

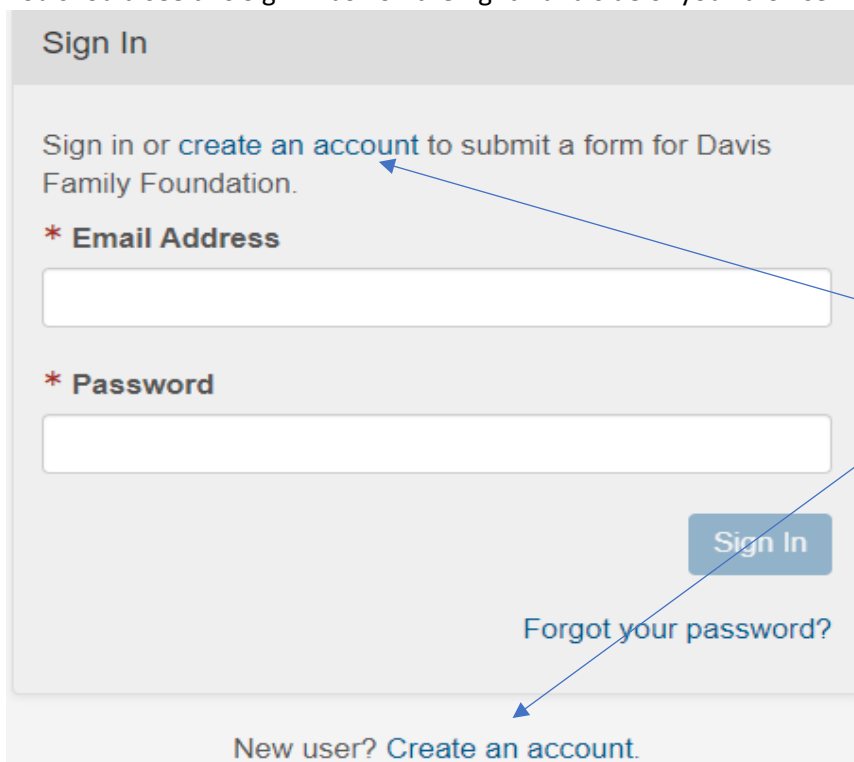
As of September 2021, the Davis Family Foundation has transitioned to a new online application and reporting portal. All applicants need to create a username and password to access the application, regardless of whether you have applied previously.

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 DFF staff at [lsmith@davisfoundations.org](mailto:lsmith@davisfoundations.org) for assistance.

- Click the link below (also posted on our website):

<https://davisfoundations-portal.givingdata.com/campaign/DFF>

- You should see this Sign In box on the right-hand side of your browser window:

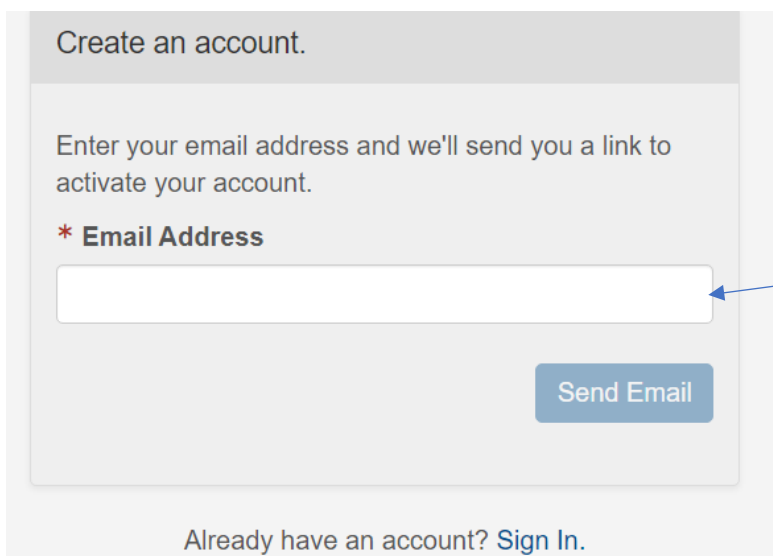


The screenshot shows a 'Sign In' box with the following elements:

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

Click either of these links to create an account.

- Enter your email address:



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

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

Enter your email address here, and click Send Email.

- You should now see the following message:

