Blackbaud Outcomes User Guide

In This Guide
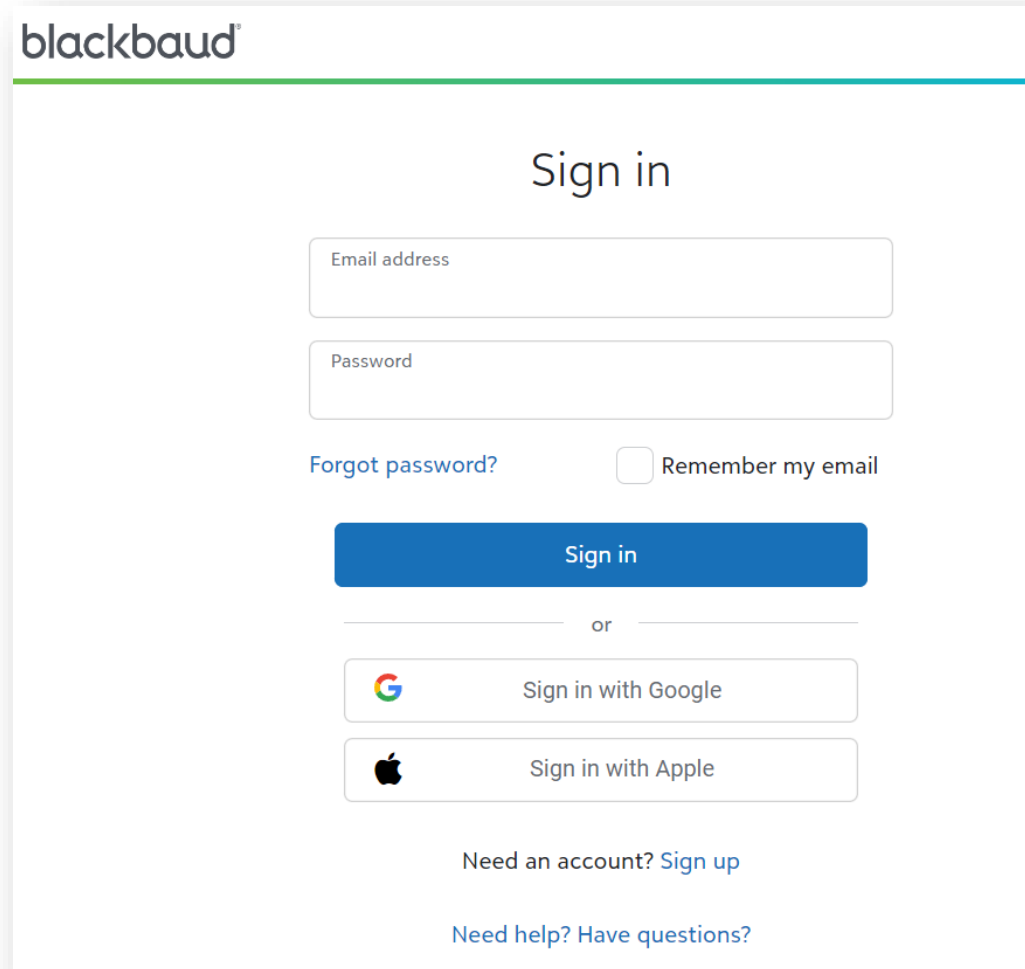
Completing the Grant Application

[Link to Pacific Life Foundation Grant Application](#)

1. Complete the eligibility quiz and select which type of grant you are applying for.
   a. For the Program Grant, select the primary program focus area from the twenty (20) focus areas the Pacific Life Foundation has identified.
   b. For the Capital Grant, complete the eligibility questions about the capital project.

2. If you haven't already done so, create a **New Blackbaud Outcomes Grantee Portal** Login – see next slide. If you already have a Blackbaud Outcomes Grantee Portal Login, [click here](#).

