Blackbaud Outcomes User Guide

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Completing the Grant Application

1. Complete the eligibility quiz and select which type of grant you are
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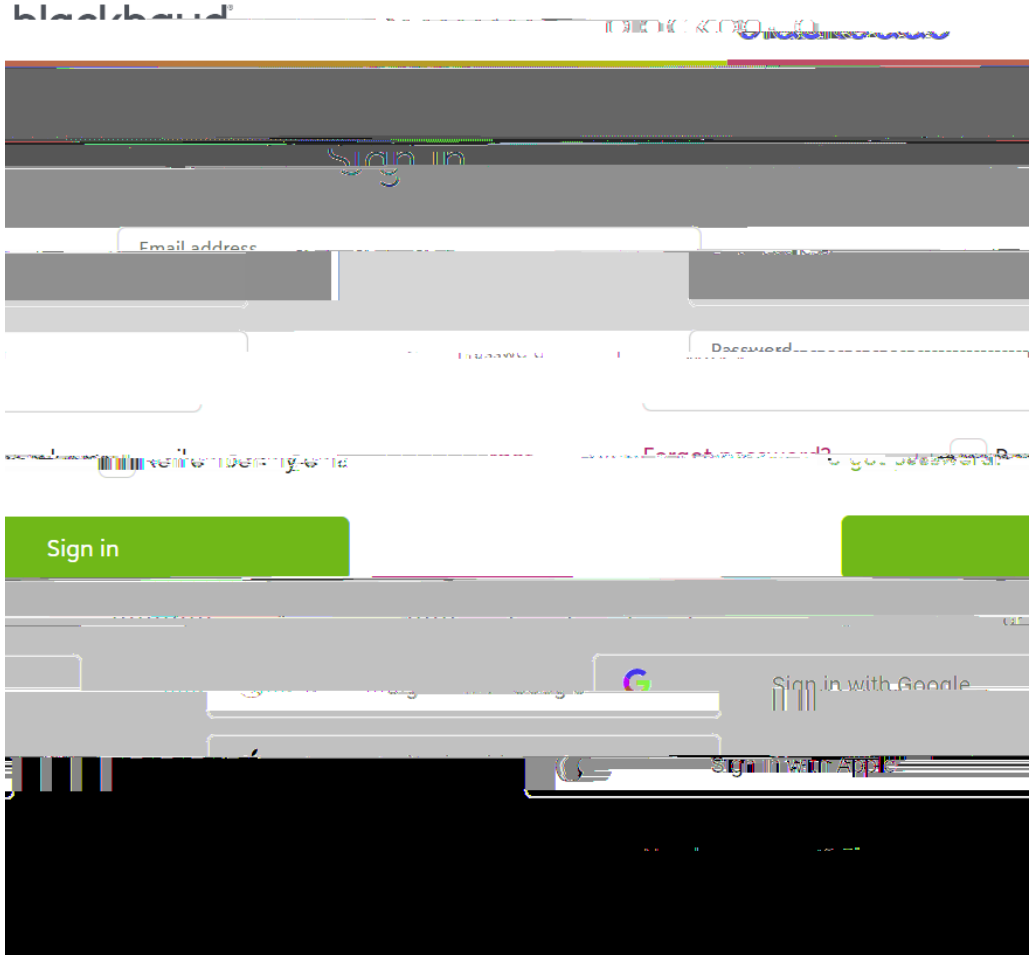
Blackbaud Outcomes Grantee Portal Sign In



