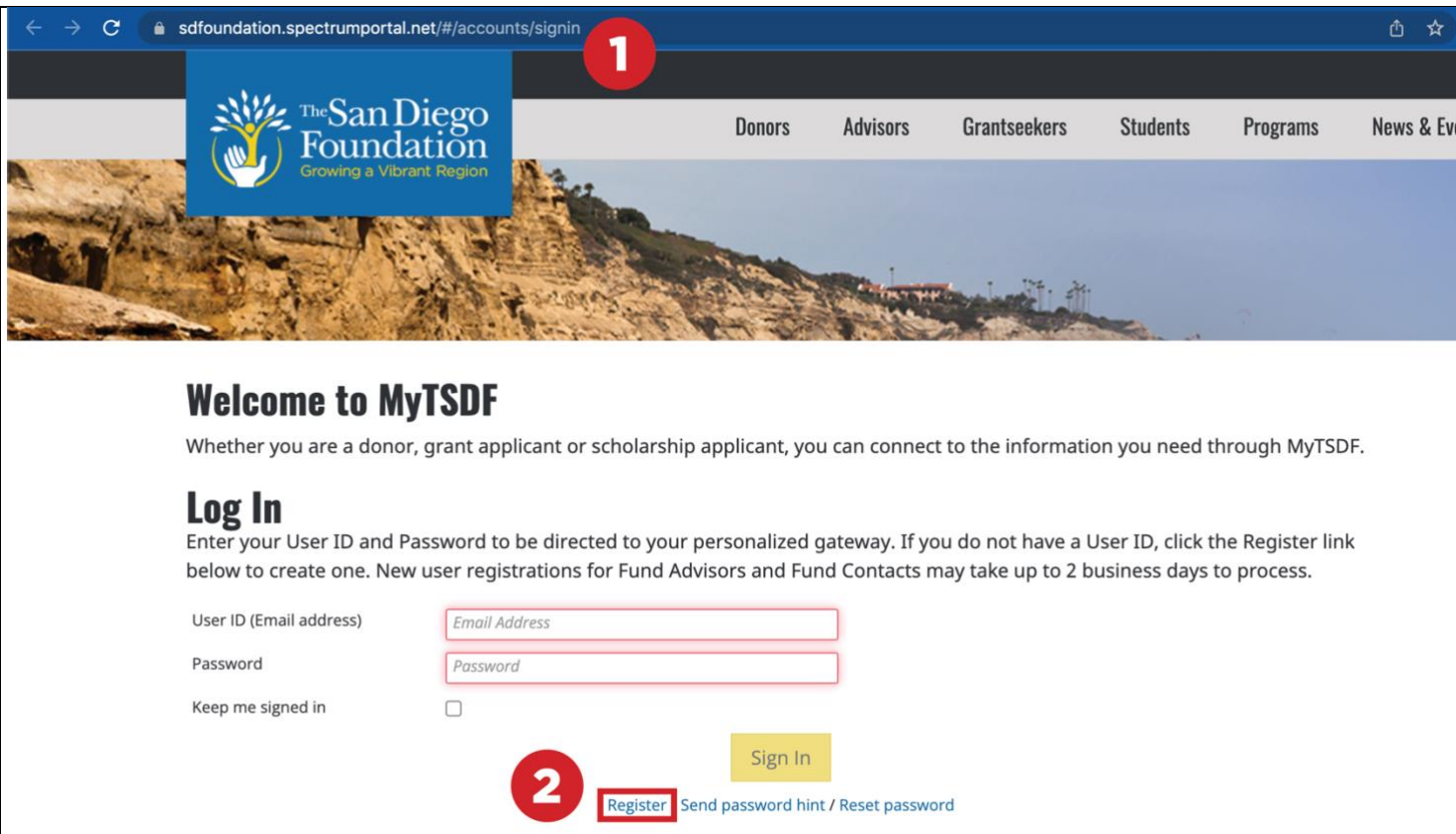


## 1. Register Your Organization

1. To register, go to: [Sign In \(spectrumportal.net\)](https://spectrumportal.net)
2. Click **Register**



The screenshot shows the login page for MyTSDF. The URL in the browser is [sdfoundation.spectrumportal.net/#/accounts/signin](https://sdfoundation.spectrumportal.net/#/accounts/signin). A red circle with the number '1' is placed over the top navigation bar. The navigation bar includes the San Diego Foundation logo and links for Donors, Advisors, Grantseekers, Students, Programs, and News & Events. Below the navigation bar is a large image of a coastal cliff. The main heading is 'Welcome to MyTSDF', followed by a paragraph: 'Whether you are a donor, grant applicant or scholarship applicant, you can connect to the information you need through MyTSDF.' Below this is a 'Log In' section with the instruction: 'Enter your User ID and Password to be directed to your personalized gateway. If you do not have a User ID, click the Register link below to create one. New user registrations for Fund Advisors and Fund Contacts may take up to 2 business days to process.' There are two input fields: 'User ID (Email address)' with a placeholder 'Email Address' and 'Password' with a placeholder 'Password'. Below these is a checkbox for 'Keep me signed in'. A yellow 'Sign In' button is to the right. A red circle with the number '2' is placed over the 'Register' link, which is highlighted with a red box. Next to the 'Register' link are the links 'Send password hint / Reset password'.

1

Donors Advisors Grantseekers Students Programs News & Events

### Welcome to MyTSDF

Whether you are a donor, grant applicant or scholarship applicant, you can connect to the information you need through MyTSDF.

### Log In

Enter your User ID and Password to be directed to your personalized gateway. If you do not have a User ID, click the Register link below to create one. New user registrations for Fund Advisors and Fund Contacts may take up to 2 business days to process.

User ID (Email address)

Password

Keep me signed in ☐

**2** [Register](#) [Send password hint / Reset password](#)

[Sign In](#)

3. Create an account
4. Input your **Account Information**. Note that anything with an asterisk is a mandatory field.
5. Select **Grant Applicant**
6. Click **Search Organizations**

Grant applicants can disregard the "What fund are you associated with?" question.

[Sign In](#)

3

## Create an Account

?

To register for your MyTSDf account, please fill out the form below and click submit. If you already have a User ID and Password, please return to the previous screen to login.

Fund Advisors: New User Registrations may take up to two business days to process.

Grant Applicants: You may begin applying for grants after you receive a new User Registration confirmation email.

4

