

Creating an Application in the Portal

1. Click <https://www.bivinsfoundation.org/grants/apply-for-a-grant/> to access the “Apply for a Grant” website page.
2. Find the link on the right side of the website to create a new application. See picture below.

MARY E. BIVINS FOUNDATION

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Tom Bivins Senior Hunger Fund

Apply for a Grant

The Mary E. Bivins Foundation uses Blackbaud's *YourCause Grants Connect* application portal. If you already have a Blackbaud ID and password, use those credentials to login. If you do not have a Blackbaud ID and password, you will need to create one. We recommend you add noreply@yourcause.com to your safe senders list and bookmark the following link to return and access forms:

<https://bbgmapply.yourcausegrants.com/apply/applications>

You will need to click a link on the right-hand side of this page to create an application. [Click here to see instructions.](#)

Rapid Response

Grant Application

The community grant application is open. [Click here to create a new application.](#)

[Click here to continue working on a previously created application or access requirement forms and complete reports.](#)

3. If you already have a Blackbaud ID and password, use that to sign in and skip to Step 10.

4. If you need to create an account, click “Create Account” under the “Sign in” button. See picture below.

Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

Email address*

☐ Remember me

Sign in

OR

Need help signing in? Create account

Powered by: YourCause

5. You’ll see several options for how to register an account. Choose “Continue with Email.” See picture below.

YourCause from Blackbaud

Sign in or sign up

Continue with SSO

Continue with Google

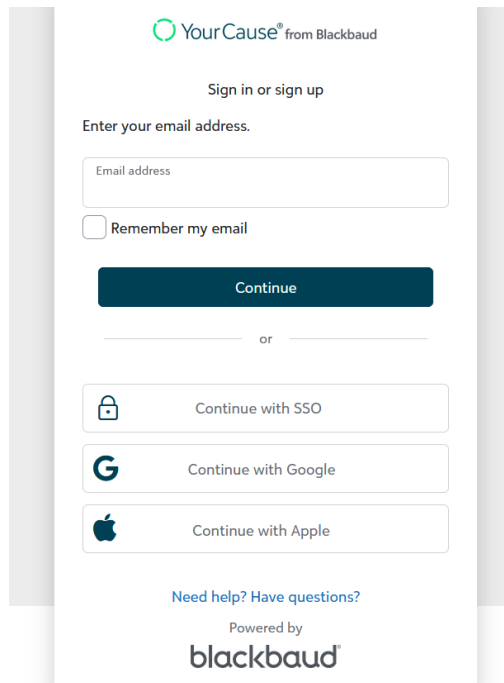
Continue with Apple

Continue with Email

Need help? Have questions?