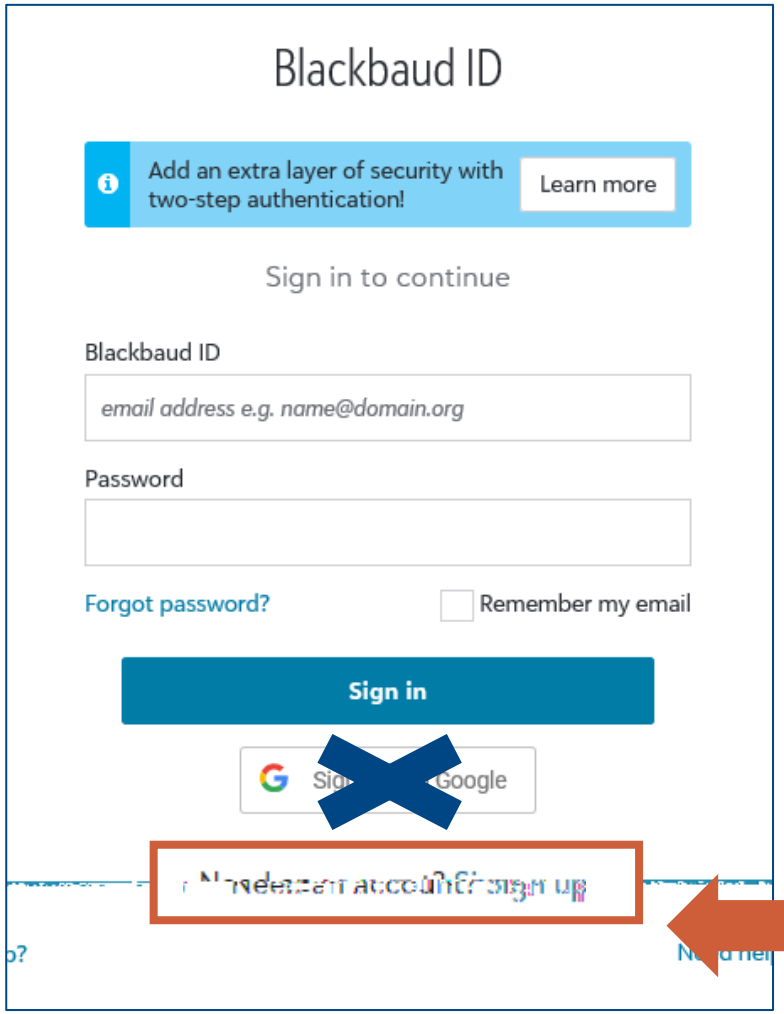
The **Sign in** link will display:

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

Do **NOT** click on
“Sign in with Google”



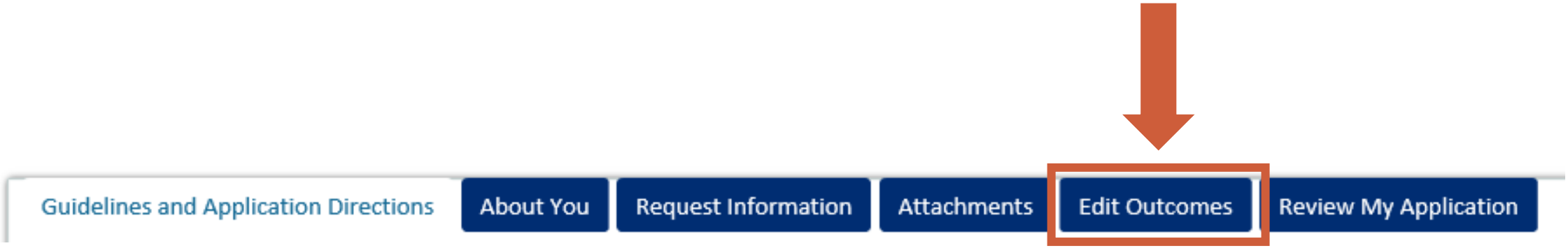
Click on Link to **Create a New Blackbaud ID**