## Account Information

**First Name**  \*

**Last Name**  \*

**Nickname**

**Email Address**  \*

**Password**  \*

Please choose a password at least 6 characters in length, with at least one digit or special character.

**Confirm Password**  \*

**Password Hint**  \*

**What fund are you associated with?**

### Portal Access

(Some access requires approval. Please do not select access that you do not need)

- ☐ Scholarship Applicant For students to apply for scholarships.
- ☒ Grant Applicant For nonprofit organizations to apply for grants.
- ☐ Fund Advisor For donors to access and manage funds, gifts and grants.

5

## Organization Information

**Organization**  \*

6

7. Select an organization
8. Input your organization name
9. Click the magnifying glass icon
10. The results will appear below.  
Click on the name to select.

**Nickname**

**Email**

**Password**

**Confirm Password**

**What fund associated**

**Portal Account**

**Select an Organization** ×

**Search Tips**

- Search for your organization's name
- You may need to use different search terms to find your organization name (e.g. UC San Diego instead of UCSD or University of California, San Diego)
- Check your spelling
- Try using different spellings and/or abbreviations
- If you find duplicate matches, select the best choice
- Search terms are not case sensitive

**Selected organization:**

**8**  **9**

**10**

The San Diego Foundation  
2508 Historic Decatur Rd., Ste. 200

**Contact Information**

11. Enter contact information
12. Click **Copy from Organization** to copy the address we have on file into the fields below

rumportal.net/#/accounts/register

What fund are you associated with

What fund are you associated with

Portal Access

(Some access requires approval. Please do not select access that you do not need)

- ☐ Scholarship Applicant For students to apply for scholarships.
- ☒ Grant Applicant For nonprofit organizations to apply for grants.
- ☐ Fund Advisor For donors to access and manage funds, gifts and grants.

## Organization Information

Organization

The San Diego Foundation

Create New Organization

11

## Contact Information

12

Copy From Organization

Address Block

Line 1 of address

Address Block (line 2)

Line 2 of address

City

City

State

Zip

Zip

Primary Phone #

Primary Phone #

Phone Type

Secondary Phone #

Secondary Phone #

Phone Type

Register

13. Edit any information that is incorrect. Be sure to fill in all mandatory fields marked with an asterisk.

14. Click **Register**, when complete

/register

What fund are you associated with

Portal Access (Some access requires approval. Please do not select access that you do not need)

☐ Scholarship Applicant For students to apply for scholarships.

☒ Grant Applicant For nonprofit organizations to apply for grants.

☐ Fund Advisor For donors to access and manage funds, gifts and grants.

