

LFW Grant Portal – FAQs

1. How can I access the LFW Grant Portal?

The Grant Portal can be accessed at <https://www.grantinterface.com/Home/Logon?urlkey=lfw>.

2. Can more than one person in my organization access the portal?

Yes. To add a new staff member, please email Christal Chiu, christal@legalfoundation.org, to create an account for each individual.

3. I received an email that says I need to complete a follow-up. What is this?

A follow-up is a report associated with an application or a grant. Common examples of follow-ups are quarterly financial expenditure and cash flow reports, final reports, and forms with contact or banking information. After you login to the Grant Portal, you will see assigned follow-ups on your dashboard. Click “Edit” to the right of each follow-up name to access the follow-up.

4. I have been assigned a follow-up, but I would like my colleagues to help too. How can we share reports?

On the “Edit” page of the follow-up, click the blue “Collaborate” button in the upper right corner. From there, you can select with whom you would like to share the report.

5. I have been assigned a follow-up, but there is no “Edit” button. Why can’t I access it?

The system requires that follow-ups be completed sequentially by due date. If you cannot complete them in their current order, please email Christal Chiu, christal@legalfoundation.org, to change the due dates so that you can access the report.

6. Can I upload multiple documents to a follow-up question?

No. Only one file can be attached per question on a report. Please combine all documents into one file before uploading.

7. Is there a way to copy my answers from an old application onto a new one?

Yes! After selecting the grant you would like to apply for, click the blue “Copy Previous Answers” button at the top of the page. You will then be instructed to choose from which process you would like to duplicate.

8. My organization uses GuideStar. Is there a way to input that information onto an application or report?

Yes! If you are applying for a new grant, click the blue “Copy GuideStar Profile” at the top of the page. Additionally, if you see a GuideStar icon next to an individual question, click to copy over the information.