



Reference Document

Covenant Foundation's Online Grant Application Portal

How to Gather Signatures

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Complete all appropriate fields

Once you have reached the “Approvals and Signatures” section of your application, you will need to complete all applicable fields with your information. For example, as the applicant, you will need to fill out the name, title, email, and date fields in the “Applicant Signature” section. Note that the Senior Director of Operations and the Senior Leadership Team member will also need to provide their priority ranking.

The screenshot shows the 'Approvals and Signatures' section of the application. The left sidebar contains a 'PAGE NAVIGATION' menu with options like Main, Notes, Assigned Contacts, Collaborators, Report, Invoice, Change Request, Project Workplan, Project Budget, Email, and UTA Providers (L2). The main content area is titled 'Senior Director of Operations Priority Ranking and Approval'. It includes a 'Senior Director of Operations Priority Ranking' section with a dropdown menu set to '3' (where 1 is low and 5 is high priority). Below this are fields for 'Senior Director of Operations Name' (Trish Flores-Worobec), 'Senior Director of Operations Title' (Granting Officer), 'Senior Director of Operations Email' (patricia.flores@covenanthealth.ca), 'Senior Director of Operations Signature' (empty), and 'Senior Director of Operations Date' (empty).

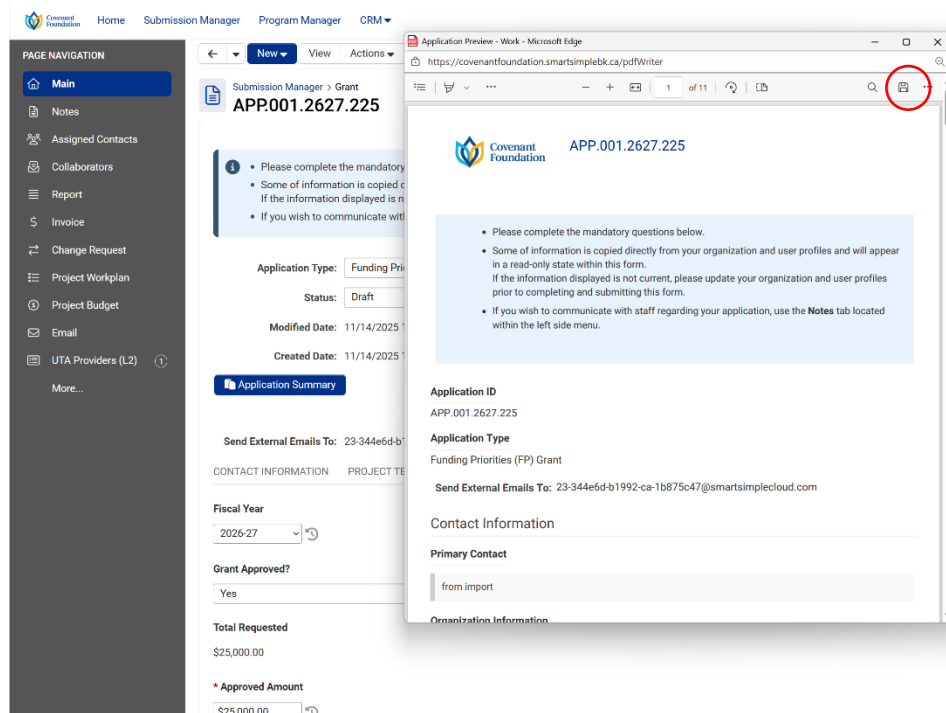
Export application

Before you export your application, ensure you save your work by clicking the “Save Draft” button at the bottom of the page.

Next, click on the “Application Summary” button to create a PDF version of your application.

The screenshot shows the 'Application Summary' button highlighted with a red circle in the left sidebar. The main content area displays the application details for 'APP.001.2627.225', including 'Application Type: Funding Priorities (FP) Grant', 'Status: Draft', 'Modified Date: 11/14/2025', and 'Created Date: 11/14/2025'. Below this are fields for 'Send External Emails To', 'Fiscal Year' (2026-27), 'Grant Approved?' (Yes), 'Total Requested' (\$25,000.00), and 'Approved Amount' (\$25,000.00). A 'PDF Application Preview' window is open, showing the application details in a PDF format, including the application ID, type, and contact information.