## Organization Information

Organization  x ↕ \*

## Contact Information

Address Block (line 1)  \*

Address Block (line 2)

City  \*

State  \*

Zip

Primary Phone #  \* Phone Type  \*

Secondary Phone #  Phone Type

14

- Once you click **Register**, TSDF will receive your registration request in our portal processing queue.
- You will not be able to log in or fill out the application until we have approved the request. This was designed to ensure the appropriate contact has registered on behalf of your organization.
- If you receive a pop-up notification that you are already registered, please contact [mytsdf@sdfoundation.org](mailto:mytsdf@sdfoundation.org) for grant application access.
- If you are a grant writer, registering on behalf of multiple organizations, you must contact TSDF to register additional organizations under the same email address.
- If you encounter any technical issues or have questions about the registration process, you may send an email to [mytsdf@sdfoundation.org](mailto:mytsdf@sdfoundation.org).

## 2. Receive Confirmation Email that Your Registration was Approved

- Once you click **Register**, TSDF will receive your registration request in our portal processing queue.
- You will not be able to log in or fill out the application until we have approved the request. This was designed to ensure the appropriate contact has registered on behalf of your organization.
- Check the email in which you registered
- On the right is an example of how it might look

**From:** MyTSDF <[mytsdf@sdfoundation.org](mailto:mytsdf@sdfoundation.org)>

**Sent:** Monday, January 3, 2022 11:27 AM

**To:** [REDACTED]

**Subject:** MyTSDF Grant Applicant Status is Approved

Dear [REDACTED]

Thank you for registering as a Grant Applicant. Your access has been approved and you can login to MyTSDF and fill out and submit your application. Please go to the following site: <https://sdfoundation.spectrumportal.net/#/accounts/signin> and input your user name and password.

We look forward to receiving your submission. If you have questions, please send an email to [MyTSDF@sdfoundation.org](mailto:MyTSDF@sdfoundation.org).

The San Diego Foundation

### 3. Log in to MyTSDF and Submit a Grant Application

1. Go to: [Sign In](https://spectrumportal.net) ([spectrumportal.net](https://spectrumportal.net))
2. Input User ID (email address you used during registration)
3. Input Password
4. Click **Sign In**

The screenshot shows the login page for MyTSDF. At the top, the browser address bar shows 'sdfoundation.spectrumportal.net/#/accounts/signin' with a red circle '1' next to it. The header features the San Diego Foundation logo and a navigation menu with links: Donors, Advisors, Grantseekers, Students, Programs, and News & Events. Below the header is a large image of a coastal landscape. The main content area has the heading 'Welcome to MyTSDF' followed by a paragraph: 'Whether you are a donor, grant applicant or scholarship applicant, you can connect to the information you need through MyTSDF.' Below this is the 'Log In' section with the text: 'Enter your User ID and Password to be directed to your personalized gateway. If you do not have a User ID, click the Register link below to create one. New user registrations for Fund Advisors and Fund Contacts may take up to 2 business days to process.' The login form includes three fields: 'User ID (Email address)' with a red circle '2' and a placeholder 'Email Address', 'Password' with a red circle '3' and a placeholder 'Password', and a 'Keep me signed in' checkbox. A yellow 'Sign In' button with a red circle '4' is located at the bottom right of the form.

sd foundation.spectrumportal.net/#/accounts/signin

The San Diego Foundation  
Growing a Vibrant Region

Donors Advisors Grantseekers Students Programs News & Events

## Welcome to MyTSDF

Whether you are a donor, grant applicant or scholarship applicant, you can connect to the information you need through MyTSDF.

### Log In

Enter your User ID and Password to be directed to your personalized gateway. If you do not have a User ID, click the Register link below to create one. New user registrations for Fund Advisors and Fund Contacts may take up to 2 business days to process.

User ID (Email address)

Password

Keep me signed in ☐

**Sign In**



5. Welcome to MyTSDF
6. Click **Available Grants**

The screenshot shows the MyTSDF portal homepage. The browser address bar displays <https://sdfoundation.spectrumportal.net/#/home>. The header features the San Diego Foundation logo and a navigation menu with links: Donors, Advisors, Grantseekers, Students, Programs, News & Events, and About Us. The main content area is divided into two columns. The left column contains a sidebar with a 'Welcome to MyTSDF' header and a list of links: Home, Grant Applicant, Available Grants (highlighted with a red box and a red circle with the number 6), My Saved Applications, My Grants, Reports, My Account, and Sign Out. The right column features a 'Welcome to MyTSDF' header (annotated with a red circle with the number 5), a brief description of the portal, and sections for 'Our New Strategic Plan & Vision' and 'Contact Us'. A green question mark icon is visible in the top right corner of the main content area.

https://sdfoundation.spectrumportal.net/#/home

The San Diego Foundation  
Growing a Vibrant Region

Donors Advisors Grantseekers Students Programs News & Events About Us

Welcome to MyTSDF 5

MyTSDF is our secure, online portal for donors, nonprofit grant applicants and student scholarship applicants to access your fund or application information.

