



Blackbaud Outcomes User Guide

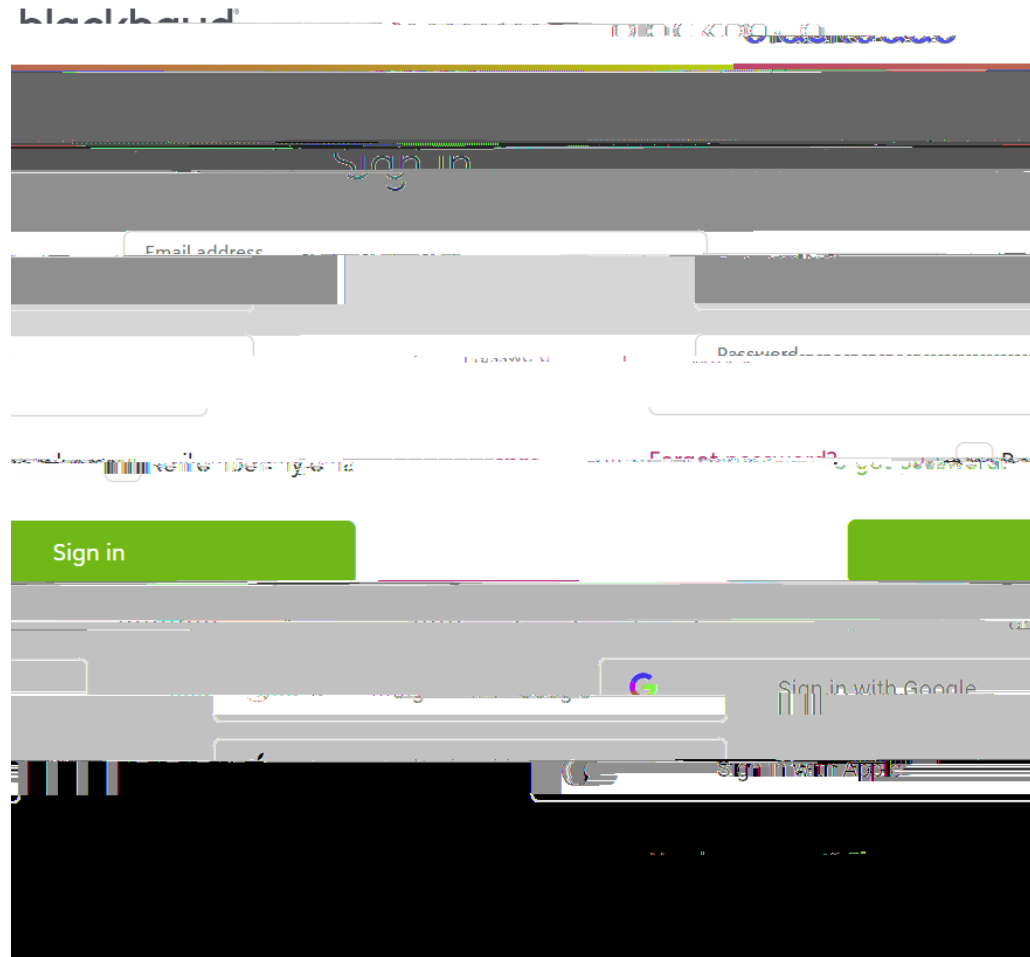
In This Guide

Completing the Grant Application	3
Blackbaud Outcomes Grantee Portal Sign In	4
First Time Sign In	5
Creating a Blackbaud ID	6
Grant Application Navigation	7
Completing an Outcomes Application	8
Adding Outcome Measurements	10
Adding Additional Optional Outcome Measurements	11
Blackbaud Outcomes Grantee Portal	12
Applications Tab	13
Adding Progress Updates	14
Creating Groups	16
Contact Us	17

Completing the Grant Application

1. Complete the eligibility quiz and select which type of grant you are applying for.

Blackbaud Outcomes Grantee Portal Sign In



The **Sign in** link will display:

Use the **SAME** email used when first creating your account. Applicants only need to create one account. All progress updates, applications, requirements from ALL foundations will roll into ONE account.

