



**PACIFIC LIFE
FOUNDATION**

Blackbaud Outcomes User Guide

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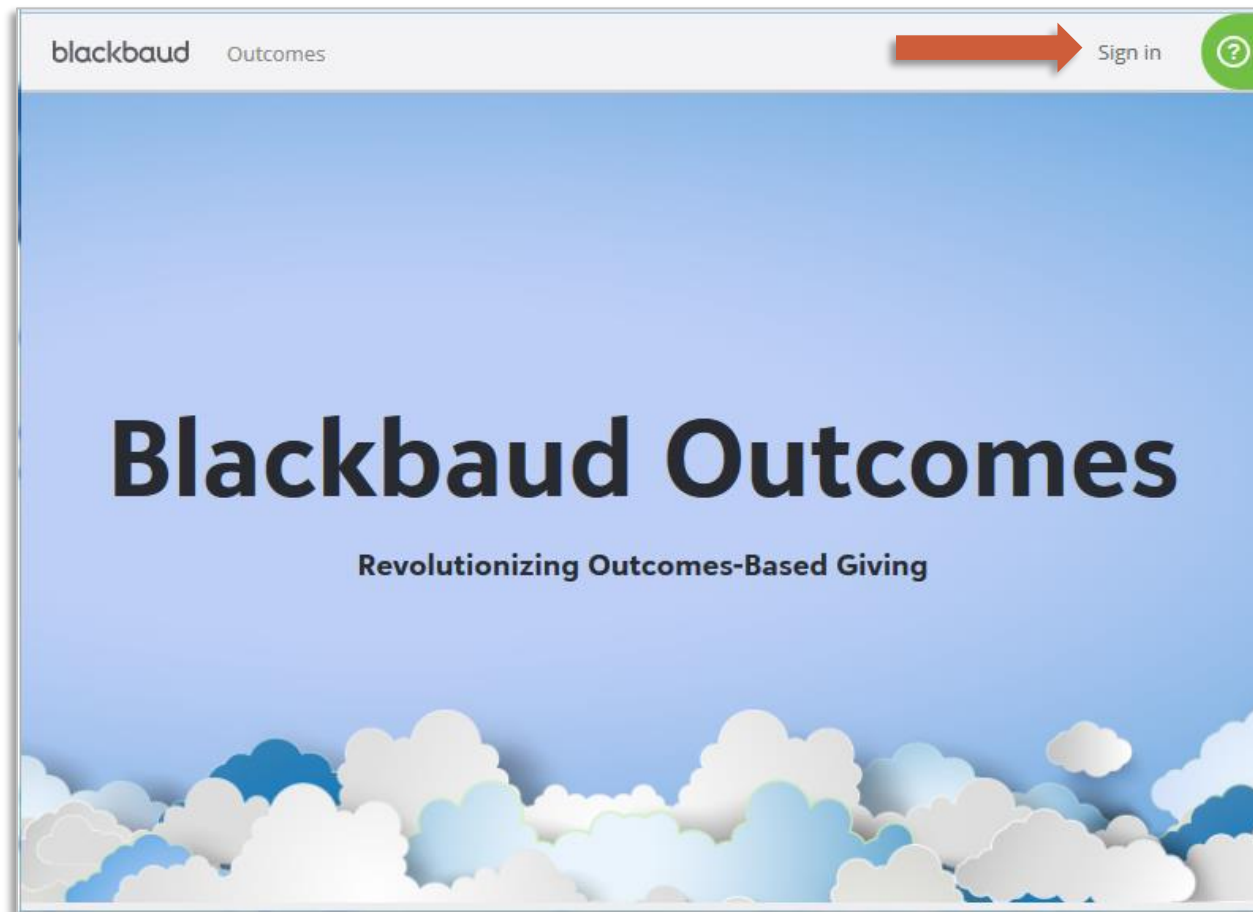
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Completing the Grant Application

[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 **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

Blackbaud ID

i Add an extra layer of security with two-step authentication! [Learn more](#)

Sign in to continue


Blackbaud ID

email address e.g. name@domain.org

Password

[Forgot password?](#) Remember my email

Sign in



Need an account? Sign up

[Need help?](#)

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

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.