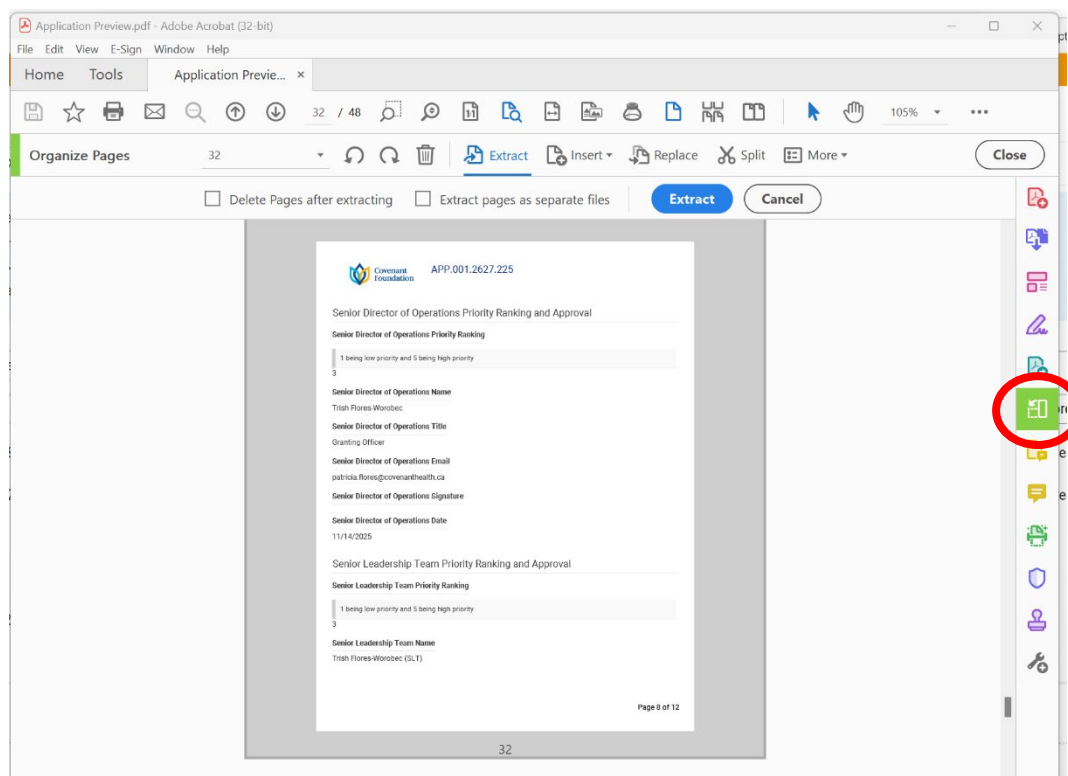
Then, click on the save button to save a copy of your PDF application to your computer.



