



# THE CONSERVATION TRUST

A Manitoba Climate and Green Plan Initiative  
delivered by The Manitoba Habitat Heritage Corporation

## Online Grant Portal User Guide Application Process

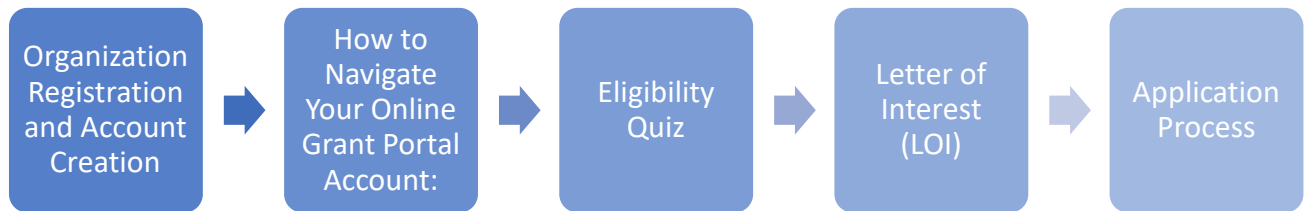
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## Introduction

The Conservation Trust Online Grant Portal will be used for all stages of the grant application, review, and reporting process. This user guide is intended as a tool to facilitate navigating the application process through the Online Grant Portal, including organization registration, eligibility quiz, letter of interest, and full application form.

The 5 main components that this Grant Portal User Guide will address are:



## Organization Registration and Account Creation

### First Step

- Registering your organization and creating a user account.
- If you already have an account registered with the correct organization, you may proceed to the eligibility quiz.
- If you **do not** have an account and your organization has previously applied for Trust funding, contact the Trust Team at [CTInfo@mhhc.mb.ca](mailto:CTInfo@mhhc.mb.ca) to **receive your username**.
- If your organization has not previously applied for Trust funding, complete the following steps to register your organization and create your user account.

**NOTE:** you must complete the organization registration and user account creation in one session.

1. On the Conservation Trust Online Grant Portal login page, click “Create New Account”.



## THE CONSERVATION TRUST

A Manitoba Climate and Green Plan Initiative delivered by The Manitoba Habitat Heritage Corporation

### Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the Conservation Trust Online Grant Portal.

New Users: Please click on “Create New Account” to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you have forgotten your password, please use the “Forgot your Password” link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact the Conservation Trust team at [CTInfo@mhhc.mb.ca](mailto:CTInfo@mhhc.mb.ca) to receive your username.

Before you apply, please read the [Conservation Trust Guidelines](#) and [Applicant Guide](#).

2. Complete the Organization Information form. You should use your organization’s general email and telephone number, NOT your personal employee email and telephone number, as you will use these to complete the User Information form on the next form.

**NOTE:** you will need your organization’s 9-digit CRA business number to complete the form.

3. Click “Next” at the bottom right of the form when you have completed all required fields.

**NOTE:** fields marked with an asterisk on all forms are required.

**NOTE:** Do **NOT** use your browser's back button to navigate back to previous forms. This will delete your registration information. Use the "Previous" and "next" buttons at the bottom of each registration form to navigate between forms.

Cancel Account Creation

## Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information	
<b>Organization Name*</b>	<b>CRA / Tax ID (#####)*</b>
<input type="text" value="ABC Org"/>	<input type="text" value="123456789"/>
<b>Web Site</b>	<b>Telephone Number (###-###-#### x####)*</b>
<input type="text" value="abc.mb.ca"/>	<input type="text" value="123-456-7891"/>
<b>Organization Email</b>	<b>Address 1*</b>
<input type="text" value="abc@abc.mb.ca"/>	<input type="text" value="123 Example St."/>
<b>Address 2</b>	<b>City*</b>
<input type="text"/>	<input type="text" value="Example City"/>
<b>Province*</b>	<b>Postal Code*</b>
<small>We only fund projects in Manitoba. Please enter Province as a two-letter uppercase abbreviation.</small>	<input type="text" value="1A2 B3C"/>
<input type="text" value="MB"/>	
<b>Country</b>	
<input type="text" value="Canada"/>	
<div>Next &gt;</div>	
User Information	

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4. Complete the User Information form, using your personal employee work email and telephone number. You may copy the organization's address information using the "Copy Address Information" button at the top left of the form.
5. Click "Next".

