



**PACIFIC LIFE
FOUNDATION**

Blackbaud Outcomes User Guide

In This Guide

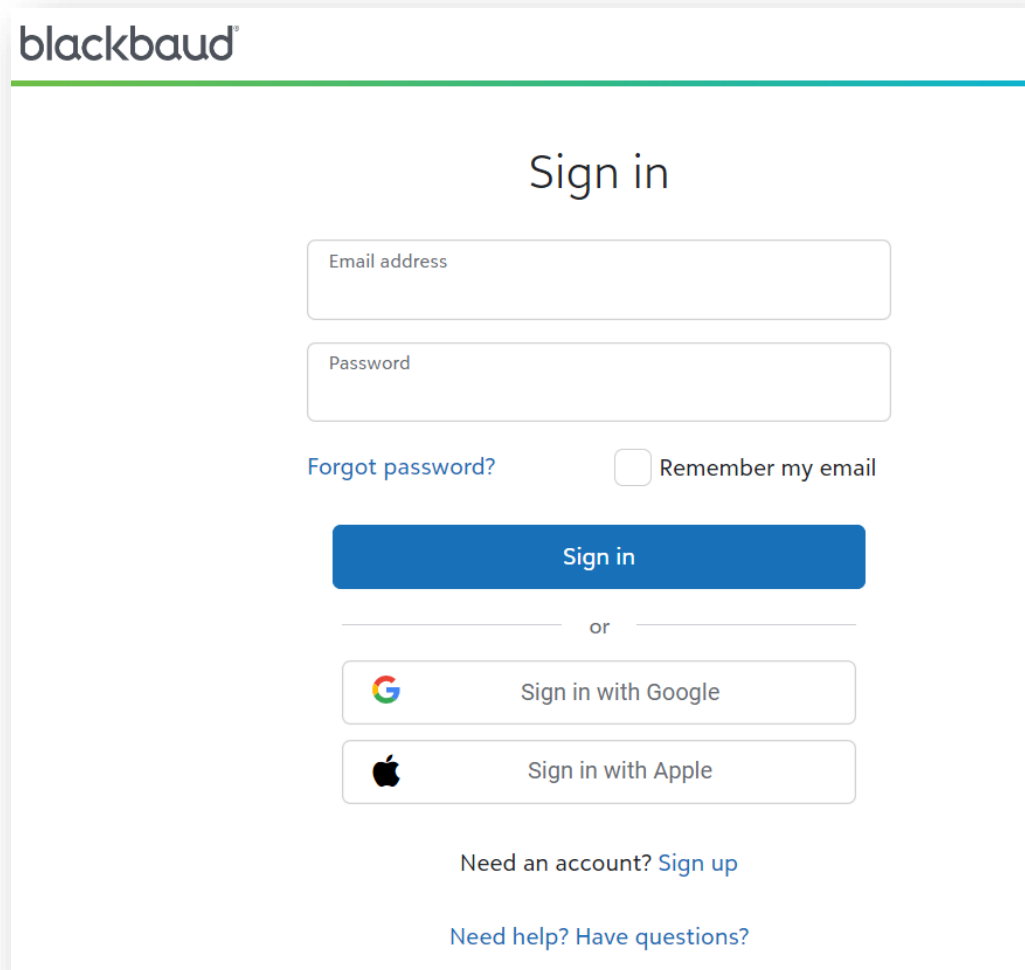
Completing the Grant Application	3
Blackbaud Outcomes Grantee Portal Sign In	4
First Time Sign In	5
Creating a Blackbaud ID	6
Grant Application Navigation	7
Completing an Outcomes Application	8
Adding Outcome Measurements	10
Adding Additional Optional Outcome Measurements	11
Blackbaud Outcomes Grantee Portal	12
Applications Tab	13
Adding Progress Updates	14
Creating Groups	16
Contact Us	17

Completing the Grant Application

Link to Pacific Life Foundation Grant Application

1. Complete the eligibility quiz and select which type of grant you are applying for.
 - a. For the Program Grant, select the primary program focus area from the twenty (20) focus areas the Pacific Life Foundation has identified.
 - b. For the Capital Grant, complete the eligibility questions about the capital project.
2. If you haven't already done so, create a **New Blackbaud Outcomes Grantee Portal** Login – see next slide. If you already have a Blackbaud Outcomes Grantee Portal Login, [click here](#).

