

# QUICK REFERENCE GUIDE

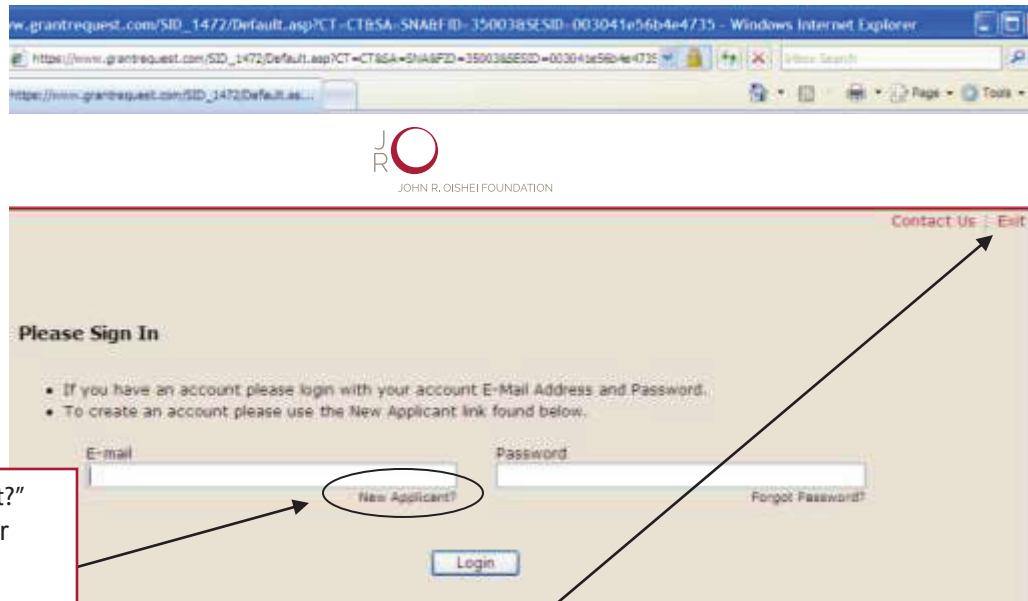
## Basic Human Needs Funding from The John R. Oishei Foundation

**Step 1 – Creating Your Account** – If you do not already have an account, start by creating one at:

[https://www.grantrequest.com/SID\\_1472?SA=SNA&FID=35003](https://www.grantrequest.com/SID_1472?SA=SNA&FID=35003)

You will need to supply the following information in order to create your account:

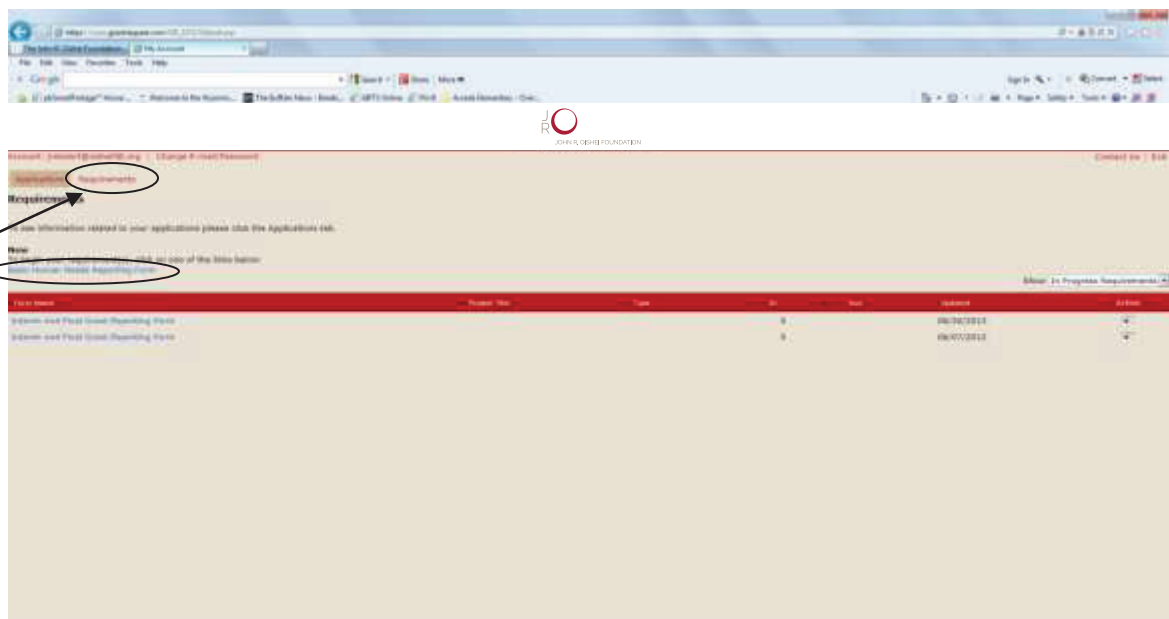
Organization (Legal Name)  
Doing Business As  
Street Address, City, State,  
ZIP  
Website address (if  
applicable)  
Phone number(s)  
Tax ID  
Main contact name, title,  
email, phone number(s)  
Organization type and  
mission



Click "New Applicant?" to start creating your new account.

**IMPORTANT:** When finished, be sure to log out by clicking "Exit" each time you are in the system.

**Step 2 – Reporting** – Because The John R. Oishei Foundation is interested in the results of the grants we award, we require every recipient organization to submit a final report. To begin your report, [sign into your account](#). Click on "Requirements" and then "Basic Human Needs Reporting Form." Input information as prompted and submit.



Click on "Requirements" and then "Basic Human Needs Reporting Form" to fill out and submit your report.

**IMPORTANT:** When finished, be sure to log out by clicking "Exit" each time you are in the system.