



Reference Document

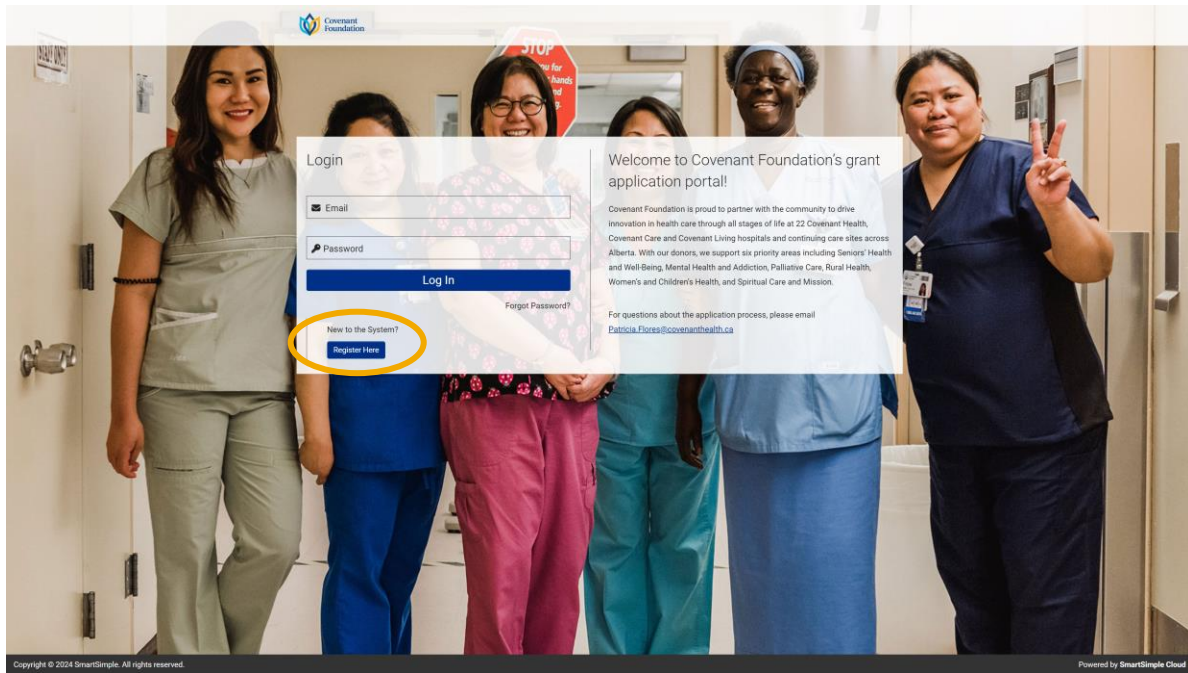
Covenant Foundation’s Online Grant Application Portal

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How to Register as a New User

1. Navigate to the [grant application portal](#) and click the **Register Here** button.



2. Select the Covenant organization that you are associated with.



Registration Options

I am applying from:

Covenant Care

Covenant Health

Covenant Living

3. Complete the site and contact information as requested. All fields with a red asterisk are mandatory.

Note: If you are not associated with a single site (i.e., you will be submitting applications for multiple sites), please select **Covenant Health Corporate**, **Covenant Care Corporate**, or **Covenant Living Corporate**.

Click the **Submit** button once you are done.

Site Information

[Already have an account? Login](#)

i **Instructions**

Please enter your Site Name in the field below to search for your site name in our system. As you start typing a name, our database will suggest a match and then click on the name. If you can't find your site name, please contact our system admin.

If you are not designated to a single site please select 'Covenant Health Corporate'.

Required fields are marked with an asterisk "**

* Site Name

Contact Information

Department/Program


* First Name

* Last Name

Title

* Email

* Phone

I'm not a robot  reCAPTCHA
Privacy - Terms

Submit

4. Registration has been completed. You will receive an email with a link to create a password and login.



Registration Complete

You will receive an email with a link to create a password and login within the next 5 minutes. If you do not receive this email, please check your spam folder.






[Login here](#)


- In the email you receive, click on the link circled below in the image to create your password and login.

Login to Account

 **noreply@smartsimplemailer.com**
To:  Covenant Foundation

Wed 9/18/2024 10:00 AM

 Reply  Reply All  Forward  

 We removed extra line breaks from this message.

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message _____

Dear Jane,

Welcome to the Covenant Foundation's System.




Your user name is covenant.foundation@covenanthealth.ca and you can go to the address below to reset your password.

https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovenantfoundation.smartsimple.ca%2F%2F%2F_activate.jsp%3Folang%3D1%26token%3D%2524FZSecNINCMnljrgU0HF1okOc8FOoQQ7ZXwQhZoCP3Tb6U3yBtmAz8UmVVy26qqrVEecc%252FTJuGGX6XZNLf2BeA%253D%253D&data=05%7C02%7Ccovenant.foundation%40covenanthealth.ca%7Ca654fc117ec84742218c08dcd7faeb3b%7C11930486b47048f291663f0cc3087727%7C0%7C0%7C638622719901083570%7CUnknown%7CTWFpbGZsb3d8eyJWjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ij1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=eqRE36DOajhd%2Fpew%2BLP7cHOG9zuF3yXdBaK6vxbR7EY%3D&reserved=0

Log in here https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovenantfoundation.smartsimple.ca%2F%2F%2F%2F_activate.jsp%3Folang%3D1%26token%3D%2524FZSecNINCMnljrgU0HF1okOc8FOoQQ7ZXwQhZoCP3Tb6U3yBtmAz8UmVVy26qqrVEecc%252FTJuGGX6XZNLf2BeA%253D%253D&data=05%7C02%7Ccovenant.foundation%40covenanthealth.ca%7Ca654fc117ec84742218c08dcd7faeb3b%7C11930486b47048f291663f0cc3087727%7C0%7C0%7C638622719901117301%7CUnknown%7CTWFpbGZsb3d8eyJWjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ij1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=BupFXbEflpkN7WC5AxyWi1HUwPSZqbefC6tmRt7jDwww%3D&reserved=0

Sincerely,

Covenant Foundation

Online   -  + 90%

- You will be redirected to the screen below and prompted to create a password.

