



TGKVF Resource Library

Accessing the TGKVF Grant Application

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Intro: We Transitioned to New Software in 2025

Important Note:

TGKVF implemented a new software in 2025. **If you haven't applied since January 1, 2025, you'll need to create a new account for yourself and a profile for your organization.**

If you applied in 2025 and already have an established account skip down to the “If You Already Have An Account Start Here” section

If another user in your organization has already created the organization profile, you will receive an error message with instructions to contact us directly and we will resolve the issue for you.

Applicant Tutorial (Optional)

To help familiarize yourself with the new system, we recommend watching this [quick video tutorial](#) (Video is around 5 minutes long).

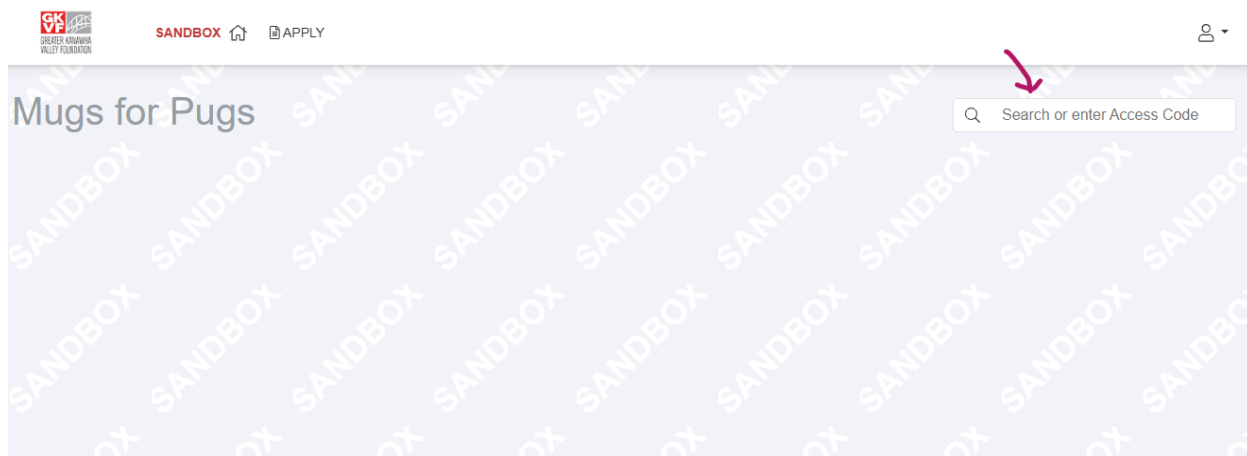
- **PLEASE NOTE:** Some of the processes described may differ from the TGKVF process but it is a good introduction to the new system.

Setting Up a New Account

1. Log-in to the [TGKVF Grants Portal](#)
 - a. **If you haven't applied since January 1, 2025, you'll need to create a new account for yourself and a profile for your organization** the first time you log-in
 - b. Click on "Create New Account" to complete the registration process and set up your login credentials
 - i. Follow the steps to set up your account

If You Already Have an Account Start Here

2. Once in the portal, click "Apply" in the upper left on your applicant Dashboard.
3. Locate the search bar in the upper right-hand corner and **enter in the access code provided by your TGKVF Program Officer** and press "Enter" on your keyboard.
 - i. We recommend copying and pasting the code from the original email.
 - b. If you are unsure of the access code, please reach out to your [program officer](#)



4. An application should show up on your dashboard. Click "apply" to begin the application.



5. Your application will automatically save, but if you need to save and come back and finish your application later, scroll all the way to the bottom of the application and click on “Save Application”
 - a. If you are ready to submit the application, you can submit by clicking on “Submit application”

Log in/Password Issues

1. Navigate to: <https://www.grantinterface.com/Home/Logon?urlkey=tgkvf>
2. Click on “**Forgot your Password?**”

Logon

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)



3. A pop-up will appear. Enter your email address.

Reset Password



To reset your password, enter your email address and click **Send Reset Link**

	Email Address
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Cancel

Send Reset Link

4. You will receive a system-generated email with the subject line “The Greater Kanawha Valley Foundation: Password Reset Request” click on the link provided to reset your password.

The Greater Kanawha Valley Foundation: Password Reset Request



The Greater Kanawha Valley Foundation (TGKVF) <administrator@grantinterface.com>
To: Candace Krell

Reply Reply All Forward ...

Wed 12/11/2024 3:34 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Candace,

We received your request to reset your password for: ckrell@tgkvf.org

To reset your password click [here](#).

If you did not request this reset, please contact us.

NOTE: If you didn't receive the password reset email after, try the following:

- a. Confirm that you are using the correct email address.
 - b. Check your email's spam or junk folders.
 - c. Search your inbox for "The Greater Kanawha Valley Foundation"
 - d. Add administrator@grantinterface.com to your email contacts or address book, then try Step 2 again.
 - i. For a detailed walkthrough on how to do this, [click here](#).
 - e. If none of these work, you will need to reach out to the TGKVF team for further assistance.
 - i. Call the TGKVF office at 304-346-3620
 - ii. Or email [Emily McCormick](#) or [Candace Krell](#)
5. Enter your desired password (you'll have to enter it twice) and then click "Reset Password."

