

LOI USER GUIDE

Registration:

After clicking on the hyperlink to DRF's new grants management system, you will arrive at the registration page. If you are NOT a US-Based Organization, click on International Organization.

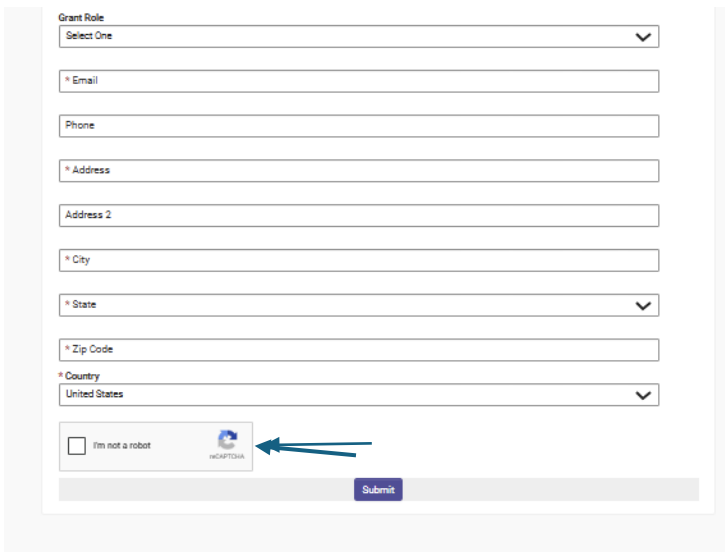


A new Organization Information page will open. Read the instructions at the top of the page carefully. You will find information about how to look for and select your organization in the Organization Name field.

Fill in the fields on the page until you reach the bottom. If your organization's name DOES NOT appear, return to the top of the page and follow the instructions on how to create a new organization. Fill in the fields on the page until you reach the bottom.

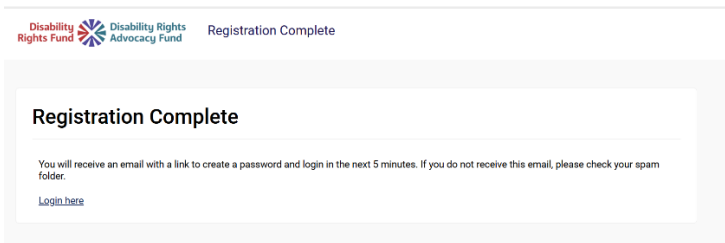
Please note that there is a Captcha box at the bottom of the page which must be ticked to prove that you are not a robot or digital tool. Once this box is ticked, proceed to the very bottom of the page and select

the Submit button.



The image shows a registration form with the following fields: Grant Role (dropdown menu), * Email, Phone, * Address, Address 2, * City, * State (dropdown menu), * Zip Code, and * Country (dropdown menu). At the bottom, there is a checkbox labeled "I'm not a robot" next to a CAPTCHA image. A blue arrow points to the CAPTCHA image. Below the CAPTCHA is a "Submit" button.

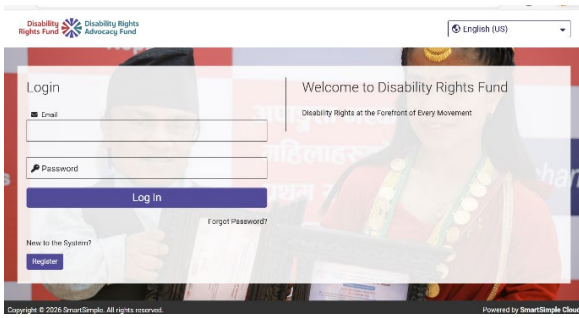
If your registration is unsuccessful, the top of the page will display a description of any errors you must address before selecting the Submit button again. If your registration is successful, the screen will display the following message: “Registration Complete. You will receive an email with a link to create a password and login in the next five minutes. If you do not receive this email, please check your spam folder.”



