answering all required questions and clicking "Submit" at the bottom. You will receive an email like the one below.



15. You can view all your applications by clicking “Go to GrantsConnect” from the email or from within the portal by clicking the blue “Applications” button at the top left of the screen, next to the YourCause logo:



This will take you to the My Applications page. From My Applications you will be able to see your completed or in progress LOIs or applications.



Note that each application is associated with an Application ID, circled above in red. It is a good idea to write this down somewhere externally for future reference.

16. You can also add applicants, or cancel your application from the My Applications page by clicking “Manage” under the application.

Colcom Foundation	Colcom Grant Program - Multi-Stage View Guidelines Joshua Jarrott on behalf of YourCause Vetting Example - Test	● Awaiting review
	Eligibility Quiz Colcom LOI Colcom Routing Form	Submitted on Jul 10, 2025 Submitted on Jul 10, 2025 Submitted on Jul 10, 2025
Application ID: 1789548	Created on Jul 10, 2025	Manage ▾

- Manage applicants
- Copy
- Cancel

Please note: selecting “Cancel” will withdraw your application.

Need Help?

If you have any questions, comments, or concerns, please reach out directly to:

Joshua Jarrott, *Program Officer* – jjarrott@colcomfdn.org

Or

Gabby Boldizar, *Program Associate* – gboldizar@colcomfdn.org