

Blackbaud Grantmaking Quick How-To Instructions

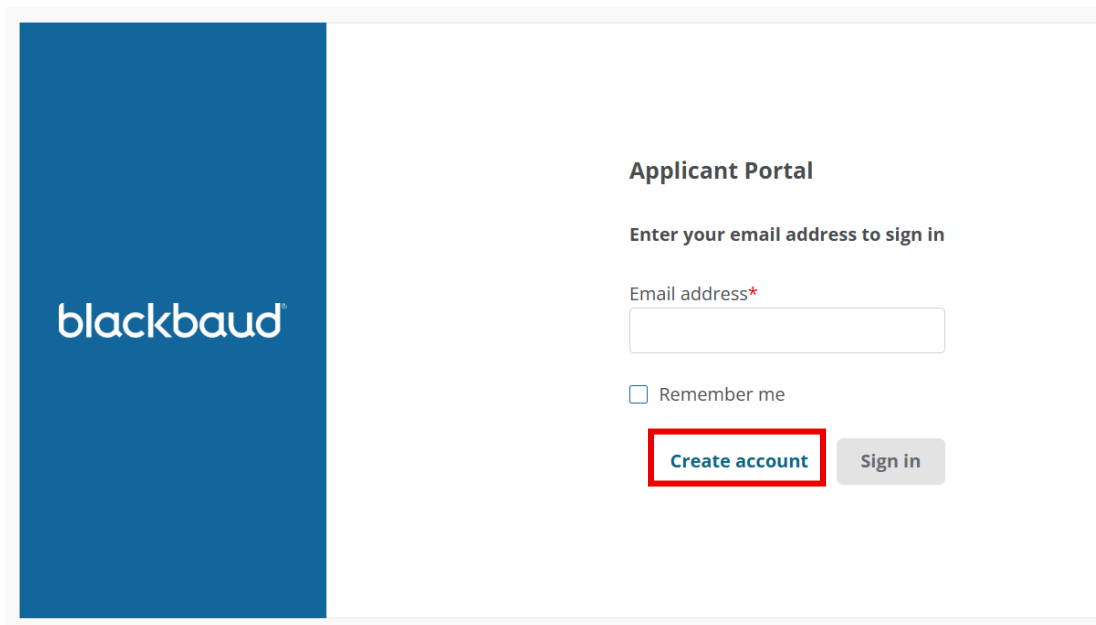
Consult these instructions to create a Blackbaud account, start a new application, add your organization (required step), and add co-applicants (optional collaborators).

You will be prompted to create an account when you click on either of the application start pages below. Please note that if you are applying for both programs, you will need to visit both links to start your applications.

- [System Performance Program application start page](#)
- [Next Generation Solutions & Clean Air Program application start page](#)

These instructions are not extensive, step-by-step instructions but should walk you through the less intuitive portions of the application process. Please reach out to Katie Brunetti at kbrunetti@sacog.org if you need assistance navigating the Blackbaud Grantmaking platform.

- 1) Create a Blackbaud account.

A screenshot of the Blackbaud Applicant Portal login page. On the left is a large blue vertical rectangle with the word "blackbaud" in white lowercase letters. To the right of this rectangle, the text "Applicant Portal" is displayed. Below it, the instruction "Enter your email address to sign in" is shown. A text input field is labeled "Email address*" with a red asterisk. Below the input field is a checkbox labeled "Remember me". At the bottom, there are two buttons: "Create account" (highlighted with a red rectangular border) and "Sign in".

- 2) Once you have created an account, you can start a new application by clicking the Start new application button.



System Performance Program Application

[View Guidelines](#)

Accepting applications until May 29, 2026 11:59 PM

Instructions: Please ensure that this application is completed in its entirety before submission to SACOG. Incomplete applications will not be considered for funding. All required fields must be filled out with accurate and complete information.

[View all my applications](#)

 [Start new application](#)

- 3) When you start a new application, the first thing you will need to do is search for your organization. Your organization is most likely not in the system so you will need to add it by clicking +Add Organization. You can create an organization with just organization name and address. If you have the EIN, you can enter it but it is not required.

Select Your Organization



Government tax identification number such as EIN, Tax ID, VAT, BN, or PAN

United States



California



This program is only available to specific locations. Only organizations in the selected regions appear in the search.



