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**Applicant Reference Guide**

**Ecolab Foundation Saint Paul, MN area**

**NPO (Non-Profit Organizations) Grants**

***Part 1: Online Application Procedures***

***Part 2: Application Overview***

**Part 1: Online Application Procedures**

**Here are a few directions and tips to help you navigate Ecolab’s online grant application portal.**

* For all log-in or technical questions, please contact [ecolab@gooddonegreat.com](mailto:ecolab@gooddonegreat.com), 1.855.910.8501.
* For other inquiries, contact [ecolabfoundation@ecolab.com](mailto:ecolabfoundation@ecolab.com); 651.250.2923

**Please note, it is recommended that you use Google Chrome (NOT Internet Explorer) as well as a laptop or desktop computer.**

1. A**ccess the Ecolab grant applicant portal link through Ecolab’s web site**: <http://www.ecolab.com/about/corporate-responsibility/community-involvement/apply-for-a-grant/saint-paul-area>.Click onthe link to access the applicant portal.
2. **If you applied for a grant previously, enter your email and password to access the site.** If you forgot your password, click on the ‘I forgot my password’ link to reset.
3. **If you are a first-time applicant, click on “Create an Account**” (make sure to keep track of your password for future use):
   * Fill in the necessary information to create your account
   * Your user name will be the email address you use to sign-in the applicant portal.
   * Your password must be at least 6 characters long and
     + Include 1 lower case letter
     + Include 1 UPPER CASE LETTER
     + Include 1 number
     + Include 1 punctuation symbol

* Before you can proceed, you will receive a confirmation email from Ecolab Giving where you can click on the link in the email to **verify your account**. **Sign back into the applicant portal** using your email address and password.

1. **Please click on APPLY** in the top right corner (or go to HOME or PROGRAMS page) and then **take the Eligibility Quiz** for access to the grant application. If you meet the requirements, **click on Apply again**.
2. The next screen you will see is the **Organization** page.
   1. If you are a returning applicant and applying for a grant for the same organization, click on **Select**
   2. If you are a new applicant, you need to claim/search for your organization and then click on **Select**
      1. The best way to ensure you have the correct entity for your organization is to search by your organization’s Employer Identification Number (EIN).
      2. An email will be sent from our vendor partner YourCause requesting you also register as a Charity Administrator. This will be a necessary step later should you receive a grant. At that time further information will be provided. Or feel free to go to nonprofit.yourcause.com to make sure all your information is current, including banking information for any grant disbursements.
3. The next page is **Request Contacts**, and you do not need to enter anything on this page. Just click **Next Page.**
4. **Complete the fields on each tab of the application pages**.
   1. Please read all directions on each page carefully.
   2. Click **Next Page** to navigate through the application. Clicking Next Page saves replies on each page.
   3. **If you have omitted required information, the page tabs at the top of the page will be red and you must go back and enter the necessary information** **or you will not be able to submit your application**. When the page tabs are black, you know you have entered everything correctly.
   4. Please note the application will not accept tabs and bullets. If you copy and paste text from a Word document, please make sure you paste it as plain text. The following link has helpful information if you don’t know how to do this: <https://support.office.com/en-us/article/Paste-plain-text-into-Word-8879f19d-d2df-4dd9-8e9d-73e8984812f9>
   5. You may **SAVE AS DRAFT** and sign back in later to complete your application. Access draft application on the **Requests** **tab**.
   6. Please make sure to **CANCEL any draft applications you no longer need**. If you do not cancel these un-needed drafts, once the application deadline passes you will receive an automated email that your application was marked as incomplete.
5. When you are done entering your information, review your responses on the **SUMMARY page, then click SUBMIT.** Once you submit your application, you will receive a pop up message and an e-mail acknowledging your submission. This message will also be displayed in the Messages section on the applicant portal (on the Home page or via the envelope icon next to your name at top right). At anytime you can view the status of your request by logging back into the Ecolab applicant portal and clicking on the **Requests tab**.
6. **Important Dates To Remember:**
7. Applicants can begin applying starting September 4, 2018 and deadline to submit applications on the portal is Dec. 3, 2018.
8. Decisions, Notifications, and Payments to NPO will occur in March 2019. Again, if you have questions about this application process, email [ecolabfoundation@ecolab.com](mailto:ecolabfoundation@ecolab.com); 651.250.2923.

**Part 2: Application Overview**

**Use this section of the Reference Guide to familiarize yourself with the application questions as well as prepare your responses ahead of time.**

**Guidelines:**

To qualify for a community grant from the Ecolab Foundation, a 501 (c) 3 organization must fall within one of our four strategic areas and deliver services in the St. Paul, MN area where our corporate office is located, or in one of our 17 Ecolab U.S. regional communities where we have operations.