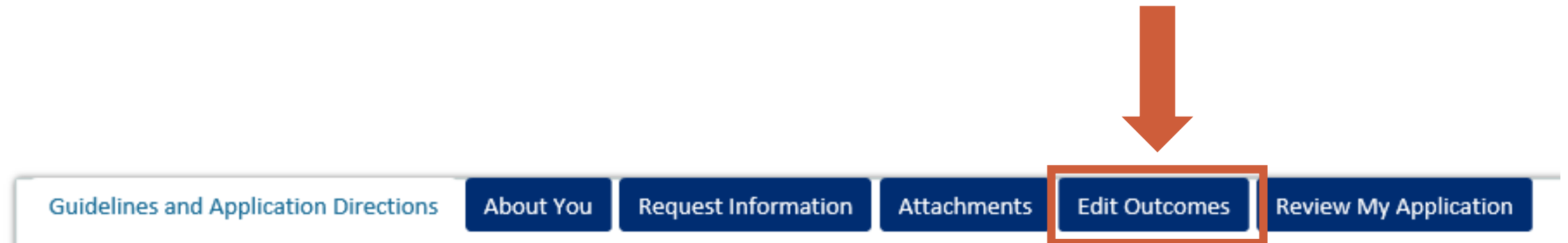
[Resend email](#)

[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

Attachments

Edit Outcomes

Review My Application

From the **“Edit Outcomes” tab** of the application, select the **“Edit Outcomes” Button**

Click the button below to edit the Outcomes for this grant application. You may proceed to complete your Application after you are done.


Edit Outcomes

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 *

Select the **Project End Date**

NOTE: Your project end date should be at least six (6) weeks from the start date of January 1, 2023

Adding Outcome Measurements

The screenshot shows a dialog box titled "Edit Outcomes" with a close button (X) in the top right corner. Below the title is a section labeled "Measurable goals" with an upward arrow. A blue banner with a white information icon (i) contains the text "Please select at least 2 measurements." Below this are two measurement entries, each with a red asterisk indicating a required field. The first entry is "1. Required measurement by granter *" with the description "Number of people served by the program (Arts and culture)" and a text input field for "Expected result by project end date: A total of...". The second entry is "2. Required measurement by granter *" with the description "Number of people who visit the museum, zoo, or library and have a high-quality experience." and a text input field for "Expected result by project end date: A total of...". At the bottom of the dialog, there are three buttons: "Add another measurement." (with a plus icon), "Save and close", and "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


1 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...

3. Measurement by granter 

Select a measurement

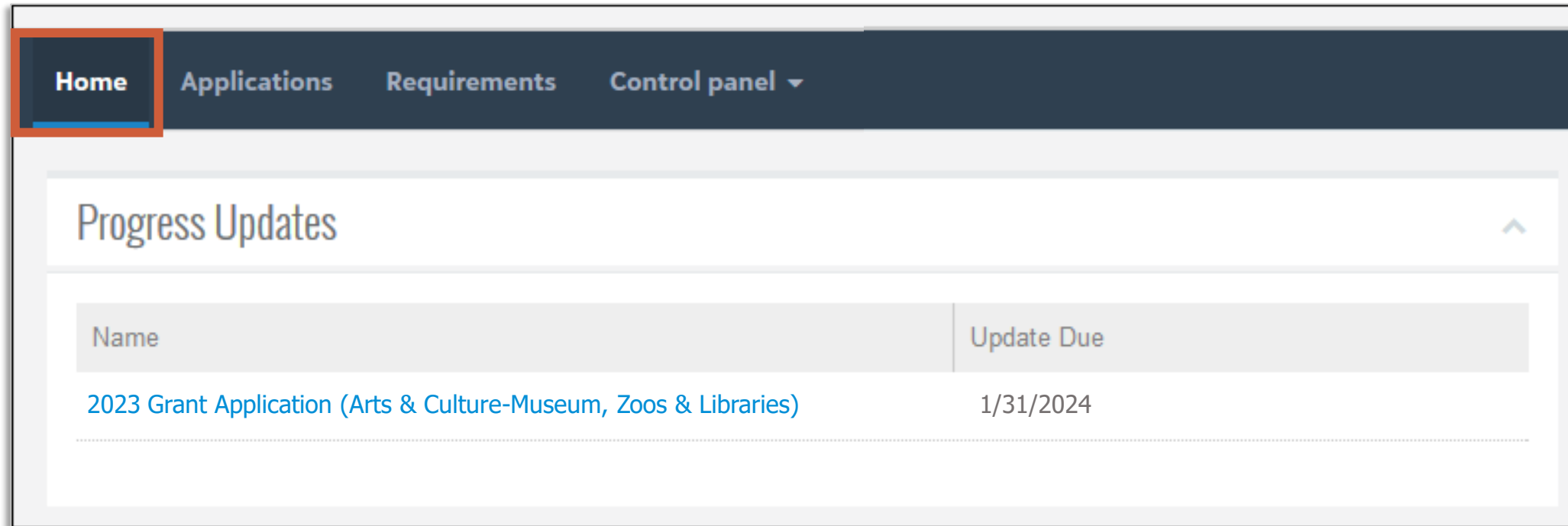
Number of screenings performed (Arts and culture)