Account Activation

New Password:

Confirm Password:

Policy:

- ✘ Password must have at least 8 characters
- ✘ Password must have at least one lowercase letter
- ✘ Password must have at least one uppercase letter
- ✘ Password must have at least one number
- ✘ Password must have at least one special character

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

7. You have successfully created a new account! This is your Grant Portal homepage.

Home

Welcome to the Covenant Foundation Grant Portal

Funding Opportunities My Profile Organization Profile

Action Items

APPLICATIONS (0) REPORTS (0)

#	Application ID	Type	Project Name	Organization	Primary Contact	Status
No Results Found						

Completed Items

COMPLETED APPLICATIONS (0) COMPLETED REPORTS (0)

#	Application ID	Application Type	Organisation	Primary Contact	Approved Amount	Status	Last Modified
No Results Found							

How to Complete and Submit a Grant Application

1. Navigate to the home page of the Grant Portal and click on the **Funding Opportunities** button.

The screenshot shows the Covenant Foundation Grant Portal home page. At the top right, there are links for 'Home', a notification bell, and a user profile icon 'J'. The main header is a blue banner with the text 'Welcome to the Covenant Foundation Grant Portal'. Below this banner are three navigation buttons: 'Funding Opportunities' (circled in yellow), 'My Profile', and 'Organization Profile'. To the right of the banner is a photograph of five healthcare professionals. Below the banner is the 'Action Items' section, which includes 'APPLICATIONS (0)' and 'REPORTS (0)'. A table with columns for Application ID, Type, Project Name, Organization, Primary Contact, and Status is shown, but it contains 'No Results Found'. Below that is the 'Completed Items' section, which includes 'COMPLETED APPLICATIONS (0)' and 'COMPLETED REPORTS (0)'. A second table with columns for Application ID, Application Type, Organisation, Primary Contact, Approved Amount, Status, and Last Modified is also shown, but it is empty.

2. Select the funding stream that you would like to apply for.

The screenshot shows the 'Funding Opportunities' page on the Covenant Foundation Grant Portal. At the top right, there are links for 'Home', a notification bell, and a user profile icon 'T'. Below the header is a 'Reminder' section with three bullet points: 'The Enhanced Patient and Resident Care (EPRC) application should only be completed for requests that are \$25,000 or less.', 'The Funding Priorities (FP) application is meant for larger projects, over \$25,000, that will move the needle on strategic priorities.', and 'Please refer to the Granting Process Decision Tree for more information on granting streams.' Below the reminder is a search bar with a magnifying glass icon and '1-2 of 2' results. Two funding opportunity cards are displayed. The first card, 'Funding Priorities (FP)', features an image of a person in a blue protective suit and a 'Cycle' label. Below the image is the text 'Funding Priorities (FP) Grant' and 'Deadline: 12/31/2024 12:00 AM', with an 'Apply Now' button. The second card, 'Enhanced Patient Resident Care (EPRC)', features an image of an elderly woman and a 'Cycle' label. Below the image is the text 'Enhanced Patient and Resident Care (EPRC) Grant' and 'Deadline: 12/31/2024 12:00 AM', with an 'Apply Now' button.

Note: For grant requests that are site-specific, focused on improving the comfort and care of patients, residents, families, caregivers, or staff at a Covenant site and with a budget of under \$25,000, you should apply for an Enhanced Patient and Resident Care (EPRC) grant.

If your project supports specialized initiatives, programs, equipment, or training that aligns with Covenant’s strategic priorities, you should apply for the Funding Priorities, or FP grant. These grants are typically above \$25,000 and are for projects that aim to make a significant impact and “move the needle” in areas of strategic importance for Covenant.

3. To begin filling out the application, click the **Save Draft** and remember to save as you go.

The screenshot displays the 'New Grant' application interface. At the top left is the Covenant Foundation logo. On the right, there are links for 'Home', a notification bell, and a user profile icon 'J'. The main heading is 'New Grant' with navigation icons. A yellow warning banner states: 'Please click **Save Draft** to start your application.' Below this is an information banner with the following points:

