GrantsConnect The Applicant Experience

Contents

STEP #1: NPOconnect Registration

NPOconnect Registration is Required for All Qualified Organizations**Grants

You may search in NPOconnect to see if your organization is already setup and eligible to receive grants at NPOconnect Eligibility. Registering at NPOconnect is free and easy. The direct link to register at is NPOconnect Registration.

The links below are very helpful to walk you step-by-step through the registration process.

- ▪ Local Organizations or Chapters:
  NPOconnect Registration Process for Local Organizations or Chapters
- ▪ National Offices:
  NPOconnect Registration Process for National Offices

**NOTE: Only 501©3 organizations recognized as non-profit by the IRS are eligible to be paid through GrantsConnect. 501©6 is the designation of most Chambers, EDO's and some trade associations, so you should not apply for funding through GrantsConnect. Please reach out to your Community Affairs Manager for funding instructions.

If for some reason, your organization finds out it is "*Not eligible for grant funding through Blackbaud Giving Fund*" at the NPO Connect site, you may click on "live chat" or email and provide your organization's EIN (employer identification number provided by the IRS) to find out why. See these options in upper left once signed into NPOconnect and clicking on the "?" sign. In some circumstances, organizations haven't filed tax returns or owe the IRS other paperwork to be considered in "good standing" with the IRS. You should call the IRS directly at **800-829-1040 to find out what the issues might be**.

You should register at NPOconnect well ahead of needing to submit a request for funding as it can take **a few business days** after registering to receive notification that your registration was approved. You may need to **check your junk email** inbox for the notification.

After you register with NPOconnect, you will be able to verify your contact information, add your mission statement, and set up electronic payments (via ACH – automated clearing house). Payments by ACH are received faster and avoid a 10 percent fee (up to $100 max) versus a mailed check.

You may need to log in to NPOconnect again, so be sure to keep it in a secure place. First-time users will receive and be required to respond to a *Registration Verification* email prior to Signing In.

As an administrator for your organization, you may need to upload your organization's IRS determination letter (proving your organizations' tax-exempt status) as well as proof of your role with the charity during the registration process.

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If successfully registered in NPO Connect, you should receive an email like this:

Welcome to the Global Good Network

Congratulations!

You have been approved as a Nonprofit Administrator for Oneheart with Registration ID 834200317.

Please sign into your account and view your Notification Panel to complete action(s) required on your NPO profile.

As a Nonprofit Administrator you have full privileges to manage all aspects of your Nonprofit profile and account including:

- **Profile Management**
- **Address Management (except Remittance Address)**
- **Document Management**
- **Chapter/Location Management**
- **SDG Management**
- **Donation Verification**
- **Vol Hours Verification**
- **Compliance Management**
- **Request Check Reissues**
- **Disbursement Information Management**
- **User Management**

If you are new to the NPOconnect Nonprofit Platform (NPP), we will provide you with additional tools to help you navigate and get the best out of NPOconnect. Over the next month, you will receive a series of 4 emails with useful information and best practices for managing your organizations profile and account. We would also like to encourage you to visit our *Online Help Desk* which is available to you 24/7.

Sign in

STEP #2: GrantsConnect Application Portal

First time members are required to create a profile** in GrantsConnect

Access the GrantsConnect Application Portal here:
- Direct GrantsConnect Application Sign up
- Access it via the Black Hills Energy website

Once on the GrantsConnect webpage, you must first **Sign Up** and later **Sign In**.

First, Select the **Sign Up** tab.

You will use your GrantsConnect username and password each time when logging in to request future grants, so be sure to keep it in a secure place. First-time users will receive and be required to respond to a *Registration Verification* email prior to applying for funds.

STEP #3: Gather Required Documents

We recommend typing out answers in a Word document or another source, pasting them in.

- Organization's name, address, phone number and website.
- Submitter's name, job title, address, phone number and email.
- Explain the purpose of requested charitable donation, project timeline and describe all recognition levels available.
- If your organization received a corporate sponsorship from Black Hills Energy within the past five years, explain the purpose for which the funds were used.
- Provide a brief description of your organization, its history and purpose.
- Describe the impact your organization or event has on the community and the number of people served by your organization.
- List any opportunities for advertising, recognition or naming rights associated with this request.

- Please list any employees from Black Hills Energy serving as volunteers for your organization, in what capacity they serve and approximate length of their service in years.
- Detail the efforts your organization is currently undertaking to incorporate diversity, equity and inclusion (DEI) into your organization's ongoing strategy.
- For requests of $500 or more:
  - Upload a complete budget for the requested use of funding (Allowed file type: PDF)
  - List of organization's officers and/or board of directors
  - Provide a list of major contributors supporting your request to date, including pending requests

STEP #4: Fill Out Application in GrantsConnect

After registering in GrantsConnect the first time, you will then be able to **SIGN IN** at:

GrantsConnect Application Sign In -

There is no restriction on how many people within the same organization can have a profile in GrantsConnect, allowing multiple people to have access to an application or related information.

