

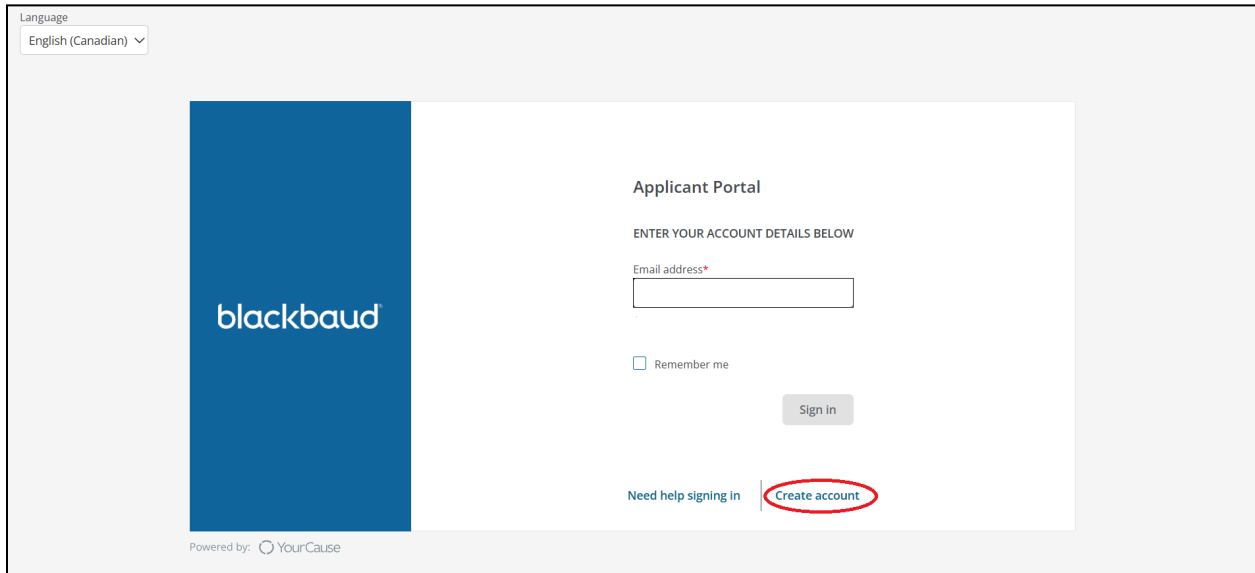
## How to Create a Blackbaud Account and Apply?

1. Creating a Blackbaud Account and Adding your Group.....	2
a. Creating a Blackbaud Account.....	2
2. Applying to the TD Park People Grants.....	5
a. Adding Your Group to Blackbaud.....	7
b. Selecting Your Group from the Blackbaud Database.....	10
c. Starting the Application.....	11
3. Application Form Questions.....	13

# 1. Creating a Blackbaud Account and Adding your Group

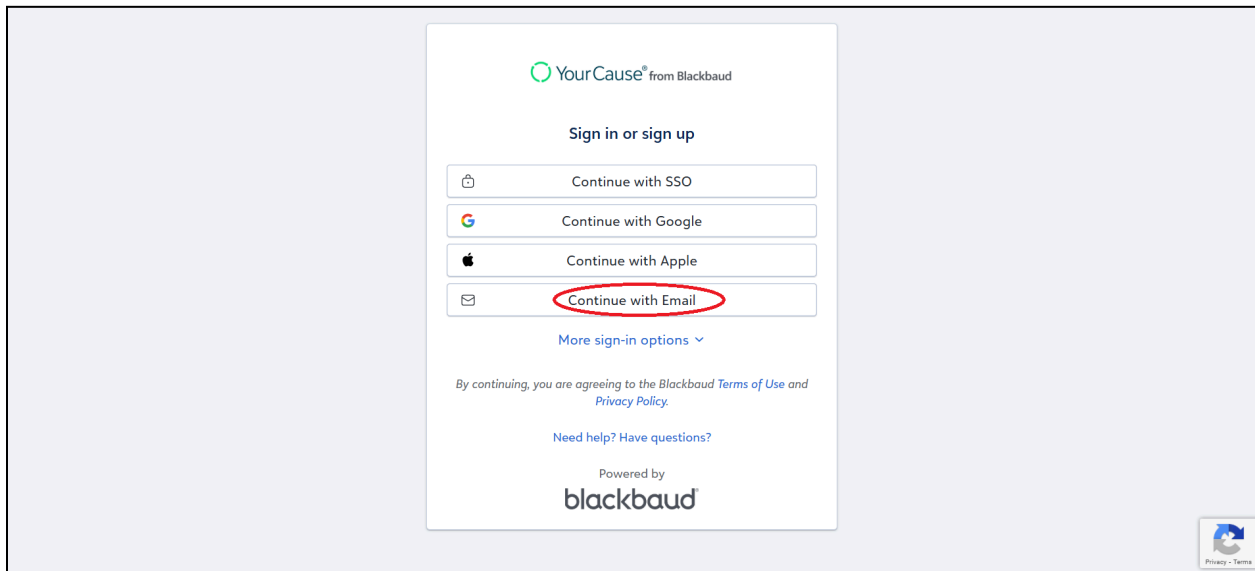
## a. Creating a Blackbaud Account

After clicking on the link, you will be redirected to the page below. Click on “Create account” to start the process.



