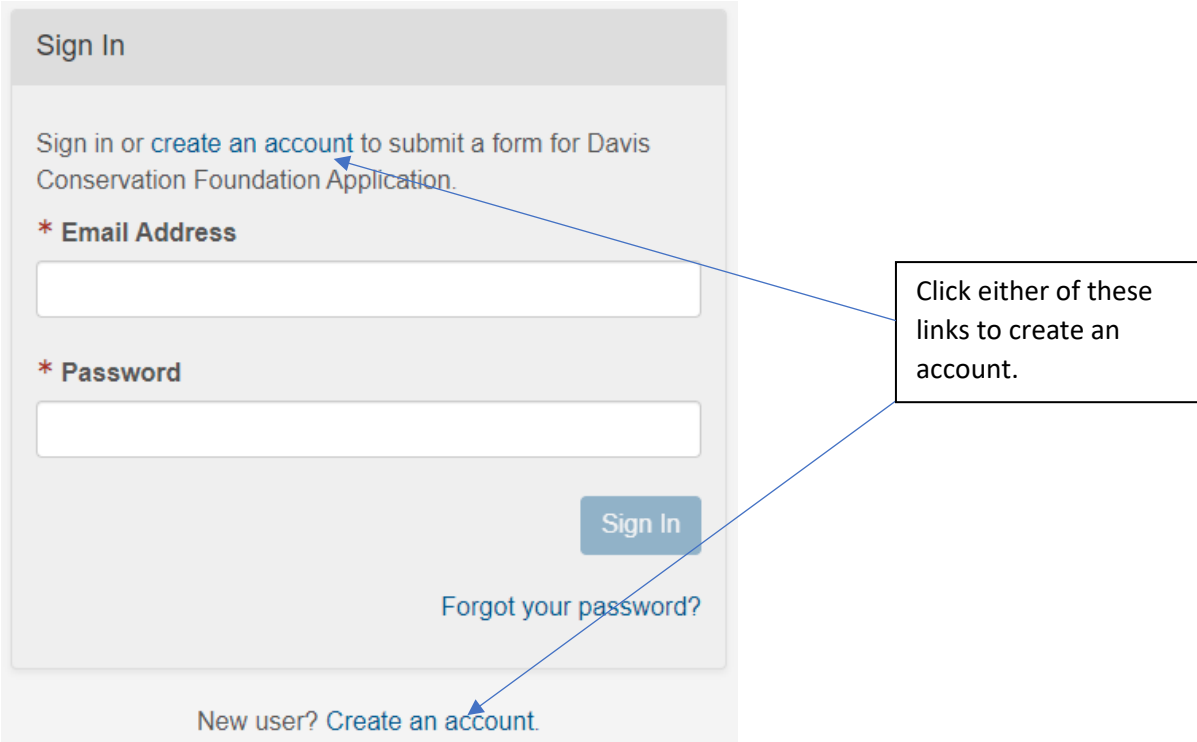


As of September 2021, the Davis Conservation Foundation has transitioned to a new online application and reporting portal. All applicants need to create a username and password to access the application, regardless of whether you have applied previously.

The following are step-by-step instructions to create an account to submit an application. You may sign in at any point after that to continue to work on an application in progress before the deadline. If you have any problems or questions, do not hesitate to contact DCF staff at lsmith@davisfoundations.org for assistance.

- Click the link below (also posted on our website):
<https://davisfoundations-portal.givingdata.com/campaign/DCF>
- You should see this Sign In box on the right-hand side of your browser window:



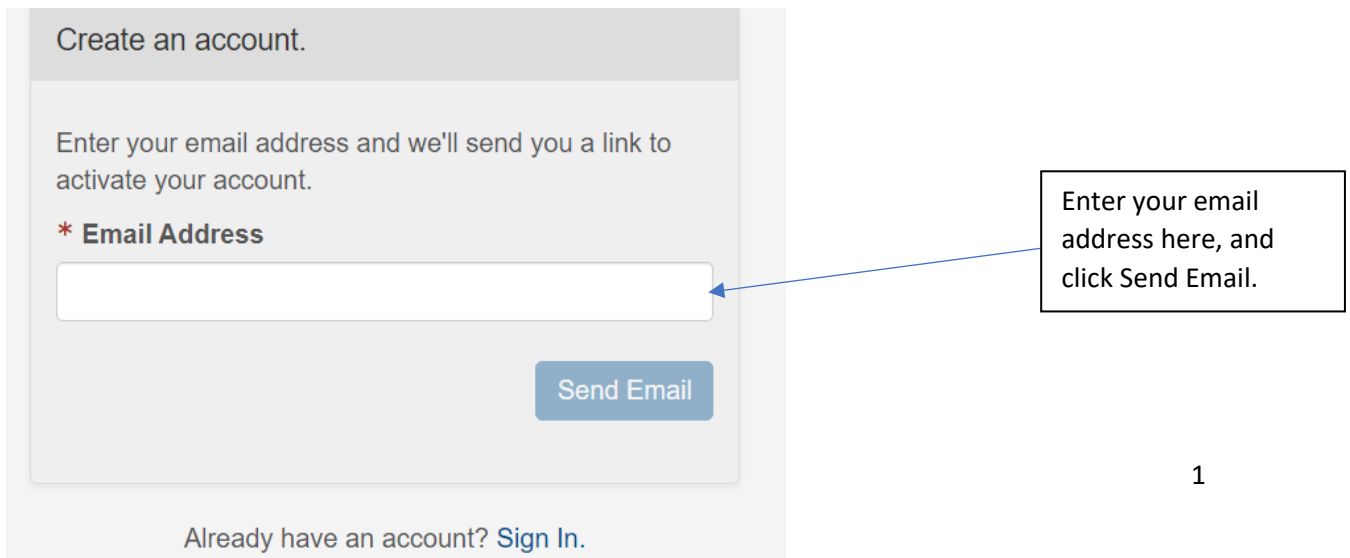
The screenshot shows a 'Sign In' form with the following elements:

- Header: Sign In
- Text: Sign in or [create an account](#) to submit a form for Davis Conservation Foundation Application.
- Field: * Email Address (input box)
- Field: * Password (input box)
- Button: Sign In
- Text: [Forgot your password?](#)
- Text: [New user? Create an account.](#)

Callouts from a box on the right:

- Arrow pointing to the 'create an account' link: Click either of these links to create an account.
- Arrow pointing to the 'New user? Create an account.' link: Click either of these links to create an account.

- Enter your email address:



The screenshot shows a 'Create an account' form with the following elements:

- Header: Create an account.
- Text: Enter your email address and we'll send you a link to activate your account.
- Field: * Email Address (input box)
- Button: Send Email
- Text: [Already have an account? Sign In.](#)

Callout from a box on the right:

- Arrow pointing to the 'Email Address' input box: Enter your email address here, and click Send Email.

- You should now see the following message:


Create an account.

An email was sent to Your email appears here. Click the link in the email to finish setting up your account.

If you haven't received the email, you can [resend it](#).

Already have an account? [Sign In](#).

- Check the email you used above for a message with the subject line “Davis Conservation Foundation Grantee Portal Account Registration”.

 Davis Foundations Grantee Portal

You have received this email as part of the registration process for a new application to the Davis Conservation Foundation. Please press the button below in order to fully activate your account.

If this registration was done in error, please feel free to disregard this message.