Creating a Blackbaud ID

1. Enter information to create a

Grant Application Navigation

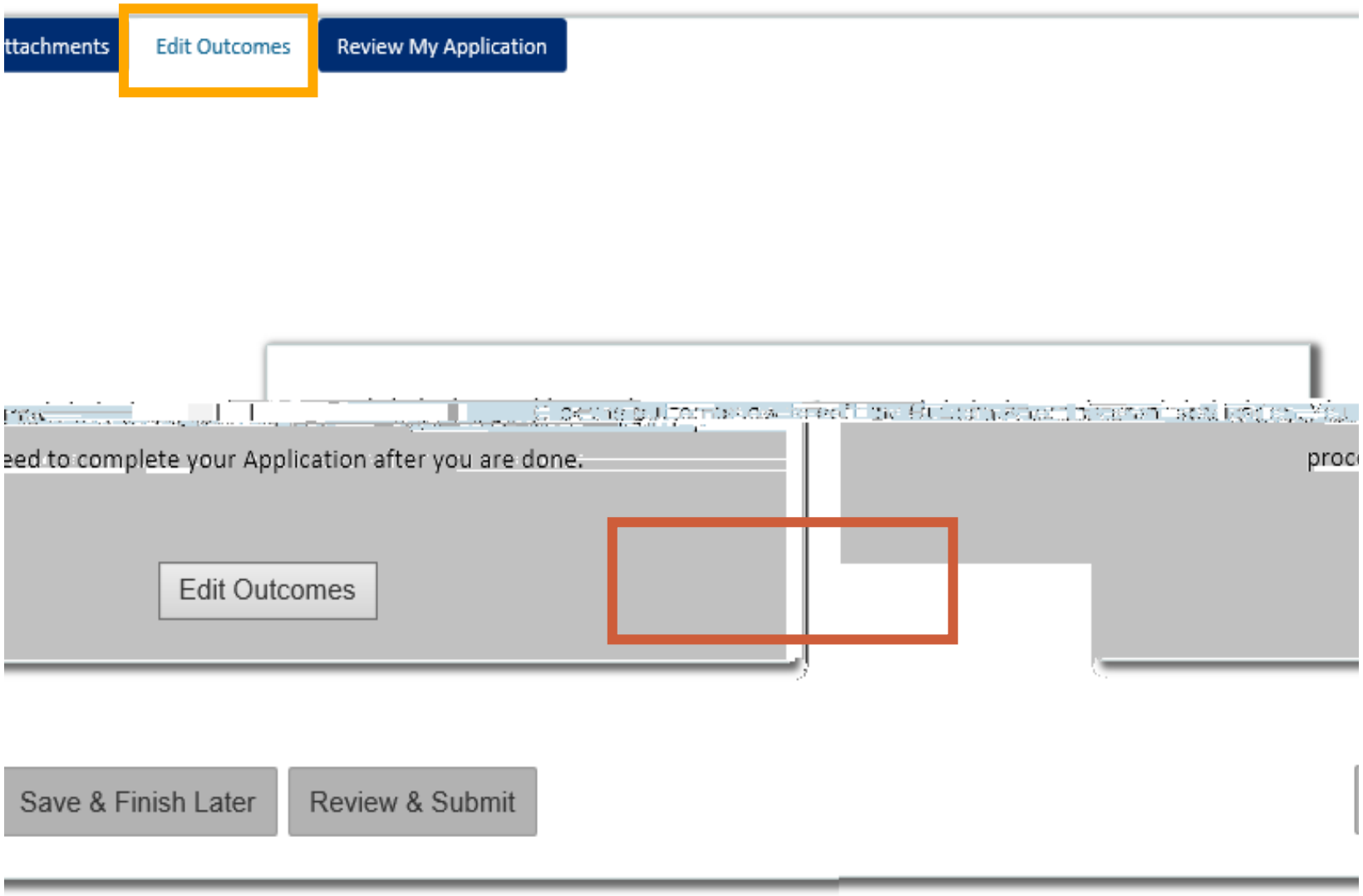
Click on each tab to complete the required organizational and program/project information



