



**PACIFIC LIFE
FOUNDATION**

Blackbaud Outcomes User Guide

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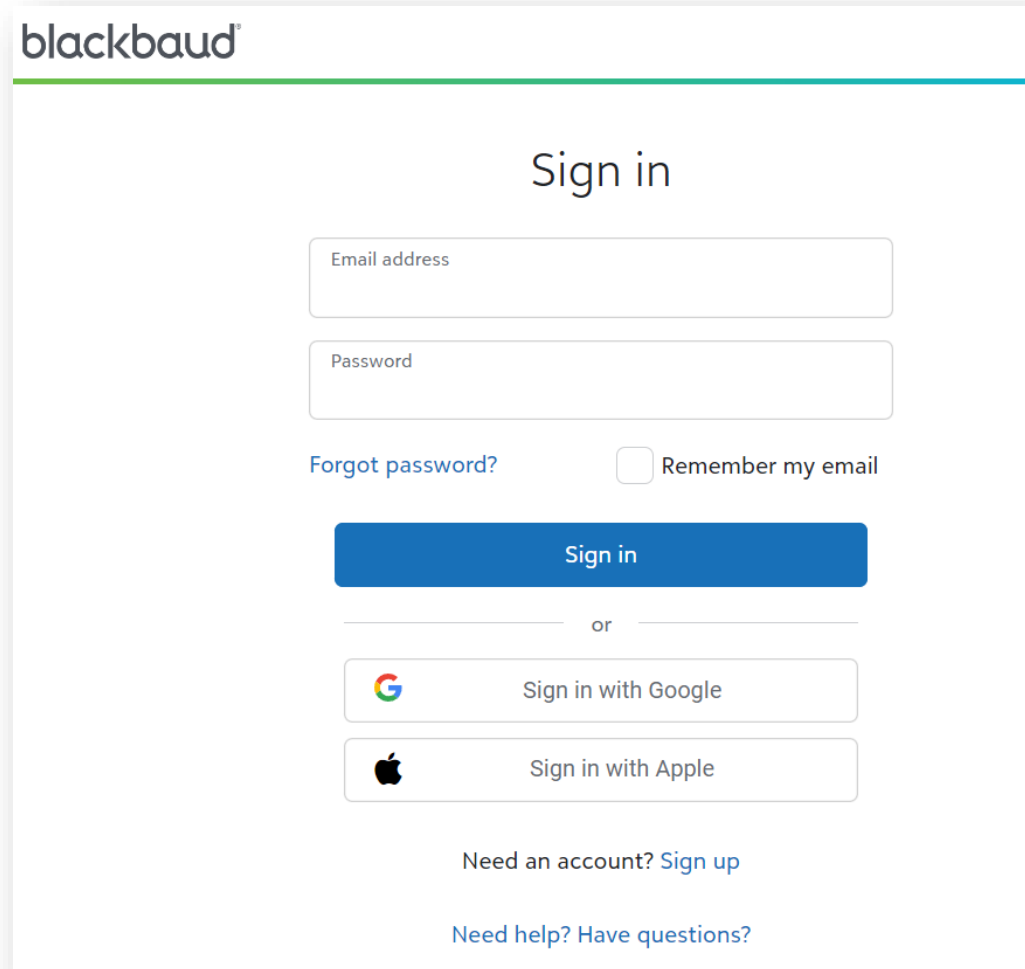
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Completing the Grant Application

[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 screenshot shows the Blackbaud Outcomes Grantee Portal Sign In page. At the top left is the "blackbaud" logo. Below it is a horizontal line. The main heading is "Sign in". There are two input fields: "Email address" and "Password". Below the "Email address" field is a link for "Forgot password?". To the right of the "Password" field is a checkbox labeled "Remember my email". Below these fields is a blue "Sign in" button. Underneath the button is a horizontal line with "or" in the center. Below the line are two buttons: "Sign in with Google" (with the Google logo) and "Sign in with Apple" (with the Apple logo). At the bottom of the page, there are two links: "Need an account? Sign up" and "Need help? Have questions?".