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**

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Creating a Blackbaud ID

1. Enter information to create a Blackbaud ID

Sign up

Email address

Password
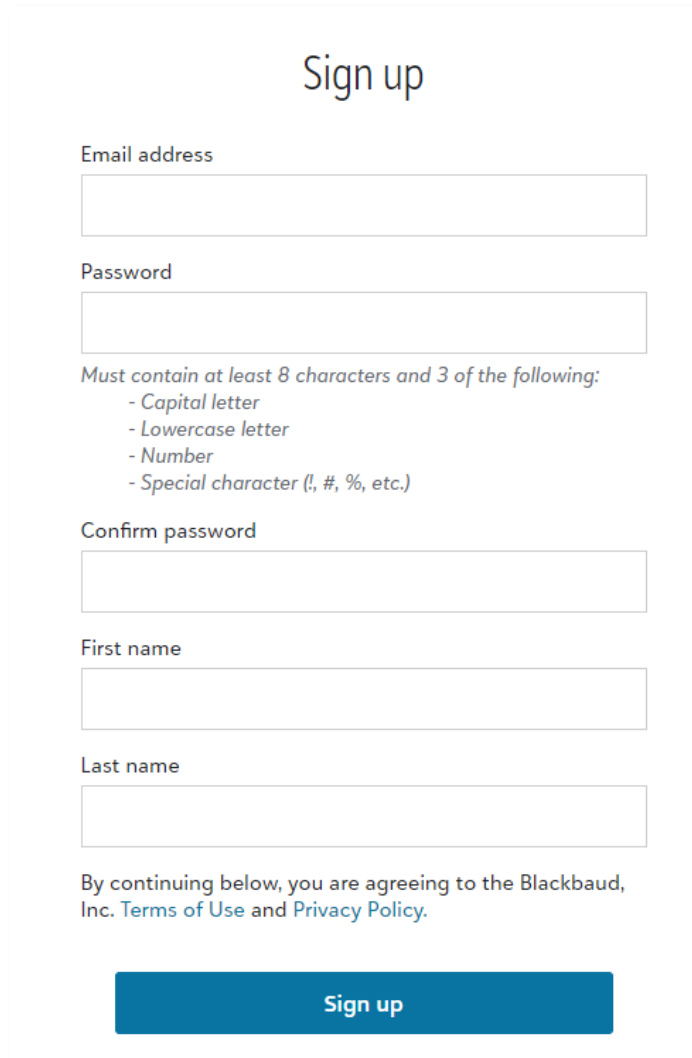
Must contain at least 8 characters and 3 of the following:
- *Capital letter*
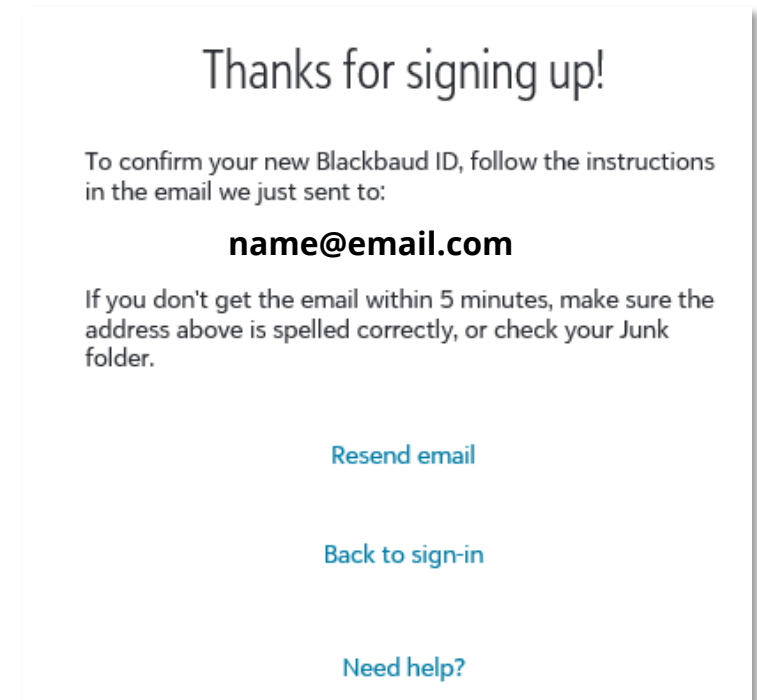- *Lowercase letter*
- *Number*
- *Special character (!, #, %, etc.)*

Confirm password

First name

Last name

By continuing below, you are agreeing to the Blackbaud, Inc. Terms of Use and Privacy Policy.

Sign up

2. Blackbaud will send you an email to confirm your new ID. Confirm via email and proceed to the grant application

Thanks for signing up!

