



Grantee Portal Help Document

December 2025

As of September 2021, the Davis Conservation Foundation transitioned to a new grantee portal for online application and report submissions. You must create a user account if you have not yet done so.

If you are new to an organization that has applied to DCF since the Fall of 2021, you may create your own user account. It is best practice not to share a colleague's login information (an organization may have multiple account users).

[Create a new user account HERE](#)

[Forgot your user account password? Reset HERE](#)

[Returning user account login HERE](#)

- Once you have initiated a new user account with your email address, you will receive a message guiding you through the activation process (if not received, it was likely flagged as spam – check your junk folder).
- After you've created a password and submitted the form, you will be prompted to login with your new credentials, and you may start a grant application.
- Once you initiate a new application you will be prompted to select from the IRS database using your organization's legal name or Tax ID number.
- After selecting the correct organization, follow the prompts and instructions within the application form.
- If you want to preview the application questions and draft your responses, you may download a Word or PDF file from [HERE](#).
- You may login anytime to continue working on a saved, in-progress application [HERE](#).

You are welcome to contact DCF staff for assistance at dcf@davisfoundations.org.