

## Grant Portal Registration Instructions – 2027-28 Local Allocations

Please access the grant portal registration here to create an account if you don't already have one: <https://jewishcincinnati.spectrumportal.net/accounts/register>. If you already have an account skip to Login.

### Register

- While creating your account, please check “Organizational Grant Applicant” under “Portal Access” and fill in the requested account information.
- In the next screen under “Organization Information” select your organization in the dropdown; then under “Contact Information,” click “copy from organization” and your organization’s information will populate.
- After you complete the registration process, please send [Jan Evans](#) an email to let her know your registration has been completed. She will expedite the process of approval.
- We will send you an email notification of your “approved” portal access. Approval typically takes 48 hours.
- We recommend you complete this step in the application process as soon as possible, as you will not be able to access the application until your access has been approved.

### Login

- Once your registration has been approved, log in at <https://jewishcincinnati.spectrumportal.net/>, navigate to the “Organizational Grant Applicant” tab in the main menu at the top of the page and select “Available Grants” from the dropdown menu. Click on “2027 Agency Allocations Application” and please complete one application for each program for which you are requesting funding for next year.
- Please reach out to [Jan Evans](#) if you have questions or need assistance.

Agency Applications are due at midnight on **May 1, 2026**. **No late applications will be accepted.**

**Mid Grant Progress Reports for Agencies in year 2 of their grant** are due EOB Dec. 11, 2026.

### Tips for Filling out Application

- Click the “Save” button at the bottom of each page you complete before moving to the next or previous page. This enables you to close the application, sign out, and come back to complete it later.
- To access an unsubmitted, saved application, sign in, go to Organizational Grant Applicant > Home > Recently Accessed. You may also go to Organizational Grant Applicant > My Saved Applications.
- If you are unable to submit your application, there are required fields that are incomplete. Fields where there is missing information will be highlighted red.
- Text boxes with word counts exceeding the limit will also highlight red and will prevent application submission.