



# **Menu of Supports Funding Opportunity Good Grants Applicant Instructions Pathway 2B**

Ohio Children's Alliance  
State Fiscal Year 2025 Grant Cycle



# Menu of Supports | Good Grants Applicant Instructions

## Pathway 2B: Approved Kinship Caregiver Supports

The Ohio Children’s Alliance (Alliance) has elected to use Good Grants, a grant portal, to manage the Menu of Supports Funding Opportunity.

Please follow these instructions to set up an account in Good Grants and submit and manage your application.

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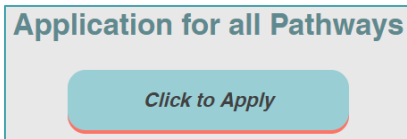
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## I. Getting Started in Good Grants

### A. Create an Account in Good Grants

To apply for any of the Menu of Supports Funding Opportunities, an applicant must create an account in Good Grants.

1. Go to the Alliance's [Menu of Supports webpage](#)
2. Click the link for the Alliance Good Grants platform: "Click to Apply"



3. On the Alliance Good Grants home page, enter the applicant's email address in the "Log in or create an account" box and select Continue.

 A white rectangular box with a thin blue border. At the top, the text "Log in or create an account" is displayed. Below it, the word "Email" is followed by a white rectangular input field with a thin grey border. At the bottom of the box is a purple rectangular button with the word "Continue" in white text.

**ALL CORRESPONDENCE** related to this application will be sent to the email address you enter when creating your account.

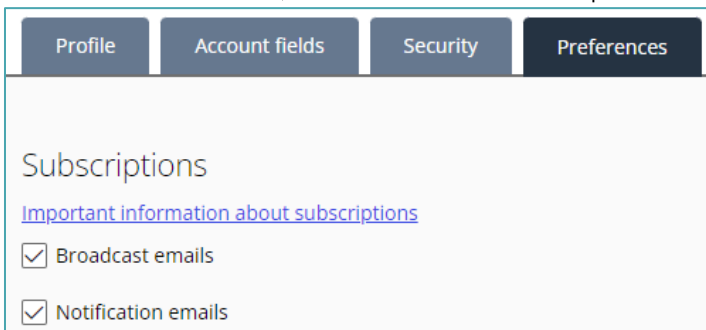
4. Enter the 6-digit security verification code sent to the email address you provided.
5. In the "Register" box:
  - a. Enter the applicant's First name and Last name
  - b. Choose a password that complies with the requirements
  - c. Read and agree to the Good Grants policies (check the box)
  - d. Agree to receive emails from the Alliance (check the box)
    - You must agree to receive email notifications to be considered for funding.
    - The Alliance will only send email notifications directly related to your application.
    - The Alliance will not send SMS texts.
  - e. Select Complete registration
6. You'll be taken to your Good Grants Application Page

### TIP #1: Make Sure You Get Email Notifications!

The Alliance will only send email notifications that are directly related to your application.

#### Make sure that you are set up to receive notifications

1. Click on your name on the top right corner of the Good Grants page
2. Choose Profile
3. In the Preferences tab, make sure both email options are checked and click Save:



4. The Alliance does not plan to use SMS notifications.

#### Keep Good Grants notification emails out of your spam folder

Notification emails may be sent from:

- no-reply@app.goodgrants.com
- sender@app.goodgrants.com

Please add these email addresses to your approved or safe sender list in your email platform.

## B. Your Good Grants Applications Page

Your Good Grants Applications Page includes:

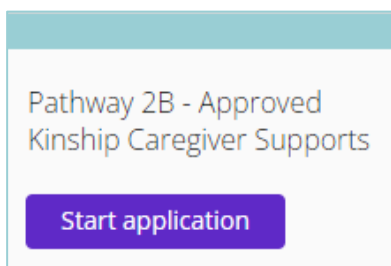
- Links to information about the application process, including eligibility requirements and deadlines
- Start application buttons
- A list of your applications, including where they are in the process

To return to your Good Grants Applications Page, click on “Apply” in the top banner or on “Applications” in the left side menu.

## II. Submitting an Application

If you have any questions about the application process including deadlines and eligibility requirements, please refer to the [Ongoing Call for Applications](#) on the [Menu of Supports webpage](#).

From your Applications Page, select “Start application” for Pathway 2B – Approved Kinship Caregiver Supports



### A. Start Here tab

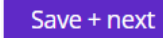
Carefully review the information at the top of the tab.

This application must be completed by the Kinship Caregiver.

Enter the required information. Most of the fields are self-explanatory; helpful hints are provided to the right of certain fields.

