



Applicant Reference Guide

**Ecolab Foundation Saint Paul, MN area
NPO (Non-Profit Organizations) Grants**

Part 1: Online Application Procedures

Part 2: Application Overview

Part 1: Online Application Procedures

Here are a few directions and tips to help you navigate Ecolab Applicant Site (called GrantsConnect, powered by YourCause/Blackbaud).

- On the sign-in/up page of the Applicant Site, use the Email and Live Chat buttons at the bottom of the screen for assistance. Once logged in, you may access Support and Live Chat by hovering over the '?' at the top right of the page.
- For other inquiries, contact ecolabfoundation@ecolab.com; 651.250.2923

Please note, it is recommended that you use Google Chrome (NOT Internet Explorer) as well as a laptop or desktop computer (not a handheld device).

1. Access the Ecolab grant Applicant Site link through Ecolab's web site: <http://www.ecolab.com/community>. Go to the How to Apply for a Grant section.

ONLY CURRENT ECOLAB GRANTEES MAY APPLY

2. **If you applied for a grant previously**, click Sign-In at the top right of the screen.
 - a. Enter your email address and password. Depending on when you last signed in, you may need to follow some security protocols to access the site.
 - b. If you forgot your password, click 'Forgot your password?' Follow the prompts to reset your password.
 - i. You will receive a Reset Password email sent from Ecolab noreply@yourcause.com. This email is valid even though it says it is from GrantsConnect Support (YourCause is our partner for the Ecolab Applicant Site and they call the grant application product GrantsConnect.) In the email, click Reset Password.
 - ii. Follow the prompts to reset your password and review updates to terms.
 - iii. Finally, you will need to click on the Applicant Site link again on <http://www.ecolab.com/community> and then Sign In using your email and newly reset password.
3. **If you are a new/first-time applicant for an organization that is a current Ecolab Foundation grantee, please email ecolabfoundation@ecolab.com so your information can be merged with the organization. Additional information will be provided at that time so you may complete an application AND have access to previously submitted/historical online applications for the organization.**
4. Once you have logged in, you will see the **Program is Accepting Applications** page. Click on **Start Eligibility**.
 - a. **Select Your Organization** – make sure you have selected the organization with the proper address and double check the identification number (which should be the IRS EIN/government tax identification number for your organization). The best way to ensure you have selected the proper organization is to search by the government tax identification number.
 - i. If you need to make updates to your organization's listed information, please visit Blackbaud Verified Network at <https://nonprofit.yourcause.com/>.
 - ii. You may also need to contact the IRS to officially update your nonprofit's listing information.
 1. Change of address: <https://www.irs.gov/charities-non-profits/other-non-profits/change-of-address-exempt-organizations>
 2. Change of name: <https://www.irs.gov/charities-non-profits/charitable-organizations/change-of-name-exempt-organizations>
 - b. Complete the Eligibility Form questions and click **Submit**. **If you passed the eligibility quiz**, you will be prompted to click on **Continue to Application**
5. **Respond to questions on the application form**
 - a. Please read all directions on each page carefully.
 - b. Questions that require a response are indicated with a red asterisk *
 - c. Please note the application will not accept tabs and bullets. If you copy and paste text from a Word document, please make sure you paste it as plain text. The following link has helpful information if you don't know how to do this: <https://support.office.com/en-us/article/Paste-plain-text-into-Word-8879f19d-d2df-4dd9-8e9d-73e8984812f9>
 - d. Your responses will save as you go along.
 - e. If you need to exit the application and you are not ready to submit, no worries. Access your draft application by signing back into the Applicant Site, click on **View All My Applications** or the **My Application** tab at the top of the page.
 - f. Then click on the blue hyper link that says, **ST PAUL NPO Grant Program Application Form** (not the eligibility form) which will open up the application so you can continue to complete it.