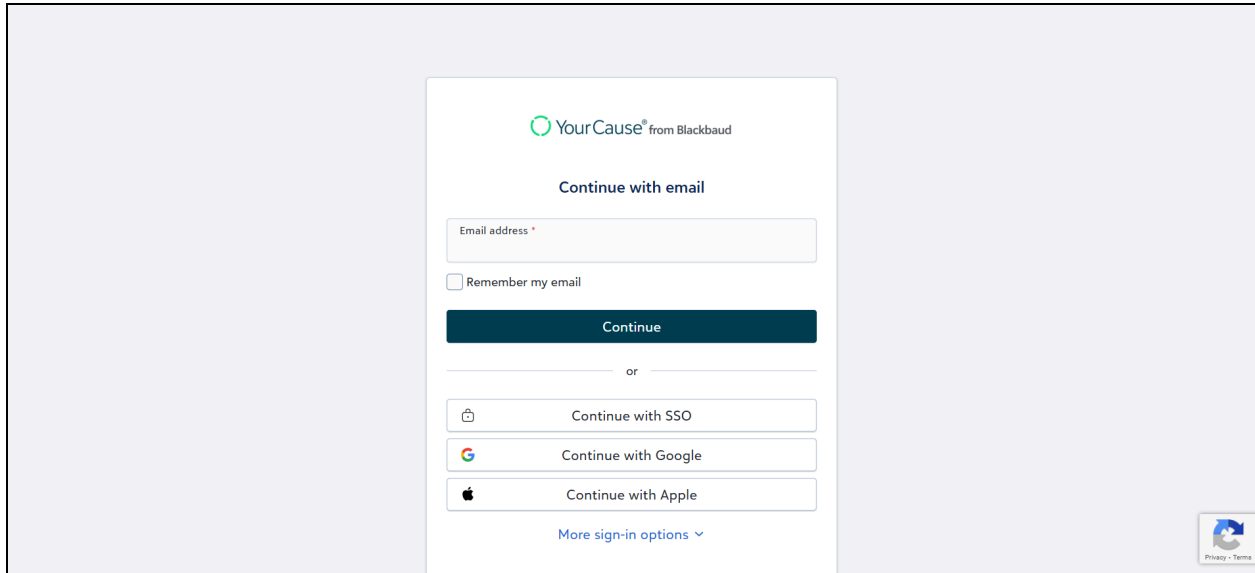
The screenshot shows the Blackbaud Applicant Portal login page. On the left is a large blue rectangle with the 'blackbaud' logo in white. To the right, the text 'Applicant Portal' is at the top, followed by 'ENTER YOUR ACCOUNT DETAILS BELOW'. Below this is a text input field labeled 'Email address\*'. Underneath the field is a checkbox labeled 'Remember me'. To the right of the checkbox is a 'Sign In' button. At the bottom left of the form area is a link 'Need help signing in', and at the bottom right is a link 'Create account' which is circled in red. In the top left corner, there is a language dropdown menu set to 'English (Canadian)'. At the bottom left, it says 'Powered by: YourCause'.

There will be multiple options to create an account. This document will only focus on creating an account using an email address and a password. Click on “Continue with Email”.