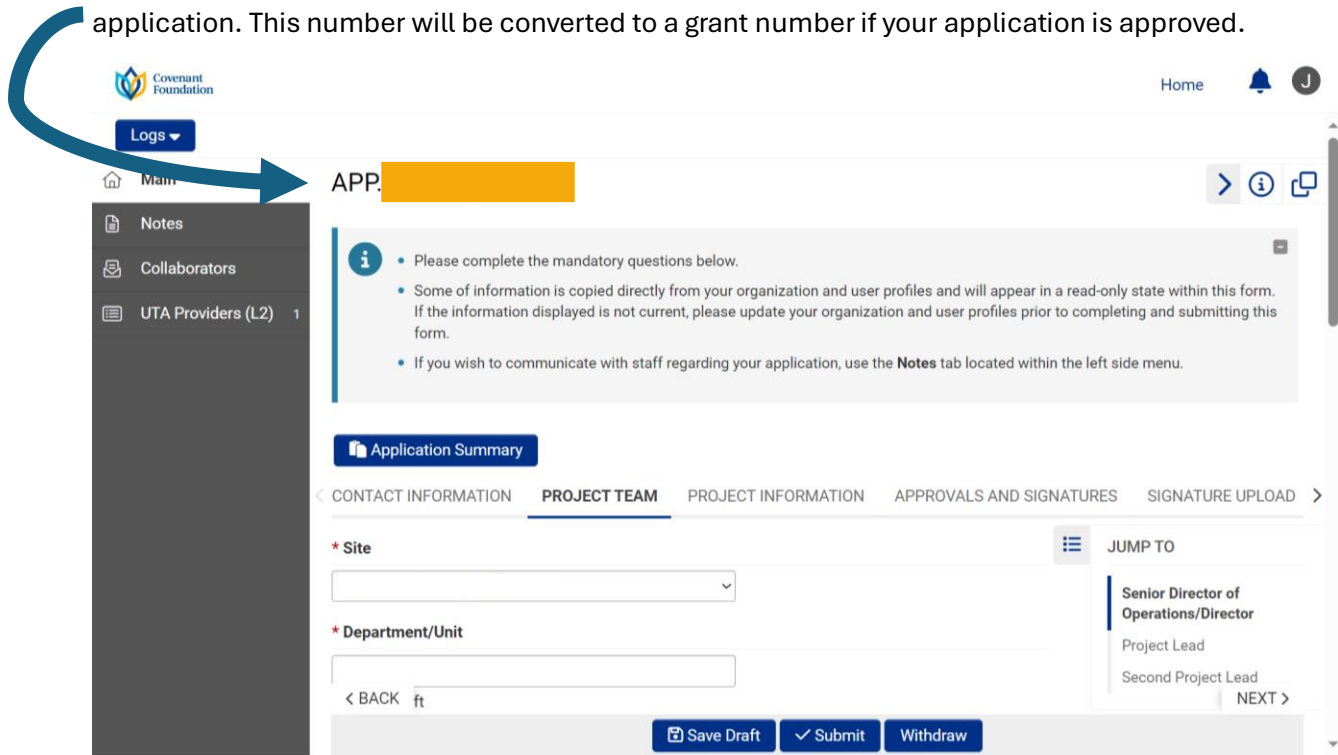
- Please complete the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

The form has four tabs: 'PROJECT TEAM' (selected), 'PROJECT INFORMATION', 'APPROVALS AND SIGNATURES', and 'SIGNATURE UPLOAD'. The 'PROJECT TEAM' section includes:

- * Site: A dropdown menu.
- * Department/Unit: A text input field.

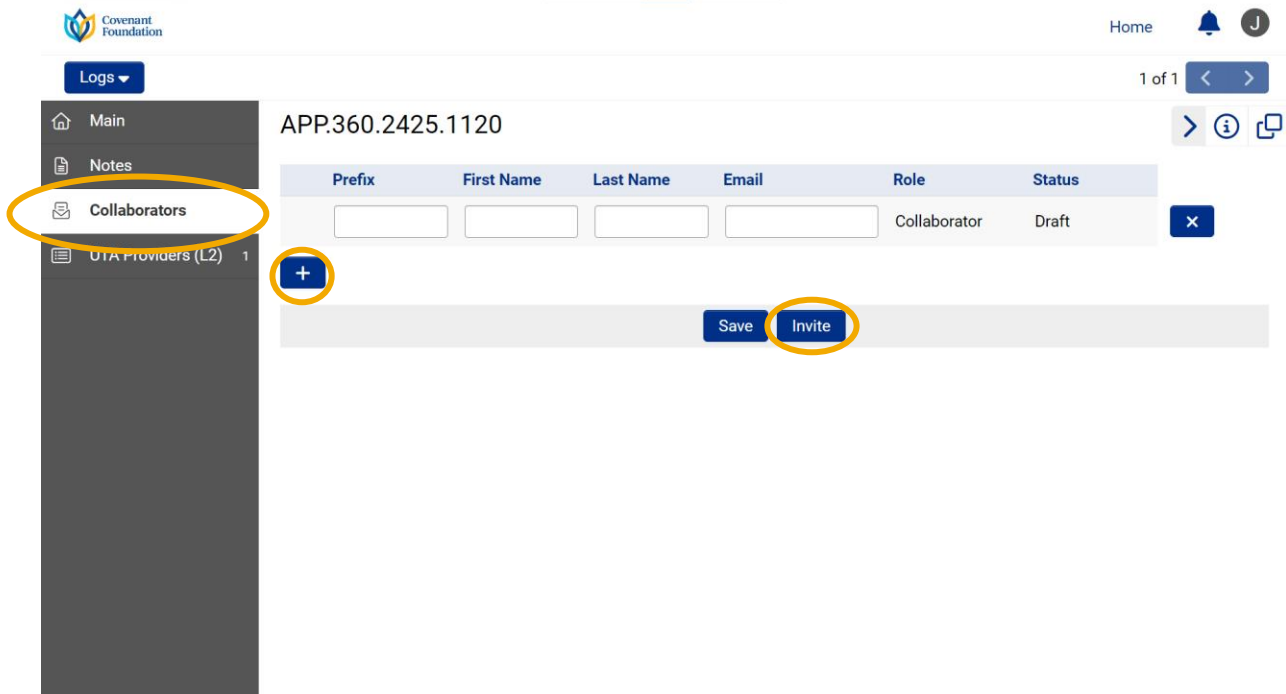
On the right side, there is a 'JUMP TO' menu with options: 'Senior Director of Operations/Director', 'Project Lead', and 'Second Project'. A 'NEXT >' button is also visible. At the bottom center, a blue 'Save Draft' button with a floppy disk icon is circled in yellow.