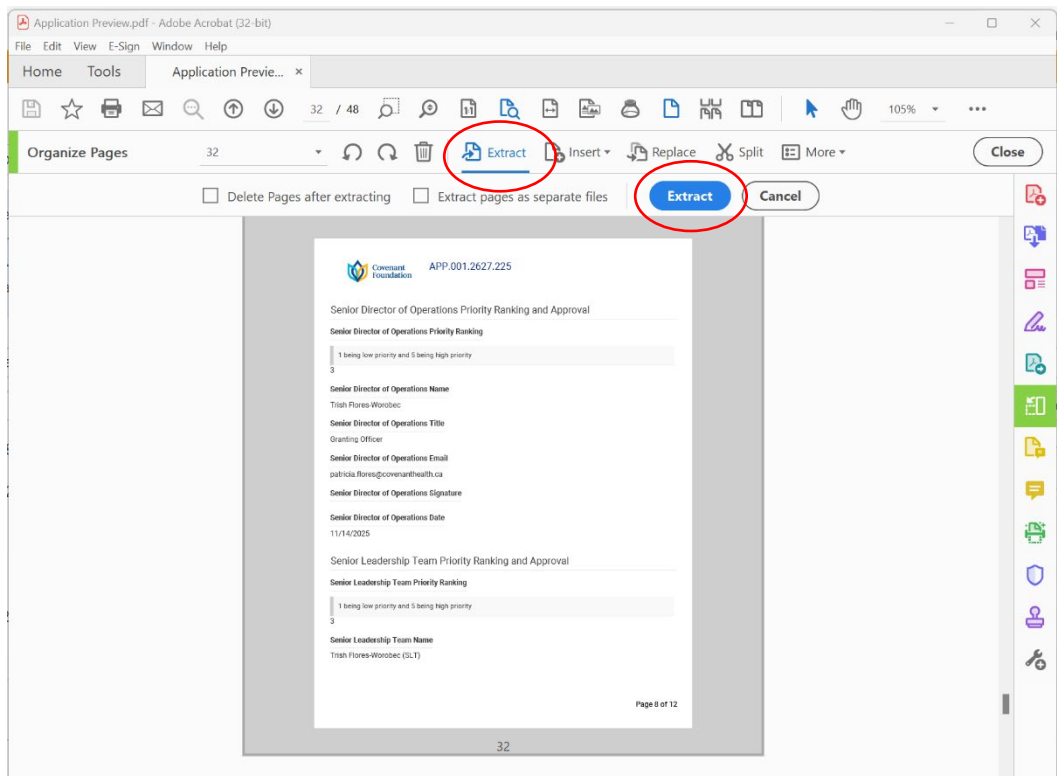
Extract the signature page (Optional)

Note: This step is optional, but it will reduce the number of pages added to the final PDF version of your submitted application.

Open the PDF version of your application. Scroll to the signature page that you would like to sign and click on the green “organize pages” button.

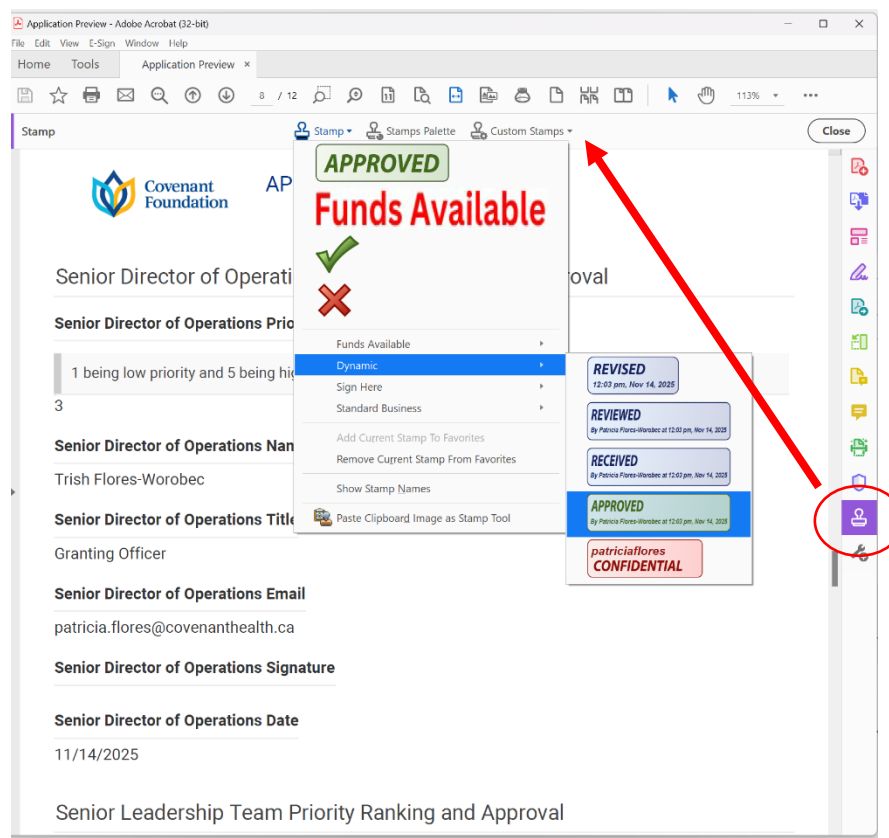


Then, click “Extract” then “Extract” again to isolate the signature page.

