

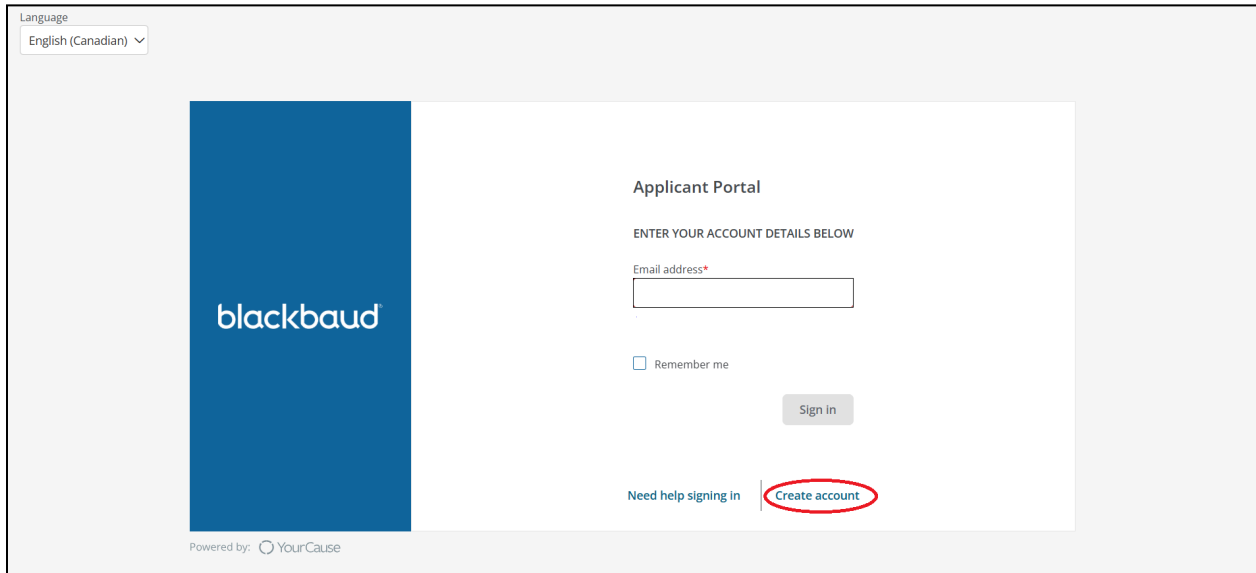
How to Create a Blackbaud Account and Apply?

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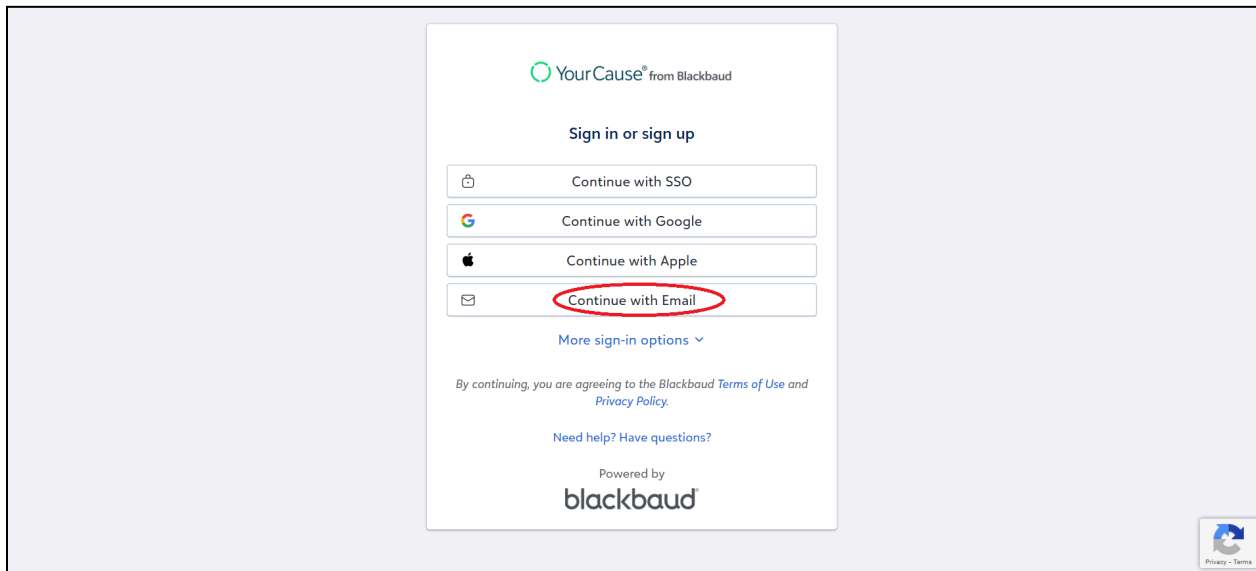
1. Creating a Blackbaud Account and Adding your Group/Organization