To confirm your new Blackbaud ID, follow the instructions in the email we just sent to:

name@email.com

If you don't get the email within 5 minutes, make sure the address above is spelled correctly, or check your Junk folder.
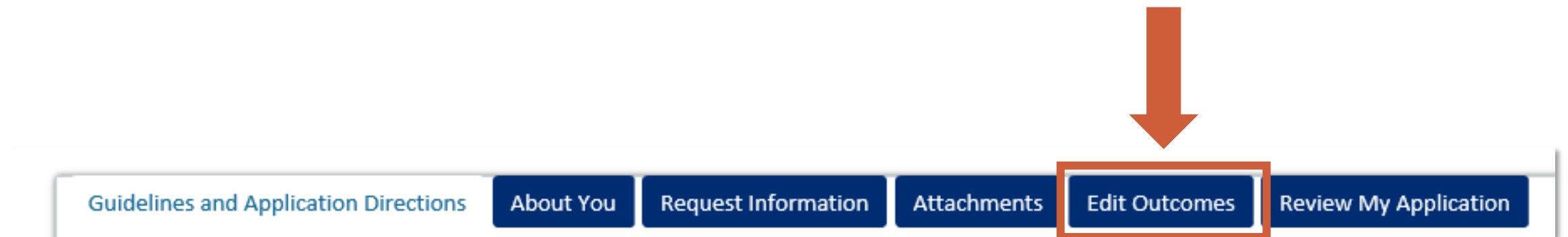
Resend email