Pre-Application (Eligibility Quiz)

All organizations getting to this point will have already identified their tax-exempt organization in NPOconnect and are allowed to fill out the pre-application. Information about you and your organization on whose behalf you are applying, will show up at the top of the Pre-Application screen:

Your organization must then pass an eligibility quiz to confirm that you are located in Black Hills Energy service territory (or serve our customers) AND that your organization request aligns with any of our giving priorities. If you answer NO to either of these questions, you are not able to apply for funding.

Applications are automatically saved as you enter information into it, so you may return to GrantsConnect to review, add more info and finish later.

ELIGIBILITY FORM QUESTIONS
Complete the required fields below.

Service Area
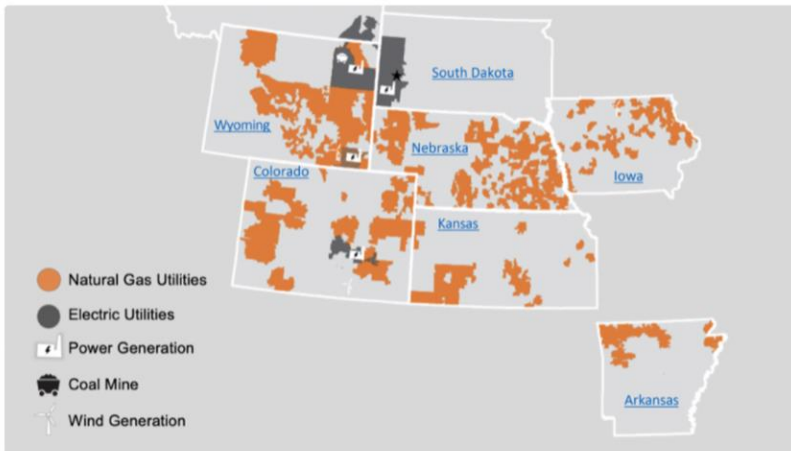
The areas in **orange** and **dark gray** represent the Black Hills Energy service area.

Are you or your constituents located in a Black Hills Energy service territory?*

Select one

Giving Priorities

Black Hills Energy has four giving priorities, as defined below:

Helping People
Focus on the wellbeing of all our customers and communities.

- Human service organizations
- Low-income focus
- Safety/energy education
- Fire department training, equipment, or fundraising partnerships

Strong Communities
Focus on economic and community development.

- Economic health and vibrancy
- Community betterment
- Community celebrations

Responsible Energy & Environmental Stewardship
Focus on responsible energy use and environmental stewardship.

- Energy awareness or energy efficiency
- Environmental programs, projects, or initiatives
- Environmental beautification or preservation efforts
- River restoration, wildlife, or nature area enhancement
- Recycling or community clean-up efforts

Workforce and Education
Focus on education and developing a strong workforce.

- Youth/workforce development and events
- Mentoring and afterschool programs
- Scholarship programs
- Diversity and inclusion-focused education
- Colleges and university building projects
- Community leadership development programs
- Hands-on science, technology, engineering, arts and math education

Does your request align with one of Black Hills Energy's giving priorities?*

Select one

After passing the pre-application, the actual application begins with the same questions you saw in the Eligibility Quiz, but this time, you will be asked to identify the specific Black Hills Energy territory the request will serve and the Black Hills Energy giving priority your organization aligns with.

Next, information about your organization is gathered.

Organization Information

Your organization's details are listed above. The address is populated by the IRS. If this information has changed, please update it in the Nonprofit Portal.

Your name, email, address, and phone number were captured during the sign up process. Please ensure these details are accurate by viewing the information in the upper right-hand information box
To update, click the dropdown next to your name in the very top right-hand corner of screen and select My Account.

Please list your title as it pertains to the organization*

| Board member |

Amount Requested*

| $ 5,000.00 | USD

Organization Website

| sunnhorses.com |

Organization Social Media Link(s)

| sunnyhorses, com |

Please explain the purpose and timeline for the funds requested*

| We are hosting a community riding event on March 15. |

10 words

Contributions vs Sponsorships – While applying for funds, you will be asked to identify if your request is for a contribution or a sponsorship:

Is your request related to a specific event, season or program? Examples include: a fine arts or sports season; fundraising or community event.*

| Yes | × ∨ |

Depending on the amount requested and how you answer this question, a slightly different set of questions will appear. If the amount requested is **less than $500**, you will not have to provide Board of Directors or Budget information.