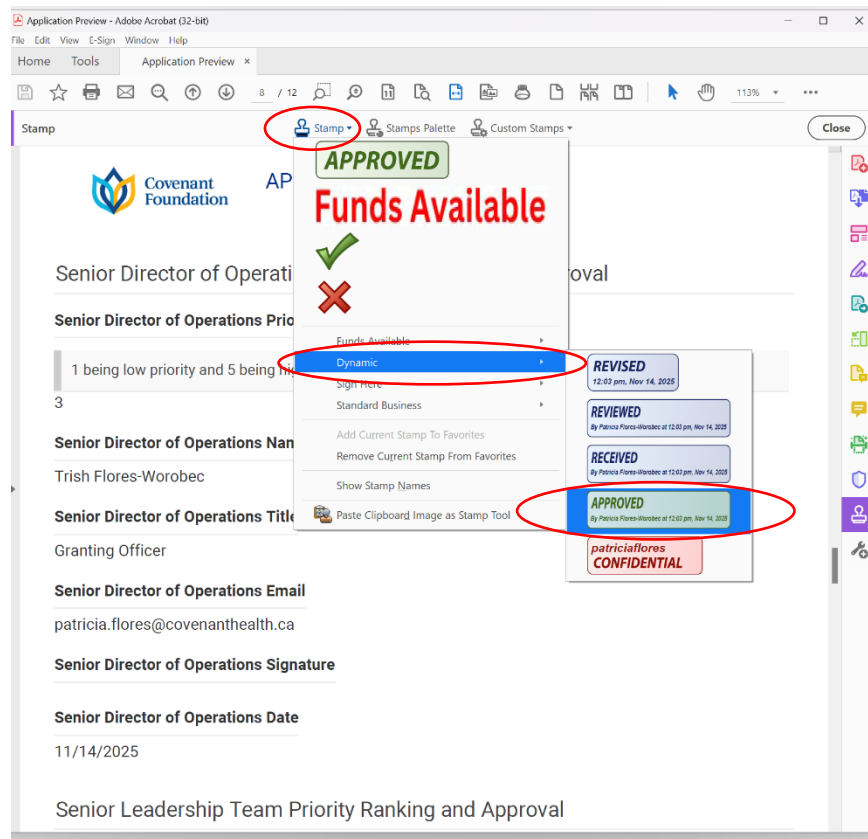


Stamp approval

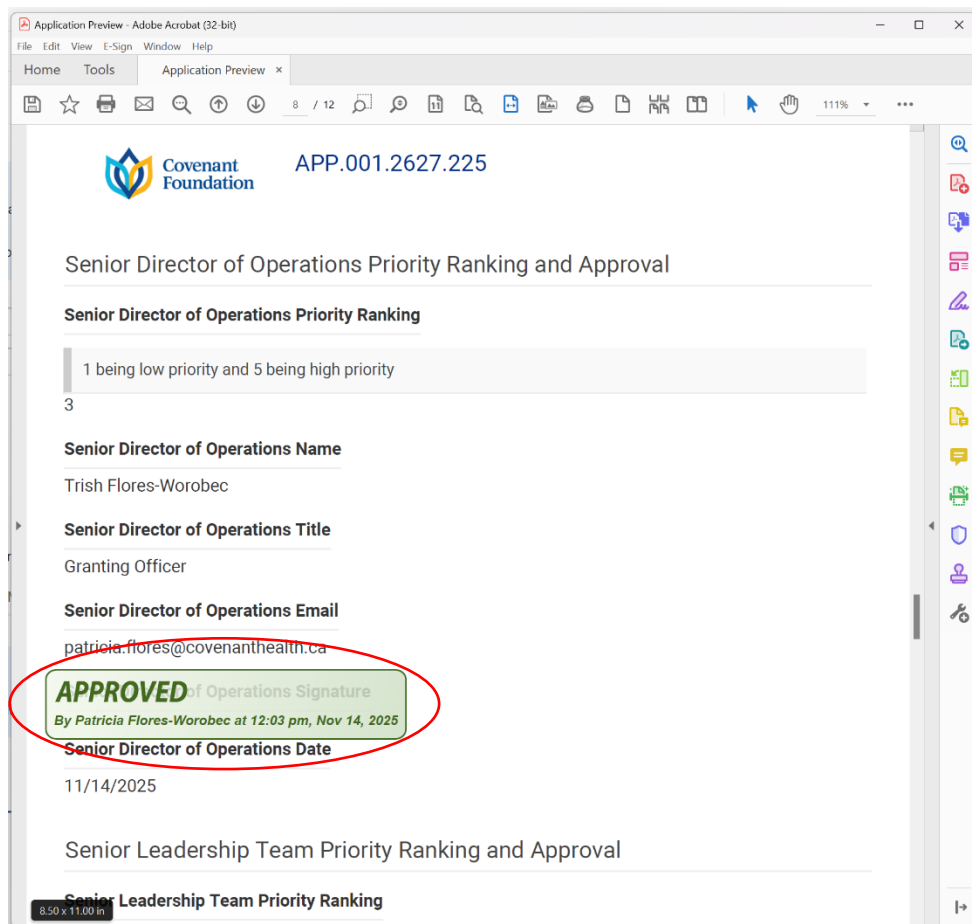
Click on the purple stamp button to bring up your stamp options.