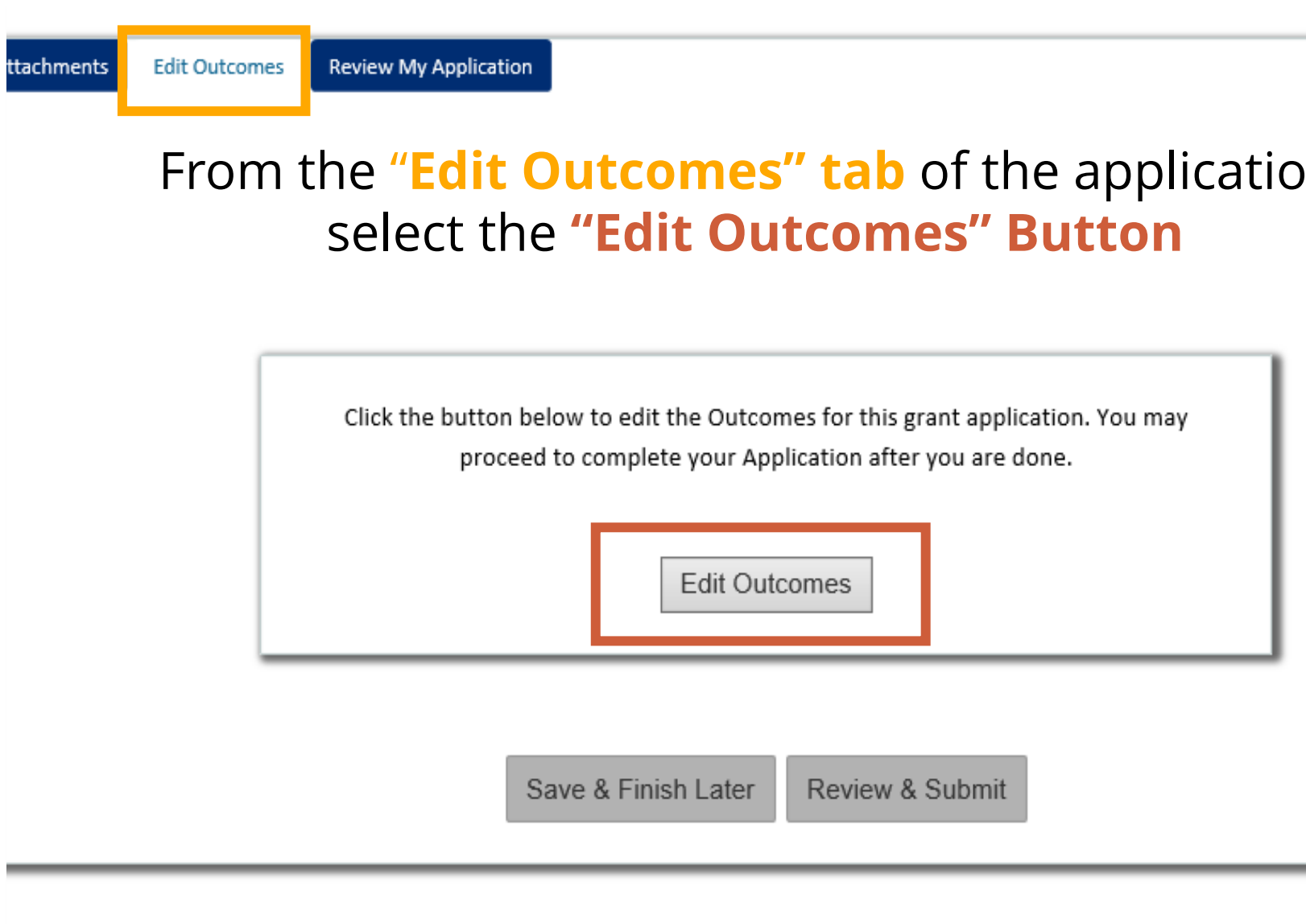Back to sign-in

Need help?

Grant Application Navigation

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

| Guidelines and Application Directions | About You | Request Information | Attachments | Edit Outcomes | Review My Application |

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

ttachments | Edit Outcomes | Review My Application

From the "**Edit Outcomes" tab** of the application, select the **"Edit Outcomes" Button**

Click the button below to edit the Outcomes for this grant application. You may proceed to complete your Application after you are done.

Edit Outcomes

Save & Finish Later | Review & Submit

Completing an Outcomes Application Cont.

Schedule

You will be required to submit progress updates after your project start date, every year through the project end date.

Project end date *

MM/DD/YYY

Select the **Project End Date**

NOTE: Your project end date should be at least six (6) weeks from the start date of January 1, 2024

Adding Outcome Measurements

Edit Outcomes ✕

Measurable goals ⌃

> ⓘ 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...

[   ]

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

[   ]

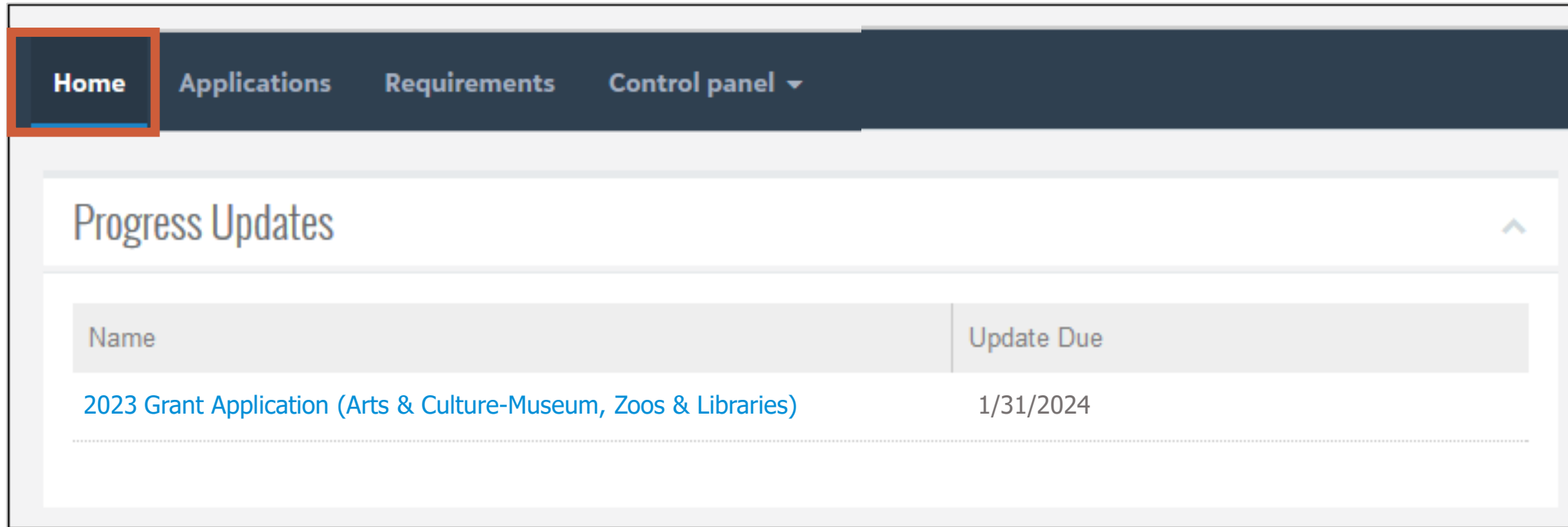⊕ Add another measurement.