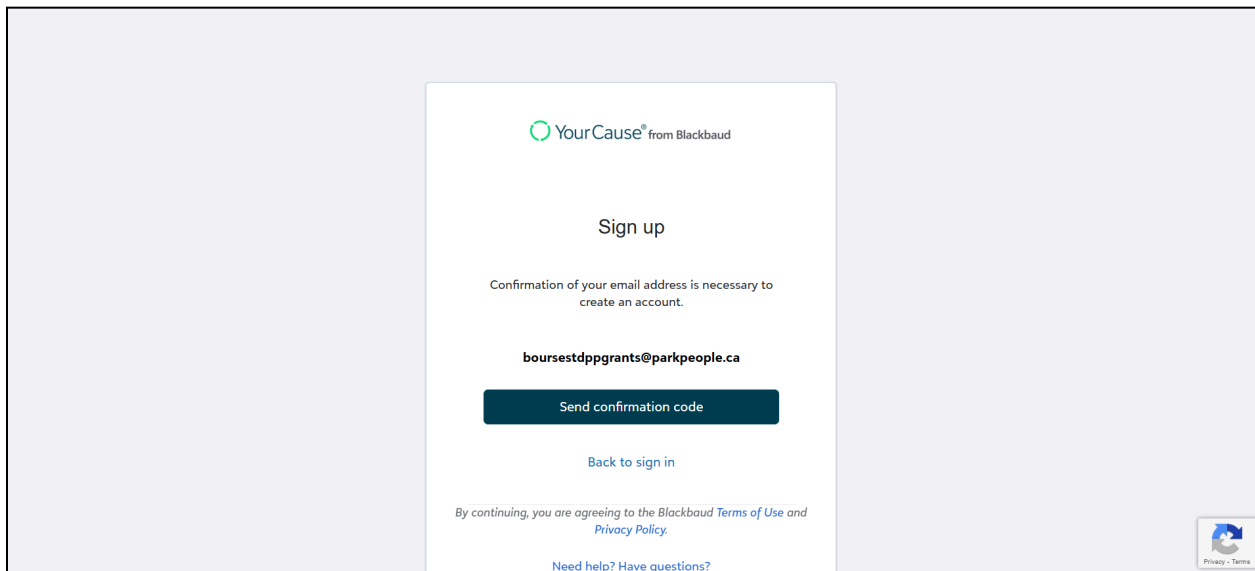
The screenshot shows a 'Sign in or sign up' page. At the top is the 'YourCause® from Blackbaud' logo. Below the logo is the heading 'Sign in or sign up'. There are four buttons stacked vertically: 'Continue with SSO' (with a lock icon), 'Continue with Google' (with the Google logo), 'Continue with Apple' (with the Apple logo), and 'Continue with Email' (with an email icon). The 'Continue with Email' button is circled in red. Below these buttons is a link 'More sign-in options' with a dropdown arrow. Further down is a line of text: 'By continuing, you are agreeing to the Blackbaud Terms of Use and Privacy Policy.' Below that is a link 'Need help? Have questions?'. At the bottom is the text 'Powered by blackbaud'. In the bottom right corner, there is a small icon for 'Privacy - Terms'.

Enter the email address you want to use as the username for your Blackbaud account and click “Continue”.



The image shows a login page for 'YourCause from Blackbaud'. At the top is the logo. Below it is the heading 'Continue with email'. There is a text input field for 'Email address' with a red asterisk. Below the field is a checkbox labeled 'Remember my email'. A dark blue button labeled 'Continue' is positioned below the checkbox. Underneath the button is the word 'or' flanked by horizontal lines. Below this are three buttons for social login: 'Continue with SSO' (with a key icon), 'Continue with Google' (with the Google logo), and 'Continue with Apple' (with the Apple logo). At the bottom of these buttons is a link 'More sign-in options' with a downward arrow. In the bottom right corner, there is a small icon for 'Privacy & Terms'.

Click on “Send confirmation code” and go to your inbox to retrieve the code.



The image shows a sign-up page for 'YourCause from Blackbaud'. At the top is the logo. Below it is the heading 'Sign up'. A message states: 'Confirmation of your email address is necessary to create an account.' Below this message is the email address 'boursestdppgrants@parkpeople.ca'. A dark blue button labeled 'Send confirmation code' is positioned below the email address. Below the button is a link 'Back to sign in'. At the bottom of the page, there is a line of text: 'By continuing, you are agreeing to the Blackbaud Terms of Use and Privacy Policy.' Below this is a link 'Need help? Have questions?'. In the bottom right corner, there is a small icon for 'Privacy & Terms'.

Enter the code in the “Confirmation Box” and click “Confirm”.

YourCause® from Blackbaud

### Sign up

Confirmation of your email address is necessary to create an account.  
Confirmation code has been sent to your inbox.  
Copy it to the confirm box below.

**boursestdppgrants@parkpeople.ca**

  
  
  
[Privacy - Terms](#)

You will then be prompted to create your password. It must be 12 or more characters and must contain at least 3 of the following:

- Lowercase letter
- Capital letter
- Number
- Special character (!, #, %, etc.)

YourCause® from Blackbaud

### Sign up

Confirmation of your email address is necessary to create an account.  
The code has been verified. You can now continue.

