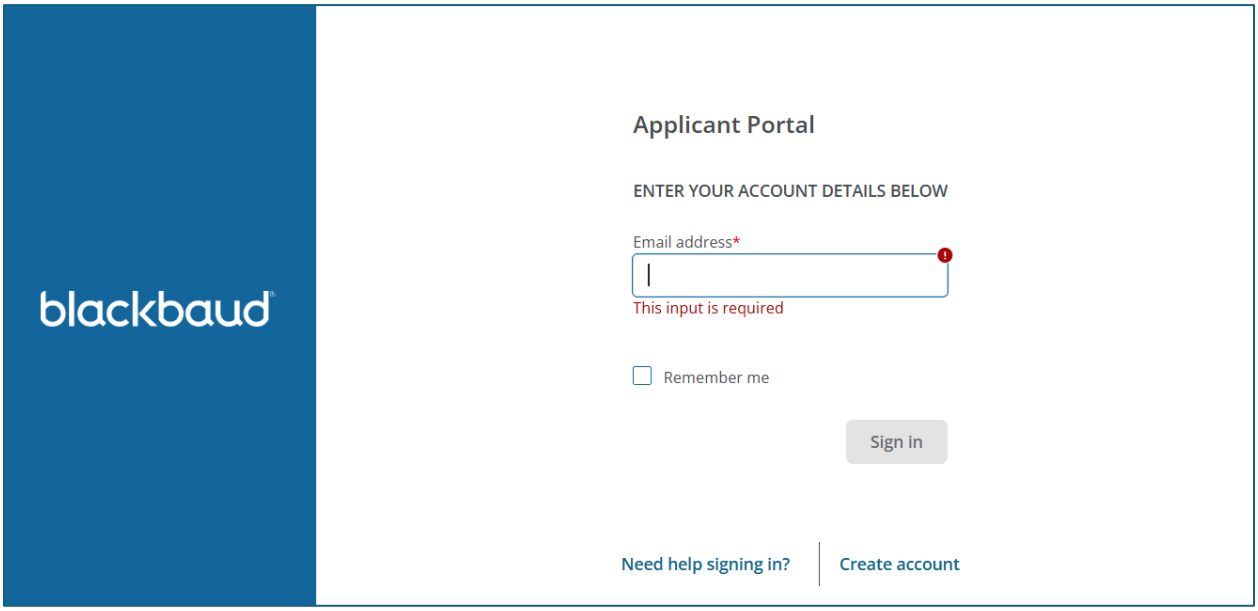
TURRELL FUND

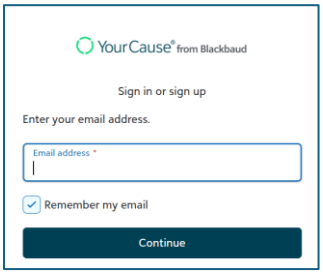
New Application System Instruction Guide

Creating Your Account

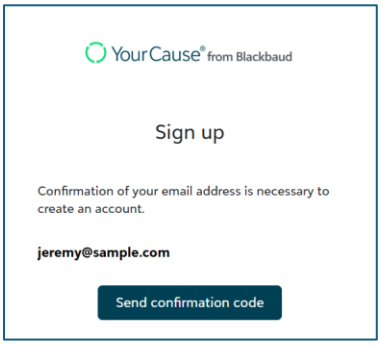
- Go to www.turrellfund.org/apply
- Click the “Apply” button
- The “Apply” button will now bring you to Blackbaud Applicant Portal



- Create a user account to use in the Blackbaud Applicant Portal
- Enter your email address and click “Continue”



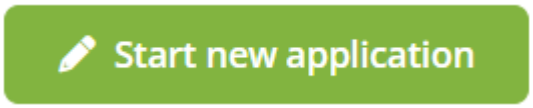
- Click the “Send confirmation code” button