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



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 navigation bar contains the following menu items: Home (highlighted with an orange box), 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 on the right. Underneath the title is a table with two columns: "Name" and "Update Due".

| Name | Update Due |
|--|------------|
| 2023 Grant Application (Arts & Culture-Museum, Zoos & Libraries) | 1/31/2024 |

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

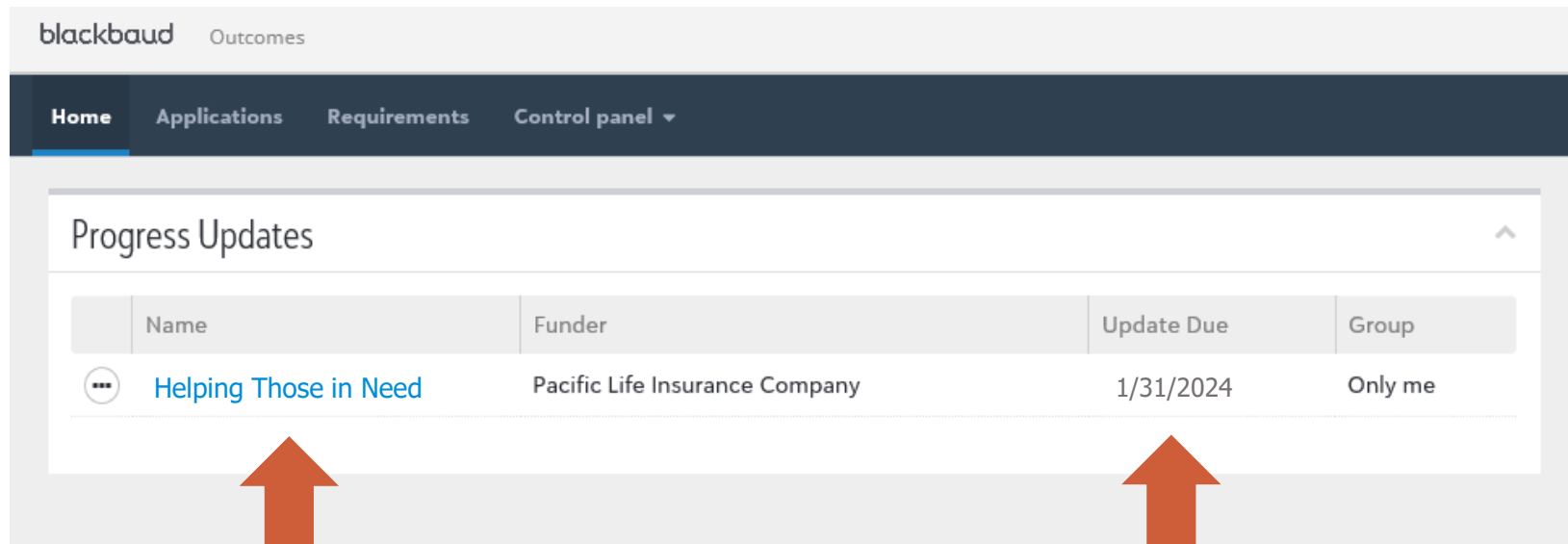
Find in this list

| | Type | Form Title | Funder | Change Date ▾ | Group | Request Amount | Project Title | Applicant ID |
|---|--------------|--|-------------------------|---------------|----------------------------|----------------|----------------------------------|--------------|
| ⋮ | Single Stage | 2023 Pacific Life Foundation Program Grant Application (Human Services- Basic Aid) | Pacific Life Foundation | Jun 28, 2022 | Only me | \$10,000.00 | Pacific Life Sample Application | 561 |
| ⋮ | Single Stage | 2023 Pacific Life Foundation Capital Grant Application | Pacific Life Foundation | Jun 28, 2022 | PL Grant Application Group | \$75,000.00 | PL Foundation Sample Application | 561 |
| ⋮ | Single Stage | Weingart Foundation Grant | Weingart Foundation | Jun 28, 2021 | Only me | \$10,000.00 | Weingart Foundation Grant | 561 |
| ⋮ | Single Stage | *Outcomes Awareness 2017 - Asthma Education | Product Services 8 | Jun 28, 2020 | 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 | 1/31/2024 | Only me |

Grant Project Title

Progress Update Due Date

Adding Progress Update Cont.