Blackbaud Outcomes Grantee Portal Sign In



The screenshot shows the Blackbaud Outcomes Grantee Portal Sign In page. At the top left is the "blackbaud" logo. Below it is a horizontal line. The main heading is "Sign in". There are two input fields: "Email address" and "Password". Below the "Email address" field is a link "Forgot password?". To the right of the "Password" field is a checkbox labeled "Remember my email". Below these fields is a blue "Sign in" button. Below the button is a horizontal line with the word "or" in the center. Below the line are two buttons: "Sign in with Google" (with the Google logo) and "Sign in with Apple" (with the Apple logo). At the bottom of the page, there are two links: "Need an account? Sign up" and "Need help? Have questions?".

The **Sign in** link will display:


Use the **SAME** email used when first creating your account. Applicants only need to create one account. All progress updates, applications, requirements from ALL foundations will roll into ONE account.

<https://portal.blackbaudoutcomes.com>

First Time Sign In

Do **NOT** click on
"Sign in with Google"

Blackbaud ID



Add an extra layer of security with two-step authentication!

[Learn more](#)


Sign in to continue

Blackbaud ID

Password

[Forgot password?](#) ☐ Remember my email

Sign in

 Sign in with Google

Need an account? [Sign up](#)

[Need help?](#)

Click on Link to **Create a New Blackbaud ID**

Creating a Blackbaud ID

Sign up

Email address

Password

Must contain at least 8 characters and 3 of the following:

- Capital letter
- Lowercase letter
- Number
- Special character (!, #, %, etc.)

Confirm password

First name

Last name

By continuing below, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).

Sign up

1. Enter information to create a Blackbaud ID

2. Blackbaud will send you an email to confirm your new ID. Confirm via email and proceed to the grant application

Thanks for signing up!

To confirm your new Blackbaud ID, follow the instructions in the email we just sent to:

name@email.com

If you don't get the email within 5 minutes, make sure the address above is spelled correctly, or check your Junk folder.

[Resend email](#)

[Back to sign-in](#)

[Need help?](#)

Grant Application Navigation

Click on each tab to complete the required organizational and program/project information



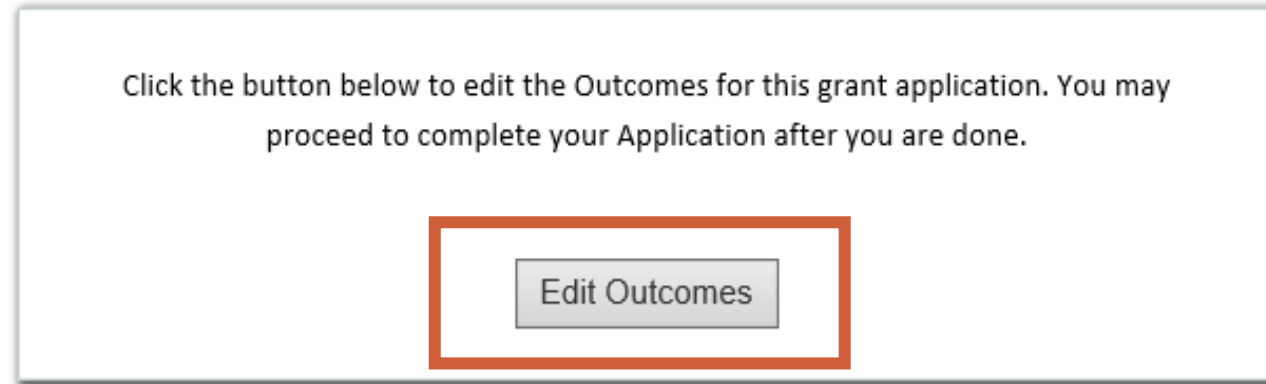
Edit Outcomes: When submitting your grant application, you will be asked to complete required anticipated outcome measurements

See next slide – [Completing an Outcomes Application](#) for more details

Completing an Outcomes Application



From the **"Edit Outcomes" tab** of the application, select the **"Edit Outcomes" Button**



Save & Finish Later

Review & Submit

Completing an Outcomes Application Cont.