Cancel Account Creation

Organization Information

User Information

Copy Address from Organization

**First Name\***

Jane


**Last Name\***

Brown


**Business Title\***

Applicant

**Email / Username\***

 jbrown@abc.mb.ca

**Email / Username Confirmation\***

 jbrown@abc.mb.ca

**Telephone Number (###-###-#### x####)\***

198-765-4321

**Mobile Number (###-###-####)**

198-765-4321

**Address 1\***

123 Example St.

**Address 2**

**City\***

Example City

**Province\***

We only fund projects in Manitoba. Please enter Province as a two-letter uppercase abbreviation.

MB

**Postal Code\***

1A2 B3C

**Country**

Canada

< Previous

Next >

Executive Officer Question

Additional Executive Officer Information

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6. a) If you are your organization's executive officer or equivalent, click "Yes" then "Next" on the Executive Officer Question form.

Cancel Account Creation

## Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information

User Information

Executive Officer Question

**Are you the Organization's Executive Officer?\***

☒ Yes  
☐ No

< Previous Next >

Additional Executive Officer Information

Password

Fill in an address if different from your organization's address on the Executive Officer Additional Information form. Click "Next".

Executive Officer Question

Additional Executive Officer Information

**Address 2**

|

< Previous Next >

Password

- b) If you are not your organization's executive officer, click "No" then "Next" on the Executive Officer Question form.

Executive Officer Question

**Are you the Organization's Executive Officer?\***

☐ Yes  
☒ No

< Previous Next >

Additional Executive Officer Information

Fill in the organization's executive officer's information on the Executive Officer Additional Information form. You may copy the organization's address information using the "Copy Address Information" button at the top left of the form. Click "Next".

Executive Officer Question

Additional Executive Officer Information

Copy Address from Organization

First Name\*

John

Last Name\*

Smith

Business Title\*

CEO

Email\*

jsmith@abc.mb.ca

Telephone Number (###-###-#### x###)

789-101-1213

Mobile Number (###-###-####)

141-516-1718

Address 1

123 Example St.

Address 2

City

Example City

Province

We only fund projects in Manitoba. Please enter Province as a two-letter uppercase abbreviation.

MB

Postal Code

1A2 B3C

Country

Canada

< Previous

Next >

Password

7. Choose and confirm a password containing at least six characters. Click "Create Account".

Organization Information

User Information

Executive Officer Question

Additional Executive Officer Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&\*()\_

Password\*

\*\*\*\*\*

Confirm Password\*

\*\*\*\*\*|


< Previous

Create Account



8. You will receive an email confirming your organization's registration. After ensuring that you have received the confirmation email, select "I have received the email" and click "Continue". You can now log on to the Conservation Trust Online Grant Portal to apply for funding.
9. If you do not receive a confirmation email within 30 minutes, contact The Trust Team at [CTInfo@mhhc.mb.ca](mailto:CTInfo@mhhc.mb.ca) or 1-833-323-4636.

## Email Confirmation

 You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'Manitoba Habitat Heritage Corporation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Manitoba Habitat Heritage Corporation (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

