

INSTRUCTIONS TO ACCESS THE NO KID HUNGRY GRANTS PORTAL

NEW USERS

Your organization falls into this category if you or another colleague has never applied for a grant from No Kid Hungry in the past two years.

1. Visit the No Kid Hungry Grants Portal at: <http://grants.nokidhungry.org>
2. Create Your Profile
 - At the bottom of the page under the “**Don’t Have a Login?**” section, register your organization and complete a profile. *A profile will not be considered complete until all information is supplied, including payee/check information, and a valid EIN/Tax ID.*
 - Unsure how to access your profile? Click on the **Profile** link to complete your profile.
 - Still having problems with your login or profile creation? Click on the **Help Desk** link located in the upper right-hand corner. The link emails our very capable help desk representative who will assist you in a timely manner. (Share Our Strength internal staff cannot help you with website issues.)
3. Once your Profile is complete, enter the Access Code **NHSAPART2015** **NATLRFP2015** to apply under the **View A Grant Opportunity Section**.
 - Access to the grant will immediately appear under the **Grant Opportunities Section**, at the top of your page.
4. Click on View Grant and begin your application.
 - Can’t finish the application all at once? Hit **Save** and you can return to the application at any time before the deadline.
 - Finished the application? Be sure to hit **Submit**, or the Grants Team will not consider your application complete.

RETURNING USERS

*Your organization falls into this category if it has applied for any No Kid Hungry grant **and**:*

- has submitted it in the previous grants portal called Good Done Great, between the years 2011 and 2013

- Or has submitted an application for a programmatic grant in MMS

1. Visit the No Kid Hungry Grants Portal at: <http://grants.nokidhungry.org>
2. Use the Login Username/Password combination you would have used in Good Done Great or MMS in past years.
 - **Can remember your username or password or are unsure if you fall into the categories listed above?** Click on the **Help Desk** link, located in the upper right-hand corner, or email directly to Grants@mmseducation.com stating your name, organization, and the intended application.
3. Once your Profile is complete, enter the Access Code **NHSAPART2015** **NATLRFP2015** to apply under the **View A Grant Opportunity Section**.
 - Access to the grant will immediately appear under the **Grant Opportunities Section**, at the top of your page.
4. Click on View Grant and begin your application.
 - Can’t finish the application all at once? Hit **Save** and you can return to the application at any time before the deadline.
 - Finished the application? Be sure to hit **Submit**, or the Grants Team will not consider your application complete.

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Having issues with any of the steps to logon, create a profile, or complete an application?

Email our **Help Desk!**

They're available by clicking on the upper right-hand corner of each page of the grants portal, or by emailing Grants@mmseducation.com.