Confirming Registration

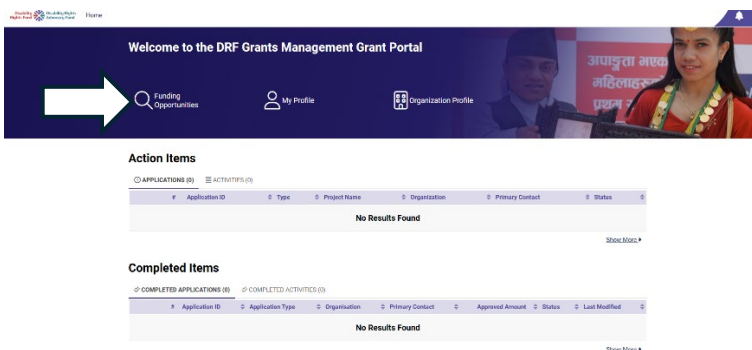
Check your email or spam folder for an email with the following subject line: Login to Account.

When you have found the email and clicked on the link. A page will open prompting you to reset your password. Please be sure to view the guidance on this page regarding the number and type of characters needed for your password. Once your password is set, you will receive another email with the subject line: Successful Password Change. The email will contain a link which you should use to sign into our grants management system. Save or bookmark this link for future use. The link will take you to the Login page. Just enter your email address and password and click on the Login button. Do not click on the button marked Register. You have already completed your registration; it no longer applies.



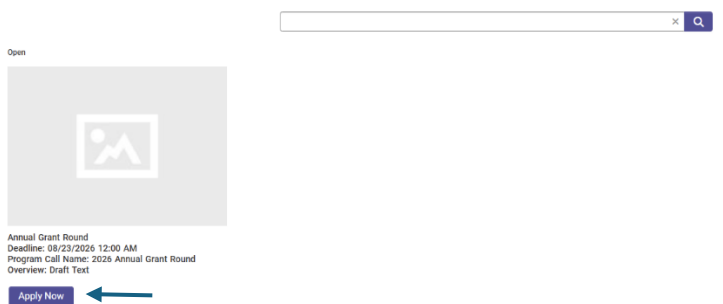
Creating the LOI

After clicking on the Login button, you will arrive at a welcome page. Navigate to Funding Opportunities and click on it.



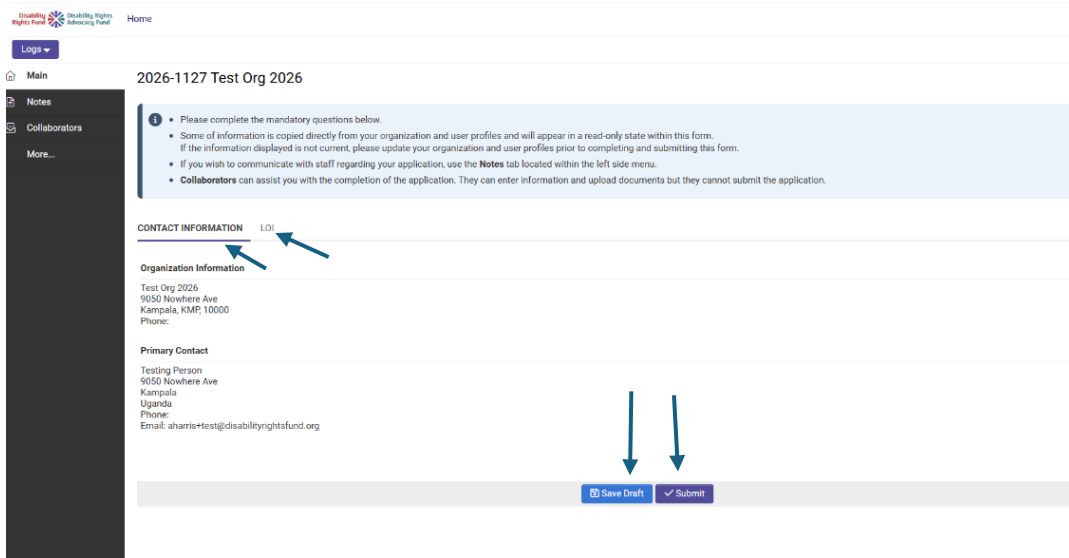
Annual Grant Round will appear on the screen. Look for the Apply Now button and click on it.