- g. You can add other applicants to have access to the online application form. **Please NOTE, only one applicant should be in the online form at a time.** There is no warning if more than one person is working on the application at the same time, so please coordinate with others so you do not save over each other's work.
6. When you are done entering your information, click on **Submit** at the very bottom of the application form (scroll all the way down the page).
- a. If you have required fields that need to be completed, they will be summarized in a red box at the top of the form and the required fields that still need a response will be outlined in red.
 - b. Once you submit your application, you will receive a green confirmation pop up message at the top right of the screen and an e-mail acknowledging your submission.
 - c. At any time you may view the status of your request by logging back into the Ecolab Applicant Site and clicking on the **My Applications** tab.
7. **Delete any unneeded applications that may still be in Draft status.** Once you submit your application, if you have another draft application, please delete it so we can keep your records accurate. For the draft application you no longer need, find it under My Applications, click on 'Manage application', and then click 'Delete application'.
8. **Important Dates to Remember:**
- a. Applicants can begin applying starting Sept. 15, 2026 and deadline to submit applications on the portal is Dec. 7, 2026.
 - b. Decision notification emails will be sent and available on the Ecolab Applicant Site in March 2026.

Again, if you have questions about this application process, email ecolabfoundation@ecolab.com or call 651.250.2923.

Part 2: Application Overview

Use this section of the Reference Guide to familiarize yourself with the application questions as well as prepare your responses ahead of time.

Reminder: The application will save as you go along, so there is no need to click save. At any time you can exit the screen and site and your replies will be saved. To access your draft application, sign back into the Applicant Site and you will see the draft application listed as well as under the My Applications tab.

Guidelines:

To qualify for a community grant from the Ecolab Foundation, a 501 (c) 3 organization (per the [IRS Pub 78 file](#)) must fall within one of our four strategic areas and is in the St. Paul/Minneapolis, MN area and deliver services to residents, students, etc. of St. Paul, MN.

Organizations may only apply once each year.

Focus Areas of Giving:

- **Advancing water and nature resilience:** Protect and restore vital water and natural ecosystems, including environmental learning programs
- **Delivering the future workforce:** Cultivate a skilled and diverse workforce to drive innovation and address global challenges; programs that promote youth development, particularly to ensure all youth are successful, and work readiness programs
- **Building abundant communities:** Foster inclusive communities where people thrive with access to essential resources and opportunities; affordable housing, crisis assistance and hunger relief, arts and culture

Restrictions: Contributions will NOT be made to or in support of:

- Individuals
- Sectarian/denominational religious organizations, except where funds are to be used in direct interest of the entire community
- Loans or investments
- Political/lobbying organizations
- Industry, trade or professional association memberships
- Disease-specific organizations
- Sports/athletic programs and facilities
- Fundraising events/sponsorship
- Private non-operating foundations
- No grants for salaries
- No regranting
- Grants cannot be made to organization that discriminate in anyway. Grantees must align with [Ecolab's Code of Conduct](#).

Application Questions: (* indicates required responses)

Organization Information

- Name of Executive Director/President/CEO *
- Organization Website *
- Did you receive a grant award from the Ecolab Foundation last year? *
- Brief summary of the organization's history, mission, and goals. * (100 word limit)
- Contact phone number for person filling out the application *
- Please indicate if the Executive Director/President/CEO identifies as the following (may select more than one) *
 - Asian / Islander
 - Black / African American
 - Latinx
 - Native American / American Indian
 - Biracial / Multiracial
 - An individual with a disability

- A LGBTQ+ individual
- A Woman
- None of the above
- Number of board members? *
- List the name(s) of any CURRENT Ecolab employees who currently serve on the board of directors for the organization.
- Percentage of board members that are independent * (Independent board members are NOT staff members.)
- Number of full-time paid staff *
- Number of part-time paid staff *
- Number of volunteers *
- Please indicate the demographic breakdown (in percentage) of your board of directors. All fields require an entry of a percentage number of 0. No need to add the % sign.
 - Ethnically diverse (non-white) individuals _ %*
 - Individuals with disabilities _ %*
 - LGBTQ+ individuals _ %*
 - Women _ %*
- Describe current programs, activities, service statistics, and accomplishments. * (250 word limit)