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

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


Sign in to continue

Blackbaud ID

Password

[Forgot password?](#) Remember my email

[Sign in](#)



[Need an account? Sign up](#)

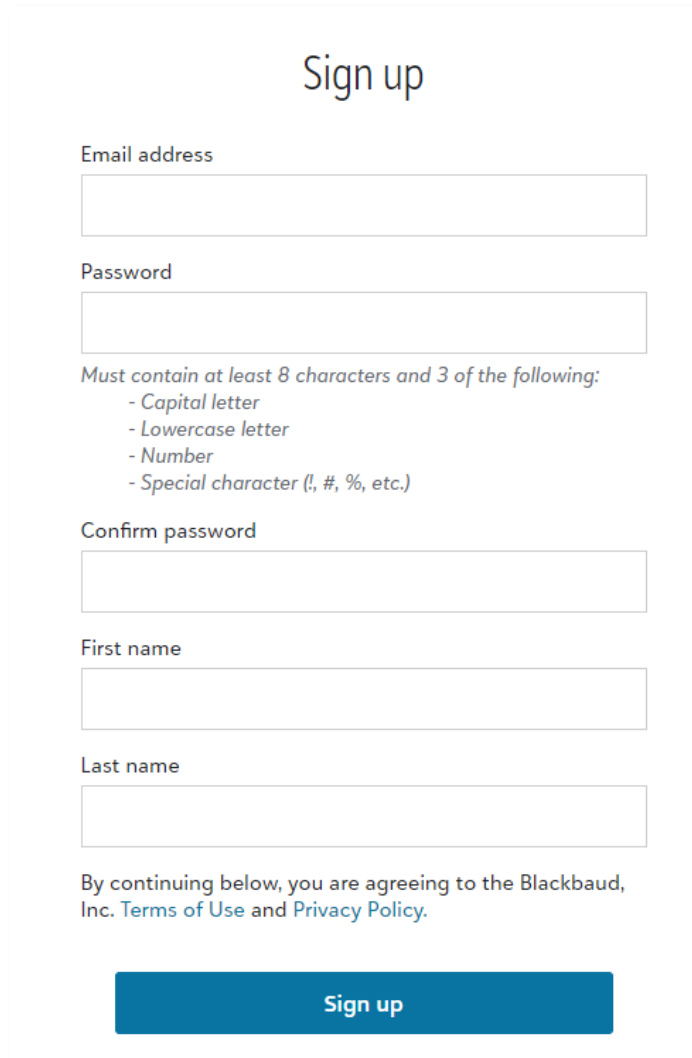
[Need help?](#)

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 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.)

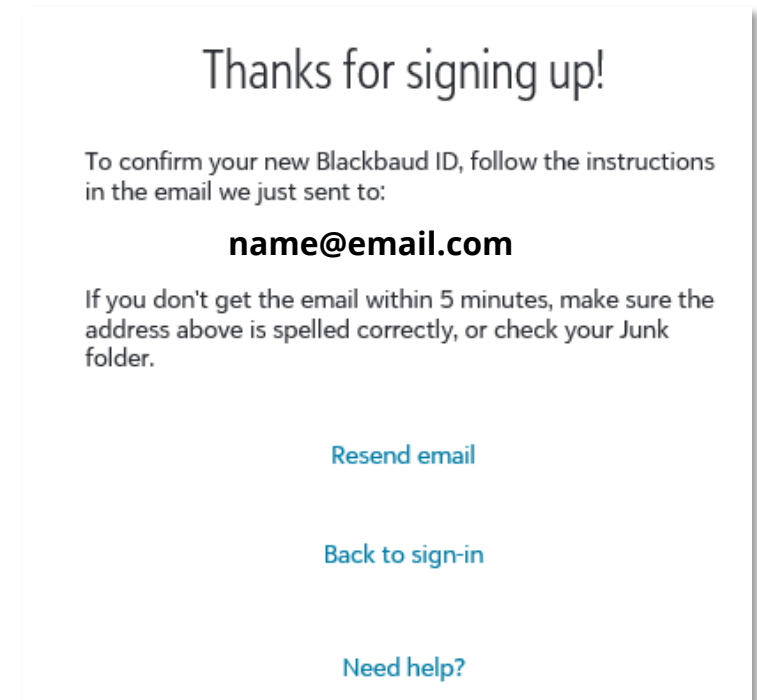
Confirm password

First name

Last name

By continuing below, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).