Schedule

!

You will be required to submit progress updates after your project start date, every year through the project end date.

Project end date *

MM/DD/YYYY



Select the **Project End Date**

NOTE: Your project end date should be at least six (6) weeks from the start date of January 1, 2025

Adding Outcome Measurements

The screenshot shows a dialog box titled "Edit Outcomes" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Measurable goals" with an upward arrow. Below this, a blue banner with a white exclamation mark icon contains the text "Please select at least 2 measurements." Below the banner, there are two numbered sections for required measurements. Each section has a title "1. Required measurement by granter *" and "2. Required measurement by granter *", followed by a description of the measurement and a text input field for the "Expected result by project end date: A total of...". At the bottom of the dialog, there is a button labeled "+ Add another measurement." and two buttons labeled "Save and close" and "Cancel". Red arrows point to the "Please select at least 2 measurements." banner, the "+ Add another measurement." button, and the "Save and close" button.

Measurable goals

Please select at least 2 measurements.

1. Required measurement by granter *

Number of people served by the program (Arts and culture)
Expected result by project end date: A total of...

2. Required measurement by granter *

Number of people who visit the museum, zoo, or library and have a high-quality experience.
Expected result by project end date: A total of...

+ Add another measurement.

Save and close Cancel

Complete the required anticipated required measurements

NOTE: Please make sure that there the anticipated outcome measurement includes only numbers. The system is unable to accept letter or special characters.

Optional: To add additional anticipated outcome measurements, select "Add another measurement" – See [next slide](#)

Save anticipated outcome measurements and return to application. **NOTE:** You will not be able to save until all required anticipated outcome measurements are completed.

Adding Additional Optional Outcome Measurements

Edit Outcomes

! Please select at least 2 measurements.

1. Required measurement by granter *

Number of people served by the program (Arts and culture)
Expected result by project end date: A total of...

10000

2. Required measurement by granter *

Number of people who visit the museum, zoo, or library and have a high-quality experience.
Expected result by project end date: A total of...

7000

3. Measurement by granter 🗑️

Select a measurement

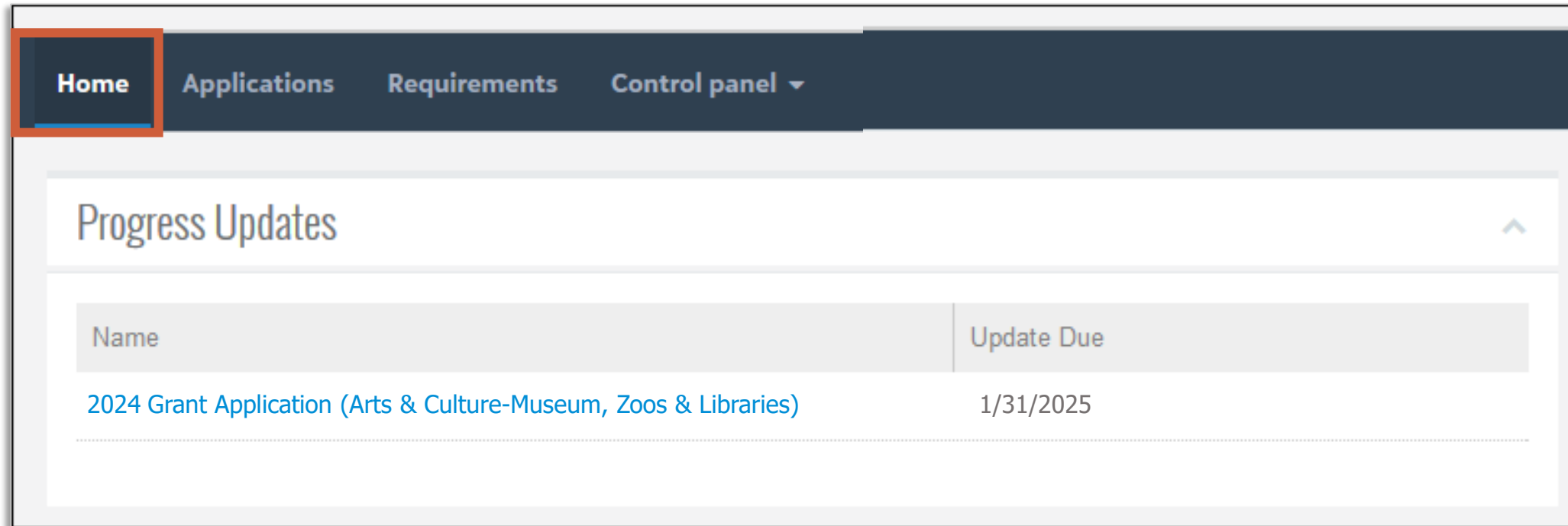
Number of screenings performed (Arts and culture)