SACRAMENTO ALLIANCE FOR THE MENTALLY ILL
NAMI Sacramento 7230 South Land Park Drive Ste 115, Sacramento, CA, 95831, UNITED STATES
94-2861509



UNIVERSITY FOUNDATION AT SACRAMENTO STATE
6000 J STREET Sacramento Hall 169, SACRAMENTO, CA, 95819-2605, UNITED STATES
94-3001359



Sacramento Youth Center
1901 Del Paso Blvd Ste. A, Sacramento, CA, 95815, UNITED STATES
84-3656643



Catholic Social Service of Sacramento
2110 BROADWAY, SACRAMENTO, CA, 95818-2518, UNITED STATES
94-2576612
This organization is a chapter/affiliate of CATHOLIC CHARITIES OF SACRAMENTO INC (94-2576612)

« < 1 2 3 4 5 > »

Don't see the organization?

[+ Add organization](#)

[Go to my applications](#)

[Select](#)

- 4) Once you add your organization, you will be redirected to the application page. From the application page:
- There are tabs for each section of the application
 - You can add co-applicants by clicking Manage Applicants to assist in completing the application.
 - View the program guidelines

The screenshot shows the 'blackbaud' logo and 'Applications' header. The main title is 'System Performance Program Application'. On the left, there's a sidebar with the SACOG logo and a 'View Guidelines' link. Below that, 'Application Forms' are listed: 'System Performance Program Application' and 'Not submitted'. The main content area has 'Applicant Information' with SACOG details and a 'Manage applicants (1)' button. Below that, 'Form Questions' are listed: 'Page One', 'Project Eligibility Screen...', 'Background and Deliverabili...', and 'Performance Outcomes (20 pt...)'. A 'Download' button is also visible.

- 5) The application will automatically save as you go. You will click Next to navigate between pages and different sections of the application.

The image shows two buttons: a 'Next' button with a red border and a blue 'Sign and submit' button.

- 6) Once you have set up an account and started a new application, you can view and access all your applications at the following link (recommended to bookmark): <https://bbgm-apply.yourcausegrants.com/apply/applications>
- 7) When you have completed your application, you will click Sign and submit. An electronic signature is required to submit.
- 8) If you have issues or need help navigating the application, please contact David Pape at dpape@sacog.org or Katie Brunetti at kbrunetti@sacog.org.

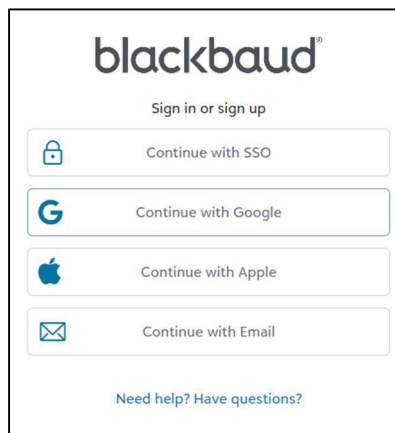
Creating your Blackbaud ID (BBID)

Partners will need to create their BBIDs to be able to access the Grantee Portal (Your Cause) and submit grant applications. This new login method adds layers of security to keep your data safe, as well as providing ease of access to users across all Blackbaud products.

The new Portal allows grantees to see applications across any granting organization that uses a Blackbaud Grantmaking product.

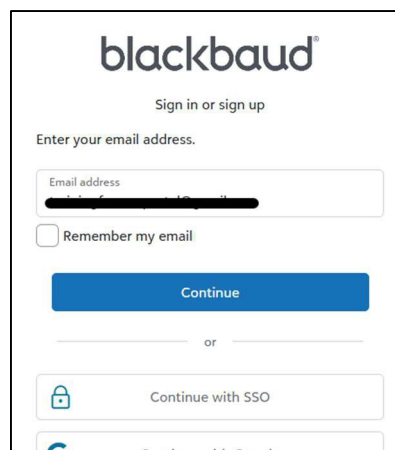
Follow the steps below :

1. Navigate to the [Blackbaud Sign In](#) page
2. Select to continue with either : Email, Google (Sign in with Google,) Apple (Sign in with Apple) or SSO should your organization enable SSO logins



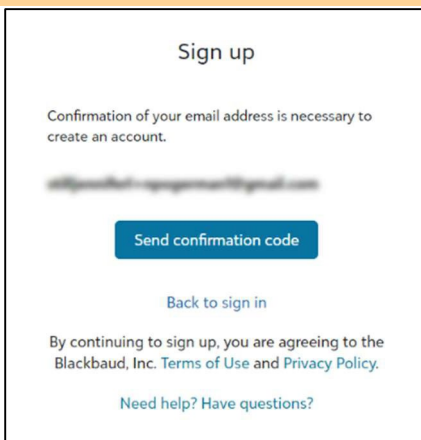
Note: Users who select to use Google or Apple will complete their account creation for Blackbaud ID by completing the sign in process for their Google or Apple account. Once they have signed in they will be returned to the Welcome page as a new user, the following steps do not pertain to Google or Apple users.

