SOS Letter of Inquiry Application

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Letters of Inquiry for the Spirit of St. Louis Women's Fund will be submitted through the St. Louis Community Foundation online grants management system.

Access the online application here:
https://www.grantinterface.com/Home/Logon?urlkey=stlgives

PREVIOUS APPLICANTS
If you have previously applied with the St. Louis Community Foundation use your current log-in & review and update your Organization details as needed

NEW APPLICANTS
Will be required to create a new account for your organization-See Next Slide

Have all your organizational information on hand, include your **address, website, EIN and top executive contact.** Your registration must be completed in one step. You cannot save and return later.

ORGANIZATION INFORMATION
Provide accurate information about your organization. This will be part of your application packet viewed by evaluators.

EXECUTIVE OFFICER & OTHER CONTACTS
. We recommend that each profile have an Executive Officer and Application/Main Proposal Contact. Both will receive email correspondence directly from the system. If the Executive Officer is also the Applicant, you can answer No.

USER INFORMATION
The registered "User" is the primary contact for this application. When registering a "User" provide accurate information for the main proposal contact. All email correspondence sent directly from the grants system will be addressed to this individual.

PASSWORD
Choose a password that is:
- At least 6 characters long
- Contains capital or lower-case letters
- Numbers and special characters are permitted

Once have you completed this setup, you will have access to login and reset your password without assistance.

Begin the Application The St. Louis Community Foundation General Application page has other grant applications listed. Ensure you have chosen the correct application process and press **Apply**

Question List – This Question List button **Question List** allows you to download a copy of the application questions. Many applicants find it helpful to have a printed list of questions.

Collaborate – The Collaborate button **Collaborate** will allow you invite others to edit or submit your application on your behalf. Your organization must have multiple contacts registered to utilize this feature.

Accessing a Collaborate Request – Your invited team members will access shared forms on their Applicant Dashboard under the Collaboration Requests tab and choose Accept to obtain access.

Saving – You are able to save your work and return to the application later. Be sure to scroll to the bottom of the page and press Save LOI before logging out. [Save LOI]

Accessing a Saved LOI – Saved LOIs will appear on your home dashboard under Active Requests. Choose EDIT LOI to return to the draft.

Uploading Documents–The system limits file types and sizes. We are not able to accept documents sent via email. All required attachments must be uploaded into the system for your proposal to be considered complete. (see the next slide for detailed instructions)

Submitting – You must choose Submit LOI [Submit LOI] for your application to be considered complete. The system will provide prompts and prevent you from submitting your LOI if you have not completed everything.

Uploading Documents–The system limits file types and sizes. We are not able to accept documents sent via email. All required attachments must be uploaded into the system for your proposal to be considered complete.

This short video offers tips on uploading documents
CLICK LINK TO VIDEO

Questions?

TECHNICAL ASSISTANCE CONTACT
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Application Questions Contact
Spirit of St. Louis Women's Fund
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