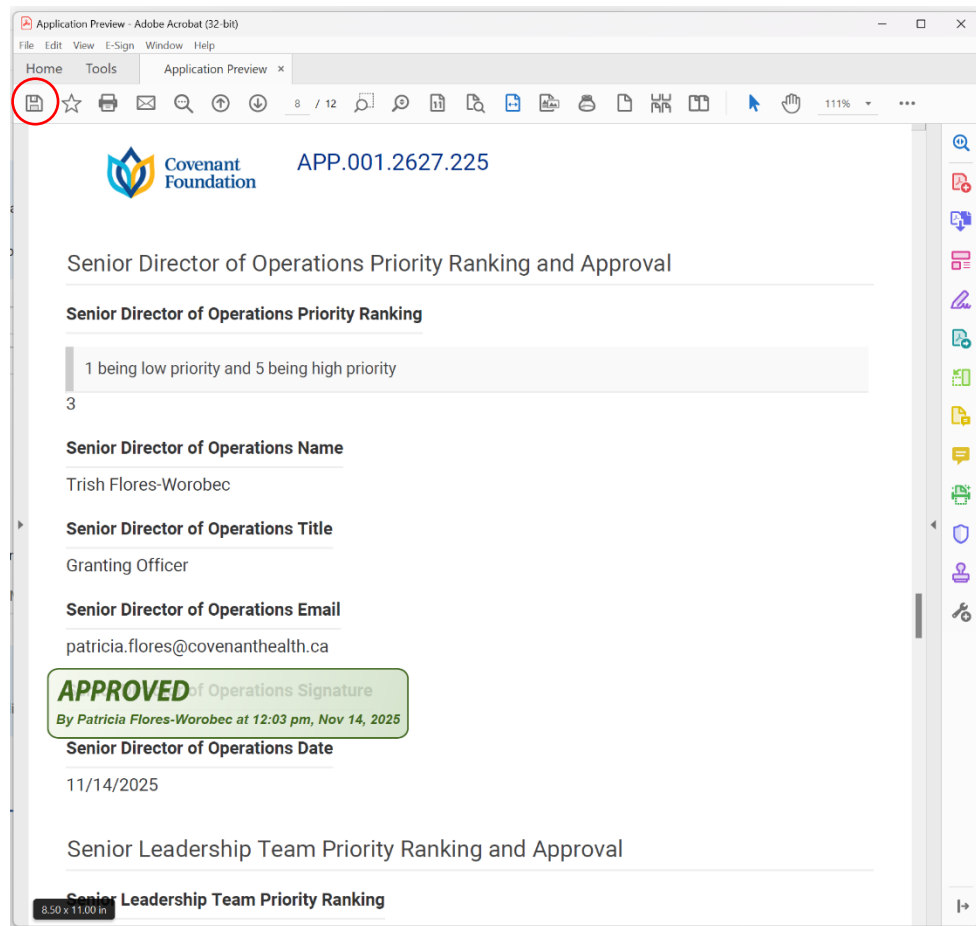
Next, click “Stamp” then “Dynamic” then the “Approved” stamp.