**boursestdppgrants@parkpeople.ca**

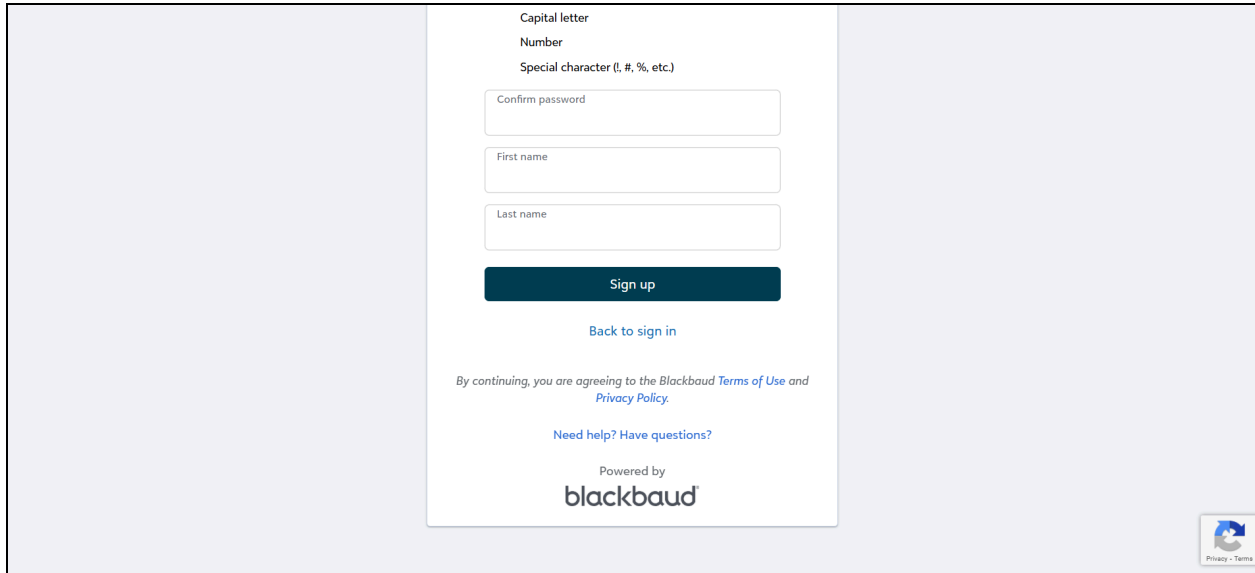
☐ Must be 12 or more characters.

☐ Must contain at least 3 of the following:

- Lowercase letter
- Capital letter
- Number
- Special character (!, #, %, etc.)

  
[Privacy - Terms](#)

On the same page, you will be prompted to re enter your password to confirm it and to enter your first and last name. Once that's done, click on "Sign up".



Capital letter  
Number  
Special character (!, #, %, etc.)

Confirm password

First name

Last name

Sign up

[Back to sign in](#)

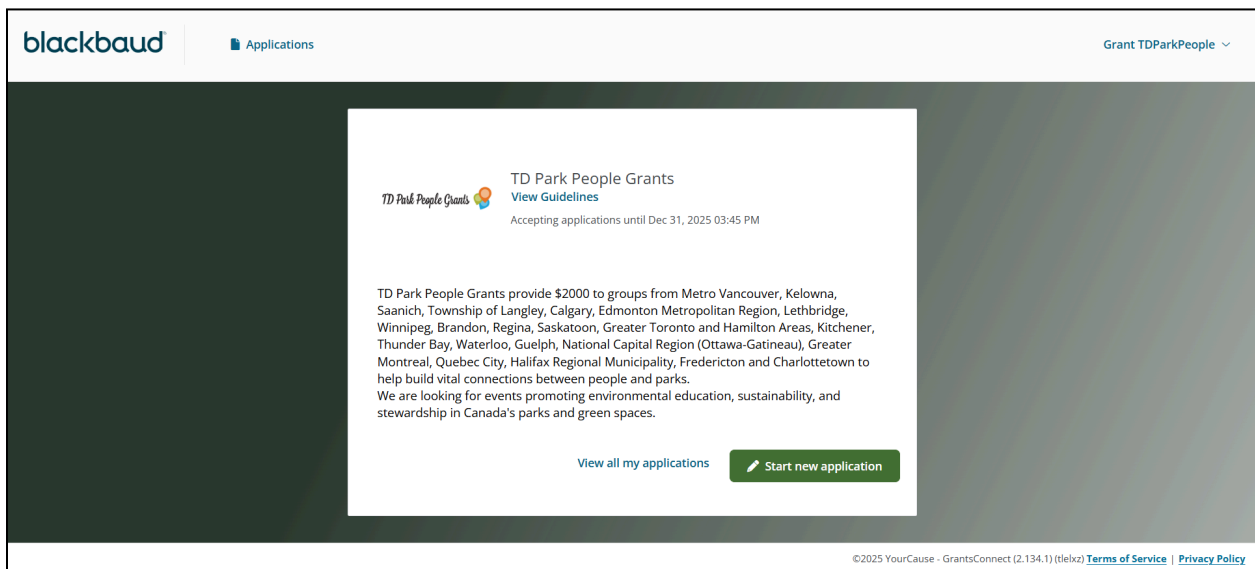
By continuing, you are agreeing to the Blackbaud [Terms of Use](#) and [Privacy Policy](#).

[Need help? Have questions?](#)

Powered by  
**blackbaud**

Privacy - Terms

After your account is created you will see the page to start applying to the TD Park People Grants.



**blackbaud** Applications Grant TDParkPeople

**TD Park People Grants**  
[View Guidelines](#)  
Accepting applications until Dec 31, 2025 03:45 PM

TD Park People Grants provide \$2000 to groups from Metro Vancouver, Kelowna, Saanich, Township of Langley, Calgary, Edmonton Metropolitan Region, Lethbridge, Winnipeg, Brandon, Regina, Saskatoon, Greater Toronto and Hamilton Areas, Kitchener, Thunder Bay, Waterloo, Guelph, National Capital Region (Ottawa-Gatineau), Greater Montreal, Quebec City, Halifax Regional Municipality, Fredericton and Charlottetown to help build vital connections between people and parks. We are looking for events promoting environmental education, sustainability, and stewardship in Canada's parks and green spaces.