Additional notes for select fields on this tab:

- **Category:** already selected – leave as is
- **Application Name:** enter the first and last name of the Kinship Caregiver (you!)

When you are ready, click 

You will be able to return to this tab if you need to modify any entries.

NOTE: If you try to move on in a Good Grants application (using the Save + next, Check eligibility, or Submit application buttons), but you haven't made entries in all of the required fields, Good Grants will highlight the empty required fields in RED and will not permit you to continue until they are completed.

## B. Contact Information tab

On this tab, enter the Kinship Caregiver (your!) contact information as well as contact information for your Kinship Worker.

When you submit your application, an email will be sent to your Kinship Worker to confirm your responses to the eligibility questions on the next tab.

Enter the required information. Most of the fields are self-explanatory; helpful hints are provided to the right of certain fields.

Additional notes for select fields on this tab:

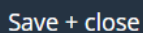
- **Name of Kinship Worker:** This is typically the person who conducted your Kinship Home Assessment/Home Study.
- **Business Email Address of Kinship Worker:** The business email address of your Kinship Worker must be their email address at their public children services agency (PCSA) or private agency.

Entering the correct business email address of your Kinship Worker is vitally important because an email will be sent to the Kinship Worker at this address alerting them of their required action to confirm your responses to the eligibility questions. Your Kinship Worker must complete their required action in order for your application to be reviewed.

At the bottom of the tab, the action buttons work as follows:



Saves your progress and moves you on to the Eligibility tab



If you are not ready to complete your application, click this button and you can return to complete it at another time. This will take you back to your Good Grants Application Page. The status of the application will be “In progress.” (see [Returning to Complete an Application](#))



Do **NOT** click this now since you have not yet responded to the questions on the Eligibility tab. If you click it by mistake, you will see a red banner with a notice to complete the fields on the Eligibility tab which will be highlighted in **RED**.

### C. Eligibility tab

Carefully review the information at the top of the tab about this **initial eligibility** process.

Enter the required information. Most of the fields are self-explanatory; helpful hints are provided to the right of certain fields.

Additional notes for select fields on this tab:

A different set of questions will appear depending on your response to the first question:

**Are you currently an approved Kinship Caregiver OR in the process of becoming an approved Kinship Caregiver via an Ohio Kinship Assessment for the specific youth(s)?**

Note that for currently approved Kinship Caregivers, you will receive the question:

**Is the youth currently in your home?** We understand that the youth may not yet be placed in your home. If you select No, another question will appear that will ask:

If approved for this funding, do you plan to accept the youth(s) into your home within 90 days of receiving this funding?

At the bottom of the tab, the action buttons work as follows:

- Save + next

Takes you back to the Start Here tab if you need to return to the beginning of your application
- Save + close

If you are not ready to complete your application, click this button and you can return to complete it at another time. This will take you back to your Good Grants Application Page. The status of the application will be “In progress.” (see [Returning to Complete an Application](#))
- Check eligibility

If you have responded to the eligibility questions, now is the time to click “Check eligibility”

**Initial Eligibility**

You will immediately learn whether your application meets the initial eligibility requirements. You will either see:

- a page in Good Grants that indicates the application is NOT eligible based on the answers you provided
- OR
- a popup box that indicates the application has met initial eligibility

If your application has met initial eligibility, click Confirm in the popup box. Note that you are not guaranteed funding by meeting the initial eligibility requirements.

The Funding Request tab will appear.

If your application is NOT eligible, click “[Return to my applications.](#)” From your “My applications” list, you can click on the name of the application (in blue) to review your responses. Please also review **Ongoing Call for Applications** on the [Menu of Supports webpage](#) for more information about eligibility.

If you find that you made a mistake in your entries, you can delete the ineligible application and submit a new one. (See [Deleting an Ineligible Application](#))

Note that you are not able to edit an application that is ineligible.

You will also receive an email notification that your application is ineligible.

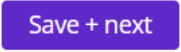
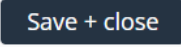
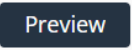

#### D. Funding Request tab

Carefully review the information at the top of the tab.

Enter the required information. Most of the fields are self-explanatory; helpful hints are provided to the right of certain fields.

Please do not include personal identifying information about any youth.

At the bottom of the tab, the action buttons work as follows:

	Takes you back to the Start Here tab if you need to return to the beginning of your application
	If you are <u>not</u> ready to complete your application, click this button and you can return to complete it at another time. This will take you back to your Good Grants Application Page. The status of the application will be “In progress.” (see <a href="#">Returning to Complete an Application</a> )
	If you are finished, you may review your responses by clicking Preview (or by clicking on each of the tabs).
	When you are satisfied with your responses, click Submit application!
	You will see a page in Good Grants that indicates your application has been submitted! Click “ <a href="#">Return to my applications</a> ”

#### E. Application Submission Next Steps

From the “My applications” list on your Good Grants Applications Page, you will see that the application has the Status of “Submitted.” Applications cannot be edited after submission.