Save and close   Cancel

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 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 high-quality experience.
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 attend events held as part of the program

Save and close   Cancel

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

Grant Project Title

Progress Update Due Date

Adding Progress Update Cont.

Click "Edit progress" and add your updated outcomes data for the grant thus far.

Please also include any status updates in the notes section of the progress update.

Creating Groups

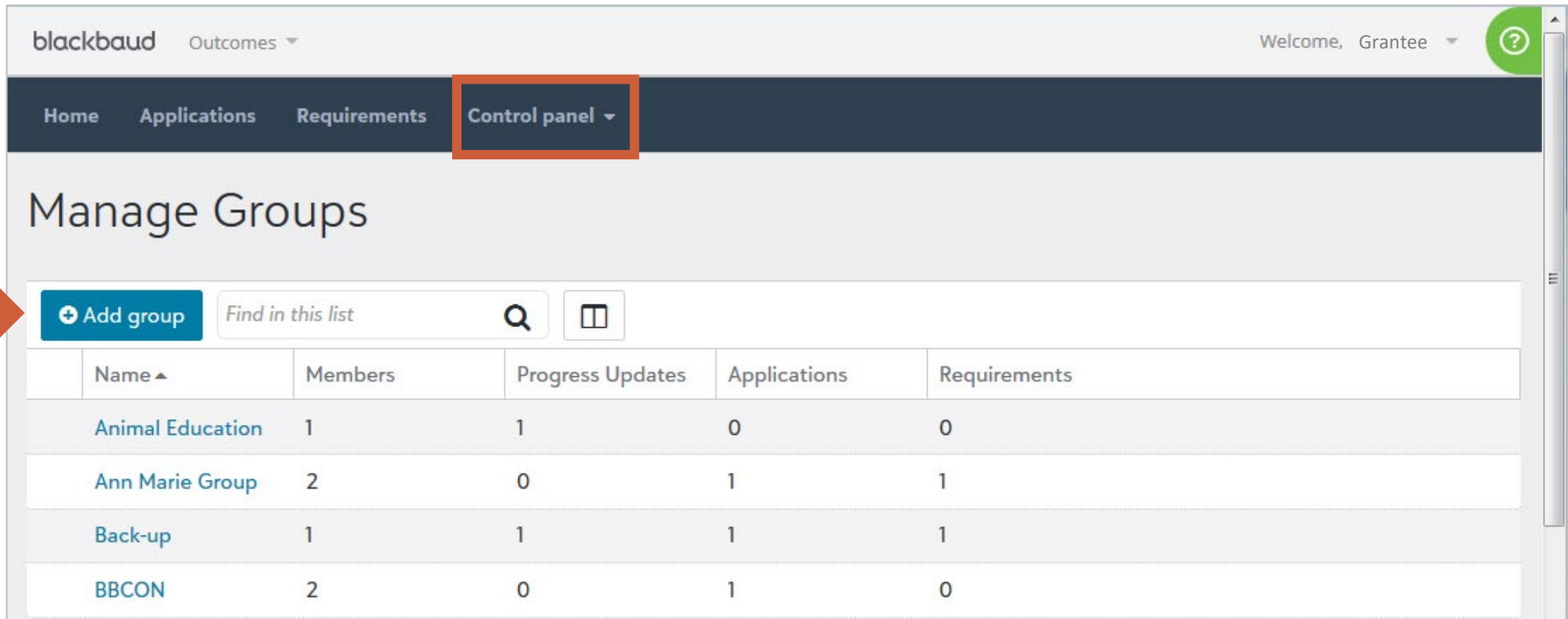Share applications and create groups for applications, progress updates, and requirements.

Contact Us

If you have questions, please contact the

Pacific Life Foundation at

PLFoundation@pacificlife.com