Progress due 1/31/2023

| | | | | |
|--------------------------------|------------------------------|------------------------------|--------------------------|---|
| Helping Those in Need Grant | 1/1/23 Project start date | 12/31/23 Project end date | \$15,000 Grant amount | Pacific Life Insurance Com Funder organization |
|--------------------------------|------------------------------|------------------------------|--------------------------|---|

Progress update

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

Progress update as of 12/31/2023. Due by 1/31/2024.

| Measurable Outcome | Results as of 12/31/2023 | Final expected value 12/31/2023 |
|---|-----------------------------|------------------------------------|
| 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 12/31/2023

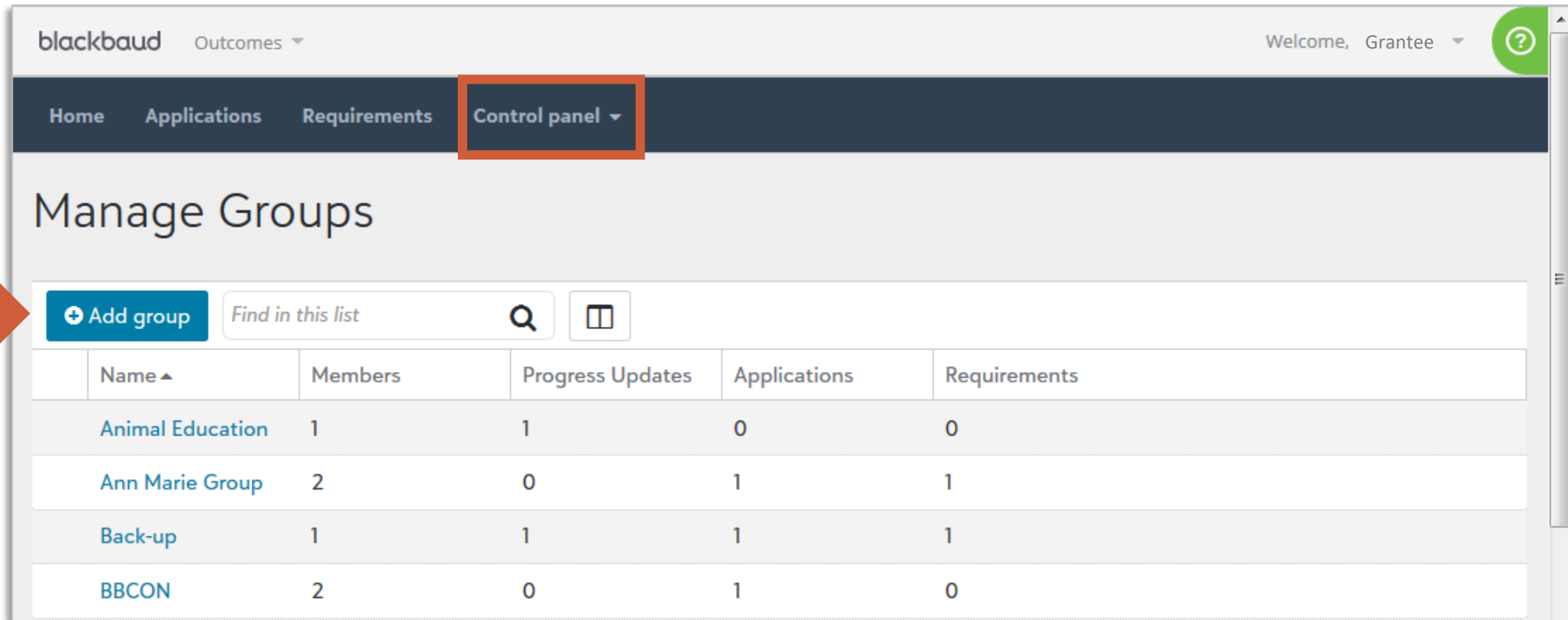
Number of citizens that become aware of issues and decisions being made *

Number of animal species served by expanded infrastructure *

Notes

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

Creating Groups



blackbaud Outcomes ▾ Welcome, Grantee ▾ ?

Home Applications Requirements **Control panel ▾**

Manage Groups

[+ Add group](#)

| 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