



Portland Children's Levy – WebGrants Registration Guide

What is WebGrants?

WebGrants is the grants management system for the City of Portland. If you want to apply for a Portland Children's Levy grant, you will need to register in WebGrants and submit your application through the system.

WebGrants will track your application and all related documents for your organization. Multiple people can register under your organization and work on the same grant application in web grants.

Important: Please register as a WebGrants user right away. PCL staff will have to approve your registration before you can access the grant application questions. Staff approval should take 24-48 hours. The deadline to register is **October 21, 2024.**

If you need an Americans with Disabilities (ADA) accommodation or are having trouble with WebGrants, please reach out to info@portlandchildrenslevy.org with "WebGrants" in the subject line. PCL staff will be happy to help.

Who should register?

All members of your organization who will create, edit, review, or upload documents for your application should register as a user. A person who is authorized to submit grant applications should register so they can submit the final application.

If you have already registered in WebGrants for a different bureau's grant process (e.g., the Portland Clean Energy Fund or the Office of Violence Prevention's Gun Violence Reduction Program) you do not need to re-register, you can use your existing account.

How to register

Using a computer, go to <https://cityofportlandgrants.net/> in any web browser. WebGrants does not work well on a phone.

Click the yellow "click here to register" button:

Login

Enter your user id and password

User ID

Password

SIGN IN

Forgot User ID? Forgot Password?

Click here to Register

Announcements

If you already have a Webgrants User ID and Password, there is no need to re-register. If you forgot your User ID or Password, click on Forgot User ID or Forgot Password option and follow the instructions.

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This will take you to the registration screen. There will be two sections to fill out, personnel information and organizational information.

Personnel Information

- Fill out the information for your name, address, title, email address, and phone. All of the questions with a red label require an answer. Please use your work contact information.

Personnel Contact Information

Name*: First Name Middle Last Name

Title*: Title

Email*: Email

Address*: Address 1 Address 2 Address 3

City Oregon Zip

City State/Province Postal Code/Zip

Phone*: Phone Ext.

Phone Ext.

Fax: Fax

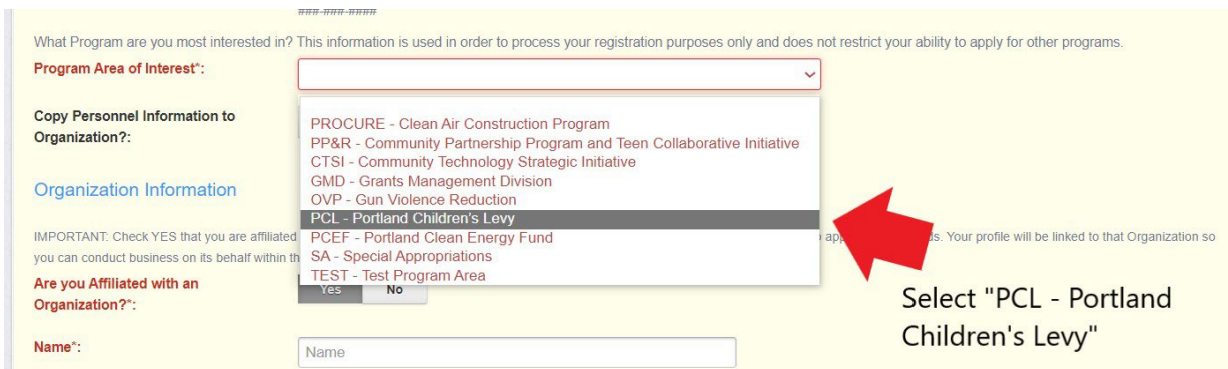
What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.

Program Area of Interest*:

Copy Personnel Information to Organization?: Yes No

Red label = required

- Email – please carefully enter your email address. All WebGrants correspondence, including your login and password information, will be sent to the email address you enter here.
- Program area of interest – this is a drop-down menu with several options for City grant programs. You must select Portland Children’s Levy so PCL staff receive a request to approve your registration. Choosing Portland Children’s Levy on this menu will not restrict you from applying to any other City of Portland grants in the future. Once your registration is approved you will be able to see all available grant opportunities for the city.



What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.

Program Area of Interest:

Copy Personnel Information to Organization?:

Organization Information

IMPORTANT: Check YES that you are affiliated with an organization you can conduct business on its behalf within the City of Portland. If you are not affiliated with an organization, check NO. Your profile will be linked to that Organization so you can apply for grants.

Are you Affiliated with an Organization?: Yes No

Name:


Select "PCL - Portland Children's Levy"

- Click yes on “Copy personal information to organization” to copy your address and phone number from your personal information into the organization section below.

Organization Information

- Affiliation - You must check “yes” on “are you affiliated with an organization?” to enter your organization’s information below. Your application will exist in the organization’s record, and your profile’s affiliation with the organization record is how you access the grant application and related documents. Individuals who are not affiliated with an organization cannot access WebGrants and submit an application for PCL funding.

IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds you can conduct business on its behalf within this grant system.