Financial Information

- Amount Requested*
- What is the purpose of this grant? * (Program specific or General operating)
- Please select the fiscal year for the organization*
 - Jan – Dec
 - April – March
 - July – June
 - Aug – July
 - Sept – Aug
 - Oct – Sept
 - Other
- Organization Annual Budget * (Example formatting: 10000.00 DECIMAL POINT REQUIRED BUT NO COMMA)
- What percent of your organization's annual budget does this request represent? If less than 1%, just enter 1%. (This field only accepts whole numbers only. No decimals. No % sign needed) *
- If this request is for PROGRAM/PROJECT SPECIFIC funding, what is the total program/project budget (for support other than general operating)? (Example formatting: 10000.00 DECIMAL POINT REQUIRED BUT NO COMMA)
- If the request is PROGRAM/PROJECT SPECIFIC (NOT general operating), what percent of your total PROGRAM/PROJECT budget does this request represent? (This field only accepts whole numbers only. No decimals. No % sign needed)

Supporting Documents

- If your most recent annual report is online, please provide a link:
- If your most recent annual report is NOT available online, please upload it. 5MB file size limit.
- If this request is for a specific project, please upload the project budget.
- Please upload your most recent/completed financials. (If your organization's annual budget is more than \$750,000, please upload your most recent audited financials). 5MB file size limit. *
- If you have additional supplemental materials to upload, you may do so here (please scan multiple documents together as needed). 5MB file size limit.
- Are you seeking funding from other sources for this request/project? * If yes, please provide summary of status (pledges, commitments, secured, etc.) (250 word limit)
 - If it is easier to upload a list, please do so here. 5MB file size limit

Saint Paul Public Schools (SPPS) Letter of Support (LOS)

If you are requesting funding for a program in collaboration with a Saint Paul Public School or the Saint Paul Public School district (ISD 625), a letter of support from the Office of the Superintendent is required. Please contact charlotte.landreau@spps.org in the Innovation Office at SPPS for assistance in obtaining a letter of support.

- Please upload the SPPS Letter of support. 5MB file size limit

Grant Information

- Project Title *
- Designation * (For Designation, please copy the Project Title information into this field. This Designation information will be visible on the grant payment site (nonprofit.yourcause.com) should you be awarded a grant. Additionally, if you are submitting an application as a chapter or 'child' organization of a larger organization, please make sure to also include your specific chapter or site location. Ex: Atlanta Area Red Cross-Home Safety Program.)
- Project Description * (Project Description: This should be a SHORT summary of 1-5 sentences about the request.)
- Please choose your Focus Area: *
 - Water & Nature
 - Delivering the future workforce
 - Building abundant communities
- Please specify a Sub-Focus area. *
 - Water & Nature - Conservation
 - Water & Nature - Environmental education
 - Delivering the future workforce - After school programming
 - Delivering the future workforce - College readiness
 - Delivering the future workforce - Early childhood education
 - Delivering the future workforce - STEM education (other than water & nature)
 - Delivering the future workforce - Workforce development
 - Building abundant communities - Affordable housing
 - Building abundant communities - Art education
 - Building abundant communities - Civic art
 - Building abundant communities - Civic engagement
 - Building abundant communities - Crisis assistance & relief
 - Building abundant communities - Food access and security
 - Building abundant communities - Performing arts
 - Other
- Sustainable Development Goal alignment: Please indicate the primary Sustainable Development Goal/s (SDG) that aligns with this request. If you need additional information about the SDGs visit <https://sustainabledevelopment.un.org/sdgs> *
Additionally, please be sure to update your organization's SDGs on the nonprofit portal, Blackbaud Verified Network at <https://nonprofit.yourcause.com/>
 - SDG 1: No Poverty
 - SDG 2: Zero Hunger
 - SDG 3: Good Health & Well-Being
 - SDG 4: Quality Education
 - SDG 5: Gender Equality
 - SDG 6: Clean Water & Sanitation
 - SDG 7: Affordable & Clean Energy
 - SDG 8: Decent Work & Economic Growth
 - SDG 9: Industry, Innovation & Infrastructure
 - SDG 10: Reduce Inequalities
 - SDG 11: Sustainable Cities & Communities
 - SDG 12: Responsible Consumption & Production
 - SDG 13: Climate Action
 - SDG 14: Life Below Water
 - SDG 15: Life on Land
 - SDG 16: Peace, Justice & Strong Institutions
 - SDG 17: Partnerships for the Goals
 - Not sure/Not applicable
- Age Group Served *
 - Infants & Toddlers (ages 0-3)
 - Youth (ages 4-18)
 - Adults (ages 19-64)
 - Seniors (ages 65+)
- Ethnicity of clients served (may pick more than one) *
 - Asian / Pacific Islander
 - Biracial or Multiracial
 - Black or African American