☒ I have received the email

☐ Continue without checking

☐ I have not received the email

Send Email Again

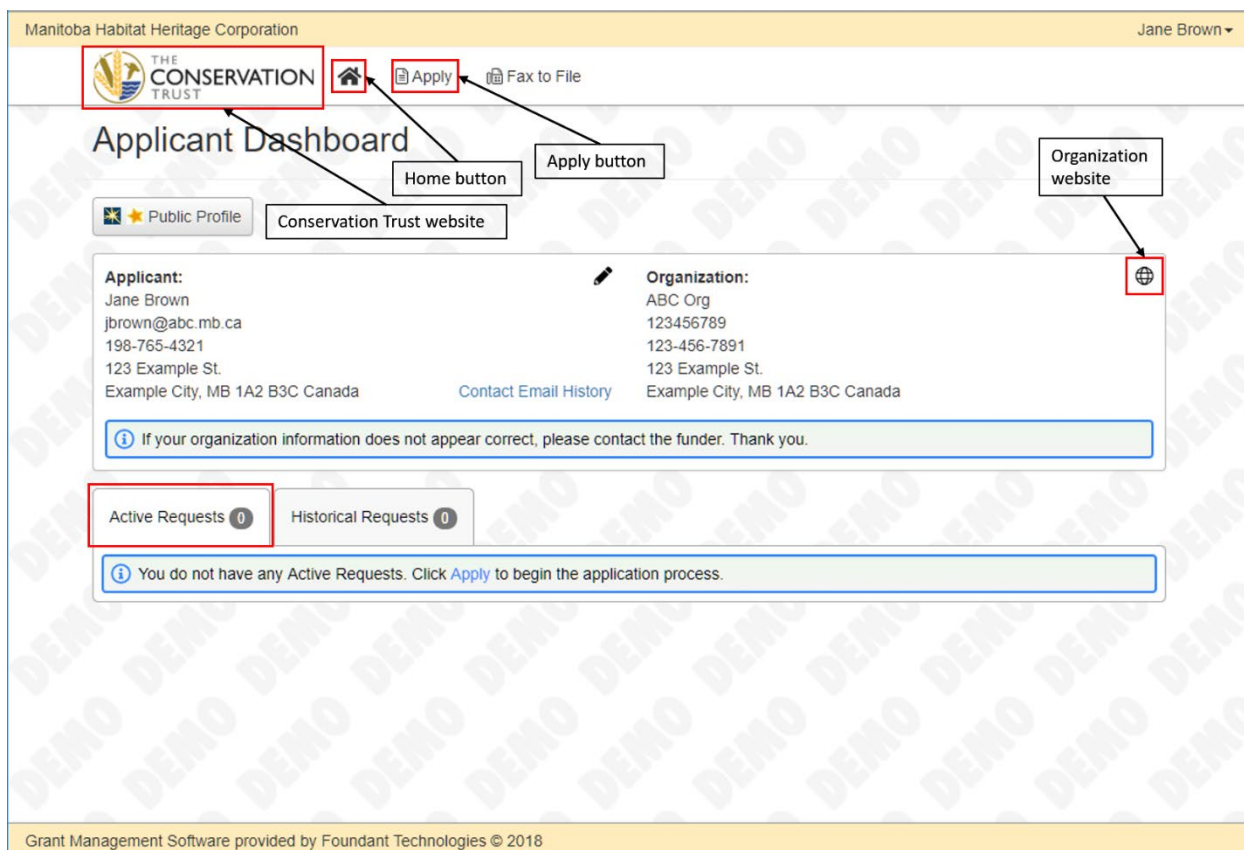
Continue

## Online Grant Portal Account Navigation

Upon completing the Conservation Trust Online Grant Portal organization registration and account creation, you will be directed to the Apply page. The graphic below illustrates how to navigate your Online Grant Portal account:

- “The Conservation Trust” logo in the upper left corner links to the Conservation Trust website. Program and application information, and resources can be found on the Conservation Trust here.
- The Home button navigates to the Applicant Dashboard. The Applicant dashboard displays your user (applicant) and organization information. The globe button in the upper right of the applicant/organization information box links to your organization’s website. The Active Requests and Historical Requests tabs at the bottom of the Applicant Dashboard will display information about the status of your funding applications.
- The “Apply” button navigates to the Apply page.

**NOTE:** The Eligibility Quiz is accessed through the Apply page.



## Eligibility Quiz

To access the Letter of Interest (LOI) form and begin applying for Trust funding, you must pass the Eligibility Quiz. Access the Eligibility Quiz by clicking on the “Apply” button at the top of the account page. The Apply page contains the following features:

- a text box containing information on the Trust Eligibility Quiz. Ensure that you read this information and review the linked Trust eligibility criteria prior to beginning the quiz.
- a Quick Search bar, which can be used to search your account using any keyword.
- an Access Code box at the top right of the Apply page. Access codes will **not** be used during the Trust application process. Instead, successful completion of the Eligibility Quiz will be required to access and complete the LOI form. The Access Code box should be ignored.

To complete the Eligibility Quiz:

1. Click the “Start Eligibility Quiz” button at the bottom right of the page.

Manitoba Habitat Heritage Corporation Jane Brown ▾

**THE CONSERVATION TRUST**

**Apply**

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

**2018 Eligibility Quiz**

Please complete the following eligibility quiz to determine whether your organization and project are eligible for Conservation Trust funding. Click [here](#) to learn about Conservation Trust eligibility criteria. Successful completion of the eligibility quiz is required prior to submitting a Letter of Interest; if your project does not pass the quiz, you will not be able to access the Letter of Interest form. Please contact the Conservation Trust team if:

1. your project has not passed the eligibility quiz and you are unsure why, or
2. if factors affecting the eligibility of your project have changed and you would like to retake the quiz.