Reset Password

New Password*

Confirm New Password*

Reset Password

6. You should see a confirmation message appear on the page.

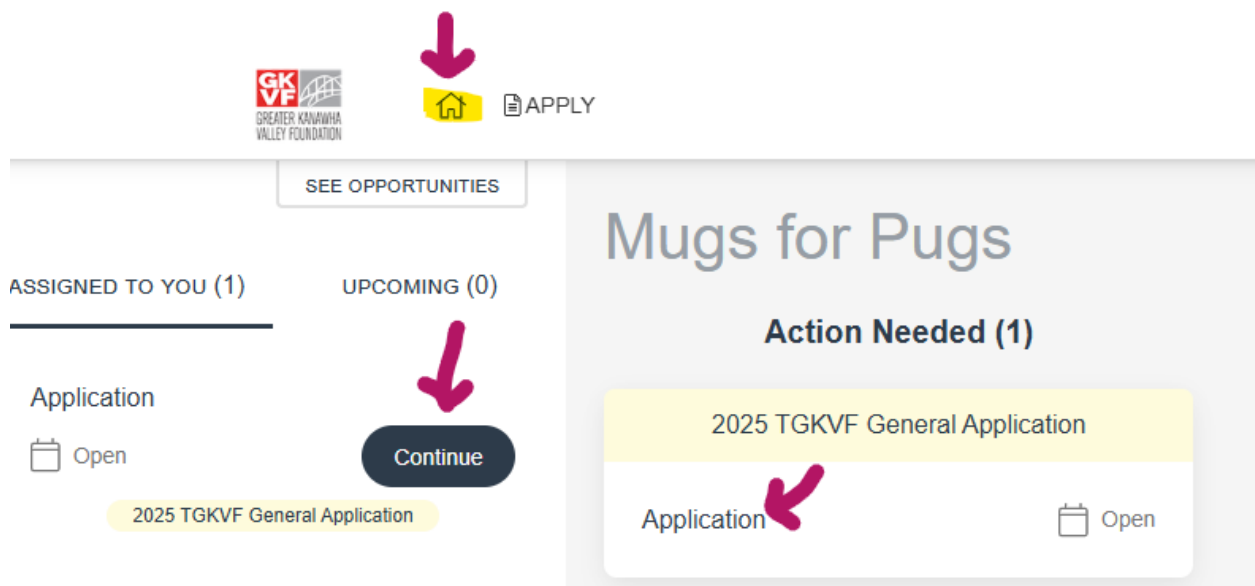
Reset Password Successful

✓ Your password was reset successfully. Close this window and use your new password to log in.

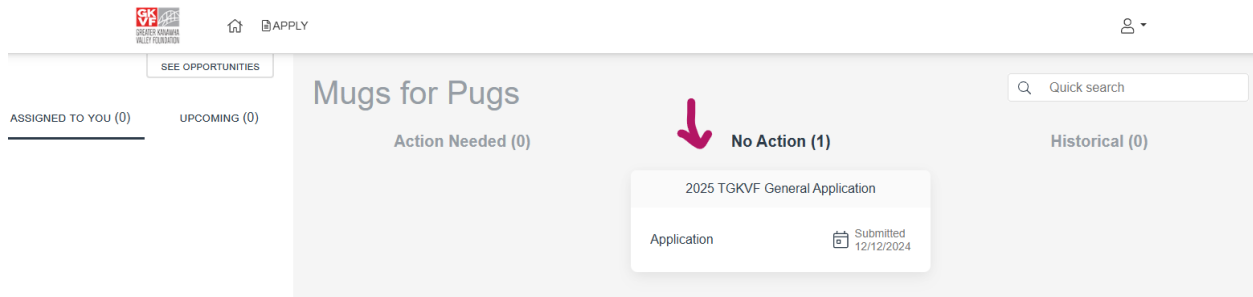
7. **Close the window** to complete the password reset.
8. Navigate back to: <https://www.grantinterface.com/Home/Logon?urlkey=tgkvf>
- a. Enter your email and the new password you created and **click “Log on.”**

Accessing A Saved Application

6. To access a saved application, access the TGKVF Portal (link provided in step 1)
7. Click on the “home” button (see screenshot below)
8. You should see your saved application.
9. You can access your application two different ways
- a. In the left-hand menu you will see the application and you can click “Continue”
- b. In the right hand dashboard you will see a column that says “Action Needed”
- i. You can click on the word “Application” to access your saved application



10. Once you submit your application, it will appear under the heading (No Action)
 - a. You should receive a system-generated email confirming that TGKVF has received your application.



Questions or Concerns?

Reach out to us:

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