Number of visitors who attend events held as part of the program

Save and close Cancel

When you select “Add a measurement” a dropdown will appear with additional anticipated outcome measurements to choose from

Blackbaud Outcomes Grantee Portal



The screenshot displays the Blackbaud Outcomes Grantee Portal interface. At the top, a dark blue navigation bar contains the following links: 'Home' (highlighted with an orange border), 'Applications', 'Requirements', and 'Control panel' with a dropdown arrow. Below the navigation bar, the main content area is titled 'Progress Updates' with an upward-pointing arrow icon. A table below this title shows progress updates. The table has two columns: 'Name' and 'Update Due'. The first row contains the text '2024 Grant Application (Arts & Culture-Museum, Zoos & Libraries)' under the 'Name' column and '1/31/2025' under the 'Update Due' column.

Name	Update Due
2024 Grant Application (Arts & Culture-Museum, Zoos & Libraries)	1/31/2025

View Outcomes Progress Updates that are due, saved and submitted applications, and other requirement reports

Applications Tab

blackbaud Outcomes

Home **Applications** Requirements Control panel ▾

Applications

In Progress Applications 2 Completed Applications 0

Find in this list 🔍 📅

	Type	Form Title	Funder	Change Date ▾	Group	Request Amount	Project Title	Applicant ID
⋮	Single Stage	2024 Pacific Life Foundation Program Grant Application (Human Services- Basic Aid)	Pacific Life Foundation	Jun 28, 2023	Only me	\$10,000.00	Pacific Life Sample Application	561
⋮	Single Stage	2024 Pacific Life Foundation Capital Grant Application	Pacific Life Foundation	Jun 28, 2023	PL Grant Application Group	\$75,000.00	PL Foundation Sample Application	561
⋮	Single Stage	Weingart Foundation Grant	Weingart Foundation	Jun 28, 2022	Only me	\$10,000.00	Weingart Foundation Grant	561
⋮	Single Stage	*Outcomes Awareness 2017 - Asthma Education	Product Services 8	Jun 28, 2021	Only me	\$7,500.00	Blackbaud Outcomes Grant	561

View all grant applications from all foundations in **ONE** account!

Adding Progress Updates

- Grant Applicants will receive an email when a progress update is coming due.
- Coming due progress updates will be available on the homepage of the Blackbaud Outcomes Grantee Portal

blackbaud Outcomes

Home Applications Requirements Control panel ▾

Progress Updates

	Name	Funder	Update Due	Group
⋮	Helping Those in Need	Pacific Life Insurance Company	1/31/2025	Only me

Grant Project Title

Progress Update Due Date

Adding Progress Update Cont.

Progress due 1/31/2025

Helping Those in Need Grant	1/1/24 Project start date	12/31/24 Project end date	\$15,000 Grant amount	Pacific Life Insurance Com Funder organization
--------------------------------	------------------------------	------------------------------	--------------------------	---

Progress update

[Edit progress](#) [Submit](#)

Progress update as of 12/31/2024. Due by 1/31/2025.

Measurable Outcome	Results as of 12/31/2024	Final expected value 12/31/2024
Number of citizens that become aware of issues and decisions being made		1500
Number of animal species served by expanded infrastructure		15

Click “Edit progress” and add your updated outcomes data for the grant thus far.

Please also include any status updates in the notes section of the progress update.