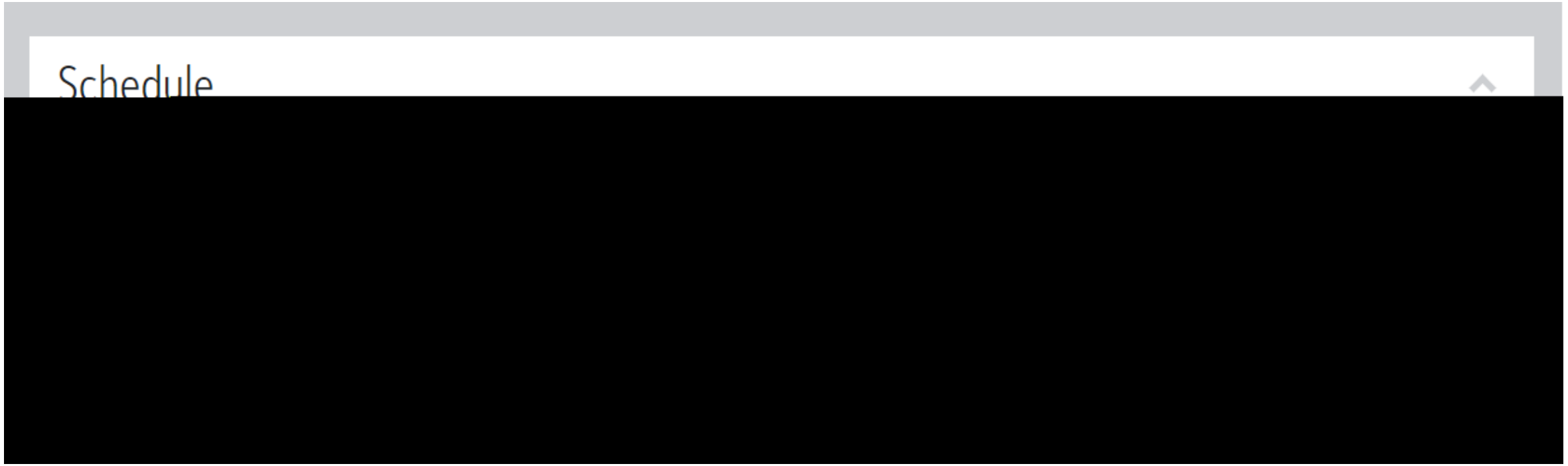
Edit Outcomes: When submitting your grant application, you will be asked to complete required anticipated outcome measurements