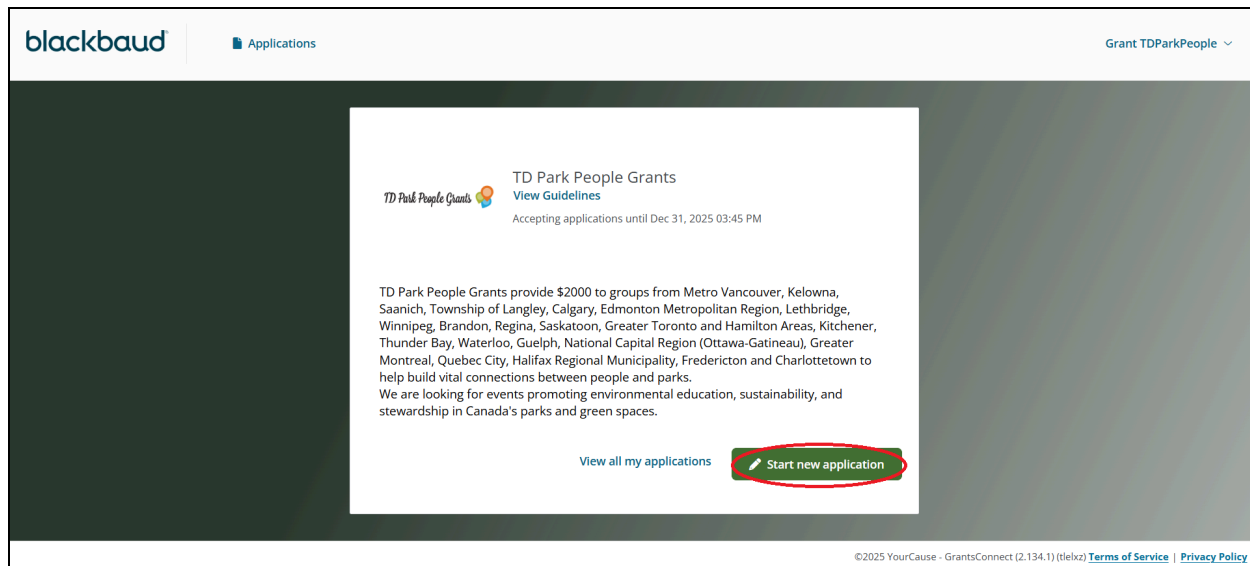
[View all my applications](#) [Start new application](#)

©2025 YourCause - GrantsConnect (2.134.1) (tlekz) [Terms of Service](#) | [Privacy Policy](#)

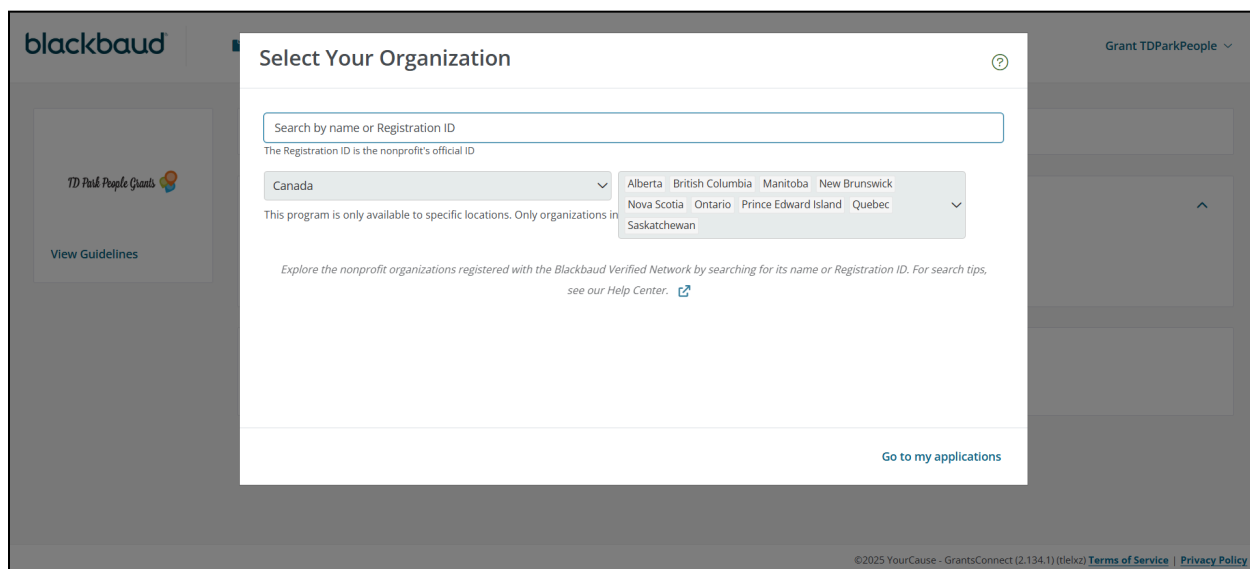
Now that your account is created, simply use your username (email address) and password to log in.

