

# How to Download Submitted Applications and Reports from McKnight's Grantee Portal

- 1) Log in to your [account here](#).
- 2) To access applications, click on the "Applications" tab.
- 3) There is a drop-down box on the lower right side of the page that shows the types of Applications.
  - a. Click on the drop-down arrow and select Submitted Applications.

The screenshot shows the McKnight Foundation Grantee Portal interface. At the top, the McKnight Foundation logo is displayed. Below the logo, there is a navigation bar with tabs for "Applications" and "Requirements". The "Applications" tab is selected. The main content area contains instructions for managing applications, including a list of steps and a note for account owners. A table of applications is shown below, with columns for Application Name, Project Title, Requested, ID, Last Updated, My Role, and Action. The table contains one entry: "Arts and Culture Application" with ID 58377, last updated 5/12/2025, and the user is the Owner. The Action column for this entry contains icons for sharing, deleting, and emailing. Numbered callouts are placed on the page: 2 points to the "Applications" tab, 3 points to the "In Progress Applications" dropdown menu, 4 points to the "Arts and Culture Application" link in the table, and 5 points to the envelope icon in the Action column.

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McKNIGHT FOUNDATION

Account: moeller@mcknight.org | Change Email/Password  
Last Login: 5/12/2025 4:53 PM GMT-04:00

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Applications Requirements

### Applications

This area is where you will manage your **in progress** and **submitted** applications.

If you want to start a **new** application, either click on "Apply" under the relevant grant program's Program Guidelines page on McKnight's website --or-- follow the link provided in your invitation email (application process varies by program).

**McKnight staff cannot see or review your In Progress application.**

**All required fields and/or required attachments must be completed before you can submit your application.**

1. Select In Progress Applications or Submitted Applications from the drop down menu at the right of the screen.
2. Selecting In Progress Applications allows you to email and/or open and continue working on your application.
3. Selecting Submitted Applications allows you to open (to view or print) and/or email the applications you have successfully submitted.
4. In progress applications will automatically delete from your account after 90 days. To delete an in progress application yourself, select the garbage can under Action.

**ACCOUNT OWNERS:** Owners have exclusive rights to edit, save, or submit applications. Owners can also grant read-only access to "Viewers" by selecting the Manage Viewers icon under Action. Viewers must have (or create) an account before gaining access. Viewer access remains until the Owner removes it.

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Show In Progress Applications ▾  
 Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
<a href="#">Arts and Culture Application</a>			58377	5/12/2025	Owner	

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- 4) To view a submitted application, click on the application name to open it.
  - a. **Print the application to PDF to save it.**
- 5) To email a copy of the application to yourself or someone else, click on the envelope icon on the far right. See #9 below for further instructions.

- 6) To access Reports, click on the “Requirements” tab.
- 7) There is a drop-down box on the lower right side of the page that shows the types of Requirements.
  - a. Click on the drop-down arrow and select Submitted Requirements.
- 8) To view a submitted report, click on the report name to open it.
  - a. **Print the report to PDF to save it.**

The screenshot shows the McKnight Foundation website interface. At the top, there is a red header with the text "MCKNIGHT FOUNDATION". Below the header, the user's account information is displayed: "Account: vmoeller@... | Change Email/Password" and "Last Log in: 5/12/20... 4:53 PM GMT-04:00". There are navigation tabs for "Applications" and "Requirements", with "Requirements" being the active tab. The main content area is titled "Requirements" and contains instructions for managing grant reporting requirements. On the right side, there is a "Show" dropdown menu currently set to "New Requirements" and a checkbox for "Hide Viewer Only Requirements". Below this is a table with columns: Form Name, Project Title, Type, ID, Due, Updated, My Role, and Action. The first row in the table is "Financial Report" with a project title of "test - Val", type of "Final Report", ID of "646836", due date of "5/20/2025", updated date of "5/13/2025", and role of "Owner". The Action column for this row contains an envelope icon and a printer icon. Numbered callouts are present: "6" points to the "Requirements" tab; "7" points to the "Show" dropdown menu; "8" points to the "Financial Report" link in the table; and "9" points to the envelope icon in the Action column.

- 9) To email a copy of an application or requirement to yourself or someone else, click on the envelope icon on the far right.
  - a. See screenshot below. Fill in your name. Your email address will automatically populate.
  - b. If you want it sent to yourself or someone else, add the email address(es) in the “Recipient” box.
  - c. If you want a copy sent to you, be sure to check “Send me a copy” at the bottom of the page.
  - d. Click “Submit”

# McKNIGHT FOUNDATION

## Send E-mail

\*Your Name

\*Your E-mail

\*Recipient E-mail(s)

*To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.*

\*Subject Copy of McKnight Submission Application

Message

*Maximum (5000) characters  
\*Required*

Send me a copy

Submit

Cancel



10) The email will have an .html file attached, which is the copy of your application or report. You can save this file or open it in your browser and print to PDF to save it as a PDF.