See next slide – Completing an Outcomes Application for more details

Completing an Outcomes Application



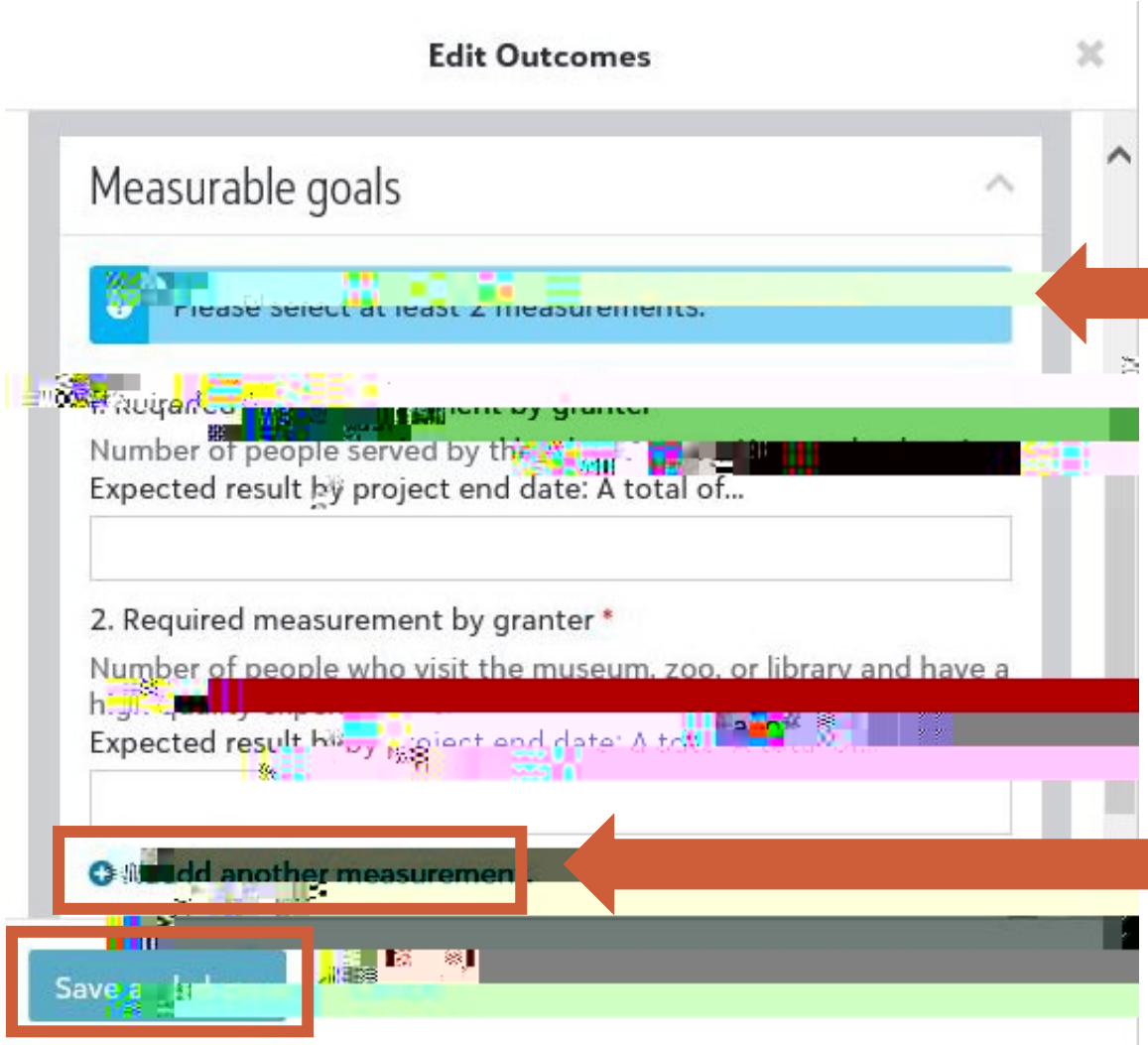
Completing an Outcomes Application Cont.