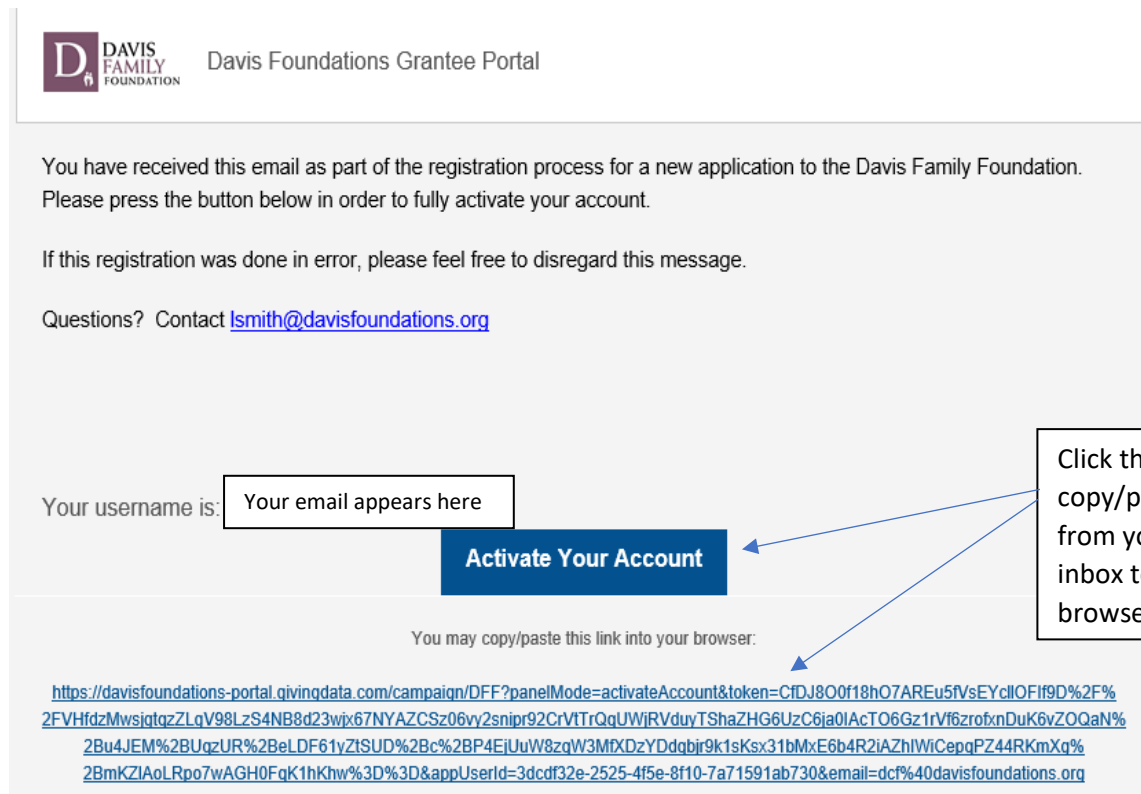
**Create an account.**


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 Family 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 Family 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 [lsmith@davisfoundations.org](mailto:lsmith@davisfoundations.org)

Your username is: Your email appears here

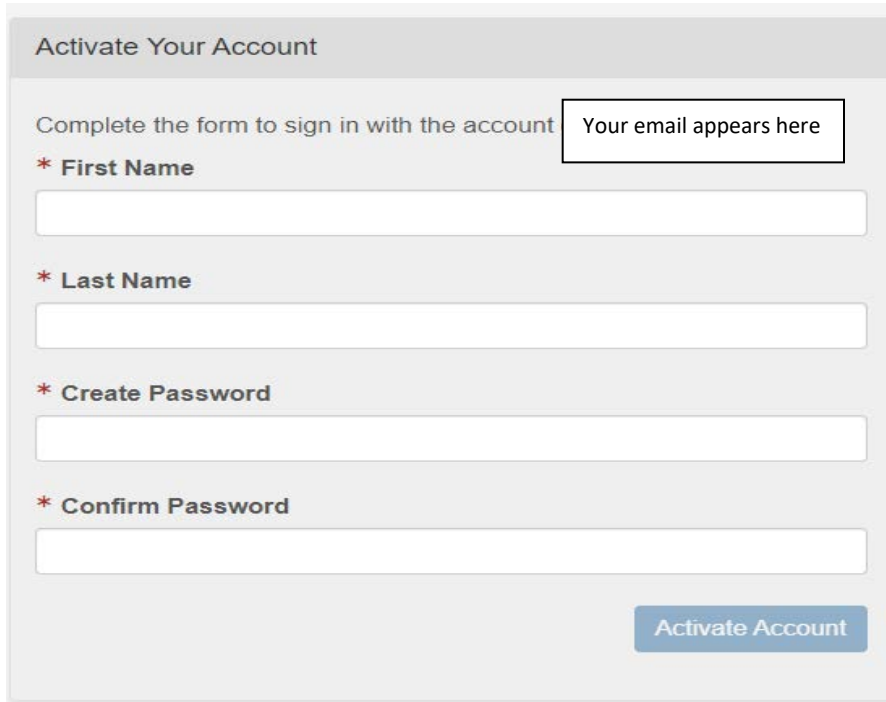
**Activate Your Account**

You may copy/paste this link into your browser:

<https://davisfoundations-portal.qivingdata.com/campaign/DFF?panelMode=activateAccount&token=CfDJ8O0f18hO7AREu5fVsEYclIOFf9D%2F%2FVHfdzMwsigtqzZLqV98LzS4NB8d23wpx67NYAZCSz06vy2snjpr92CrVITrQqUWjRVduyTShaZHG6UzC6ja0lAcTO6Gz1rVf6zrofxnDuk6vZOQaN%2Bu4JEM%2BUqzUR%2BeLDF61yZtSUD%2Bc%2BP4EjUuW8zqW3MfXDzYDdqbjr9k1sKsx31bMxE6b4R2iAZhIWicppqPZ44RkmXq%2BmKZIAoLRpo7wAGH0FqK1hKhW%3D%3D&appUserId=3dcdf32e-2525-4f5e-8f10-7a71591ab730&email=dcf%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:



Activate Your Account

Complete the form to sign in with the account

Your email appears here

\* First Name

\* Last Name

\* Create Password

\* Confirm Password

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:



## Davis Family Foundation

Welcome to the Davis Family Foundation (DFF)'s grantee portal!

Please be sure to review our website before applying for eligibility, guidelines, and priorities: <https://davisfoundations.org/dff>

## DFF Applications

 Start a new DFF Application

You have not started any DFF Applications.

Click the plus sign to start a new application.

- 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/dff/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.