<https://portal.blackbaudoutcomes.com>

First Time Sign In

Blackbaud ID

i Add an extra layer of security with two-step authentication! [Learn more](#)

Sign in to continue


Blackbaud ID

email address e.g. name@domain.org

Password

[Forgot password?](#) Remember my email

Sign in



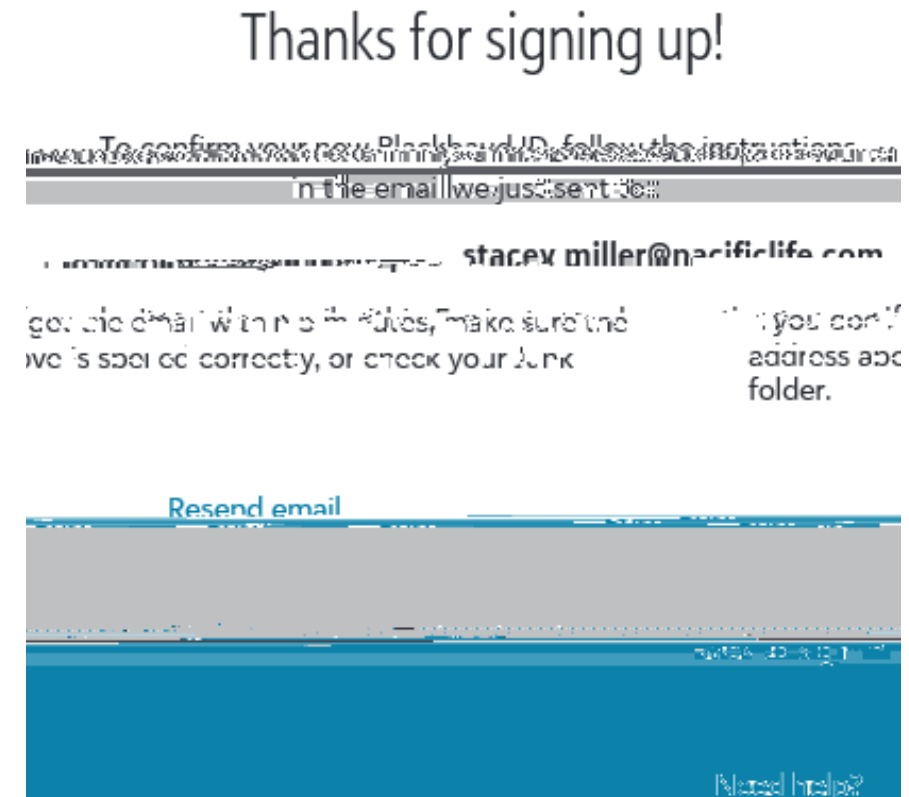
[Need an account? sign up](#)

Do **NOT** click on
"Sign in with Google"