Phone: 1-833-323-4636  
Email: CTInfo@mhhc.mb.ca

Preview

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2. Answer all questions.

**NOTE:** questions with an asterisk are required on any form, and all questions on the Eligibility Quiz are required.

**NOTE:** the “Question List” button at the top right of the quiz allows you to download a PDF copy of the Eligibility Quiz questions for offline reference. The “Eligibility Packet” button allows you to download a PDF copy of the Eligibility Quiz questions with your answers for offline reference.

Manitoba Habitat Heritage Corporation Jane Brown

THE CONSERVATION TRUST

Apply Fax to File

## Eligibility

2018 Eligibility Quiz

Eligibility Eligibility Packet Question List

Fields with an asterisk (\*) are required.

Organizational Information

**Are you a(n):\***

(Select one)

- ☐ Community-based Manitoba not-for-profit group
- ☐ Provincially-based not-for-profit group
- ☐ National not-for profit group that has established operations within Manitoba
- ☐ Organization without established operations in Manitoba
- ☐ Government (including Municipalities and Indigenous governments)
- ☐ Individual
- ☐ For-profit organization

3. Click “Submit Eligibility” at the bottom right of the quiz when you have completed all questions.

**NOTE:** you may save your Eligibility Quiz at any point and complete it at a later time.

Does this project provide Ecological Goods and Services?\*

☒ Yes

☐ No

**Are you requesting Conservation Trust funding for:\***

Select all that apply.

- ☐ an activity that must be undertaken because of a government order or regulatory requirement?
- ☐ primary and applied research?
- ☐ conferences, lecture series, or conventions?
- ☐ rearing or rehabilitating wildlife in captivity?
- ☐ ongoing control of alien invasive aquatic or wildlife species?
- ☒ none of the above?





Save Eligibility Submit Eligibility

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4. After submitting your Eligibility Quiz, you will be redirected to a confirmation page.
5. a) If you passed the Eligibility Quiz, the funding opportunity you are eligible for will be displayed. Click "Continue" to access the Conservation Trust LOI form.  
  
b) If you did not pass the Eligibility Quiz and you wish to retake the quiz or to inquire about Conservation Trust eligibility criteria, contact The Trust Team at [CTInfo@mhhc.mb.ca](mailto:CTInfo@mhhc.mb.ca) or 1-833-323-4636.

Manitoba Habitat Heritage Corporation


Jane Brown ▾

 THE CONSERVATION TRUST   Apply  Fax to File

## Confirmation Page

 Your Eligibility has been submitted.

Based on your answers, you are eligible for the following:  
**The Conservation Trust V3**

 Click 'Continue' to view the Apply page.

Continue

## Letter of Interest

Upon passing the Eligibility Quiz, you will be redirected to the Apply page. You will now be able to see “The Conservation Trust” displayed under the Eligibility Quiz. To submit your LOI, complete the following steps:

1. Before you begin, click the arrow to the left of “The Conservation Trust” heading. This will expand a text box containing information on the Conservation Trust program, funding categories, eligibility criteria, and timelines.
2. Note the submission deadline is displayed beside the “Apply” button.
3. To begin your LOI, click “Apply”.

Manitoba Habitat Heritage Corporation Jane Brown ▾

**THE CONSERVATION TRUST**

**Apply**

*If you have been provided with an Access Code, you may enter it in the box at the top of the page.*

**2018 Eligibility Quiz**

*Based on your answers, you are eligible for the following*

▼ The Conservation Trust V3 Accepting Submissions from 10/01/2018 to 04/01/2019

### About the Conservation Trust

The Conservation Trust was established in 2018 as part of Manitoba's Climate and Green Plan to fund activities that promote the conservation of natural resources by creating, conserving, or enhancing the [natural infrastructure](#) for the benefit of Manitobans. The Trust is held by The Winnipeg Foundation and revenue from the Trust is managed by Manitoba Habitat Heritage Corporation. As a proposal-driven fund the Trust invites grant applications from qualifying Manitoba organizations with good ideas for on-the-ground projects that benefit watersheds, habitat and wildlife, connecting people and nature, advancing innovation and conservation planning, and enhancing soil on Manitoba's [working landscapes](#). The Trust will focus on providing a broad range of [Ecological Goods and Services \(EG&S\)](#) to Manitobans.