Once you have clicked the **Save Draft** button, an application number will be assigned to your application. This number will be converted to a grant number if your application is approved.

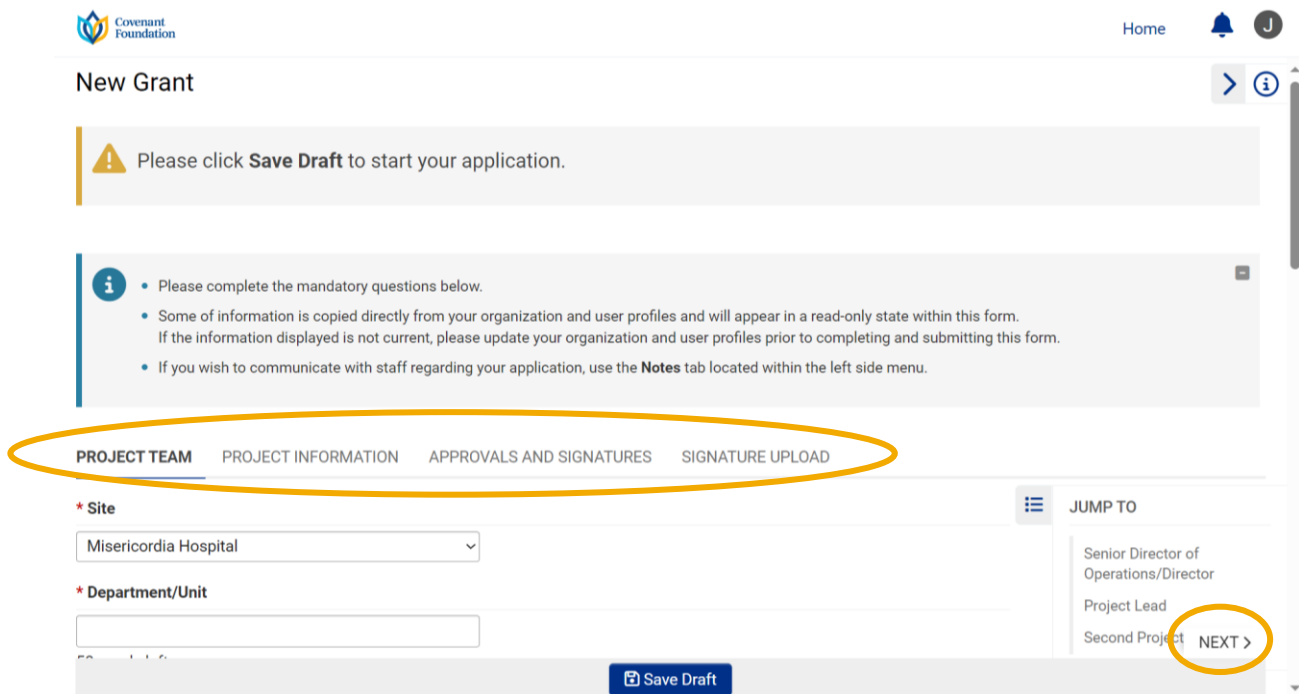


4. To add a collaborator, click on the **Collaborator** button in the sidebar, then the **+** button to add as many collaborators as needed.

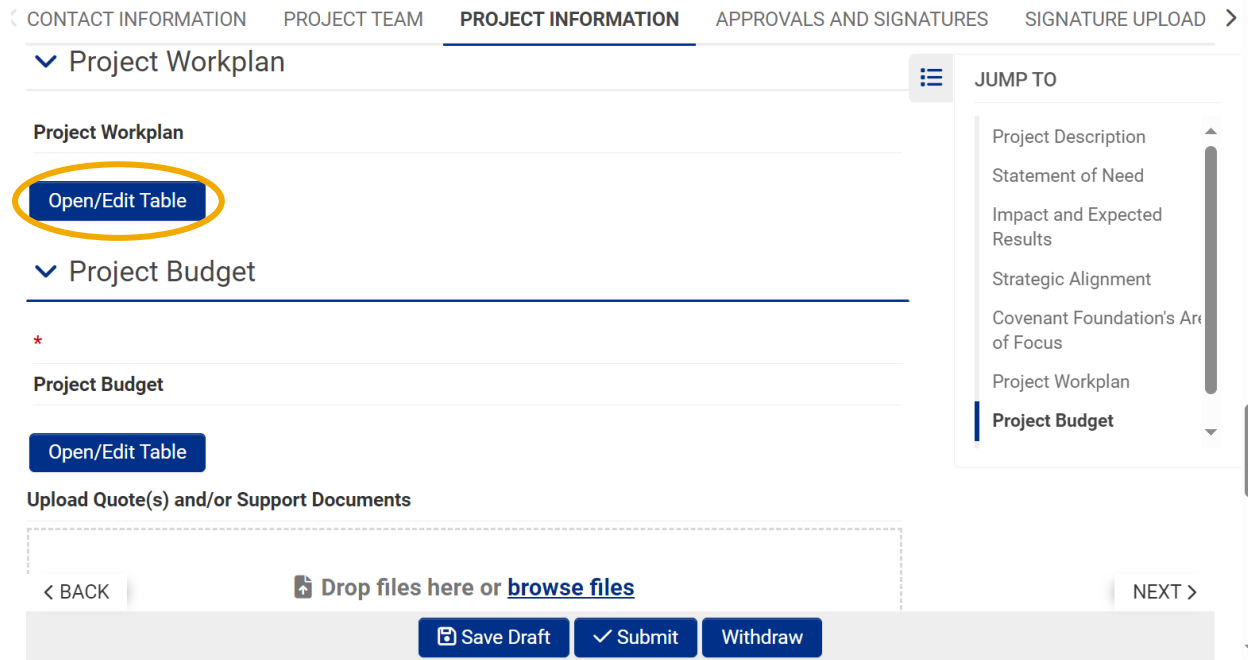
Click the **Invite** button to send an email invitation to your application collaborator. These individuals will have the ability to edit this application.