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.

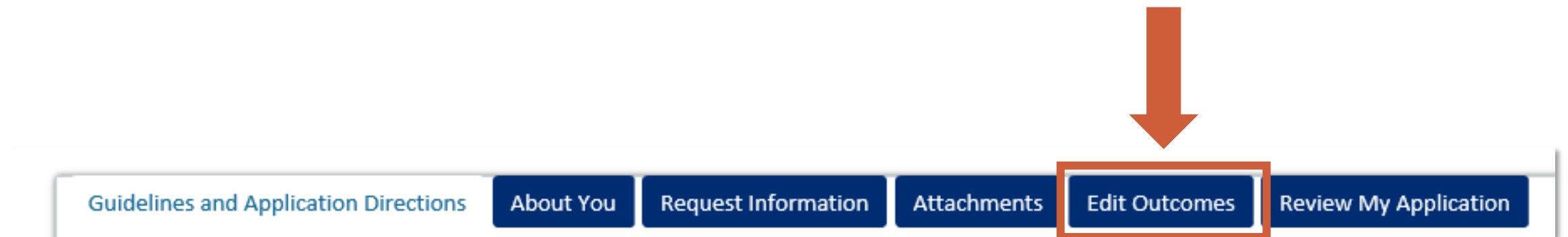
[Resend email](#)

[Back to sign-in](#)

[Need help?](#)

Grant Application Navigation

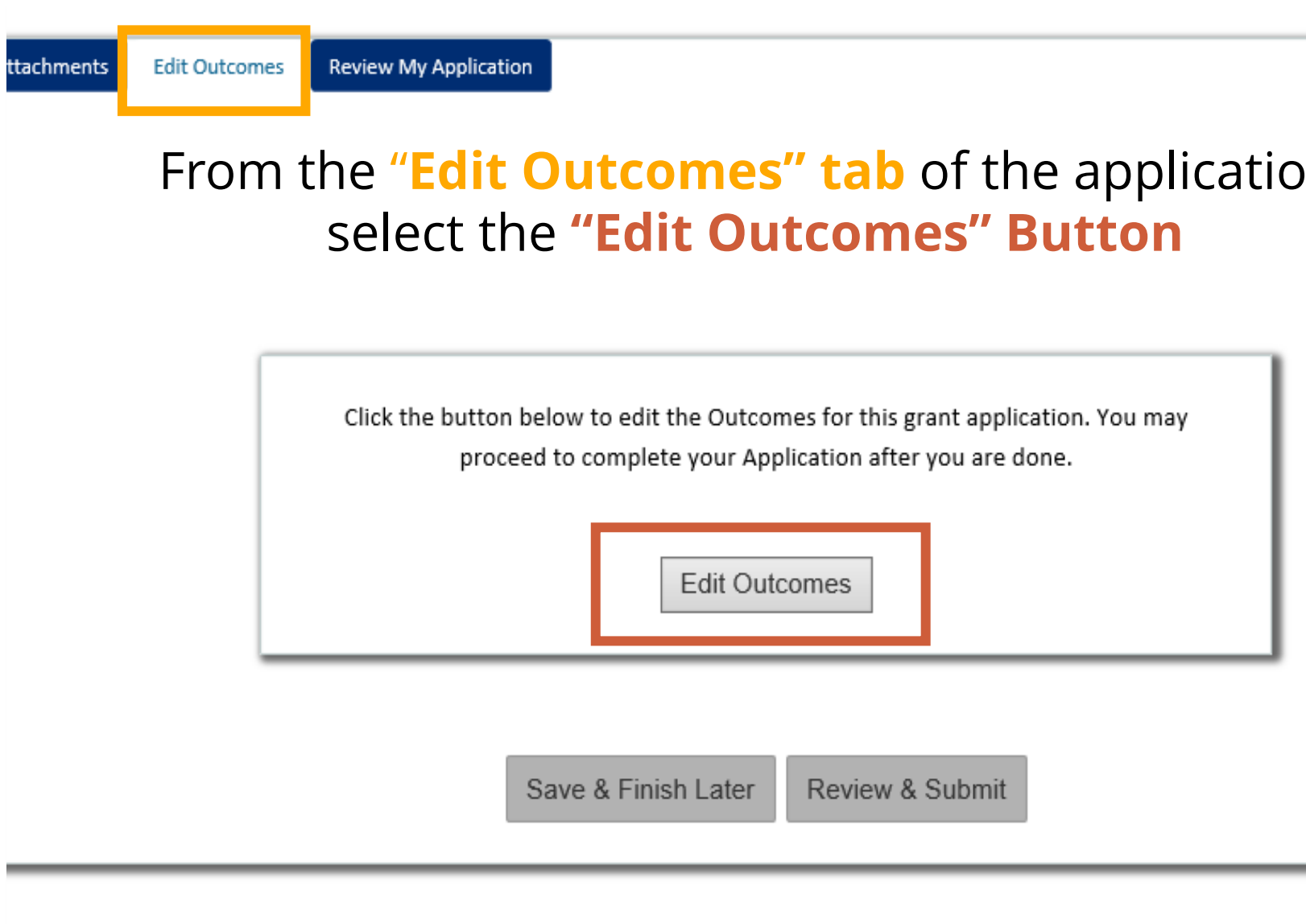
Click on each tab to complete the required organizational and program/project information