Update progress as of 12/31/2024

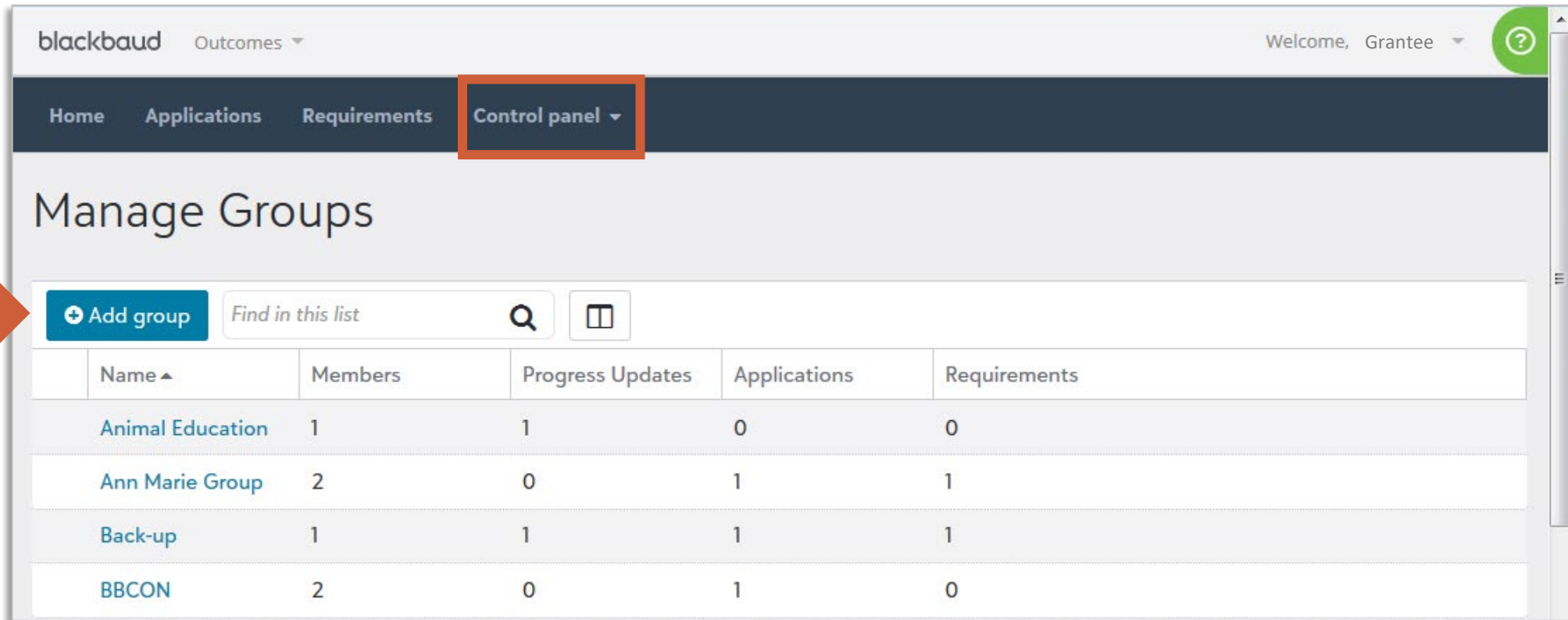
Number of citizens that become aware of issues and decisions being made *

Number of animal species served by expanded infrastructure *

Notes

[Submit progress](#) [Save & Close](#) [Cancel](#)

Creating Groups



The screenshot shows the Blackbaud Outcomes application interface. The top navigation bar includes 'blackbaud', 'Outcomes', and a user greeting 'Welcome, Grantee'. The main navigation menu has 'Home', 'Applications', 'Requirements', and 'Control panel' (highlighted with an orange box). Below the navigation bar, the 'Manage Groups' section is visible. It features a '+ Add group' button (highlighted with an orange arrow), a search bar labeled 'Find in this list', and a table of existing groups.

Name ▲	Members	Progress Updates	Applications	Requirements
Animal Education	1	1	0	0
Ann Marie Group	2	0	1	1
Back-up	1	1	1	1
BBCON	2	0	1	0

Share applications and create groups for applications, progress updates, and requirements.

Contact Us

If you have questions, please contact the
Pacific Life Foundation at
PLFoundation@pacificlife.com