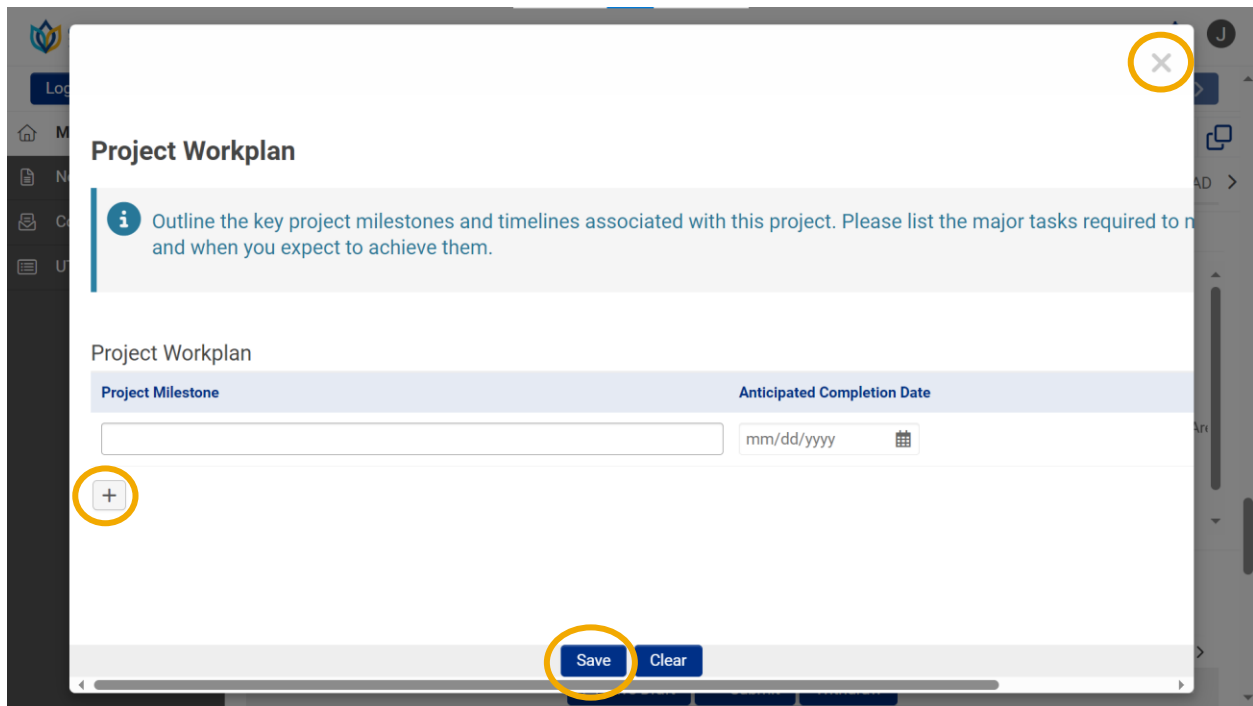
5. Complete all mandatory fields denoted by the red asterisks. You may navigate through the application by clicking the **section headers** or by clicking the **next** button.



- Once you have reached the Project Workplan section, click the **Open/Edit Table** button under “Project Workplan”.



- Click on the + button to add as many lines as needed. Click **Save** then the **X** button to return to the application.



- Once you have reached the Project Budget section, click the **Open/Edit Table** button under “Project Budget”

CONTACT INFORMATION PROJECT TEAM **PROJECT INFORMATION** APPROVALS AND SIGNATURES SIGNATURE UPLOAD >

Project Workplan

Project Workplan

Open/Edit Table

Project Budget

* Project Budget

Open/Edit Table

Upload Quote(s) and/or Support Documents

< BACK Drop files here or [browse files](#) NEXT >

Save Draft Submit Withdraw

- Click on the + button to add as many lines as needed. Select the appropriate budget category and provide more information in the adjacent textbox if necessary. Click **Save** then the **X** button to return to the application.

Direct Cost

Budget Categories	Please specify	Year 1	Year 2	Year 3
Select One				
Subtotal Direct Expenses:		\$0.00	\$0.00	\$0.00

+

Indirect Cost

Indirect Cost	Year 1	Year 2	Year 3	
Subtotal Indirect Expenses:		\$0.00	\$0.00	\$0.00

+

Save Clear

10. Upload quotes or supporting documents (if applicable) using the file upload box below.

< CONTACT INFORMATION PROJECT TEAM **PROJECT INFORMATION** APPROVALS AND SIGNATURES SIGNATURE UPLOAD >

Project Budget

* Project Budget

Open/Edit Table

Upload Quote(s) and/or Support Documents

Drop files here or [browse files](#)

Maximum file size: 2 GB

* Are there any ongoing costs associated with this project?

For example: salaries, vehicle maintenance, etc.

< BACK NEXT >

Save Draft Submit Withdraw

11. Once you have reached the **Approvals and Signatures** section, you will need to gather the required Applicant, Senior Director of Operations and Senior Leadership Team signatures, as well as the Capital Management approval, finance approval, and legal approval, if necessary. To do this, you will need to export the application and have the **Approvals and Signatures** page signed through PDF.

Click the **Application Summary** button. A new window with the application summary will open.

Please complete the mandatory questions below.

- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

Application Summary

< CONTACT INFORMATION PROJECT TEAM PROJECT INFORMATION **APPROVALS AND SIGNATURES** SIGNATURE UPLOAD >

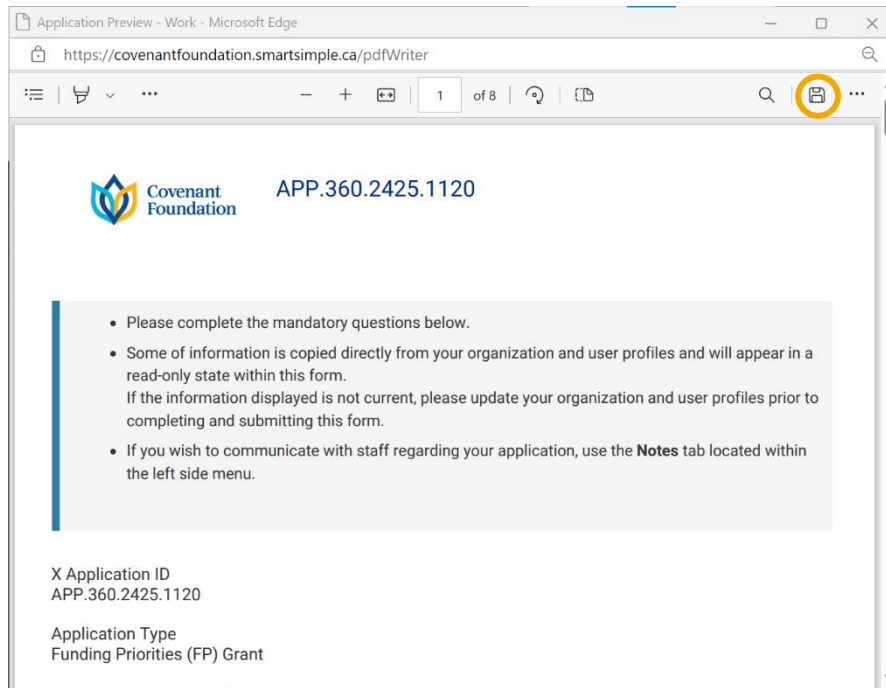
Instructions

To complete the signature sections, please export your application to PDF by clicking the "Application Summary" button. Once exported, please obtain the required signatures then upload the signed signature pages in the "Signature Upload" section.

< BACK NEXT >

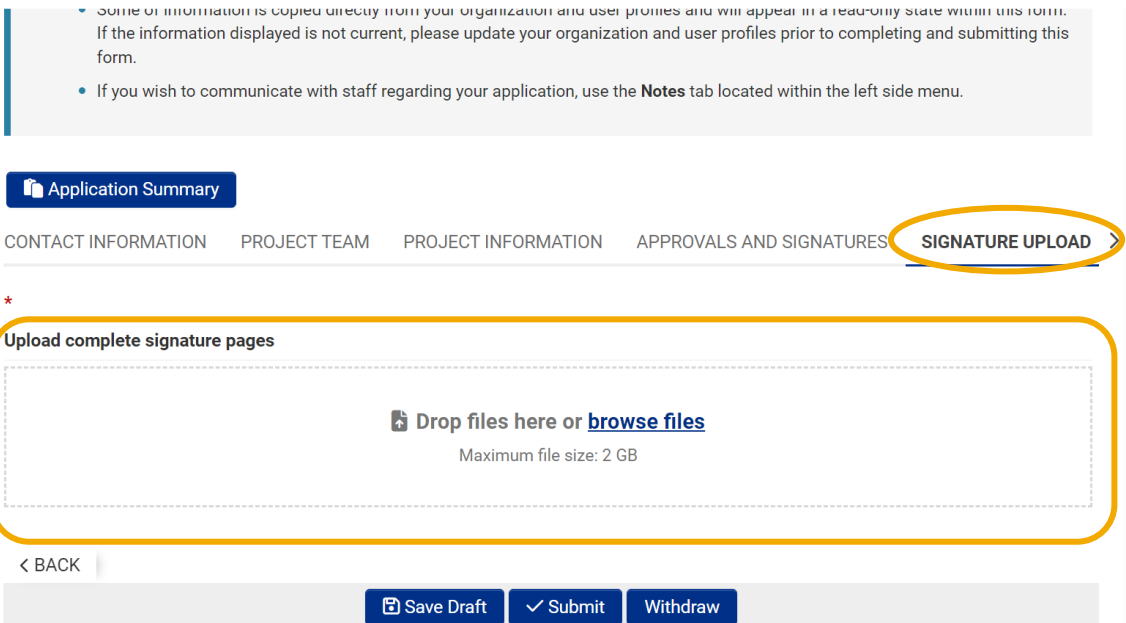
Save Draft Submit Withdraw

12. Click the save icon () to save the PDF version of your application to your desktop.



NOTE: Be sure to click the **Save Draft** button before you exit out of the Grant Portal

13. Once you have gathered the necessary signatures, upload the signed **signature pages only** using the file upload box shown below under the **Signature Upload** section. You do not need to upload the whole application.



14. When you are ready to submit your application, click on the **Submit** button. Alternatively, if you would like to cancel or withdraw your application, you may click the **Withdraw** button.

Some or information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.

- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

Application Summary

< CONTACT INFORMATION PROJECT TEAM PROJECT INFORMATION APPROVALS AND SIGNATURES **SIGNATURE UPLOAD** >

*
Upload complete signature pages

Drop files here or [browse files](#)
Maximum file size: 2 GB

< BACK

Save Draft **Submit** Withdraw

Application Review Process

Funding Notification

Once you have submitted your application, you will receive an email confirming that your application has been submitted. A PDF copy of your application will be attached to this email. Once all applications have been reviewed, a funding notification email and letter will be sent to the applicant and collaborators to inform you of the final decision.