Click on Link to **Create a
New Blackbaud ID**

Creating a Blackbaud ID

1. Enter information to create a



Grant Application Navigation

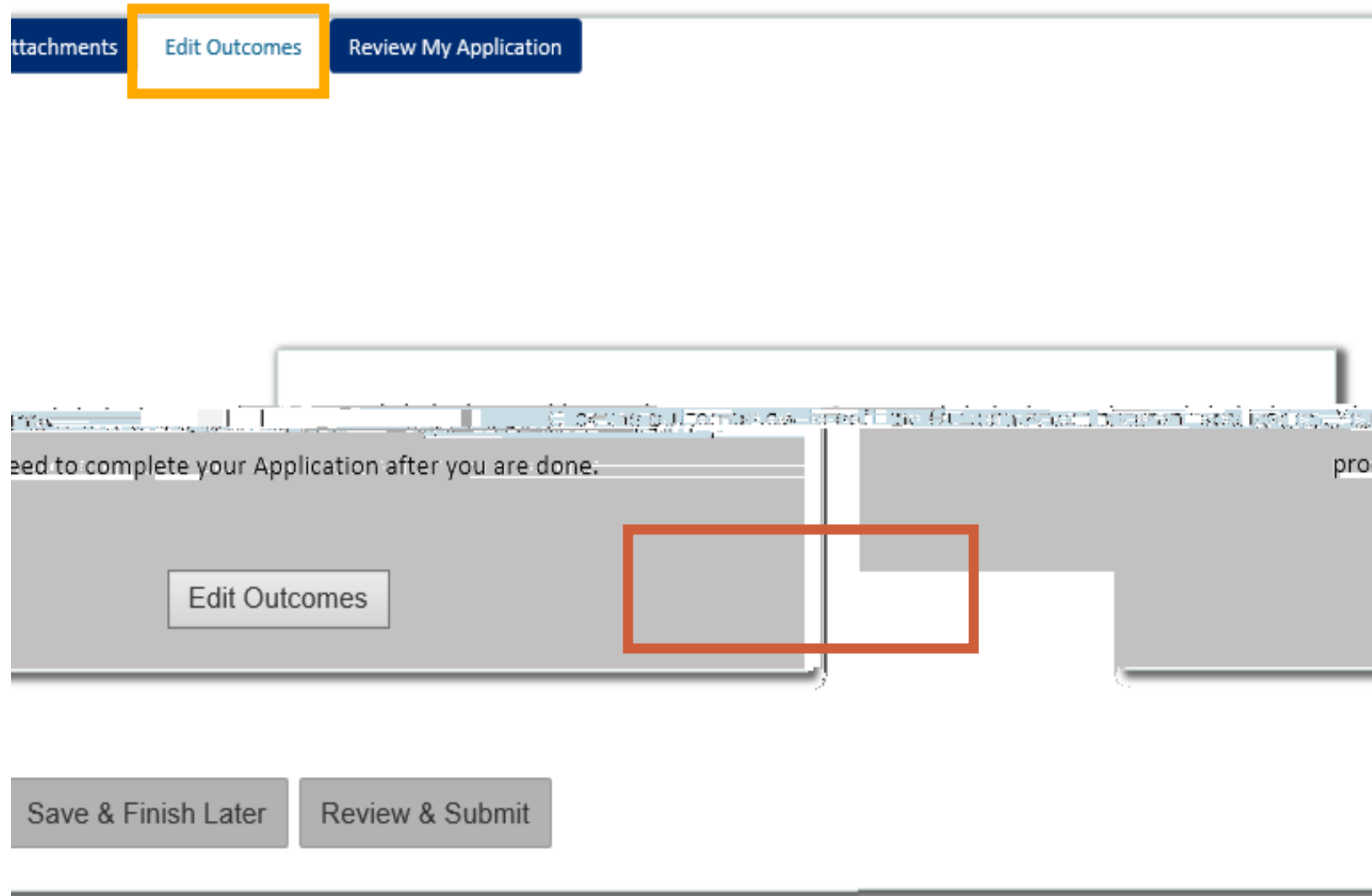
Click on each tab to complete the required organizational and program/project information