Questions? Contact smith@davisfoundations.org

Your username is: Your email appears here

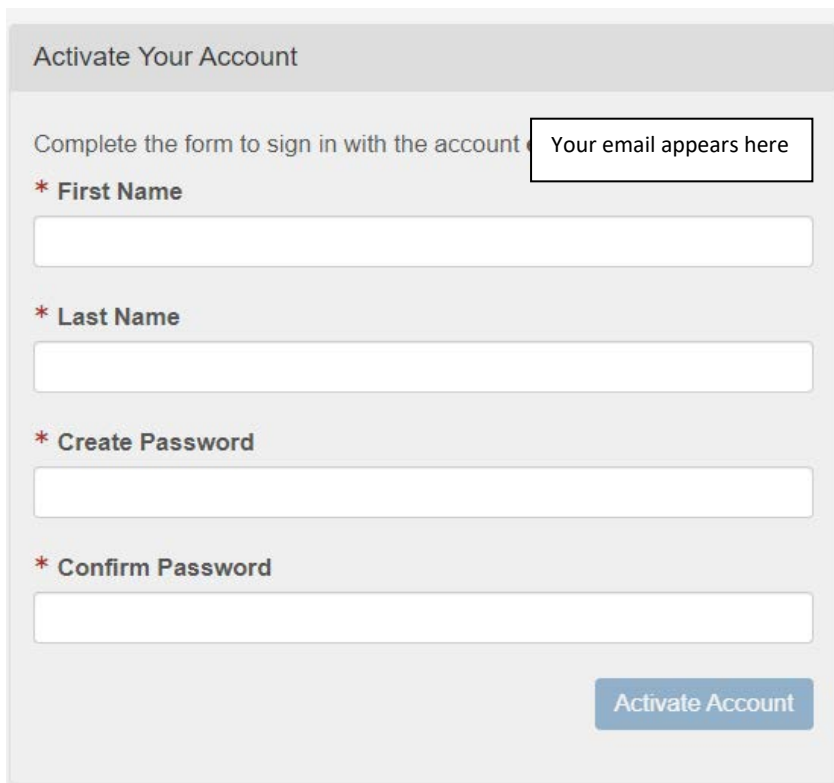
Activate Your Account

You may copy/paste this link into your browser:

[https://davisfoundations-portal.qivingdata.com/campaign/DCF?
panelMode=activateAccount&token=CfDJ8O0f18hO7AREu5fVsEYclMwpK6aaCLLpwxscWCocTYe99mFC6RNM8%2BMzFdkHc3bDSSLkr%2BqKPe%2FafJ%
2FE9xD7FdXdPv%2BbvwV%
2FcQvOI3SSDaTur3kKP7fmFvsm9ngGe5hHBpKAMNiJaU69WkV5eo70vkrJIGq6mYAb1dcwLil4sAixxhgoYdtocF7oLJHUwVR2FjNV3nYLvHxqOOqZX897iwRqOilkavcl8u%
2FveCc1N6EWAcM%2FVZtufE%2B%2BPLw%3D%3D&appUserId=77639226-1ff5-4916-ab5f-95a5f10a5cec&email=info%40davisfoundations.org](https://davisfoundations-portal.qivingdata.com/campaign/DCF?panelMode=activateAccount&token=CfDJ8O0f18hO7AREu5fVsEYclMwpK6aaCLLpwxscWCocTYe99mFC6RNM8%2BMzFdkHc3bDSSLkr%2BqKPe%2FafJ%2FE9xD7FdXdPv%2BbvwV%2FcQvOI3SSDaTur3kKP7fmFvsm9ngGe5hHBpKAMNiJaU69WkV5eo70vkrJIGq6mYAb1dcwLil4sAixxhgoYdtocF7oLJHUwVR2FjNV3nYLvHxqOOqZX897iwRqOilkavcl8u%2FveCc1N6EWAcM%2FVZtufE%2B%2BPLw%3D%3D&appUserId=77639226-1ff5-4916-ab5f-95a5f10a5cec&email=info%40davisfoundations.org)

Click this button or copy/paste the link from your email inbox to your browser window.

- You will then be taken to a screen in your browser window and prompted to Activate your Account:

A screenshot of a web form titled 'Activate Your Account'. The form has a light gray background and contains the following elements: a header with the title 'Activate Your Account'; a sub-header 'Complete the form to sign in with the account' followed by a callout box containing the text 'Your email appears here'; four required input fields, each with a red asterisk and a label: '* First Name', '* Last Name', '* Create Password', and '* Confirm Password'; and a blue button at the bottom right labeled 'Activate Account'.

- Complete the form and choose a password.
- You will then be prompted to Sign In with your new credentials.
- You should see the following display:

A screenshot of the Davis Conservation Foundation's application portal. At the top left is the organization's logo. Below it is the title 'Davis Conservation Foundation Application' and a welcome message: 'Welcome to the Davis Conservation Foundation (DCF)'s grantee portal!'. A link is provided: 'Please be sure to review our website before applying for eligibility, guidelines, and priorities: <https://davisfoundations.org/dcf>'. The main section is titled 'DCF Applications' and features a blue button with a plus sign and the text 'Start a new DCF Application'. A blue arrow points from a callout box to this button. The callout box contains the text: 'Click the plus sign to start a new application.' Below the button, it says 'You have not started any DCF Applications.'

- You will be prompted to select the organization for which you are applying for grant funds. Please use the U.S. Tax ID number or Organization Legal Name to find the organization in the IRS database.
- Select the correct organization and proceed with the application, following the prompts and instructions within the application form. You can consult a Word or .pdf version which will preview all questions asked in both applications on our website here: <https://davisfoundations.org/dcf/apply>
- To sign in to a saved application, simply navigate to the portal website (<https://davisfoundations-portal.givingdata.com/>) and sign in with your username and password.
- If you forget your password, you can use the “Forgot your password?” link and you will be emailed a link to reset it.