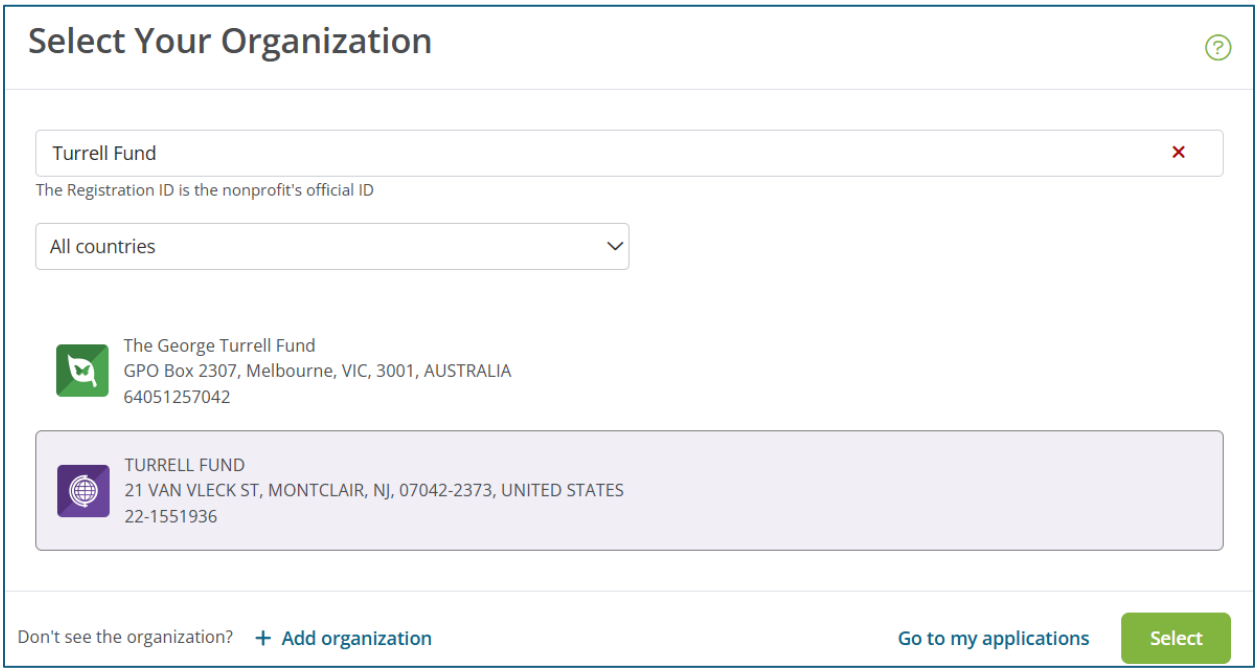
- Go to your email to retrieve the confirmation code

- Return to the Blackbaud Applicant Portal and enter the confirmation code
- Create a password
- Click “Sign Up”

The Applicant Portal and Starting an Application

- Once you’ve signed in, review the Turrell Fund Application guidelines
- Click 

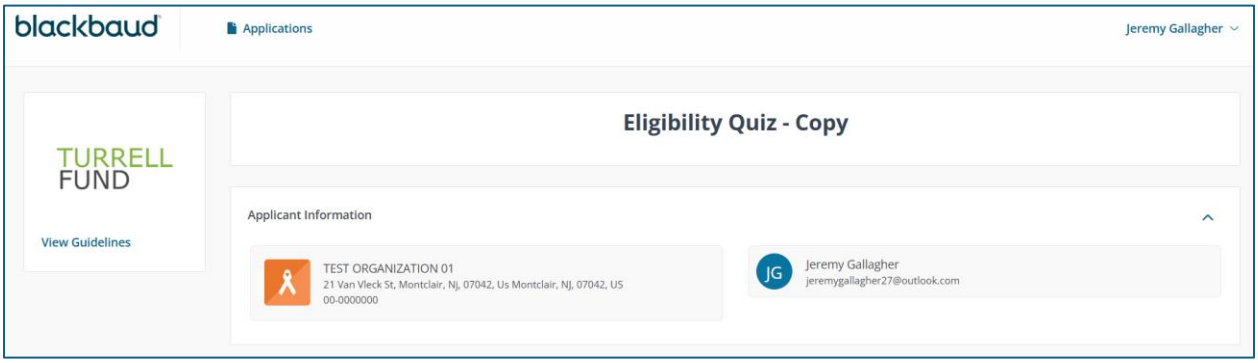
to begin
- Type in the name of your organization in the search bar
- When you see your organization in the list, click on it and then click the Select button



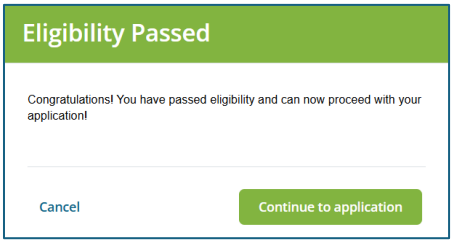
- If you do not see your organization in the list, click “+ Add organization”



- Next to the Blackbaud logo, you can click “Applications” to navigate between any other grant applications you may have in progress with any other funders who use Blackbaud Grantmaking
- Click your name on the top right to edit your profile information



- On the left side of the portal are the Grant Application Guidelines
- In the center of the window are your organization name and your contact info
- To see if your organization qualifies for funding, please take the short Eligibility Quiz
- If you have met the eligibility standards, you will see the following message…



- Begin your application!
- If you failed the Eligibility Quiz and you believe you entered something incorrectly, or that there may have been a technical error, please send us a message at application@turrellfund.org.

General Instructions

When you begin your application, please be aware of the following:

- All entries you make are auto-saved
- At any point, you can download your application in its current state
- Please do not click Submit until you have completed the entire application, have reviewed your work, and are ready to submit your application.
- Application guidelines can be found on the left side of the Applicant Portal
- If at any point you have questions, please feel free to reach out to us by email at application@turrellfund.org or by phone at 973.783.9358!