Creating an Organization

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to create an organization.

Introduction

An organization serves as a recipient's profile within ND Grants which allows recipients to create and manage their awards and applications. The Federal Emergency Management Agency (FEMA) requests that all applicants provide their organization's contact information. When creating an organization, please note that:

- Organizations you belong to will be listed on the *Organization Administration* page
- Only the Organization Administrator can add contacts to the organization, update user roles within the organization, and approve organization access requests
- The Organization Administrator will see the Update Organization icon in the Action column on the *Organization Administration* page
- If you are not the Organization Administrator, you can view the organization details by clicking on the Organization Legal Name link on the *Organization Administration* page

Prerequisites

To create an organization:

- You must be an ND Grants user

Step 1

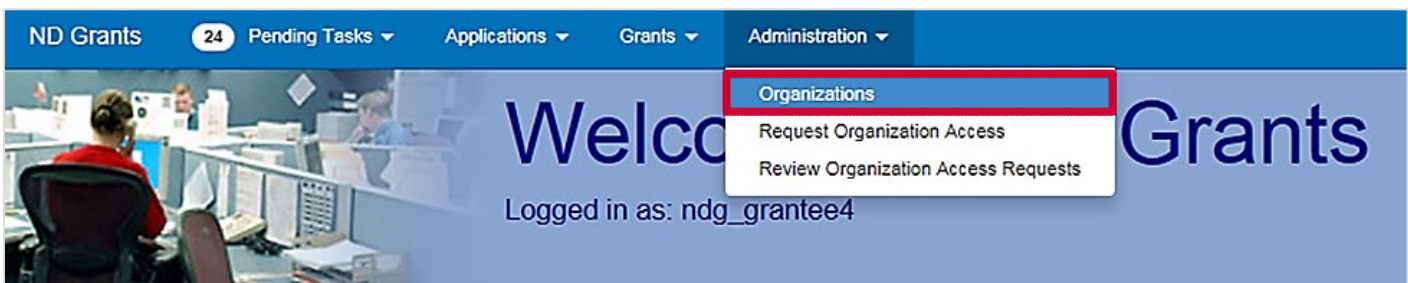Under the Administration dropdown, click the Organizations link to view the *Organization Administration* page.

Figure 1. Open the Administration dropdown from the ND Grants homepage

Step 2

Click the Create Organization button in the upper right corner of the page.

Figure 2. The *Organization Administration* page lists all organizations to which you belong

Note

▪ All organizations you belong to will be listed on the *Organization Administration* page

Step 3

From the *Create Organization* page, enter all organization information and click the Save button.

Figure 3. Complete all fields on the *Create Organization* page's Details and Contacts sections

Note

- After creating the organization, you will automatically become the Organization Administrator
- An organization's contacts are not ND Grants users. Without an ND Grants account, they will not have system privileges

Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your FEMA Program Manager or Grants Specialist.

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