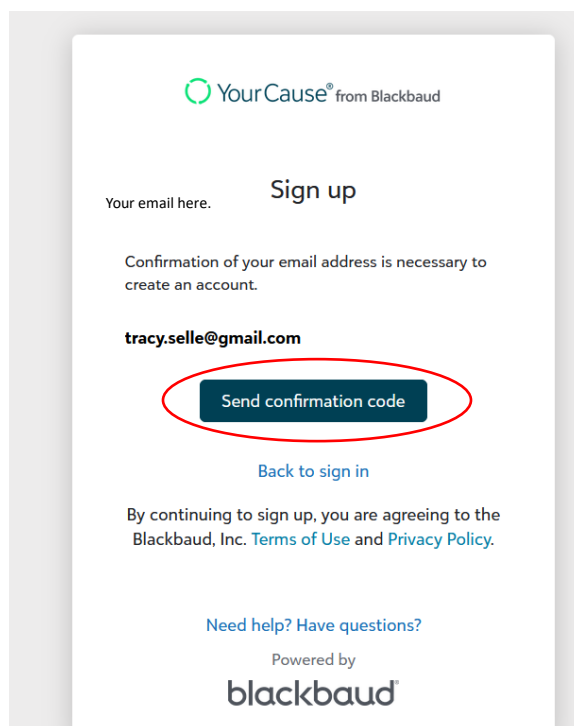
Powered by blackbaud

6. Enter your email. Check “Remember my email.” Hit the Continue button. See picture below.



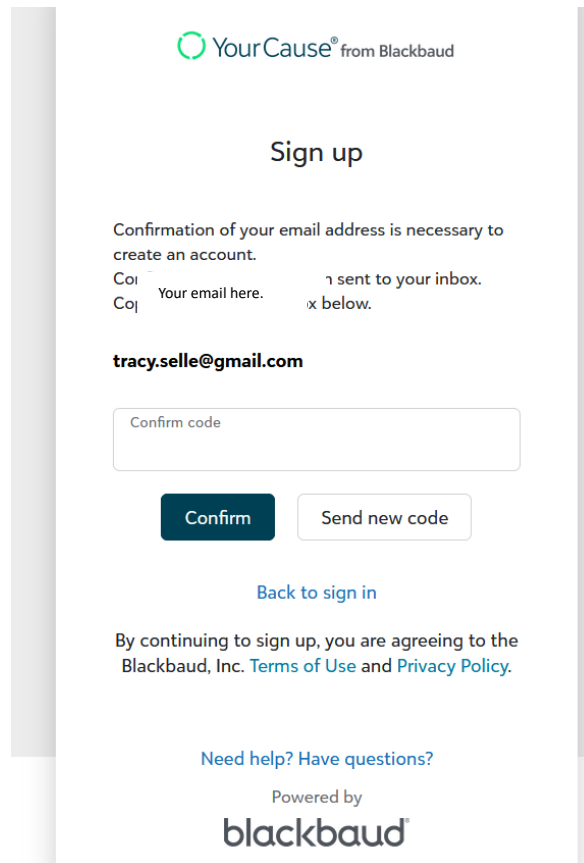
The screenshot shows the 'YourCause® from Blackbaud' sign-in/sign-up interface. At the top, it says 'Sign in or sign up'. Below that, it prompts the user to 'Enter your email address.' with a text input field containing the placeholder 'Email address'. Under the input field is a checkbox labeled 'Remember my email'. A dark blue 'Continue' button is positioned below the checkbox. Below the button is a horizontal line with the word 'or' in the center. Underneath the line are three buttons for social sign-in: 'Continue with SSO' (with a lock icon), 'Continue with Google' (with the Google 'G' logo), and 'Continue with Apple' (with the Apple logo). At the bottom, there is a link 'Need help? Have questions?' and the text 'Powered by blackbaud'.

7. Click “Send confirmation code” and a code will be sent to your email. See picture below.



The screenshot shows the 'YourCause® from Blackbaud' confirmation screen. At the top, it says 'Sign up'. Below that, it says 'Your email here.' followed by the email address 'tracy.selle@gmail.com'. A message states: 'Confirmation of your email address is necessary to create an account.' Below this message is a dark blue button labeled 'Send confirmation code', which is circled in red. Under the button is a link 'Back to sign in'. At the bottom, there is a paragraph: 'By continuing to sign up, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).' followed by a link 'Need help? Have questions?' and the text 'Powered by blackbaud'.

8. Check your email for the confirmation code and enter it in the “confirm code” box. Then hit the “confirm” button. You must confirm the code within 10 minutes. See picture below.



The screenshot shows a web page for 'YourCause' from Blackbaud. The page is titled 'Sign up'. It states that confirmation of the email address is necessary to create an account. Below this, it says 'Confirmation code sent to your inbox.' and 'Check your email here.' followed by a placeholder 'Your email here.' and 'Check the code below.' The email address 'tracy.selle@gmail.com' is displayed. There is a text input field labeled 'Confirm code'. Below the field are two buttons: 'Confirm' (dark blue) and 'Send new code' (light blue). At the bottom, there is a link 'Back to sign in' and a paragraph stating 'By continuing to sign up, you are agreeing to the Blackbaud, Inc. Terms of Use and Privacy Policy.' followed by a link 'Need help? Have questions?'. The footer says 'Powered by blackbaud'.

YourCause® from Blackbaud

Sign up

Confirmation of your email address is necessary to create an account.

Confirmation code sent to your inbox.
Check your email here. Check the code below.

tracy.selle@gmail.com

[Confirm](#) [Send new code](#)

[Back to sign in](#)

By continuing to sign up, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).

[Need help? Have questions?](#)

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blackbaud

9. Enter a password using the guidelines below the “password” field. (Read those carefully!) Enter your first and last name. Then hit the “Sign up” button. See picture below.



Sign up

Confirmation code sent to your email address. Your email address is necessary to create your account. The code has been verified. You can now continue.

tracy.selle@gmail.com

The password must contain at least 12 characters

The password must contain at least 3 of the following:

- Lowercase letter
- Capital letter
- Number
- Special character (!, #, %, etc.)

Sign up

10. After logging in, you'll find your organization, answer a couple of questions, and then be directed to start an application.