The activities funded by the Conservation Trust will conserve biodiversity, increase production of harvestable wildlife, mitigate floods and droughts, improve water quality by decreasing nutrients and other pollutants entering waterways, improve climate change mitigation through [carbon sequestration](#) and reduction of other greenhouse gases, improve soil health and decrease soil erosion. Projects will also provide non-material EG&S such as recreation and aesthetic value. Highest priority will be given to projects and project sites that demonstrate multiple conservation benefits. Projects that have the ability to deliver significant EG&S outcomes will generally be ranked higher. The majority of

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- You will be redirected to a Letter of Interest (LOI) form. The form contains several sections (e.g. Project information). You can expand each section by clicking the arrow to the left of the section heading to view the questions.

**NOTE:** as in all forms, fields marked with an asterisk are required. You will not be able to submit your form if any required fields are blank.

**NOTE:** the LOI due date is displayed at the top of the form. You will not be able to submit an LOI after the due date.

Manitoba Habitat Heritage Corporation Jane Brown

THE CONSERVATION TRUST

Apply Fax to File

LOI Public Profile Copy Previous Answers

Process: The Conservation Trust V3

Contact Info Request

**Applicant:**  
Jane Brown  
jbrown@abc.mb.ca  
198-765-4321  
123 Example St.  
Example City, MB 1A2 B3C Canada

**Organization:**  
ABC Org  
123456789  
123-456-7891  
123 Example St.  
Example City, MB 1A2 B3C Canada

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Eligibility LOI Question List

Fields with an asterisk (\*) are required.

Due on 12/05/2018 11:59 PM CST.

> Project Information

> Project Budget

- Complete all required and applicable optional questions.

**NOTE:** questions with text answers display the total number of allowed and remaining characters at the bottom of the text box.

Project Information

**Project Title\***  
Provide a short, descriptive title that clearly describes the project.  
Example Project

**Project Description\***  
Enter the project description, including what the project intends to achieve (objectives), how it will be achieved (activities) and its conservation benefits (outputs).  
This is a sample project description for illustrative purposes.

3,437 characters left of 3,500

6. When all questions are completed, click “Submit LOI” at the bottom right of the form.

**NOTE:** the LOI will autosave continuously. The form can be closed and re-opened without loss of work at any point during the writing process. There is also a “Save LOI” button located at the bottom right of the form, beside the “Submit LOI” button.

The screenshot shows the 'LOI Submission' form in the Manitoba Habitat Heritage Corporation system. The header includes the organization's name and a user profile for Jane Brown. The form contains several input fields: a currency field with '\$ 50000', a 'Total Match Funds\*' section with a description 'Enter total amount of matching funds, including cash and in-kind funds.' and a currency field with '\$ 100000', and a 'Total Project Budget\*' section with a description 'Enter the amount of the total project budget.' and a currency field with '\$ 150000'. Below these is a 'Project Partners' section with a description 'Enter the names of all project partners and describe the role of each (e.g. funder, project delivery, etc.).' and a text area containing 'XYZ Conservation District - funder (\$50,000 in-kind) and project delivery' and 'Manitoba Sustainable Development - funder (\$50,000)'. A green status bar at the bottom of the text area indicates '1,875 characters left of 2,000'. At the bottom right of the form are two buttons: 'Save LOI' and 'Submit LOI'. The footer states 'Grant Management Software provided by Foundant Technologies © 2018'.

7. After clicking “Submit LOI”, you will be redirected to a confirmation page. You will also receive an email confirming that your LOI submission has been received. If you do not receive a confirmation email within 30 minutes, contact The Trust Team at [CTInfo@mhhc.mb.ca](mailto:CTInfo@mhhc.mb.ca) or 1-833-323-4636.


The screenshot shows the 'Confirmation Page' in the Manitoba Habitat Heritage Corporation system. The header includes the organization's name and a user profile for Jane Brown. The page features a large green status bar with a checkmark icon and the text 'Your LOI has been submitted.'. At the bottom right of the page is a blue button labeled 'Continue'.





8. After submitting your LOI, you will be able to view your LOI status under the Active Requests tab on your Applicant Dashboard (**NOT** on the Apply page). To view your submitted LOI, click “View LOI” under the Active Requests tab.
9. You will not be able to modify your LOI form after submitting it. If you wish to make changes to your submitted LOI before the submission deadline, contact The Trust Team at [CTInfo@mhhc.mb.ca](mailto:CTInfo@mhhc.mb.ca) or 1-833-323-4636.