a. Creating a Blackbaud Account

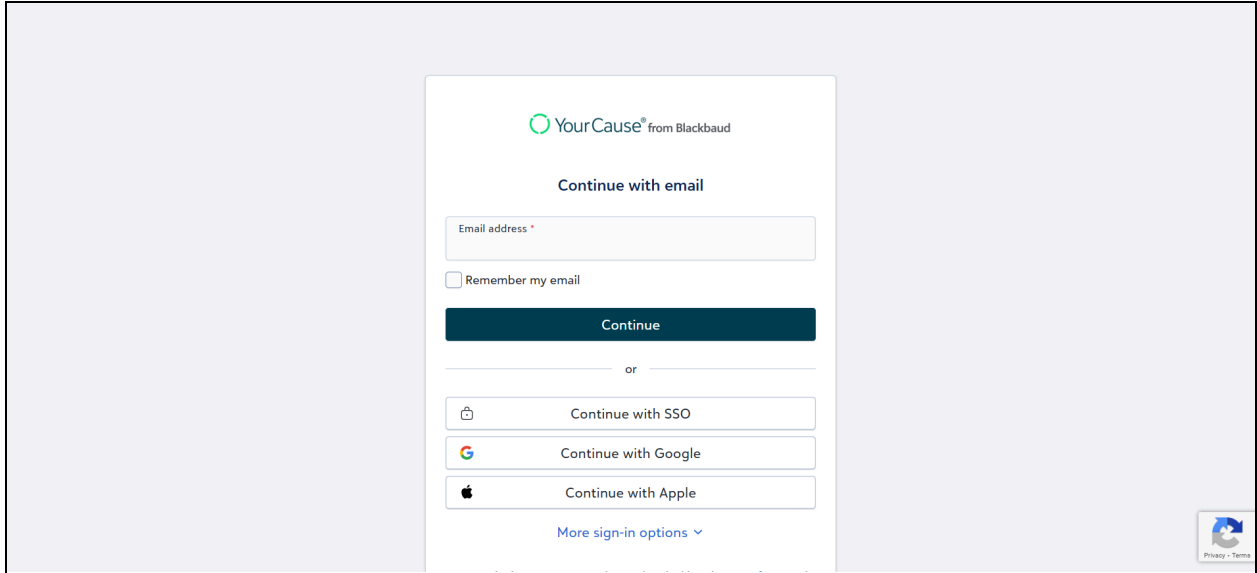
After clicking on the link, you will be redirected to the page below. Click on “Create account” to start the process.



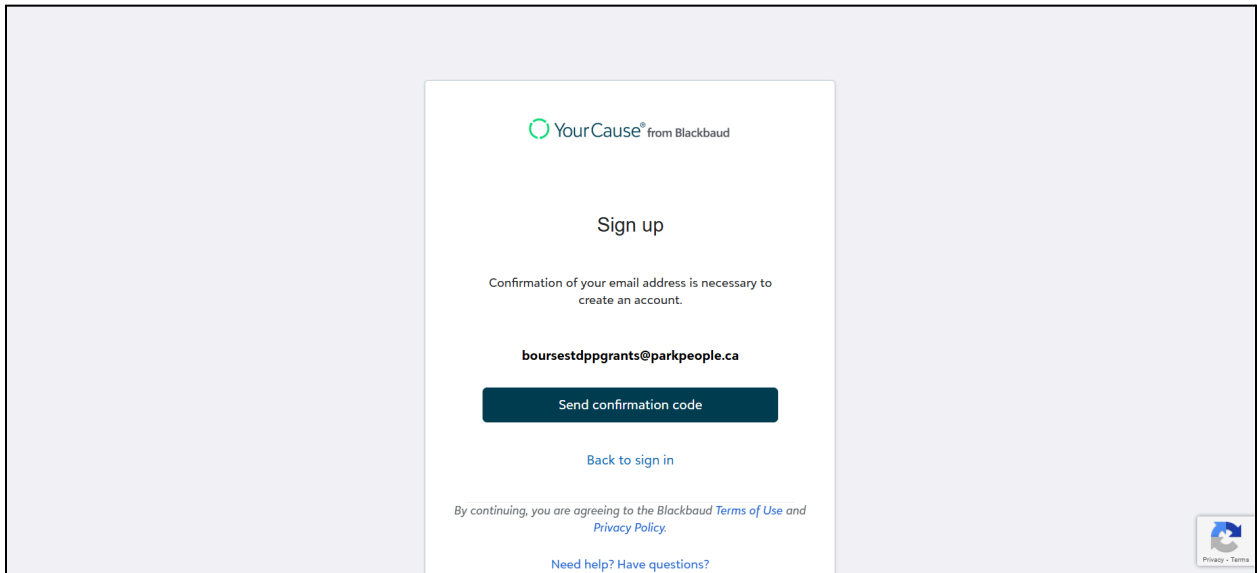
There will be multiple options to create an account. This document will only focus on creating an account using an email address and a password. Click on “Continue with Email”.