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



The screenshot shows a navigation bar at the top with three tabs: 'Attachments', 'Edit Outcomes', and 'Review My Application'. The 'Edit Outcomes' tab is highlighted with a yellow border. Below the navigation bar, there is a text box with the following text: 'Click the button below to edit the Outcomes for this grant application. You may proceed to complete your Application after you are done.' Below this text box is a button labeled 'Edit Outcomes', which is highlighted with a red border. At the bottom of the page, there are two buttons: 'Save & Finish Later' and 'Review & Submit'.

Attachments 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 *

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

The screenshot shows a dialog box titled "Edit Outcomes" with a close button (X) in the top right corner. Below the title is a section labeled "Measurable goals" with an upward arrow. A blue notification bar with an information icon (i) contains the text "Please select at least 2 measurements." Below this are two required measurement sections, each with a red asterisk. The first section is titled "1. Required measurement by granter" and describes "Number of people served by the program (Arts and culture)" with a text input field for the "Expected result by project end date: A total of...". The second section is titled "2. Required measurement by granter" and describes "Number of people who visit the museum, zoo, or library and have a high-quality experience." with a similar text input field. At the bottom of the dialog, there is a button with a plus icon and the text "Add another measurement." and two buttons: "Save and close" and "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...

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...

3. Measurement by granter 🗑️

Select a measurement

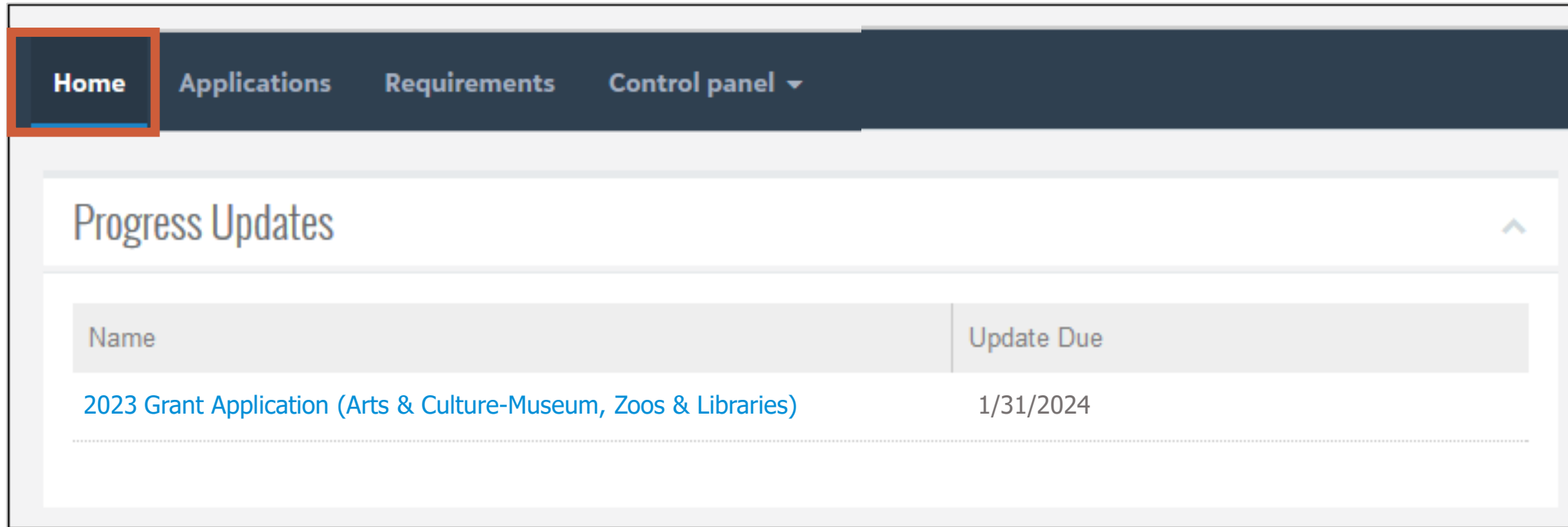
Number of screenings performed (Arts and culture)

Number of visitors who attend events held as part of the program