Are you Affiliated with an Organization?: Yes No  Click "yes"

Name*:

Organization Type*:

Tax Id*:

Organization Website:

- Organization name: Please spell out the organization’s name instead of only using acronyms. You may also include acronyms if your organization is commonly known this way - example: Portland Children’s Levy (PCL)
- Organization Type: Select the organization type that applies to your organization. If you are not sure of the answer, select “non-profit organization”.
- Tax ID: This is your federal EIN or Tax ID number found on your 501(c)(3) IRS letter. If you do not know this information, please enter "N/A". PCL staff can update this information later.
- Organization website: This field is optional. If you do enter information, the system will only accept answers that start with “http://” as valid. We recommend you either copy and paste your website from your browser’s address bar or leave this field blank.

To **submit your registration**, click the green “save registration” button in the bottom right-hand corner.


Organization Website:

Address*:

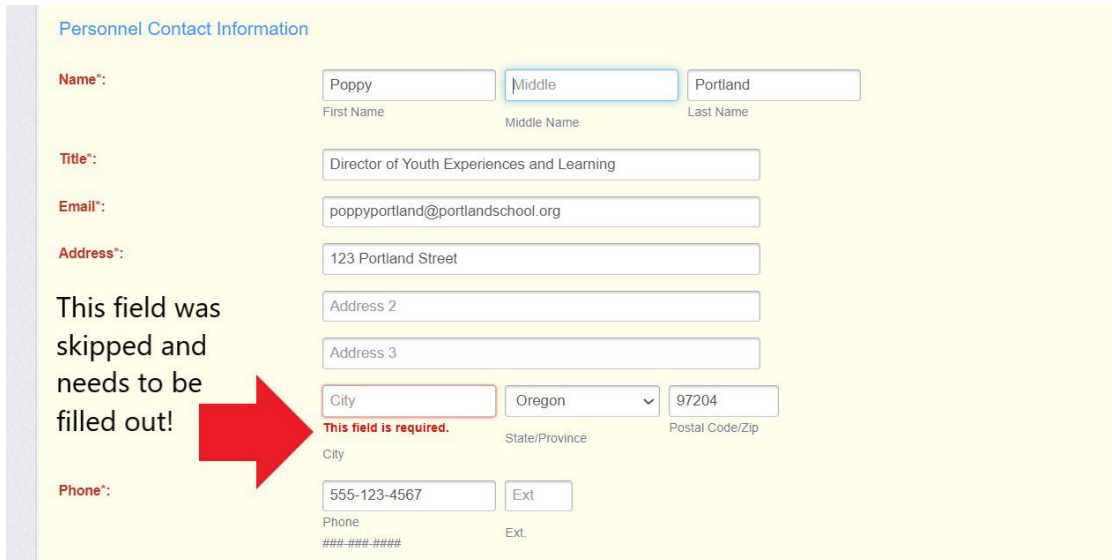
City: Oregon Zip:
City State/Province Postal Code/Zip

Phone*:
Ext.

Fax:
#####

Click here to submit your registration


If you click the green “save registration” button and nothing happens, scroll back up and check for any red “this field is required” alerts on answers that you might have skipped.



Personnel Contact Information

Name*:
First Name Middle Name Last Name

Title*:

Email*:

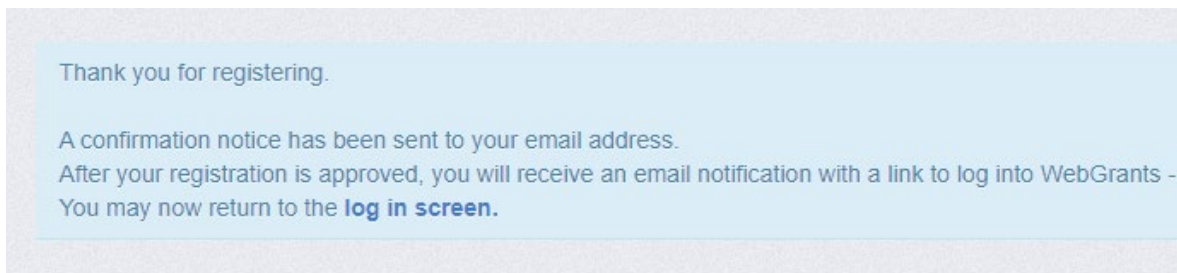
Address*:

City*:
This field is required. State/Province Postal Code/Zip

Phone*:
Phone Ext.
###-###-####

This field was skipped and needs to be filled out!

If you successfully submit your registration, you will be taken to this screen that says “thank you for registering”:



You will receive an automated email confirming your registration was submitted. If you do not see this email, please check your spam folder. If you still don't see the email after 30 minutes, please contact the PCL staff at info@portlandchildrenslevy.org with “WebGrants registration” in the subject line to confirm the email address in your registration record is correct.

Once PCL staff approves your registration, you will receive an automated email from WebGrants with your login and password. Then you may login to WebGrants and begin your PCL grant application.