**Focus Areas of Giving:**

* Youth and Education:  programs that promote youth development, particularly for youth at-risk
* Civic & Community Development: affordable housing, work readiness, crisis assistance and hunger relief
* Environment & Conservation: hands-on environmental learning programs
* Arts & Culture: arts education for children and youth as well as support for museums and the performing arts

**Restrictions:  Contributions will NOT be made to or in support of:**

* Individuals
* Sectarian/denominational religious organizations, except where funds are to be used in direct interest of the entire community
* Loans or investments
* Political/lobbying organizations
* Industry, trade or professional association memberships
* Disease-specific organizations
* Sports/athletic programs and facilities
* Fundraising events/sponsorship

**Application Questions:** (\* indicates required responses)

**Organization Information**

* Name of Executive Director/President/CEO \*
* Organization Website \*
* Did you receive a grant award from the Ecolab Foundation last year? \*
* Brief summary of the organization’s history, mission, and goals. \* (100 word limit)
* Number of board members? \*
* Percentage of board members that are independent \* (Independent board members are NOT staff members.)
* Number of full-time paid staff \*
* Number of part-time paid staff \*
* Number of volunteers \*
* Describe current programs, activities, service statistics, and accomplishments. \* (250 word limit)

**Financials**

* Amount Requested\*
* What is the purpose of this grant? \* (Program specific or General operating)
* Organization Annual Budget \*
* What percent of your organization's annual budget does this request represent? If less than 1%, just enter 1%. (This field only accepts whole numbers. No decimals, please.) \*

**Financial Supporting Documents**

* If your most recent annual report is online, please provide a link:
* If your most recent annual report is NOT available online, please upload it. 5MB file size limit.
* Please upload your most recent/completed financials. (If your organization's annual budget is more than $750,000, please upload your most recent audited financials). 5MB file size limit. \*
* If you have additional supplemental materials to upload, you may do so here (please scan multiple documents together as needed). 5MB file size limit.
* Are you seeking funding from other sources for this request/project? \* If yes, please provide summary of status (pledges, commitments, secured, etc.) (250 word limit)

**Saint Paul Public Schools (SPPS) Letter of Support (LOS)**

If you are requesting funding for a program in collaboration with a Saint Paul Public School or the Saint Paul Public School district (ISD 625), please upload a letter of support from the Office of the Superintendent.  Please contact Adam Courville ([adam.courville@spps.org](mailto:adam.courville@spps.org)) at SPPS for assistance in obtaining a letter of support.

* Please upload the SPPS Letter of support. 5MB file size limit

**Grant Information**

* Project Title \*
* Project Description \* (Project Description: This should be a SHORT summary of 1-5 sentences about the request.)
* Please choose your Focus Area: \*
* Youth & Education (Y&E)
* Civic & Community Development (C&C)
* Arts & Culture (A&C)
* Environment & Conservation (E&C)
* Please specify a Sub-Focus area. \*
* Y&E: STEM
* Y&E: After school programming
* Y&E: College readiness
* Y&E: Early Childhood
* C&C: Affordable Housing
* C&C: Basic needs
* C&C: Civic
* C&C: STEM
* C&C: Workforce development
* A&C: Art education
* A&C: Civic art
* A&C: Performing art
* A&C: STEM
* E&C: Environmental education
* E&C: Conservation
* E&C: STEM
* Age Group Served \*
* Infants & Toddlers (ages 0-3)
* Youth (ages 4-18)
* Adults (ages 19-64)
* Seniors (ages 65+)
* Ethnicity of clients served (may pick more than one) \*
* White
* Hispanic or Latino
* Black or African American
* Native American or American Indian
* Asian / Pacific Islander
* Other

**Purpose of Grant**

* Briefly explain the opportunity, issue, need and the community that your proposal addresses. How was this focus determined?\* (250 word limit)
* List specific activities, your overall goals, and objectives to meet these goals. \* (250 word limit)
* How many people are impacted/will benefit from these activities? \*
* Briefly describe how you will accomplish your goals and objectives, who will implement activities and the timeframe for implementation. \* (250 word limit)
* Please describe long-term strategies (if applicable) for sustaining this effort. Include a description of partnerships with other organizations you may have to help meet your goals. (250 word limit)

**Evaluation**

* What criteria will you use to measure the effectiveness of your activities? Please note results expected by the end of the funding period. \* (250 word limit)
* Who will be involved in the evaluation process? \* (250 word limit)

**Volunteerism**

* Please indicate and describe if your organization has volunteer opportunities for our employee involvement, either individual or team. \* (250 word limit)

**Attestation**

Please read the statements below carefully. You must agree/comply with each statement in order to proceed to the Summary page to review and SUBMIT your application.

* I am aware of and abide by Ecolab’s program compliance which states: In accordance with Ecolab's Code of Conduct, contributions will not be made to organizations that discriminate on the basis of gender, race, ethnic origin, nationality, sexual orientation, gender identity, religion, age, disability, marital status, veteran status, other personal characteristics or conditions protected by national, state or local law.\* To review the Ecolab Code of Conduct visit <http://www.ecolab.com/document-library/code-of-conduct/>.
* By checking this box, I acknowledge that the information provided in this grant application is true and correct. Should I be awarded a grant, I agree to carry out the terms of the grant as presented in the application. Should anything change that influences the original grant request, I will contact the Ecolab Foundation office at [ecolabfoundation@ecolab.com](mailto:ecolabfoundation@ecolab.com), 651.250.2923.\*
* By checking this box, I attest that I have reviewed this submission with the executive director or most senior executive officer of the organization and obtained his/her approval to submit this grant request. \*