You can click on the PDF icon to view, download, and/or print a copy of your application.

You will also receive an email notification that your application has been submitted.



1. **Required Action by your Kinship Worker**

As noted above, when you submit your application, your Kinship Worker will receive an email notification at the business email address that you provided on the Contact Information tab.

The email notification to your Kinship Worker provides them with a link to your application in Good Grants to confirm your responses to the eligibility questions.

In that email notification, your Kinship Worker is also notified that a determination on your application cannot be completed until they have completed this required action.

2. **STRONGLY RECOMMENDED: Reach out to your Kinship Worker!**

In the email notification you receive when you submit your application, we **strongly recommend** that you reach out to your Kinship Worker to notify them that they should have received an email notification from the Ohio Children's Alliance (email address: sender@app.goodgrants.com) with instructions on completing their required action on your application.

You will be notified via email when your Kinship Worker has completed their required action. If you have not received the notification that your Kinship Worker has completed their required action, we recommend you reach out to your Kinship Worker again.

**The Alliance will not send additional reminders to your Kinship Worker – it is your responsibility to provide the correct email address for your Kinship Worker and reach out to them if they have not completed their required action.**

Once your Kinship Worker's required action has been completed, the application determination decision will be communicated with you via email within five (5) business days.

Note that your Kinship Worker will also be notified via email if you are approved for funding.

### III. Appealing a Denied Application

An applicant may appeal the decision resulting from the application review process within 30 calendar days of the date of the decision notification to the applicant.

The Alliance will provide an appeal decision within 15 business days of the receipt of the appeal. All decisions on submitted appeals are considered final.

#### A. Reply to a Denial Email

To begin the appeals process, an applicant must reply to the denial email within 30 calendar days indicating they wish to appeal and specifying the reason/explanation. Appeals received after 30 days of the decision notification being rendered to the applicant will not be considered.

Things to know about denial emails:

- are sent from Ohio Children’s Alliance (email address: [sender@app.goodgrants.com](mailto:sender@app.goodgrants.com))
- will indicate “Reason(s) for denial” for your application
- will include instructions if you disagree with the decision and wish to appeal
- will have a “Reply To” email address of [menuofsupports@ohiochildrensalliance.org](mailto:menuofsupports@ohiochildrensalliance.org) where the Alliance will receive the appeal email

Required Steps to Appeal:

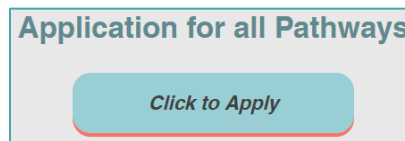
- 1) Review the eligibility criteria in the [Ongoing Call for Applications](#) on the [Menu of Supports webpage](#)
- 2) Reply to the denial email within 30 calendar days of receipt
- 3) To receive a copy of your appeal email, enter your email address in the Cc: field
- 4) Provide a detailed explanation of why you think the “Reason(s) for denial” indicated in the denial email are incorrect:
  - Be as specific as possible
  - Do not include personal information about any youth

## IV. More Good Grants Application Tips

### A. Returning to Complete an Application

If you decided to save a partially completed application (that was not already deemed ineligible) and you now wish to complete it, login to the Alliance Good Grants Platform:

1. Go to the Alliance’s [Menu of Supports webpage](#)
2. Click on the link to the Alliance Good Grants platform: “Click to Apply”
3. On the Alliance Good Grants home page, enter your login email in the “Log in or create an account” box and click Continue:

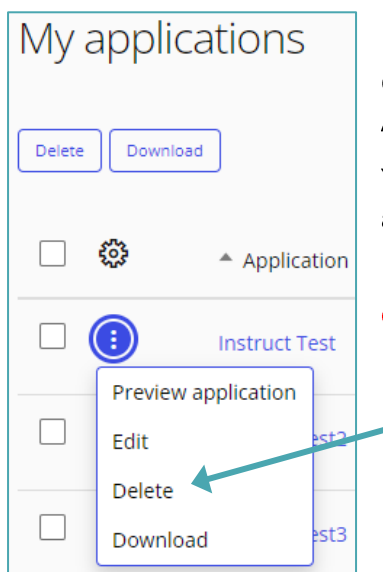


4. Enter your password and click Log in
5. You will be taken to your Applications Page
6. Click on the application name (in blue) of the application you wish to continue

### B. Deleting an Ineligible Application

**We recommend that you only delete applications with an Eligibility status of “Ineligible.”**

From your “My applications” list, identify the ineligible application you wish to delete.