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



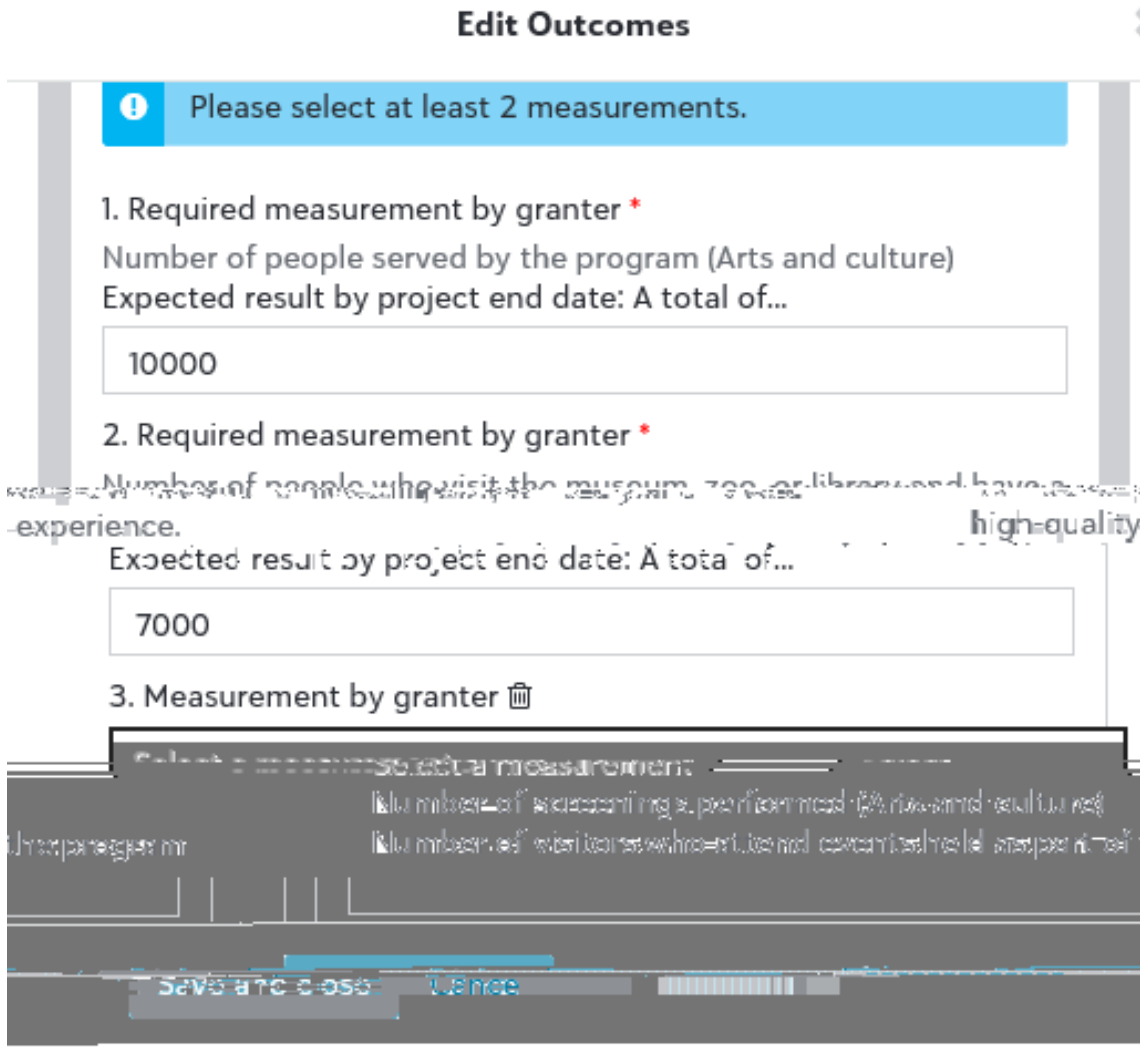
Complete the required anticipated required measurements

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

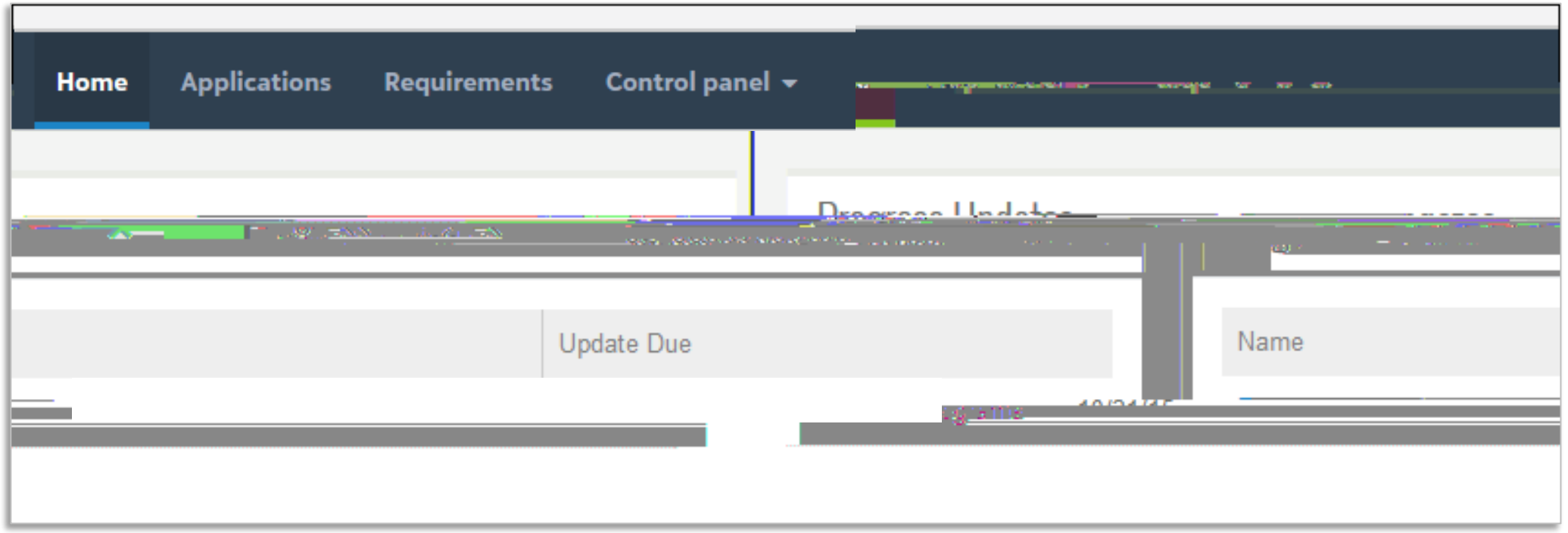
Save anticipated outcome measurements and return to application. **NOTE:** You will not be able to save until all required anticipated outcome measurements are completed.