Use the navigation menu on the left to access the information you need.

Our New Strategic Plan & Vision

After 46 years of serving our community, The San Diego Foundation is transforming.

[View our new Strategic Plan >](#)

Contact Us

If you a donor, and you experience difficulty accessing your fund statement or have any questions about your giving, please contact us at (619) 814-1332 or [DonorServices@sdfoundation.org](mailto:DonorServices@sdfoundation.org) today.

For questions about your nonprofit application or student scholarship application, please contact (619) 235-2300 or [MyTSDF@sdfoundation.org](mailto:MyTSDF@sdfoundation.org).

Welcome to MyTSDF of The San Diego Foundation

Home

Grant Applicant

Home

Available Grants

My Saved Applications

My Grants

Reports

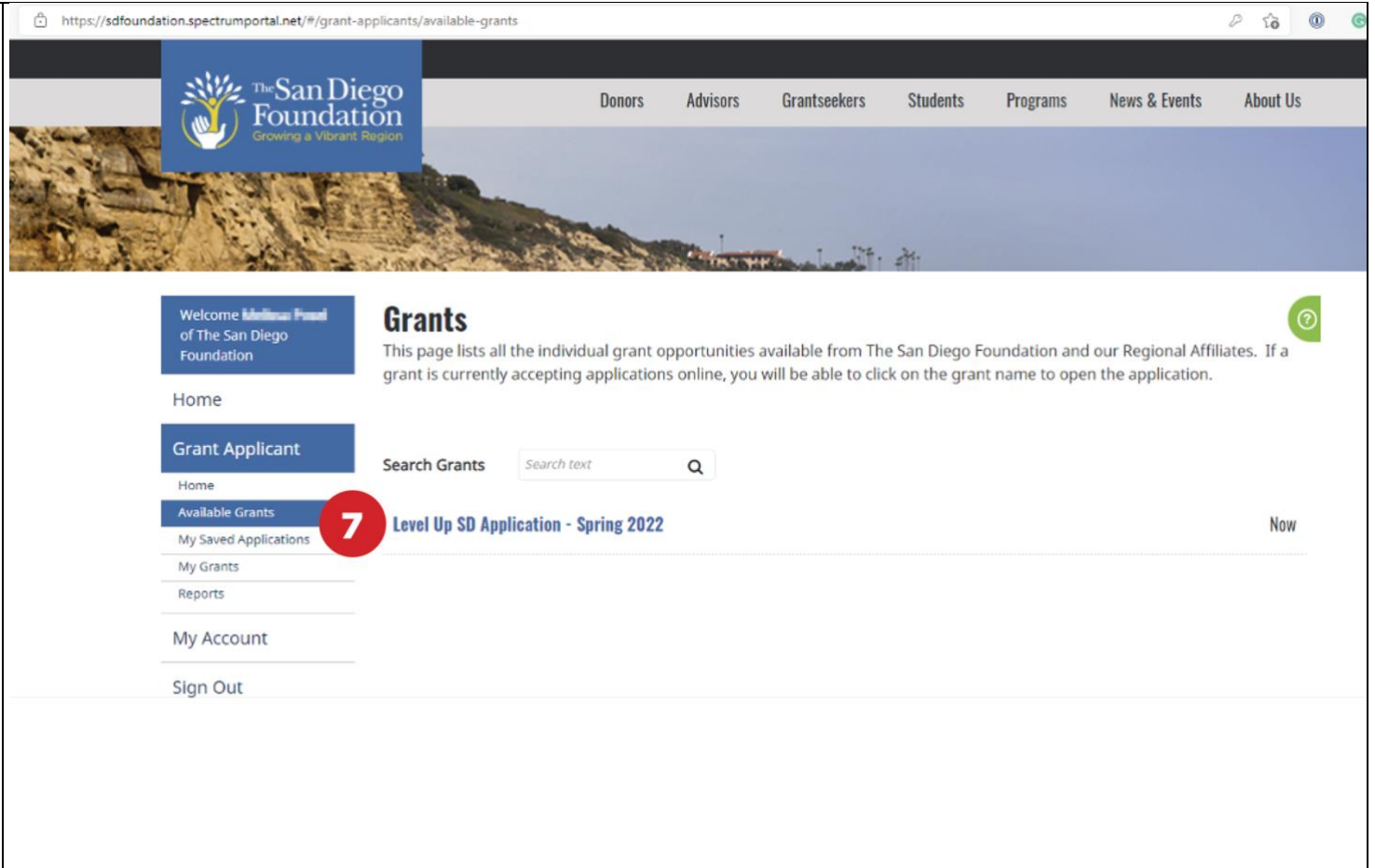
My Account

Sign Out



7. Click the grant application you want to access

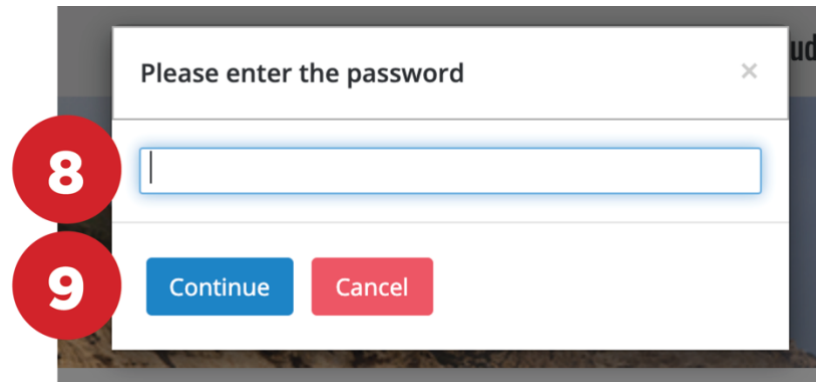
Note: Some applications require an invitation to apply and are password protected



The screenshot shows the 'Grants' page of The San Diego Foundation. The URL in the browser is <https://sdfoundation.spectrumportal.net/#/grant-applicants/available-grants>. The page features a navigation bar with links: Donors, Advisors, Grantseekers, Students, Programs, News & Events, and About Us. A sidebar on the left contains a 'Welcome' message and a list of links: Home, Grant Applicant, Available Grants (highlighted with a red circle containing the number 7), My Saved Applications, My Grants, Reports, My Account, and Sign Out. The main content area is titled 'Grants' and includes a search bar labeled 'Search Grants' with a placeholder 'Search text' and a magnifying glass icon. Below the search bar, a grant listing is visible with the title 'Level Up SD Application - Spring 2022' and a 'Now' status indicator.

*For password-protected grants*

8. Input the password located in the grant email announcement you received
9. Click **Continue**