## 2. Applying to the TD Park People Grants

To start applying to the TD Park People Grants, click on “Start New Application”.



You will then be prompted to search for your organization using the search bar.



The system will search in a database of registered non-profit organizations and charities and either your group will show up or it won't.

**If your group does not show up, it doesn't mean you are ineligible to apply.** All you have to do is add your group/organization to the database. To do so, go to [a. Adding Your Group to Blackbaud](#) to continue the process.

If your group shows up, go to [b. Selecting Your Group from the Blackbaud Database](#) to continue the process.

### a. Adding Your Group to Blackbaud

If your group/organization doesn't show in the search results, you can manually add it by clicking "+ Add organization" to continue the process.

blackbaud

Grant TDParkPeople

### Select Your Organization

Park plan

The Registration ID is the nonprofit's official ID

Canada

Alberta British Columbia Manitoba New Brunswick  
Nova Scotia Ontario Prince Edward Island Quebec  
Saskatchewan

This program is only available to specific locations. Only organizations in

No organizations could be found

Try checking spelling, spacing, and abbreviations. If we still can't find it, your organization may not be registered with the Blackbaud Verified Network or eligible to apply for this program.

Don't see the organization? + Add organization

Go to my applications

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You can then enter the information about your group/organization, starting with the country and the tax ID (if you have one), then click "Next".

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Grant TDParkPeople

### Add Organization

Location\*

Canada

Government tax identification number

Government tax identification number such as EIN, Tax ID, VAT, BN, or PAN

Cancel Back Next

FORM QUESTIONS

Accepting applications until Dec 31, 2025 03:45 PM

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You can then enter your group's name, add a website URL if you have one and your group's logo/a picture representing your group if you have one. Click "Next" to continue.

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Grant TDParkPeople

### Add Organization

Organization name\*

Organization website

Icon

Click or drop files here to upload  
Maximum file size: 29MB

Accepted file types include: bmp, gif, jpeg, jpg, png, tif, tiff, webp  
Add an icon or logo for the Nonprofit Profile that will be created. If none is provided, a generic icon will be used.

Cancel Back Next

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That's when you can enter the street address of your group and click "Next" to get to the review page.

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Grant TDParkPeople

### Add Organization

Address line 1\*

Address line 2

Country\*

Canada

City\*

State, province or region\*

Select state, province, or region

Postal code\*

Cancel Back Next

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On the review page, you will be able to make sure all the information entered is correct. Once you're ready to add your organization, click "Submit and Continue".



**blackbaud**

**Add Organization**

MY GROUP'S ORGANIZATION  
401 Richmond Street West, Toronto, ON, M5V 3A8, CA  
un-defined

Cancel Back **Submit and continue**

**FORM QUESTIONS**  
Accepting applications until Dec 31, 2025 03:45 PM

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You will automatically redirected to the first page of the application form, with the applicant information summarized at the top:

- Your group's information on the left
- Your information on the right (person logged into Blackbaud who will submit the application)

**blackbaud**

**Applications**

Grant TDParkPeople

**TD Park People Grants Application Form**

**Applicant Information**

MY GROUP'S ORGANIZATION  
401 Richmond Street West, Toronto, ON, M5V 3A8, CA  
Update organization

**Your Personal Information/Information of the person logged into Blackbaud**

Grant TDParkPeople  
boursestdppgrants@parkpeople.ca

**Your Group's Information**

**FORM QUESTIONS**

Complete the required fields below.  
Accepting applications until Dec 31, 2025 03:45 PM

Section A: Contact informat... Section B: Overview Section C: Demographic info... Section D: Events Section E: Budget

Download

**Saved**

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Go to [c. Starting the Application](#) to continue the process.

## b. Selecting Your Group from the Blackbaud Database

If your organization shows up in the search results, click on it and then click “Select”.

The screenshot shows the 'Select Your Organization' modal in the Blackbaud system. The search bar at the top contains the text 'park people'. Below the search bar, there are dropdown menus for 'Canada' and a list of provinces. A list of organizations is displayed, including 'PARK PEOPLE PROJECTS CANADA/AMIS DES PARCS PROJETS CANADA' which is highlighted. At the bottom, there are buttons for 'Back', 'Go to my applications', and 'Select'.

You will automatically redirected to the first page of the application form, with the applicant information summarized at the top:

- Your group's information on the left
- Your information on the right (person logged into Blackbaud who will submit the application)

The screenshot shows the 'TD Park People Grants Application Form'. The top section shows 'Applicant Information' with two entries: 'PARK PEOPLE PROJECTS CANADA/AMIS DES PARCS PROJETS CANADA' and 'Grant TDParkPeople'. The 'PARK PEOPLE PROJECTS CANADA/AMIS DES PARCS PROJETS CANADA' entry is circled in red. The 'Grant TDParkPeople' entry is also circled in red. Below this, there is a section for 'Your Group's Information' with a form for 'Name of your Group\*'. The 'Grant TDParkPeople' entry is also circled in red.