Click on the kebab (3 vertical dots) menu to the left of the Application Name and select “Delete.”

You will be asked to confirm that you want to delete the application.

**Ineligible applications may be deleted by the Alliance after 30 days.**

(continued on next page)

Any deleted applications will appear in your deleted list which you can view by selecting “Deleted” in the filter next to the “My applications” header. Best practice is to keep that filter on “Current” to view your current applications.



## V. Post-Grant Survey

If your application is approved for funding, you are required to submit a Post-Grant Survey for Pathway 2B - Approved Kinship Caregiver Supports. On the Eligibility tab of the application and in your Subgrant Agreement, you agreed to complete this Post-Grant Survey if awarded funding.

### Survey Timing:

- If the youth is already in your home, the survey will be sent to you 60 days after the subgrant agreement execution.
- If the youth is NOT already in your home, the survey will be sent to you 120 days after the subgrant agreement execution.

Kinship Caregivers awarded funding will receive email reminders with a link to complete the survey when it is due.

### A. Pathway 2B: Post-Grant Survey Details

For the Pathway 2B - Approved Kinship Caregiver Supports funding opportunity, the Post-Grant Survey will ask for the following information:

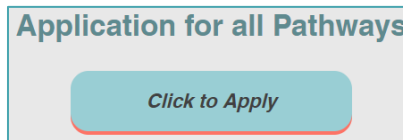
- Number of youth placed in your home during the funding period
- How you specifically used the funding
- How the funding impacted your ability to meet the needs of the youth placed in your home
- What additional supports and services you feel would be beneficial

Survey submission instructions will be provided to awarded applicants.

## APPENDIX A: Good Grant Account Tips

### Logging into your Good Grants Account

1. Go to the Alliance [Menu of Supports webpage](#)
2. Click on the link to the Alliance Good Grants platform “Click to Apply”
3. On the Alliance Good Grants home page, enter your login email in the “Log in or create an account” box and click Continue:



 A white rectangular form with a thin blue border. At the top, it says "Log in or create an account". Below that, the word "Email" is followed by a white input field with a thin grey border. At the bottom of the form is a purple button with the word "Continue" in white text.

4. Enter your password and click Log in
5. You will be taken to your Applications Page

### Troubleshooting using “Forgot Password” or Updating your Password

If you're having trouble signing in to Good Grants, you can reset your password:

1. Go to the Alliance's [Menu of Supports webpage](#)
2. Click on the link to the Alliance Good Grants platform
3. On the Alliance Good Grants home page, enter your login email in the “Log in or create an account” box and click Continue:

 A white rectangular form with a thin blue border. At the top, it says "Log in or create an account". Below that, the word "Email" is followed by a white input field with a thin grey border. At the bottom of the form is a purple button with the word "Continue" in white text.

4. On the next page that appears, click “[Forgot password](#)”.
5. Enter your login email address (if it is not already entered) and click Send
6. A 6-digit code will be sent to your email address (this link will expire after two hours and can only be used once) \*\* Remember to check your spam folder if you haven't received the email.
7. Enter the 6-digit code in Good Grants
8. A **BLUE** banner on your Good Grants Applications Page provides the link to your “profile page” where you can create a new password. Click that link.
9. In the Profile tab, enter your new password in the Password and Password confirmation fields (see screenshot on next page)

**Password**  
Must be at least 12 characters, including a number, an upper-case and a lower-case letter and a special character.

  
Only required if you wish to change your password.

**Password confirmation**

  
If you have provided a password above, please confirm by re-entering it again.

If you are still having problems, please contact: [menuofsupports@ohiochildrensalliance.org](mailto:menuofsupports@ohiochildrensalliance.org) with the subject GOOD GRANTS LOGIN PROBLEM.

If you know your password but wish to update it, log in to Good Grants and:

1. Click on your name on the top right corner of the Good Grants page
2. Choose Profile and perform step 9 above.

NOTE that the password fields are supposed to be blank in the Profile tab so that we cannot see your password (it does not mean that you don't have a password). These fields are for updating your password.

### Logging Out of Good Grants

When you have completed your work, it's best practice to log out of Good Grants. Click on your name on the top right corner of the Good Grants page; select 'Logout' at the bottom of the pull-down that appears.

### Technical Support

For technical support, please contact [menuofsupports@ohiochildrensalliance.org](mailto:menuofsupports@ohiochildrensalliance.org)

