HOW TO GUIDE FOR LUTHERAN FOUNDATION'S ONLINE GRANT APPLICATION SYSTEM

How do I begin the online application process?

The process for submitting a **new program grant application** begins on the "How to Apply" page of our website. From there, click "Start You Application Now" to begin a new application. It will take you to our online portal. Enter your login and password OR, if you need to create an account, click "Create Account".

All other online applications (i.e., Capacity Building and Lutheran School Mini Grant) are available upon request. The Lutheran Church Mini Grant application form is available here.

I saved my application from a previous session. How do I get to it?

Access our online portal by clicking on "Portal Login" at the upper right of our website. Login to your account from there. You will see all Lutheran Foundation applications you have in progress, along with applications you may have prepared for other funders who use Blackbaud Grantmaking. Click on the Lutheran Foundation application in progress to make necessary changes. To keep a digital copy of the completed application before submitting it, click "Download" in the upper right corner of the application. Once you are ready to submit the application, click "Submit" on the lower right corner.

What if I forget my password?

Click "Forgot Password" and follow the instructions to retrieve a lost or forgotten password.

The person who wrote our grant applications is no longer with the organization, and I do not know our online account login or password. How can I access our account?

Contact Grants Manager, Juliet Holden, at juliet@lutheranfoundation.org or (314) 231-2244 x111.

If I am in the middle of writing my application, can I save it and continue working later?

Your application continuously saves as you work. To leave the unfinished application, simply close out of the portal. When you want to resume work on it, sign back into the portal from our website and click on the application in progress.

How do I submit attachments in the online system?

Applicants must upload required documents to the online application. All attachments will be attached under the "Attachments" tab. Files must be submitted in one of these formats: Word, Excel, JPEG, or Adobe PDF.

How can I tell if my application has been received by Lutheran Foundation?

You will receive an email confirming receipt once you click "Submit,"

Once an application has been submitted, can it be edited by the applicant?

No. Once submitted, an application cannot be modified.

What if my system crashes while I am submitting my application online?

The online grant application system has been designed to minimize loss of information. Your work on your application saves as you go. After a system crash is resolved, you can easily resume your application by going to the "Portal Login" at the upper right of our website to re-enter the portal and click on the application in progress.

I am a funded partner, and I cannot see the applications I submitted previously. Where can I find them?

Lutheran Foundation's grants management platform provider, Blackbaud, launched a new portal experience Summer 2026. With this launch, previously submitted applications and requirement reports are no longer retained on your portal. If you responded to our emails about downloading your completed applications and requirements, you can refer to them in your own files. However, if you did not get the chance to download your documents, you can obtain copies of specific past applications by reaching out to our Grants Manager, Juliet Holden, at juliet@lutheranfoundation.org or 314.231.2244 ext. 111. Please allow up to three business days to receive the requested copies.