Go to [c. Starting the Application](#) to continue the process.

### c. Starting the Application

After adding your group's information or selecting your group from the search results, you will automatically be redirected to the application form.

The screenshot shows the Blackbaud Applications page for the TD Park People Grants. The header includes the Blackbaud logo, 'Applications' tab, and 'Grant TDParkPeople'. The main title is 'TD Park People Grants Application Form'. On the left sidebar, there's a 'View Guidelines' link, 'Application Forms' section with 'TD Park People Grants Application Form' (Draft on Dec 1, 2025), and a 'Saved' button. The main content area has 'Applicant Information' with 'MY GROUP'S ORGANIZATION' (401 Richmond Street West, Toronto, ON, M5V 3A8, CA) and an 'Update organization' button. Below this is the 'FORM QUESTIONS' section with a 'Download' button. It states 'Complete the required fields below. Accepting applications until Dec 31, 2025 03:45 PM'. The form is divided into tabs: 'Section A: Contact Information', 'Section B: Overview', 'Section C: Demographic Info...', 'Section D: Events', and 'Section E: Budget'. A 'More' dropdown is visible. At the bottom, there's a 'Name of your Group\*' input field and a copyright notice: '©2025 YourCause - GrantsConnect (2.134.1) (t1elkz) Terms of Service | Privacy Policy'.

The form is separated into multiple sections, each being represented by a specific tab on the form.

This close-up screenshot focuses on the 'FORM QUESTIONS' section. It shows the tabs: 'Section A: Contact Information', 'Section B: Overview', 'Section C: Demographic Info...', 'Section D: Events', 'Section E: Budget', and 'Section F: Terms & Conditions'. Each tab is circled in red. Below the tabs is the 'Name of your Group\*' input field. The 'Download' button is also visible.

Answer all the questions in a section/tab and once you're done, click "Next" at the bottom of the section. Do not worry about saving your answers, Blackbaud automatically does it for you and a "Saved" checkmark is displayed in the bottom left corner of the page to let you know.

This close-up screenshot shows the bottom of the form. On the left, a green 'Saved' button with a checkmark is circled in red. On the right, there's a 'Next' button (circled in red) and a 'Sign and submit' button. The copyright notice '©2025 YourCause - GrantsConnect (2.134.1) (t1elkz) Terms of Service | Privacy Policy' is at the bottom.