- **YES = Sponsorship Request** – Funding for an event, program or season with a specific date or range of time is most likely a SPONSORSHIP request. Example: fundraising events, fine arts or sports season.
- **NO = Contribution Request** - All other requests would be considered CONTRIBUTIONS.

If you select YES that you are requesting funds for an event, season or program, you will be asked to provide the following details pertinent to sponsorship request:

Sponsorship Request Details

Total projected cost or budget for your event, season or program*

$ 10,000.00   USD ⌄

What is the name of your event, season, or program?*

Ride with Us

What is the start date of your season or the exact date of your event?*

02/04/2022   📅

If the event is only one day, please use the same date as the start date

What is the end date of your season or the exact end date of your event?

02/04/2022   📅

Where will the event or program be held? (Exact location)*

The Riding Arena

Is there a cost to attend your event, season or program?*

● Yes

○ No

If so, how much is it?*

$ 20.00   USD ⌄

If you answer this question NO the application is deemed to be for a contribution, you will see a different question.

Cost of Project

Total cost of project*

$ USD

For either type of request, if the amount of the request is **more than $500**, you will see additional questions about your Board of Directors and Budget:

Cost of Project

Total cost of project*

$ USD

Board of Directors and Contributors

Please provide a list of your organization's officers and board of directors. Please select whether you'd like to type or upload your response below.*

Select one   ⌄

Please provide a list of major contributors and the amounts they've donated, including pending requests (please specify). Please select whether you'd like to type or upload your response below.*

Select one   ⌄

Budget

Please share the projected budget for your project.*

Select one   ⌄

You may choose to upload up to three supporting documents about you organization. Files saved as PDF's are preferred.
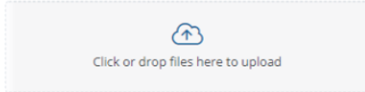
Supporting Materials

Please upload any supporting materials you'd like included in your application.
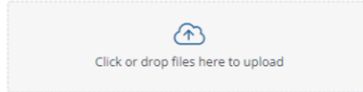
Optional examples include:

- End of Year Report/Annual Report
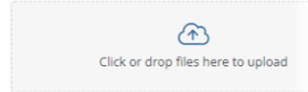- Most recent newsletter
- Case Study

Supporting Materials ❓	Supporting Materials ❓	Supporting Materials ❓
⬆️ Click or drop files here to upload	⬆️ Click or drop files here to upload	⬆️ Click or drop files here to upload
PDF preferred	PDF preferred	PDF preferred

You will be asked to respond to a question with regards to your diversity, equity and inclusion practices.

At Black Hills Energy, we foster an environment that respects all people without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, creed, disability, age, veteran status, or any other protected class. Do the policies and practices of your organization align with these principles?*

- 🔵 Yes
- ⚪ No

We encourage you to review your responses carefully before submitting, as you can't make revisions after hitting "Submit," without a Community Affairs Manager sending the application back to you or making the update on behalf of you. After hitting SUBMIT, you will receive an email from Black Hills Energy to let you know that your application was successfully submitted. Example below:

Black Hills Energy Grant Request Submitted

Dear Jane Doe

You have successfully submitted your application for the following program:

Black Hills Energy Community Giving

Application ID: 123456789
Form Submitted: Black Hills Energy Community Giving Application

At Black Hills Energy, we believe that it's important to give back to our communities, so you are healthy and vibrant places to live. We invest our time and resources so you can thrive. We support charitable requests for donations and sponsorships from tax-exempt organizations located in our service territories and/or that serve our customers.

You can apply for a charitable grant at any time of the year, but please allow up to 120 days to receive a funding decision. You will receive an email notification after decisions are made.

Requests approved by a state review team that are eligible for additional funding from our Black Hills Corp. Foundation will be forwarded for consideration at one of the Foundation's quarterly meetings, which typically occur in March, June, September and December. Funding by our Foundation is limited and reserved for larger capital projects with legacy value in their communities.

To review the status of your application, click here. Our Community Affairs team manages our charitable giving processes, so questions about your request can be directed to the member of that team from your state/area.

Arkansas
Community Affairs Manager

Colorado - Electric
Community Affairs Manager

Colorado - Gas - Western Slope
Community Affairs Manager

Colorado - Gas - Front Range
Community Affairs Manager

Western Iowa
Community Affairs Manager

Eastern Iowa
Community Affairs Manager

Kansas
Community Affairs Manager

Northern & Southern Nebraska
Community Affairs Manager

Lincoln
Community Affairs Manager

South Dakota
Community Affairs Manager

Wyoming Electric
Community Affairs Manager

Sincerely,
Black Hills Energy

<div align="center">

Go to GrantsConnect

</div>

Email for Applicant questions:

BHEcharitablegiving@blackhillsenergy.com

Approved Sponsorships Requests for Event, Season, or Program
Once the request for funding has been approved, you will receive an email notification like:

Dear Tim Christofferson,

Thank you for your recent request for a community grant from Black Hills Energy.