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

Blackbaud Outcomes Grantee Portal



The screenshot displays the Blackbaud Outcomes Grantee Portal interface. At the top, a dark blue navigation bar contains the following menu items: 'Home' (highlighted with an orange box), 'Applications', 'Requirements', and 'Control panel' with a dropdown arrow. Below the navigation bar, the main content area features a section titled 'Progress Updates' with an upward-pointing arrow icon. Underneath this title is a table with two columns: 'Name' and 'Update Due'. The table contains one row of data:

Name	Update Due
2023 Grant Application (Arts & Culture-Museum, Zoos & Libraries)	1/31/2024

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

In Progress Applications 2 Completed Applications 0

Find in this list

	Type	Form Title	Funder	Change Date ▾	Group	Request Amount	Project Title	Applicant ID
⋮	Single Stage	2023 Pacific Life Foundation Program Grant Application (Human Services- Basic Aid)	Pacific Life Foundation	Jun 28, 2022	Only me	\$10,000.00	Pacific Life Sample Application	561
⋮	Single Stage	2023 Pacific Life Foundation Capital Grant Application	Pacific Life Foundation	Jun 28, 2022	PL Grant Application Group	\$75,000.00	PL Foundation Sample Application	561
⋮	Single Stage	Weingart Foundation Grant	Weingart Foundation	Jun 28, 2021	Only me	\$10,000.00	Weingart Foundation Grant	561
⋮	Single Stage	*Outcomes Awareness 2017 - Asthma Education	Product Services 8	Jun 28, 2020	Only me	\$7,500.00	Blackbaud Outcomes Grant	561

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

Name	Funder	Update Due	Group
Helping Those in Need	Pacific Life Insurance Company	1/31/2024	Only me

Grant Project Title

Progress Update Due Date

Adding Progress Update Cont.

Progress due 1/31/2023

Helping Those in Need Grant	1/1/23 Project start date	12/31/23 Project end date	\$15,000 Grant amount	Pacific Life Insurance Com Funder organization
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Progress update

[Edit progress](#) [Submit](#)

Progress update as of 12/31/2023. Due by 1/31/2024.

