



**Responsive Grant Program Letter of Inquiry Application Instructions**

To begin a new proposal:

- 1. After clicking on the [link to the online letter of inquiry](#), you will be asked a series of questions to determine your eligibility and fit with Delta Dental of Minnesota’s application guidelines.
- 2. Click on the “New Proposal” button and then the “Continue” button.

**Application Eligibility**

1. Are you beginning a New Proposal, or continuing an Existing Proposal?

New Proposal

Existing Proposal

- 3. Continue answering questions 2-4 by choosing your answer and clicking “Continue”.

NOTE: Hover your mouse over the question mark for additional help text.

**Application Eligibility**

Only organizations classified as tax-exempt nonprofits under 501(c)3 of the Internal Revenue Code may apply. If you are not a 501(c)3, but are doing charitable work, please call 612-224-3291 to speak with a staff member.

2. Are you a 501(c)3 organization?

Yes

No



### Application Eligibility

Applicants must be located in Minnesota and serve primarily Minnesotans. If you are located in North Dakota, please call 612-224-3291 to speak with a staff person.

3. What state does your organization primarily serve?

Minnesota

Other

**Continue**

### Application Eligibility

Requests must be for project or program support

4. What type of funding are you seeking?

Project/Program Support

General Operating Support

Capital Support

Other Support

**Continue**

4. If all of your answers fit with Delta Dental of Minnesota’s guidelines, you will receive the following message. Click on “Continue” to move on to the login and registration page.

Your responses to our initial questions indicate that you might be a good fit for our Programs. We encourage you to continue your application process. Please click on "Continue" below and proceed to the next step.

**Continue**

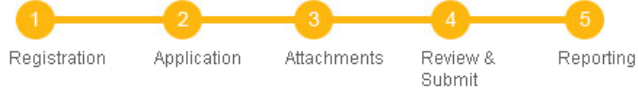
[Exit](#)



5. You are now at the login and registration page.



Applying online for grants / letter of inquiries is now easy



Following hints to serve you better

If you are a first time user of our online system, please [click here](#) to register. If you are a returning user, please enter your username and password at the right. If you have previously registered, but have forgotten your password, please [click here](#) to receive a temporary password.

Username

Password

**Login** [Can't access your account?](#)

New Portal User **Register**

6. If you are new to the system, click on the "Register" button to set up an account.

New Portal User **Register**



7. Fill out all of the fields below, and then click on the “Save” button. You must fill out every field in order to complete your registration.

NOTE: Hover your mouse over the question mark for additional help text.

### Register

To Register, please fill out all of the following fields. Every field is required.

**Save**

#### Your Organization's Name

Organization Legal Name

EIN

#### Your Name and Title

Salutation

First Name

Last Name

Title

#### Your Contact Information

Office Street

255 Characters remaining

Office City

Office State

Office Zip/Postal Code

Office Country

Business Phone

Email



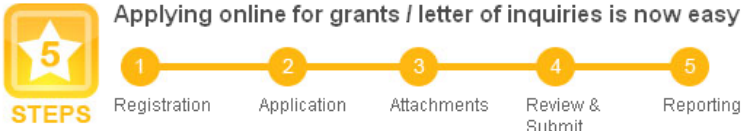
- 8. Once your user account has been created, you will be directed to the following screen. Click on the “Login” link to be directed to the login page. **\*\*Be sure and click on the “Login” link immediately to begin your application. Once begun, you may save and return to your application at any time.\*\***

Your user account has been created.

[Login](#)

**\*\*Please be sure and click on the "Login" link above now to begin your application. Once begun, you may save and return to your application at any time.**

- 9. Enter your username and password and then click on the “Login” button. You may begin your inquiry now, save and logout, and then login again at any time before the submission deadline. Be sure and record your username and password, because you will need it in order to return to the system in the future.



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Password

[Login](#)   [Can't access your account?](#)

New Portal User   [Register](#)



10. When you login for the first time, you will be directed to the “Details” tab of the application, where you may begin filling out your letter of inquiry. You may click on the “Save” button at any time to save your inquiry and return at a later date.

NOTE: Hover your mouse over the question mark for additional help text.

1 Details 2 Review & Submit

**RESPONSIVE GRANT INQUIRY**  
Please complete the information below. Click on "Save" and then "Continue" to move on to the next page of the Inquiry.  
*\*\*\*NOTE: Be sure to click "Save" before logging out.\*\*\**

**Save**

**Contact Information**

Salutation	Ms.
First Name	Sally
Last Name	Smith
Suffix	
Title	Dr
Email	sally@sally.org
Contact Phone	(111) 111-1111

**Address Information**

Address	333, Newton, MA, 33333
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11. At the “Review & Submit” tab, you may review your inquiry, as well as print it for your records. To print, click on the “Print” button. Once you are ready to submit, click on the “Submit” button. Once you submit, you may not make any further edits to your request.

1 Details

2 Review & Submit

**RESPONSIVE GRANT INQUIRY**  
Please review the information below. If any changes need to be made, please go back to the appropriate tab and make the updates before submitting the inquiry.

Submit

Print

**Contact Information**

<b>Salutation</b>	Ms.
<b>First Name</b>	Sally
<b>Last Name</b>	Smith
<b>Suffix</b>	
<b>Title</b>	Dr
<b>Email</b>	sally@sally.org
<b>Contact Phone</b>	(111) 111-1111

**Address Information**

<b>Address</b>	333, Newton, MA, 33333
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12. After you click on “Submit” you will be directed to the “My Submissions” screen, where you may review both your open items and past history. Once an item is submitted, you may view it by clicking on the view icon , but you may not edit it.

Please see below for a list of all items associated with your login. To continue working on any item, simply click edit.

Open Items

History

ID Number	Project Name	Type	Record Type	Status	Last Modified Date	Edit	View
> 12-00346	Demonstration Project Title	Letter of Inquiry	Philanthropy	Submitted	3/13/2012		



13. If you need to edit your profile, click on the “Profile” link. You may edit your contact information, your organization information, and change your password.

[My Submissions](#) [Profile](#) [Logout](#)

Contact Info	Organization	Change Password
<b>Edit</b>		
Salutation	Mr.	
First Name	James	
Last Name	Margaret	
Active	<input checked="" type="checkbox"/>	
<b>Username and Password</b>		
Username	ddd@ddd.org	
<b>Email Address</b>		
Email	ddd@ddd.org	Confirm Email ddd@ddd.org
<b>Edit</b>		

14. When you are done editing or viewing your proposal and/or profile, click on “Logout” to exit the online system.

[My Submissions](#) [Profile](#) [Logout](#)





To continue working on an proposal already started:

1. To continue a proposal already in progress, [click here](#).
2. You will be directed to the login page. Enter your username and password and click on the “Login” button.



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Username

Password

[Login](#)    [Can't access your account?](#)

New Portal User    [Register](#)

3. Find your proposal under the “Open Items” tab and click on the “Edit” icon .

Please see below for a list of all items associated with your login. To continue working on any item, simply click edit.

Open Items		History					
ID Number	Project Name	Type	Record Type	Status	Last Modified Date	Edit	View
> 12-00344	Test Monday March 12	Letter of Inquiry	Philanthropy	In Progress	3/12/2012		
> 12-00340	Test LOI	Letter of Inquiry	Philanthropy	Submitted	2/24/2012		

4. You may now continue working on your proposal.
5. To logout and return later, click on the “Logout” link.

[My Submissions](#)    [Profile](#)    [Logout](#)