Apply the approved stamp to the appropriate signature field.

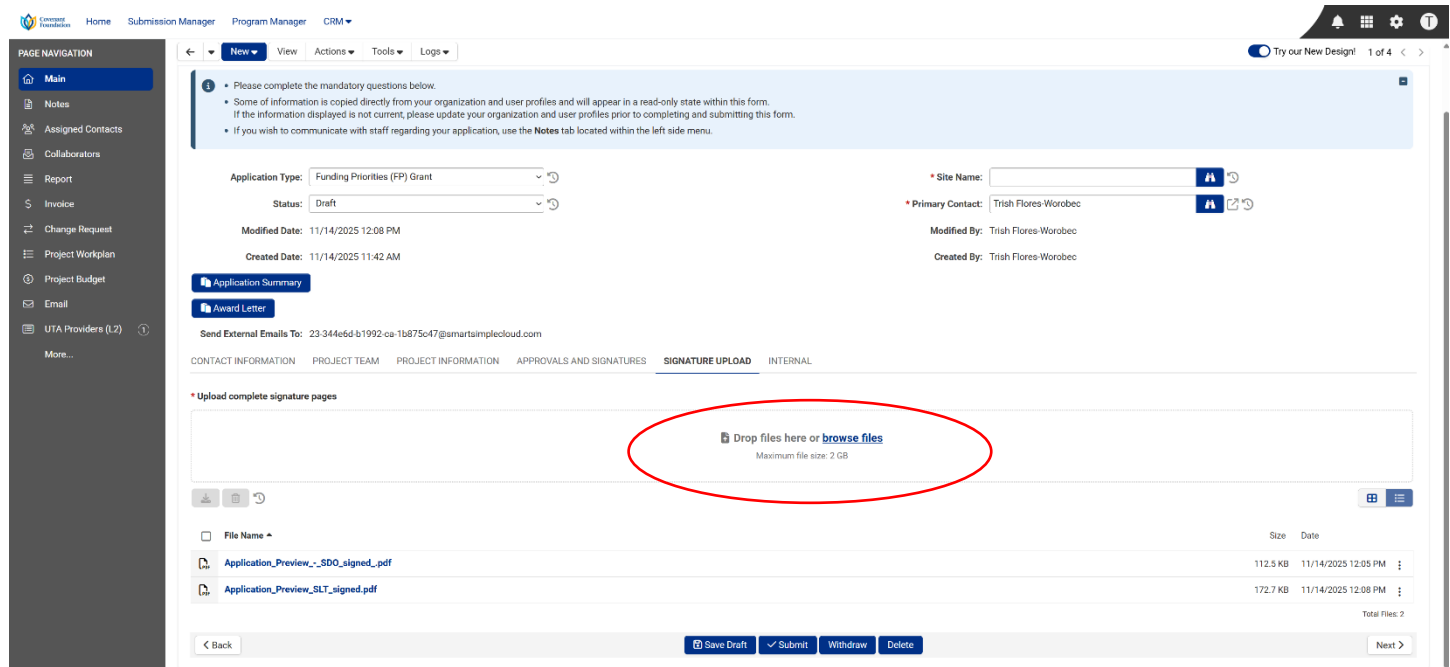


Then, save a copy of your signed PDF.



Upload signature page to portal

Once you have successfully obtained all required signatures, you may now upload it to the portal. Drag and drop or click the “browse files” button to upload the signature page to your application.



Save draft and submit

Be sure to click the “Save Draft” button at the bottom of the page once your signature page has been uploaded. Once all the required signatures have been uploaded, you may click the “Submit” button to submit your application to the Foundation.

Questions and Support

For questions and further information about the grant portal, please contact Trish Flores-Worobec, granting officer with Covenant Foundation at patricia.flores@covenanthealth.ca.