Manitoba Habitat Heritage Corporation

Jane Brown ▾


 THE CONSERVATION TRUST

 [Apply](#)  [Fax to File](#)


## Applicant Dashboard

 ★ Public Profile

**Applicant:**  
Jane Brown  
jbrown@abc.mb.ca  
198-765-4321  
123 Example St.  
Example City, MB 1A2 B3C Canada

 **Organization:**  
ABC Org  
123456789  
123-456-7891  
123 Example St.  
Example City, MB 1A2 B3C Canada

[Contact Email History](#)

 If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests **1**

Historical Requests **0**

Eligibility Quizzes

<b>2018 Eligibility Quiz</b>	Submitted	12/04/2018	<a href="#">View Eligibility Quiz</a>
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▼ Example Project

**Process:** The Conservation Trust V3

LOI	Submitted	12/04/2018	<a href="#">View LOI</a>
Decision	Undecided		

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## Application Form

If your LOI is approved, you will receive an email inviting you to complete a full Application for Conservation Trust funding. To submit an Application, complete the following steps:

1. Log on to the Conservation Trust Online Grant Portal. Navigate to the Applicant Dashboard by clicking on the Home button.

**NOTE: DO NOT** navigate to the Apply page, as this will not give you access to your Application form. Clicking “Apply” on the Apply page will open a new LOI form.

2. Click “Edit Application” below “View LOI” on the Active Requests tab.

**NOTE:** you can view the status of your Application below the status of your LOI under the Active Requests tab.

The screenshot displays the 'Applicant Dashboard' for Jane Brown. At the top, the header includes 'Manitoba Habitat Heritage Corporation' and 'Jane Brown'. The main navigation bar features the 'THE CONSERVATION TRUST' logo, a home icon, and links for 'Apply' and 'Fax to File'. The dashboard title 'Applicant Dashboard' is prominently displayed. Below the title, there is a 'Public Profile' button. The user's profile information is divided into two columns: 'Applicant' (Jane Brown, jbrown@abc.mb.ca, 198-765-4321, 123 Example St., Example City, MB 1A2 B3C Canada) and 'Organization' (ABC Org, 123456789, 123-456-7891, 123 Example St., Example City, MB 1A2 B3C Canada). A 'Contact Email History' link is provided for the applicant. A message box states: 'If your organization information does not appear correct, please contact the funder. Thank you.' Below this, there are tabs for 'Active Requests' (1) and 'Historical Requests' (0). The 'Active Requests' section includes a table for 'Eligibility Quizzes' with one entry: '2018 Eligibility Quiz' (Submitted, 12/04/2018, View Eligibility Quiz). Underneath, there is a section for 'Example Project' with a 'Process' table for 'The Conservation Trust V3'. This table shows the status of 'LOI' (Submitted, 12/04/2018), 'Application' (Assigned, 12/04/2018), and 'Decision' (Undecided). Links for 'View LOI' and 'Edit Application' are provided. The footer indicates 'Grant Management Software provided by Foundant Technologies © 2018'.

Process: The Conservation Trust V3		
LOI	Submitted	12/04/2018
Application	Assigned	12/04/2018
Decision	Undecided	

3. Complete all required and applicable optional questions on the Application form.

**NOTE:** all questions marked with an asterisk are required. You will not be able to submit your Application if any required questions are left blank.

**NOTE:** the “Question List” button at the top left of the quiz allows you to download a PDF copy of the Application questions for offline reference. The “Application Packet” button allows you to download a PDF copy of the Application questions with your answers for offline reference.





**NOTE:** ensure all uploaded documents are in PDF format.

**NOTE:** The Application will autosave continuously. The form can be closed and re-opened without loss of work at any point during the writing process. There is also a “Save Application” button located at the bottom right of the form, beside the “Submit Application” button.