Revisions Requested

Should we require additional information, a **Revisions Requested** email will be sent to the applicant.

1. Click on the link in the email to review the additional information required.

Revisions Requested to your Application: APP.360.2425.1118



noreply@smartsimplemailer.com
To: Covenant Foundation

Reply Reply All Forward

Wed 9/18/2024 1:05 PM

We removed extra line breaks from this message.

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message

Dear Jane,

Thank you for submitting a funding request to the Covenant Foundation. Your application has been categorized as "Needing Additional Information". While we are optimistic about your application, we are requesting some additional details regarding your project before making a final funding decision.

<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2F CovenantFoundation.Smartsimple.ca%2F&data=05%7C02%7C Covenant.Foundation%40CovenantHealth.ca%7C4e7f5a8431b344f7c4d508dcd814d2b1%7C11930486b47048f291663f0cc3087727%7C0%7C0%7C638622831146731500%7CUnknown%7CTWFpbGZsb3d8eyJWljoImC4wLjAwMDAiLCJQIjoiV2luMzliLjBtIl6Ik1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sddata=Uws9bfJdtzPf7w5Zrjwle5%2FUQ7qeyrR8WMMHQHGeVJKA%3D&reserved=0>

Thank You!
Covenant Foundation

- You will be redirected to log into the Grant Portal. Under the Applications tab of the Actions Items, the application that requires more information will be indicated by the **Revisions Requested** status. Click on the open button to view the application.

Action Items

APPLICATIONS (2) REPORTS (3)

1-2 of 2

#	Application ID	Type	Project Name	Organization	Primary Contact	Status
Open	1 APP.360.2425.1118	Funding Priorities (FP) Grant	Example Project	Misericordia Hospital	Jane Smith	Revisions Requested

- The necessary additional information will be outlined below.

✖ Staff has requested the following revisions to your application

Foundation funds have been made available to you thanks to the generosity of our donors. It is therefore the responsibility of the Covenant Foundation to provide funding that goes above and beyond the standard operations of the health system. Specifically, we are interested in obtaining additional information as to why the requested equipment is not funded through the standard operating budget.

i Instructions for Submitting Revisions

- Please only update your application with the requested information.
- Once all revisions have been entered, click the "Submit Revisions" button to resubmit your application.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

📄 Application Summary

CONTACT INFORMATION PROJECT TEAM PROJECT INFORMATION APPROVALS AND SIGNATURES SIGNATURE UPLOAD

Organization Information

Misericordia Hospital
16940 - 87 Avenue
Edmonton, AB, T5R 4H5
Phone:

NEXT >

📄 Save Draft **✓ Resubmit** **Withdraw**

4. To provide the additional information requested, click on the **Notes** button in the sidebar, then click on the **+** sign.

The screenshot shows the application interface for APP.360.2425.1118. On the left sidebar, the 'Notes' button is highlighted with a yellow circle. In the main content area, a '+' sign is also highlighted with a yellow circle. The interface includes a top navigation bar with 'Home', a notification bell, and a user profile icon. Below the navigation bar, there are tabs for 'Main', 'Collaborators', and 'UTA Providers (L2)'. The main content area displays a search bar with filters for 'Type', 'From', and 'To', and a 'Sort By' dropdown. The search results show 'No Records Found'.

5. Provide all necessary additional information, then press the **Save** button.

The screenshot shows the application interface for APP.360.2425.1118, specifically the 'Notes' form. The sidebar on the left has 'Notes' highlighted. The main content area shows a form with the following fields: 'Type' (set to 'Note to Covenant Foundation'), 'Subject' (empty), and 'Body' (a large text area with the placeholder 'Enter additional information here'). At the bottom of the form, the 'Save' button is highlighted with a yellow circle, along with a 'Cancel' button. The interface includes a top navigation bar with 'Home', a notification bell, and a user profile icon. Below the navigation bar, there are tabs for 'Main', 'Collaborators', and 'UTA Providers (L2)'. The main content area displays a search bar with filters for 'Type', 'From', and 'To', and a 'Sort By' dropdown.

- To resubmit the application with the additional information requested, click the **Resubmit** button.

APP.360.2425.1118 > ⓘ 📄

✖ **Staff has requested the following revisions to your application**

Foundation funds have been made available to you thanks to the generosity of our donors. It is therefore the responsibility of the Covenant Foundation to provide funding that goes above and beyond the standard operations of the health system. Specifically, we are interested in obtaining additional information as to why the requested equipment is not funded through the standard operating budget.

i **Instructions for Submitting Revisions**

- Please only update your application with the requested information.
- Once all revisions have been entered, click the "Submit Revisions" button to resubmit your application.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

Application Summary

CONTACT INFORMATION | PROJECT TEAM | PROJECT INFORMATION | APPROVALS AND SIGNATURES | SIGNATURE UPLOAD

Organization Information

Misericordia Hospital
16940 - 87 Avenue
Edmonton, AB, T5R 4H5
Phone:

NEXT >

Save Draft |
 Resubmit |
 Withdraw

Impact Reporting

An impact report will be requested once your project has been completed. You will receive an email informing you that your impact report is due.

From the home page, click on the **Reports** tab. A list of all reports due will appear. Click on the **Open** button to begin filling out your report.