It's our pleasure to inform you that the Community Giving Committee of Black Hills Energy - South Dakota has approved a $5,000.00 USD grant for UNIVERSITY OF NORTHWESTERN-ST PAUL.

If this grant is for a sponsorship of an event, season, or program, you may receive a follow-up email requesting some additional information.

If you intend on sending a press release related to this gift, we would love to provide a quote from Black Hills Energy. Please forward your draft release to me and I will provide a quote. If you need a Black Hills Energy logo for recognition purposes, please access it here: https://www.blackhillsenergy.com/form/black-hills-energy-logo-request.

We'd invite you to share about this gift on your social media platforms and tag us!

Facebook: @blackhillsenergy
Twitter: @bhenergy
Instagram: @bhenergy
LinkedIn: @blackhillsenergy

You can expect payment of this award directly from Blackbaud on behalf of Black Hills Energy within the next 60 days to the mailing address you specified in your application process or via electronic processes (ACH) if you set that up in NPOconnect as you started the application process. If you need to make any changes to your prefered payment method, please visit NPOconnect's website and update your profile.

Thank you for supporting valuable projects in the communities we serve. Please let me know if you have any questions.

Marsha Nichols
Community Affairs Program Manager
BLACK HILLS ENERGY
P.O. Box 1400, 409 Deadwood Ave, Rapid City, SD 57709
605-399-5180/ www.blackhillsenergy.com

Black Hills Energy Logo Request:
Note the link in the approval email above, where you can download a Black Hills Energy logo in the format and color needed for recognition purposes.

Link to Black Hills Energy Logo Request

Black Hills Energy logo request

First name:
_____

Last name:
_____

Organization/business name:
_____

Address
_____

Address 2
_____

City/Town
_____

State/Province
- None -
_____

ZIP/Postal Code
_____

Email address:
_____

Phone number:
_____

How will the Black Hills Energy logo be used?

○ Online/digital

○ Print

○ Both

DOWNLOAD BLACK HILLS ENERGY LOGOS FOR ONLINE USE

DOWNLOAD BLACK HILLS ENERGY LOGOS FOR PRINT USE

Payment to Applicant

If your application is approved, you will receive an email advising your request has been approved and payment is on the way. Logging into GrantsConnect, you will be able to see all updates about your application. GrantsConnect Application Sign In.

If you are setup to receive electronic payments via ACH, you will receive an ACH notification including the details of the transaction.

Follow-up Information

If your request is related to an event, you may be asked to fill out more details about your event.

Sponsorship Detail Reports

- *Sponsorship Details Report* – This form requests costs to attend the event, where and how to purchase tickets, and what recognition we receive for being a sponsor, such as program book, space or a Black Hills Energy banner hung during the event.

Request for Sponsorship Details

Thank you for your recent request for a community sponsorship from Black Hills Energy and we appreciate you considering us as a funding partner. This form helps us understand how we can support your event, program, or season now that you've been approved for a sponsorship.

What is the event, season, or program name?

Total Award Amount:

What is the start date of your season or the exact start date of your event?

MM/DD/YYYY

Please confirm if this is the right date, and update if necessary.

Where and how do we register or purchase extra tickets?*

Is there an RSVP deadline?*

◯ Yes

◯ No

Will paper tickets be issued?*

◯ Yes

◯ No

If so, how and when should we expect to receive them?*

Sponsorship Impact Reports

- *Sponsorship Impact Report* – After the event is completed, you may receive an email requesting information from the event about total funds raised and number of people attending. It will be emailed about 30 days after the date of the event.

Sponsorship Impact Report

We hope that your recent fundraising event was a success! Please share the following details about your event within 14 business days so we can evaluate our future giving.

Total number of individuals who attended your fundraising event:*

Total funds raised due to the event:*

$ 0.00   USD ⌄

How do these funds specifically help your organization?*

(for example: operating costs for another 6 months, 1000 books purchased for kids, 300 meals provided to seniors)

Sponsorship Impact Report Email Reminder

If we do not receive a completed Impact Report by the due date indicated, another reminder is emailed to you:

Year 2: The next time you submit a request, if you have saved your usernames and passwords, GrantsConnect will remember you, and you will be able to pull up your previous requests to quickly copy and edit for a future request.

Please reach out to your Community Affairs Manager for any questions you may have to complete this form. Thank you for being a valued community partner.