The screenshot displays the application form for The Conservation Trust. At the top, the header includes the organization's name, a user profile for Jane Brown, and navigation links for 'Apply' and 'Fax to File'. The main heading is 'Application', with sub-headings 'Example Project' and 'Process: The Conservation Trust V3'. A 'Public Profile' button is visible. The form is divided into sections: 'Contact Info' and 'Request'. The 'Request' section contains fields for 'Applicant' (Jane Brown, jbrown@abc.mb.ca, 198-765-4321, 123 Example St., Example City, MB 1A2 B3C Canada) and 'Organization' (ABC Org, 123456789, 123-456-7891, 123 Example St., Example City, MB 1A2 B3C Canada). A 'Contact Email History' link is present. A message box states: 'If your organization information does not appear correct, please contact the funder. Thank you.' Below this, there are tabs for 'Eligibility', 'LOI', and 'Application'. To the right, there are buttons for 'Application Packet' and 'Question List'. A message box indicates: 'Fields with an asterisk (\*) are required.' The 'Executive Summary' section is expanded, showing a 'Project Title\*' field with the text 'Example Project' and a note: 'The project title from your approved Letter of Interest (LOI) will be copied over automatically.' The footer mentions 'Grant Management Software provided by Foundant Technologies © 2018'.

- When all questions are completed, click “Submit Application” at the bottom right of the form.


Manitoba Habitat Heritage Corporation Jane Brown ▾

 **THE CONSERVATION TRUST**   Apply  Fax to File

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**Optional Attachments**  
*Supporting documents, such as maps and site photos, may be attached, if applicable.*  
*Provide a list of the filenames of each attachment and a brief description of the contents .*

This is an example list of attachments.

 1,961 characters left of 2,000

Upload a file [2 MiB allowed]

**Upload a second file**  
Upload a file [2 MiB allowed]

**Upload a third file**  
Upload a file [2 MiB allowed]

**Upload a fourth file**  
Upload a file [2 MiB allowed]





**Upload a fifth file**  
Upload a file [2 MiB allowed]

Save Application

Submit Application


- After clicking “Submit Application”, you will be redirected to a confirmation page. You will also receive an email confirming that your Application submission has been received. If you do not receive a confirmation email within 30 minutes, contact the Conservation Trust Team at [CTInfo@mhhc.mb.ca](mailto:CTInfo@mhhc.mb.ca) or 1-833-323-4636.

Manitoba Habitat Heritage Corporation Jane Brown ▾

 **THE CONSERVATION TRUST**   Apply  Fax to File

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## Confirmation Page

 Your Application has been submitted.

Continue

6. After submitting your Application, you will be able to view your Application status under the Active Requests tab on your Applicant Dashboard (NOT on the Apply page). To view your submitted Application, click “View Application” under the Active Requests tab.
7. You will not be able to modify your Application form after submitting it. If you wish to make changes to your submitted Application before the submission deadline, contact The Trust Team at [CTInfo@mhhc.mb.ca](mailto:CTInfo@mhhc.mb.ca) or 1-833-323-4636.

Manitoba Habitat Heritage Corporation
Jane Brown

Apply
Fax to File

## Applicant Dashboard

Public Profile

**Applicant:**  
Jane Brown  
jbrown@abc.mb.ca  
198-765-4321  
123 Example St.  
Example City, MB 1A2 B3C Canada

**Organization:**  
ABC Org  
123456789  
123-456-7891  
123 Example St.  
Example City, MB 1A2 B3C Canada

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 1
Historical Requests 0

Eligibility Quizzes

<b>2018 Eligibility Quiz</b>	Submitted	12/04/2018	<a href="#">View Eligibility Quiz</a>
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Example Project

**Process:** The Conservation Trust V3

LOI	Submitted	12/04/2018	<a href="#">View LOI</a>
Application	Submitted	12/04/2018	<a href="#">View Application</a>
Decision	Undecided		

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## Collaborator

- To allow multiple people to work on the same proposal within the grant portal, Foundant has developed a Collaborate function. Using the Collaborate function is important if multiple people are editing the same application, as account and password sharing is not advised.

Note: Colleagues from the same organization cannot automatically see current or previous applications and you will need to invite them to collaborate.

- Once you have started a request you will see the blue Collaborate button at the right-hand side of the top of the page. This can be used to invite other people to work on this request.

From the Collaborate pop up:

- enter the email address of the person you would like to invite
- Set the Permission you would like the collaborator to have, either View, Edit, or Submit
- And lastly, include a message and select Invite

An email will be sent to the collaborator containing your message, their username, and a link to the logon page. After clicking this link the collaborator will be brought to the logon page. If this is their first-time logging into the system, they will be asked to create a password.

After logging into the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the edit form link and start collaborating on the document.

- The Collaborator will have access to all forms within the request.
- This includes LOIs, Applications, and all Follow Up Forms that have been assigned to the original applicant.