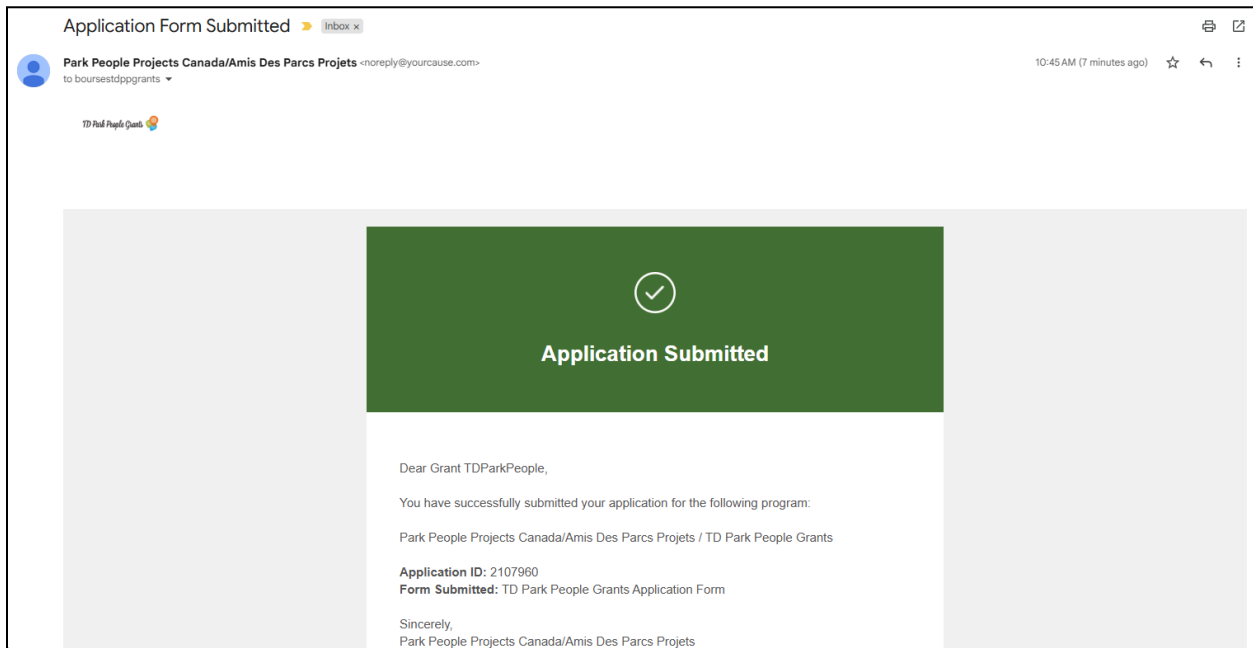
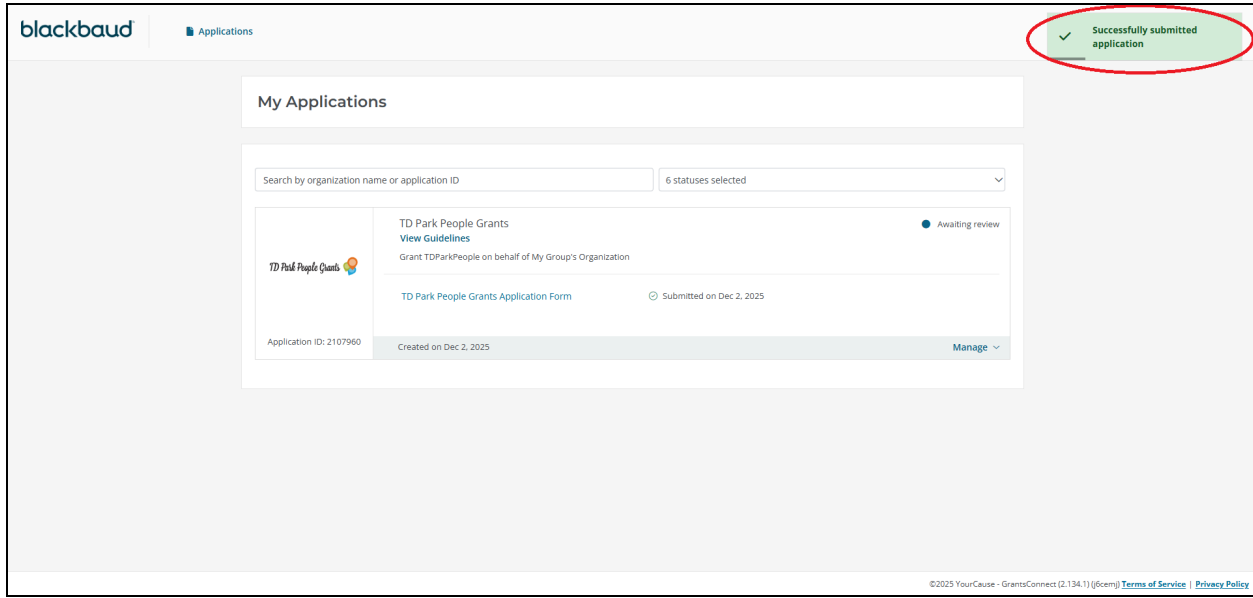
After filling out all the sections, the last section will be the Terms & Conditions. Click on “Sign and Submit” to finalize your application.

To sign your application, you will have the option to either type in your name, upload your signature or draw it. Once you’re ready, click on “Sign and Submit”. **This step is the final step of the process and it will submit your application.**

The screenshot shows a web application interface with a modal titled "Sign and Submit" in the center. The modal contains the following text: "Please note that by accepting our Terms and Conditions, you agree to deliver the events as described in this application form and comply with the terms of the TD Park People Grants as outlined in this form if your application is successful. According to these terms, groups receiving the grant must host at least two events between April 22 and December 31, 2025. Events funded through the program must be free and open to all, and every reasonable effort should be made to make the events accessible. Events must abide by local laws, by-laws, public health recommendations, permit requirements, and insurance. Templates for event signage provided by Park People and TD must be used and displayed at events and will include Park People and TD logos." Below this text, it says "Please email any inquiries regarding these terms to: [boursestdpgrants@parkpeople.ca](mailto:boursestdpgrants@parkpeople.ca)." and "By clicking Sign and Submit, I agree to the terms and conditions". There are three options: "Type", "Upload", and "Draw". The "Type" option is selected, and there is a text input field labeled "Type your full name". At the bottom of the modal are "Cancel" and "Sign and submit" buttons. The background shows a sidebar with "Application Forms" (including "TD Park People Grants Application Form" and "Draft on Dec 2, 2025") and a "FORM QUESTIONS" section. A "Download" button is visible on the right. A "Saved" button is in the bottom left. The footer contains copyright information: "© 2025 YourCause - GrantsConnect (2.134.1) (f6cm) | [Terms of Service](#) | [Privacy Policy](#)".

After your application is submitted, you will automatically be redirected to “My Applications” page and your application will show with some details like the date it was submitted and the status of your application.

A popup notification will appear in the top right corner, confirming that your application was successfully submitted and an email will also be sent to the email address you used to create your Blackbaud account.



### 3. Application Form Questions

This document outlines how to apply to the TD Park People Grants using Blackbaud.

For the application questions, please use the [Application Form Questions document](#).