Measurable Outcome	Results as of 12/31/2023	Final expected value 12/31/2023
Number of citizens that become aware of issues and decisions being made		1500
Number of animal species served by expanded infrastructure		15

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.

Update progress as of 12/31/2023

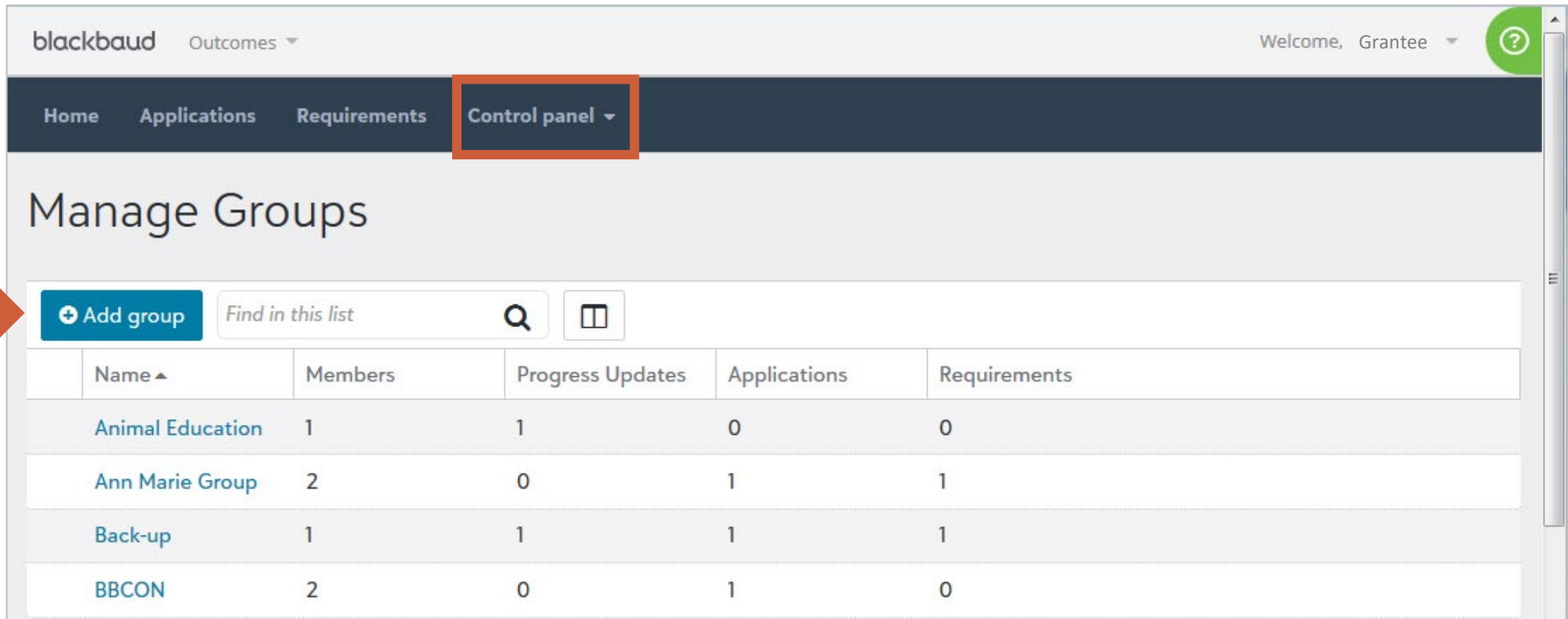
Number of citizens that become aware of issues and decisions being made *

Number of animal species served by expanded infrastructure *

Notes

[Submit progress](#) [Save & Close](#) [Cancel](#)

Creating Groups



blackbaud Outcomes ▾ Welcome, Grantee ▾ ?

Home Applications Requirements **Control panel ▾**

Manage Groups

[+ Add group](#) 🔍 🗪

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