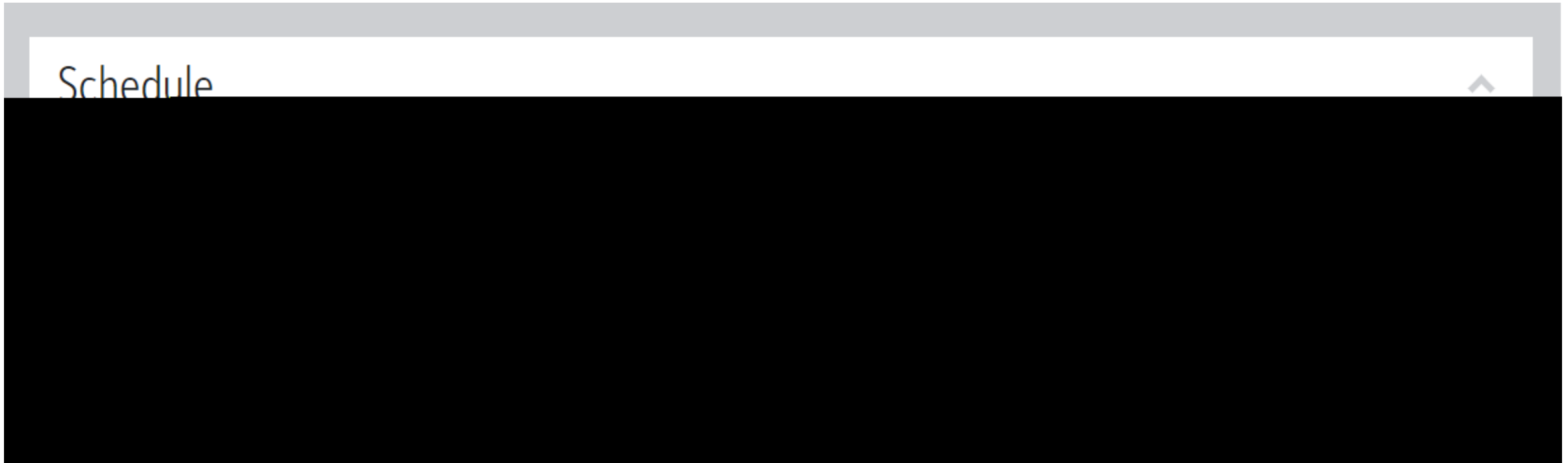
Edit Outcomes: When submitting your grant application, you will be asked to complete required anticipated outcome measurements

See next slide – [Completing an Outcomes Application](#) for more details

Completing an Outcomes Application



Completing an Outcomes Application Cont.



Select the **Project End Date**

NOTE: Your project end date should be at least six (6) weeks from the start date of January 1, 2025

Adding Outcome Measurements

The screenshot shows a web form titled "Edit Outcomes". At the top, there is a section for "Measurable goals" with a blue banner that says "Please select at least 2 measurements." Below this, there are two sections for "Required measurement by grantor". Each section includes a description of the measurement, an "Expected result by project end date: A total of..." label, and a text input field. At the bottom of the form, there is a button labeled "Add another measurement" and a "Save" button. Red arrows point to the "Add another measurement" button and the "Save" button. A blue arrow points to the "Please select at least 2 measurements." banner.

Complete the required anticipated required measurements

NOTE: Please make sure that there the anticipated outcome measurement includes only numbers. The system is unable to accept letter or special characters.

Optional: To add additional anticipated outcome measurements, select "[Add another measurement](#)" – See [next slide](#)

Save anticipated outcome measurements and return to application. **NOTE:** You will not be able to save until all required anticipated outcome measurements are completed.

Adding Additional Optional Outcome Measurements

Edit Outcomes

Please select at least 2 measurements.

1. Required measurement by granter *
Number of people served by the program (Arts and culture)
Expected result by project end date: A total of...
10000

2. Required measurement by granter *
Number of people who visit the museum, zoo or library and have a...
experience. high-quality
Expected result by project end date: A total of...
7000

3. Measurement by granter

Select a measurement

Number of screenings performed (Arts and culture)