3. Enter in a valid email address

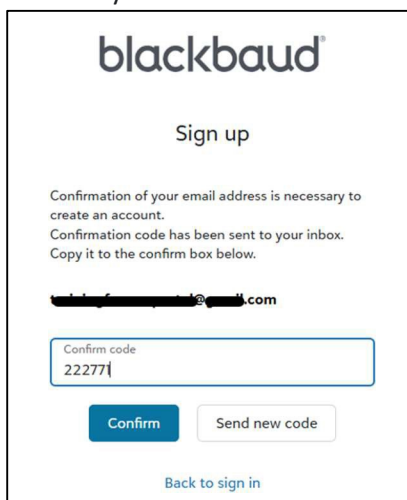


- Blackbaud will send a code to your email address. Retrieve it from the 'Verify your email address' email sent by 'Blackbaud noreply@blackbaud.com'. Enter it in the field on the 'Sign up' page and then click 'Confirm'.

Warning: Do not close the 'Confirm Your Account' page to check your email. Instead, '[open your inbox in a new tab](#)' in your browser.



- Enter the one time passcode to confirm your email



- After confirming your identity, you can finish setting up your account by entering your password and name.

Tip: Password requirements: At least 12 or more characters, with at least one uppercase, lowercase, number, and special character.

- Enter first and last name
- Click the button Sign Up to create the account

Notes:

* If your confirmation or invitation emails are not delivering to your mail inbox please see troubleshooting suggestions in the next page.

*If you are not able to login using your BBID, please see troubleshooting suggestions in the last page of this tutorial.

Questions ? Contact Katie Brunetti at kbrunetti@sacog.org.

Troubleshooting for email delivery

You should receive the confirmation email within a few minutes of the request. If email delivery is delayed and the link expired, your email server or spam software is holding the email.

1. Check your junk or spam folder.
2. Delete your cookies
3. Ensure that you are not using a role-based email address, such as 'admin@blackbaud.com'. These email addresses are automatically blocked for security reasons. In order to successfully receive the invitation, try using an email address that is associated with an individual.
4. Navigate to app.blackbaud.com > Click continue with email > Enter your email address > Click the Forgot Password link to begin the password reset process
 - a. If you receive an error message, search Knowledgebase on the error to resolve.
 - b. If you receive the password reset email, you are not blocked. If you did not receive the password or confirmation email, your IT department should follow these steps:
 1. **Work with your IT department to ensure:**
 - Ensure the email server, proxy server, and firewall allow email from:
 - o @blackbaudondemand.com
 - o @blackbaudemail.netcommunity1.com
 - o @blackbaud.com
 - If you use Google to capture and manage email, check for quarantined emails as the password and/or confirmation email may be quarantined.
 - These IP addresses are allowed into your email server.
 - Check any third party spam providers to see if it is getting held up in their program.
 2. If you are using software or an appliance to block or filter spam, you may need to either disable it or update its rules to allow in the confirmation and password emails.
 3. Work with your IT department following these steps:
 - a. Close Outlook and log into your Exchange server using the web access and see if the emails show there. Then, open your Outlook and see if they now show in the inbox.
 - b. Request the password reset or click the resend confirmation email link and have your IT department watch the server for the email to determine what is happening with it.
 - c. Check with your ISP to see if it is caught in a SPAM filter at the higher level.
 - d. Ensure your organization is not Blacklisting the email addresses or IP addresses in step 1 above AND the subject or body content in the emails below are allowed into your Firewall, Email server and any SPAM filters.

Questions ? Contact Katie Brunetti at kbrunetti@sacog.org

Troubleshooting for logging in difficulties

Below are the initial steps suggested to address logging in issues:

1. Please try to log in using another browser and/or try using an inPrivate or Incognito browsing window. (Ctrl+Shift+N in Windows)

Having a user utilize an incognito or private browser window eliminates the possibility of a browser cache or previously stored sign in from the browser. If this resolves the issue for the user, they may need to clear their browser cache and cookies to resolve the issue entirely.

2. If necessary, please try logging in from a different workstation and/or a different Wi-Fi network.

Having a user switch network and/or test on a mobile device outside of their network can also eliminate any possibility of an environmental issue that might prevent access to our form page.

3. Please access the form on a mobile device using 4G LTE or 5G instead of Wi-Fi.

If a user can successfully sign in from a different device or Wi-Fi network, please let us know as we may need to contact your IT team to make allowances so that our sites load successfully in their network.

4. Is your applicant receiving a specific error or response when attempting to sign in?

If a user is reporting an error message or response, please take a screenshot and contact us at kbrunetti@sacog.org and we will support with further steps and information.

Questions ? Contact Katie Brunetti at kbrunetti@sacog.org