The screenshot shows a password entry dialog box with the title 'Please enter the password'. It features a text input field with a blue border and a red circle containing the number 8 next to it. Below the input field are two buttons: 'Continue' (blue) and 'Cancel' (red). A red circle containing the number 9 is positioned to the left of the 'Continue' button. The dialog box has a close button (X) in the top right corner.

Input the requested information in the fields

10. Fields with an asterisk or outlined in red are required
11. Click **Save** to save the information
12. Click **Submit** to send the application to TSDF (only do this when the application is complete)
13. Click **Print** to print a copy of the application
14. Click **Exit** to leave the application. To come back at a later time, go to **My Saved Applications** on the Grant Applicant Menu on the left side of the screen.

https://sdfoundation.spectrumportal.net/#/grant-applicants/application/32/53605/new/0/0

## Grant Application

### Level Up SD Application - Spring 2022

11 12 13 14

Save Submit Print Exit

Organization Information Budget Program 1 Program 2 Program 3 Program 4 Program 5 Total Student Dosage

**Reminder: Save your entries by clicking the "Save" button at the bottom of the page.**

Organization Information

Name of Organization: The San Diego Foundation

EIN Number (no dashes):

Organization Address

Please input the official address or PO Box associated with the organization (residential addresses are not allowed). If awarded, the grant check will be mailed to the organization's address listed below unless your organization has a fiscal sponsor.

Street Address: 2508 Historic Decatur Rd., Ste. 200

City: San Diego

State: CA

Zip Code: 92106

Phone Number: (619) 235-2300

Primary Contact

This is the contact person in your organization who is submitting this proposal, can answer questions about the program and serves as a key contact for reporting purposes.