Funding Opportunities



You will be prompted to click on a Save Draft button before you can begin your LOI; click on Save Draft.

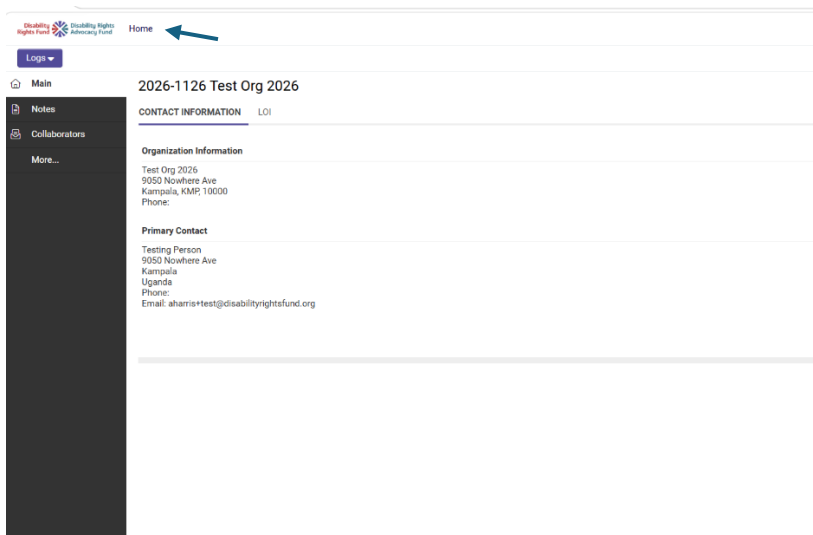
The LOI will open. Your saved registration information is found under the Contact Information heading, and the LOI questions are found under the LOI heading. To access and fill in the LOI questions, click on the LOI heading.



Please note that at the bottom of the page there are two buttons: Save Draft and Submit. Please click on Save Draft as you work. If you are working in a location with low bandwidth or connectivity issues, it is especially important that you click on the Save Draft button frequently as you work.

When you are ready to submit the LOI, navigate to the Submit button at the bottom of the page and click on it. If you have successfully submitted your LOI, there will be no Save Draft or Submit buttons available on the page. If the Save Draft and Submit buttons still appear, go to the top of the page to view the possible errors in need of corrections. Click on Save Draft to ensure your changes are saved, then select the Submit button again.

Now that your LOI has been submitted, you may click on the Home button at the very top of the screen to return to the welcome page.



When you return to the welcome page, you will see that your LOI now appears under Completed Items, and the status is Submitted LOI. If it were not submitted or was a saved draft, the LOI would appear above under Action Items.



Action Items

APPLICATIONS (0) ACTIVITIES (0)

#	Application ID	Type	Project Name	Organization	Primary Contact	Status
No Results Found						

Show More ▶

Completed Items

COMPLETED APPLICATIONS (1) COMPLETED ACTIVITIES (0)

#	Application ID	Application Type	Organisation	Primary Contact	Approved Amount	Status	Last Modified
Open	1	2026-1126 Test Org 2026	Annual Grant Round	Test Org 2026	Testing Person	Submitted LOI	05/27/2026 08:05PM
					\$0.00		

Show More ▶

Logging Out

To log out of DRF’s grants management system, click on the circle icon at the top right of the screen. For those using screen readers, the caption and help text should be the first and last name you used to register your account. The letter displayed on the screen is the first letter of your first name.