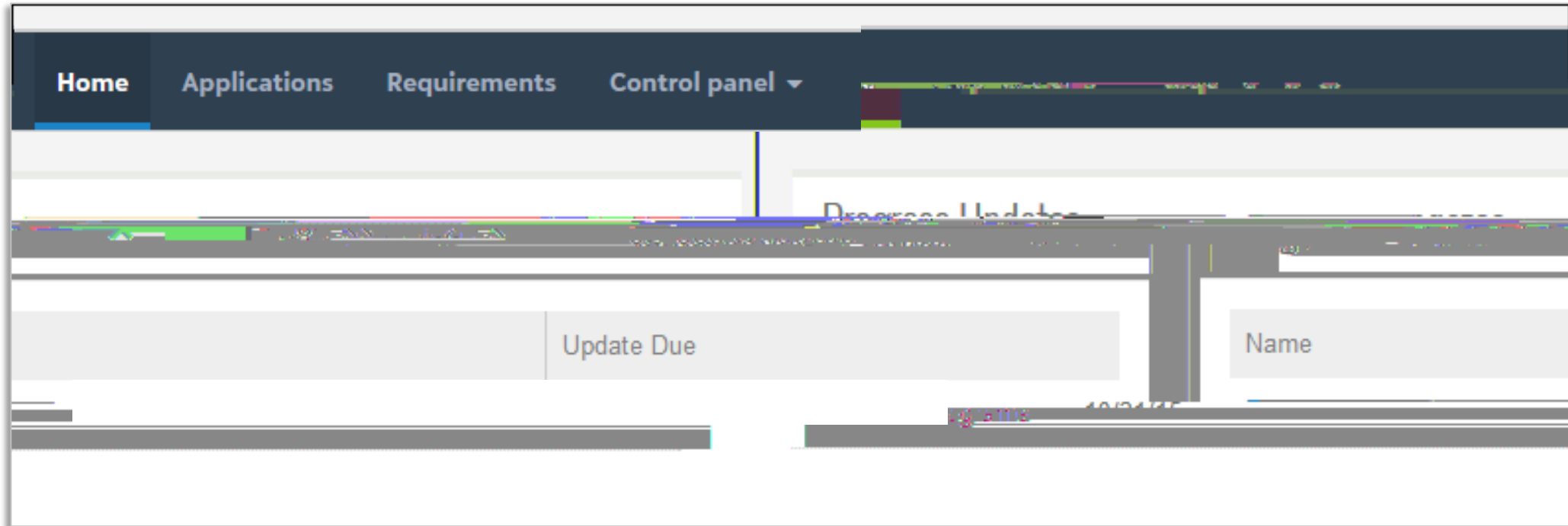
Number of visitors who report a...
experience.

Save and close



When you select "Add a measurement" a dropdown will appear with additional anticipated outcome measurements to choose from

Blackbaud Outcomes Grantee Portal



View Outcomes Progress Updates that are due, saved and submitted applications, and other requirement reports

Applications Tab

blackbaud... Outcomes

Home Applications Requirements Control Panel

Applications

Completed Applications

Find in this list

Title	Year	Amount	Application Name
[Redacted]	2023	[Redacted]	[Redacted]
[Redacted]	2023	\$75,000.00	[Redacted]
Product Services-8	2021	\$7,500.00	PL Foundation Sample Application

Product Services-8 Jun 28, 2018 2021 \$7,500.00 PL Foundation Sample Application

View all grant applications from all foundations in **ONE** account!

Adding Progress Updates

- Grant Applicants will receive an email when a progress update is coming due.
- Coming due progress updates will be available on the homepage of the Blackbaud Outcomes Grantee Portal



Creating Groups

blackbaud Outcomes ▾ Welcome, Grantee

Home Applications Requirements **Control panel ▾**

Manage Groups

[+ Add group](#) Find in this list 🔍 🗄️

Name ▲	Members	Progress Updates	Applications	Requirements
Animal Education	1	1	0	0
Ann Marie Group	2	0	1	1
Back-up	1	1	1	1
BBCON	2	0	1	0

Share applications and create groups for applications, progress updates, and requirements.

Contact Us

If you have questions, please contact the

Pacific Life Foundation at

PLFoundation@pacificlife.com