First Name:

15. Click **Next**, at the bottom of the page, to be taken to the next page of the application

https://sdfoundation.spectrumportal.net/#/grant-applicants/application/32/53605/new/0/0

Last Name:

Title:

Email:

Phone Number:

Organization Website:  [Open](#)

Enter organization's current year total operating expenses.

Upload Annual Operating Budget:  [Upload File](#)

**Fiscal Sponsor Information (if applicable)**

Fiscal Sponsor Organization Name

Fiscal Sponsor Organization EIN:

Street Address:

City:

State:

Zip Code:

**Grant Guidelines:** Regarding 'Section VII. Other Important Requirements and Consideration' in the grant guidelines document, do you as the applicant affirm that your organization is currently capable of complying with the stated requirements? Grant guidelines link: [https://www.sdfoundation.org/wp-content/uploads/2021/11/Level-Up-SD-Spring-2021-Grant-Guidelines\\_final.pdf](https://www.sdfoundation.org/wp-content/uploads/2021/11/Level-Up-SD-Spring-2021-Grant-Guidelines_final.pdf)

☐ Yes ☐ No

**15**

[Next](#) [Save](#) [Submit](#)

16 & 17. Click ? icon on any question where available to receive helpful tips

**Budget Narrative:** Describe and provide as much specific detail as possible to help us understand how funding will be used. For example, instead of only stating '\$20,000 will be used for staff salaries,' indicate how many staff and the total full-time equivalent and roles that will be supported. A better way of describing personnel line would be '\$20,000 will pay for 1 full-time program manager for 8 weeks, 4 camp counselors for six weeks and 10% of our program assistant's time.' As another example, instead of only stating '\$3,000 will be used for instructional costs,' state how many kits or payments will be made to any other groups. A better way of stating program costs would be '\$1,000 will be used to purchase 100 science kits, \$1,000 will pay for field trips for 100 participants and \$1,000 for fees to bring an organization to deliver a special presentation.' (Up to 200 words)

16

(Characters left: 800)

**Insurance:** Upload organization's Certificate of Insurance (example page).

Upload File

Note: If awarded The San Diego Foundation will need to be added as a Certificate Holder. If hosting on a school site facility, SD Unified will also need to be added as a Certificate Holder and requires minimum general liability insurance limits of \$2 million per occurrence and \$4 million general aggregate.

Previous

Next

Save

Submit

17

In developing your budget, please note the following regarding transportation, food and facilities: FOOD: San Diego Unified will facilitate snacks and beverage for programs on school sites at no cost, adjust your budget accordingly. TRANSPORTATION: San Diego Unified will not provide transportation resources during the academic year. If you need transportation for students, you will find a private provider and include their fees in your program budget. FACILITIES: A negotiated fee of \$13.61/hour for San Diego Unified school site classroom and field rentals has been secured for awardees of this grant program.

OK

**Budget Narrative:** Describe and provide as much specific detail as possible to help us understand how funding will be used. For example, instead of only stating '\$20,000 will be used for staff salaries,' indicate how many staff and the total full-time equivalent and roles that will be supported. A better way of describing personnel line would be '\$20,000 will pay for 1 full-time program manager for 8 weeks, 4 camp counselors for six weeks and 10% of our program assistant's time.' As another example, instead of only stating '\$3,000 will be used for instructional costs,' state how many kits or payments will be made to any other groups. A better way of stating program costs would be '\$1,000 will be used to purchase 100 science kits, \$1,000 will pay for field trips for 100 participants and \$1,000 for fees to bring an organization to deliver a special presentation.' (Up to 200 words)

(Characters left: 800)

**Insurance:** Upload organization's Certificate of Insurance (example page).

Upload File

Note: If awarded The San Diego Foundation will need to be added as a Certificate Holder. If hosting on a school site facility, SD Unified will also need to be added as a Certificate Holder and requires minimum general liability insurance limits of \$2 million per occurrence and \$4 million general aggregate.

- Once you have completed all fields, click **Submit** at the top or bottom of the screen
- Saved Grant Applications will appear and you can see the status of the grant

Welcome [redacted]  
of The San Diego  
Foundation

Home

Grant Applicant

Home

Available Grants

My Saved Applications

My Grants

Reports

## Saved Grant Applications

Search Criteria
Show Mine

Sort
Status Date
Descending

Level Up SD Application - Spring 2022

SUBMITTED 1/2/2022

Applicant
Stage
MAIN

Open

?

If you have technical questions or encounter issues, please send an email to [MyTSDF@sdfoundation.org](mailto:MyTSDF@sdfoundation.org).