



Grant Portal FAQ

- 1) Are the emails from Bridgeway: Allegheny Regional Asset District legitimate?
 - a) Yes! The system developers determined that emails from Bridgeway: Allegheny Regional Asset District (bridgeway-rad@osmiumdata.com) are less likely to be caught by spam filters. These emails and links within are safe and secure. To be sure you get these emails, add the email address to your safe senders list.

- 2) What's the difference between User, Applicant, and Contributor User?
 - a) You as an individual person are considered a **User** in the system. Every individual with a verified email address and password can log into the system as a user. If your user account is connected with an organization, depending on your role within an organization, you may be an administrator, editor or browser (refer to #3 below). The **Applicant** is the organization on behalf of whom you as a user may submit and/or access grant applications and forms. **Contributor Users** may be additional people who work on grant applications on behalf of a single applicant.

- 3) What's the difference between Administrator, Editor, and Browser?
 - a) The **Administrator** has unlimited access to all tools and data within an Applicant, including to edit the Applicant properties, manage its Contributor users, and submit forms on its behalf. The **Editor** has permission to view all data within an Applicant, as well as to create and edit Grant Applications of any type, including completing assigned tasks. Editors are not able to edit the Applicant properties, manage its Contributor users, submit forms, or delete Grant Applications. **Browsers** have permission to view all data within an Applicant. Browsers cannot create, edit, or delete any data.

- 4) Who is able to submit applications on behalf of my organization?
 - a) Only users with Administrator access can submit applications.

- 5) Why aren't all of my organization's annual applications from prior years in the grant portal?
 - a) Organizations with years of historical data may access annual applications for years 2012-2023 in the Grant Portal. Some application forms will have questions with blank responses or refer to dates that were not part of the original application that year. You may still access all past data in original form in the old system in a read-only format at [ims-archive.radworkshere.org](https://www.radworkshere.org/ims-archive). All available close-out report data can be found in the Grant Portal and the archive. **You will not be able to submit forms or other materials in the archive.**

- 6) I don't see anywhere in the Annual Operating Grant application form to attach my organization's request for Capital Grant support. Where do I do this?
 - a) The capital grant application is no longer a document upload part of the annual application. It is a separate form that is completed in the Grant Portal. It has the same due date as the annual application. Refer to <https://www.radworkshere.org/pages/applications-and-eligibility> for more information.

- 7) My organization has revenue less than \$50,000. How would I fulfill the requirement to upload my organization's 990?
 - a) You should still submit the Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ.

- 8) My organization has not updated our Board-adopted diversity plan. What should we do?
 - a) Upload the most recently adopted plan, even if it has been submitted to RAD in the past.

- 9) How do I submit a payment request for my capital or project grant?
 - a) Visit RAD's [Grantee Toolkit page](#) and download the **Grant Portal Payment Request Instructions** on the bottom of the page. There you will find step-by-step instructions for submitting payment requests in the Grant Portal.