Adding Additional Optional Outcome Measurements



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

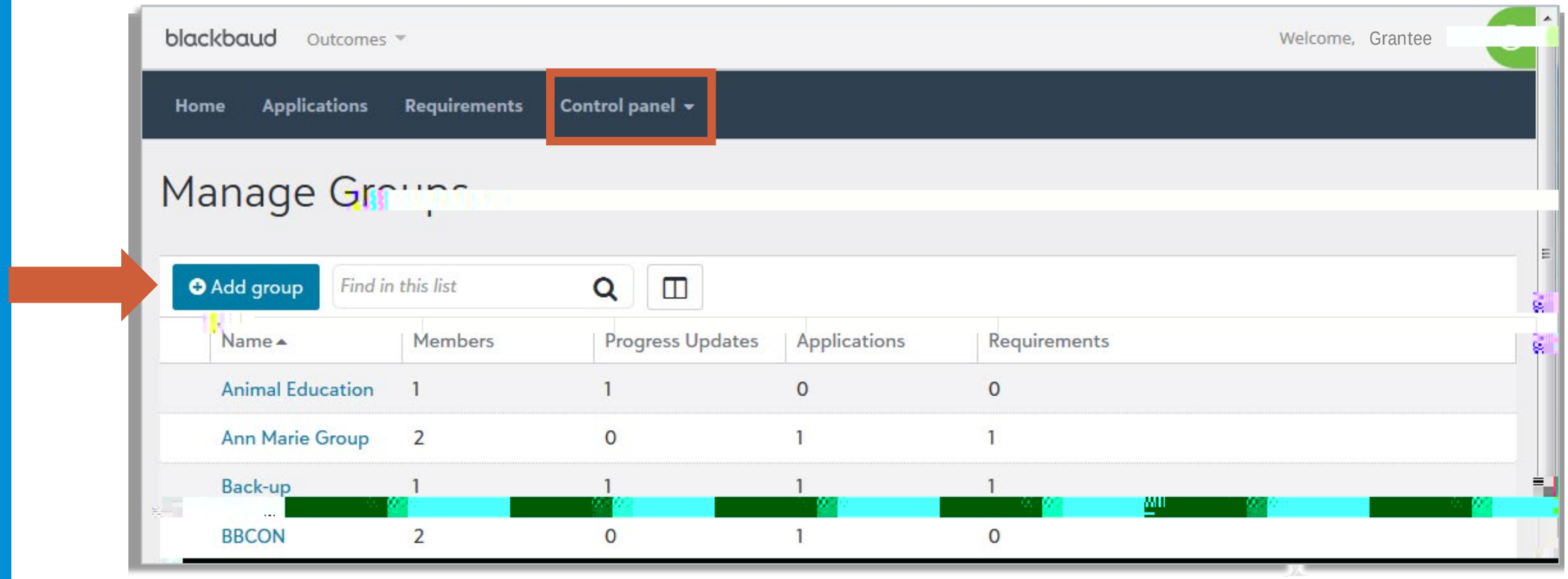
Applications Tab

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



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