- Latinx
- Native American or American Indian
- White
- Other
- % Ethnicity Information: Please provide the following information for the people served by your organization. If you do not track any of the categories below, please mark 100% Unknown. The total must equal 100%
 - Asian / Pacific Islander ____ %
 - Black / African American ____ %
 - Latinx ____ %
 - Native American / American Indian ____ %
 - Biracial / Multiracial ____ %
 - White ____ %
 - Unknown ____ %
- Does this grant request decrease disparities and/or advance equitable outcomes for one or more of these groups? *
 - Ethnically Diverse (non-white) Individuals
 - Individuals with Disabilities
 - LBGTQ+ Individuals
 - Veterans
 - Women/Girls
 - Other
 - None of the above

Purpose of Grant

- Briefly explain the opportunity, issue, need and the community that your proposal addresses. How was this focus determined? * (250 word limit)
- List specific activities, your overall goals, and objectives to meet these goals. * (250 word limit)
- How many people are impacted/will benefit from these activities? *
- Briefly describe how you will accomplish your goals and objectives, who will implement activities and the timeframe for implementation. * (250 word limit)
- Please describe long-term strategies (if applicable) for sustaining this effort. Include a description of partnerships with other organizations you may have to help meet your goals. (250 word limit)

Evaluation

- What criteria will you use to measure the effectiveness of your activities? Please note results expected by the end of the funding period. * (250 word limit)
- Who will be involved in the evaluation process? * (250 word limit)

Volunteerism

- Does the organization offer team volunteer opportunities?
- If yes, what size group/s can be accommodated?
- Please describe the kind of volunteer activities available (such as serving guests, assemble food boxes, pull invasive weeds, sort donations etc.). (250 word limit)
- What is the best way for a group to sign up? (such as an online link, direct contact (name and email) at organization)
- How far (in miles) is the volunteer activity from the local Ecolab facility?

Attestation

Please read the statements below carefully. You must agree/comply with each statement in order to proceed to the Summary page to review and SUBMIT your application.

- I am aware of and abide by Ecolab's program compliance which states: In accordance with Ecolab's Code of Conduct, contributions will not be made to organizations that discriminate on the basis of gender, race, ethnic origin, nationality, sexual orientation, gender identity, gender expression, religion, age, disability, marital status, veteran status, other personal characteristics or conditions protected by national, state or local law. * To review the Ecolab Code of Conduct visit <http://www.ecolab.com/document-library/code-of-conduct/>.

- By checking this box, I acknowledge that the information provided in this grant application is true and correct. Should I be awarded a grant, I agree to carry out the terms of the grant as presented in the application. Should anything change that influences the original grant request, I will contact the Ecolab Foundation office at ecolabfoundation@ecolab.com, 651.250.2923.*
- By checking this box, I attest that I have reviewed this submission with the executive director or most senior executive officer of the organization and obtained his/her approval to submit this grant request. *