Home 🔔 👤

Welcome to the Covenant Foundation Grant Portal

Funding Opportunities

My Profile

Organization Profile

Action Items

🔍 APPLICATIONS (0)
☰ REPORTS (1)

1-1 of 1 ⏪ ⏩

#	Application ID	Type	Project Name	Organization	Primary Contact	Status	Due Date	
Open	1	.CFDN.2425.1132	Report	Example Project	Covenant Health Corporate	Trish Flores-Worobec	Draft	09/26/2024

Completed Items

✔️ COMPLETED APPLICATIONS (6)
✔️ COMPLETED REPORTS (0)

1-6 of 6 ⏪ ⏩

Complete all mandatory fields denoted by the red asterisks. You may click the save draft button to save a draft of your report, or click the submit button to submit your final report to the Foundation.

Covenant Foundation Home

1 of 1

APP.2425.1132 (Report)

Due Date 09/26/2024

Summary

PROGRESS REPORT

* Project Objective

200 words left

* Summary of Project

200 words left

* Communities Served

200 words left

Getting to Know the Covenant Foundation Grant Portal

Homepage

From the homepage, you will have access to your **draft** applications, **submitted** applications, as well as all applications that were **approved** and **declined**. Note: All applications submitted prior to the new online portal will not be available to you. Please contact Trish (patricia.flores@covenanthealth.ca) if you have any questions regarding these applications.


Home  

Welcome to the Covenant Foundation Grant Portal

 [Funding Opportunities](#)

 [My Profile](#)

 [Organization Profile](#)



Action Items

[APPLICATIONS \(1\)](#) [REPORTS \(2\)](#)

1-1 of 1 [<](#) [>](#)

#	Application ID	Type	Project Name	Organization	Primary Contact	Status
Open	1 APP:360.2425.1120	Funding Priorities (FP) Grant		Misericordia Hospital	Jane Smith	Draft




Completed Items

[COMPLETED APPLICATIONS \(3\)](#) [COMPLETED REPORTS \(0\)](#)


1-3 of 3 [<](#) [>](#)


#	Application ID	Application Type	Organisation	Primary Contact	Approved Amount	Status	Last Modified
Open	1 APP:360.2425.1121	Enhanced Patient and Resident Care (EPRC) Grant	Misericordia Hospital	Jane Smith		Declined	09/18/2024 01:42PM
Open	2 360.CFDN.2425.1122	Enhanced Patient and Resident Care (EPRC) Grant	Misericordia Hospital	Jane Smith	\$10,000.00	Approved	09/18/2024 01:40PM
Open	3 APP:360.2425.1118	Funding Priorities (FP) Grant	Misericordia Hospital	Jane Smith	\$45,000.00	Submitted	09/18/2024 12:36PM
					\$55,000.00		


You will also be able to submit a new application by clicking the **Funding Opportunities** button, edit your profile by clicking the **My Profile** button and view the site you are registered with by clicking the **Organization Profile** button.



Home  

Welcome to the Covenant Foundation Grant Portal

 [Funding Opportunities](#)

 [My Profile](#)

 [Organization Profile](#)



Action Items

[APPLICATIONS \(1\)](#) [REPORTS \(2\)](#)

1-1 of 1 [<](#) [>](#)

#	Application ID	Type	Project Name	Organization	Primary Contact	Status
Open	1 APP:360.2425.1120	Funding Priorities (FP) Grant		Misericordia Hospital	Jane Smith	Draft

Completed Items

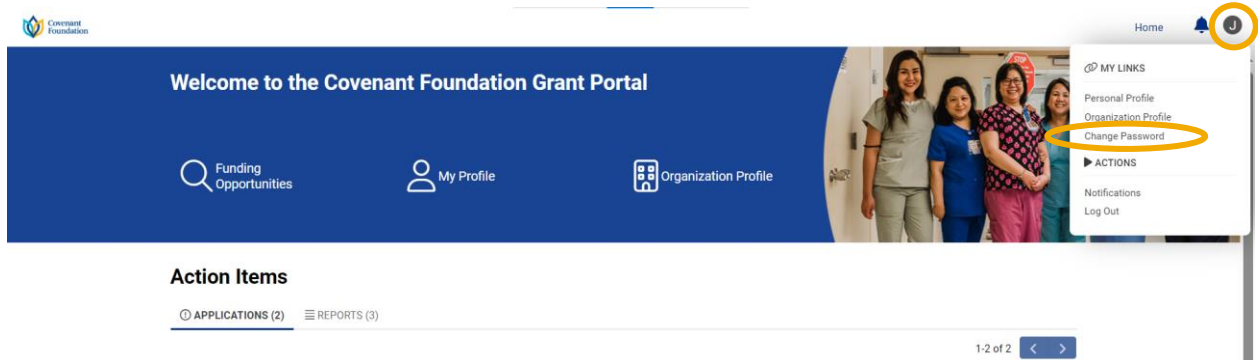
[COMPLETED APPLICATIONS \(3\)](#) [COMPLETED REPORTS \(0\)](#)

1-3 of 3 [<](#) [>](#)

#	Application ID	Application Type	Organisation	Primary Contact	Approved Amount	Status	Last Modified
Open	1 APP:360.2425.1121	Enhanced Patient and Resident Care (EPRC) Grant	Misericordia Hospital	Jane Smith		Declined	09/18/2024 01:42PM
Open	2 360.CFDN.2425.1122	Enhanced Patient and Resident Care (EPRC) Grant	Misericordia Hospital	Jane Smith	\$10,000.00	Approved	09/18/2024 01:40PM
Open	3 APP:360.2425.1118	Funding Priorities (FP) Grant	Misericordia Hospital	Jane Smith	\$45,000.00	Submitted	09/18/2024 12:36PM
					\$55,000.00		

Changing Your Password

To change your password, click on the icon containing your first initial, then click **Change Password**.



Questions and Support

For questions and further information about the grant portal, please contact Trish Flores-Worobec, granting officer with Covenant Foundation at patricia.flores@covenanthealth.ca.