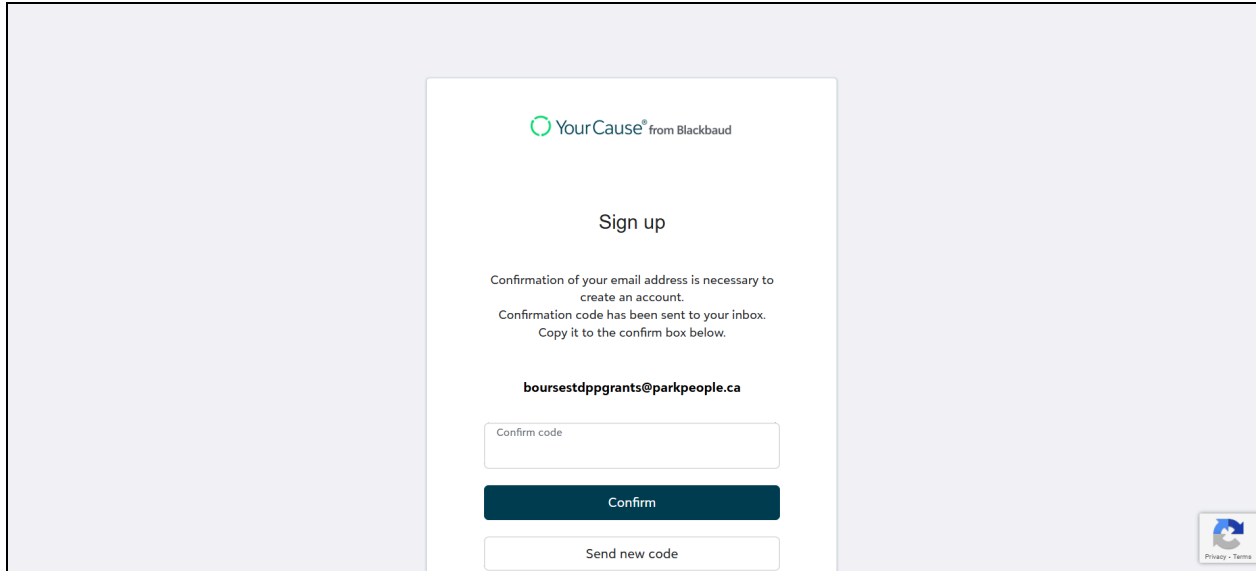
Enter the email address you want to use as the username for your Blackbaud account and click “Continue”.



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

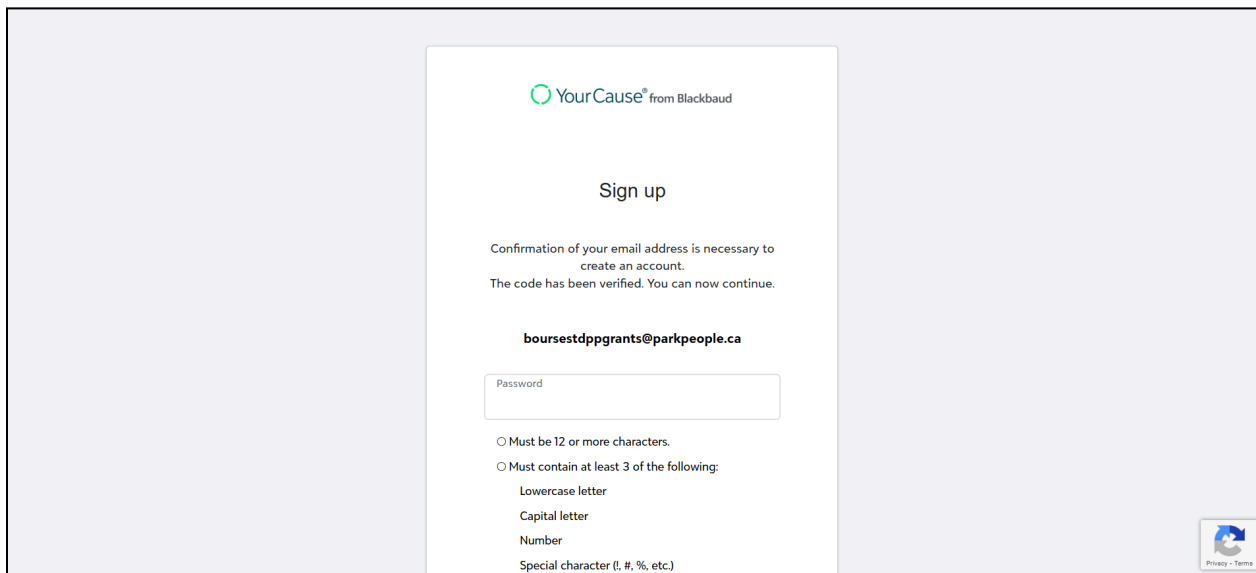


Enter the code in the “Confirmation Box” and click “Confirm”.

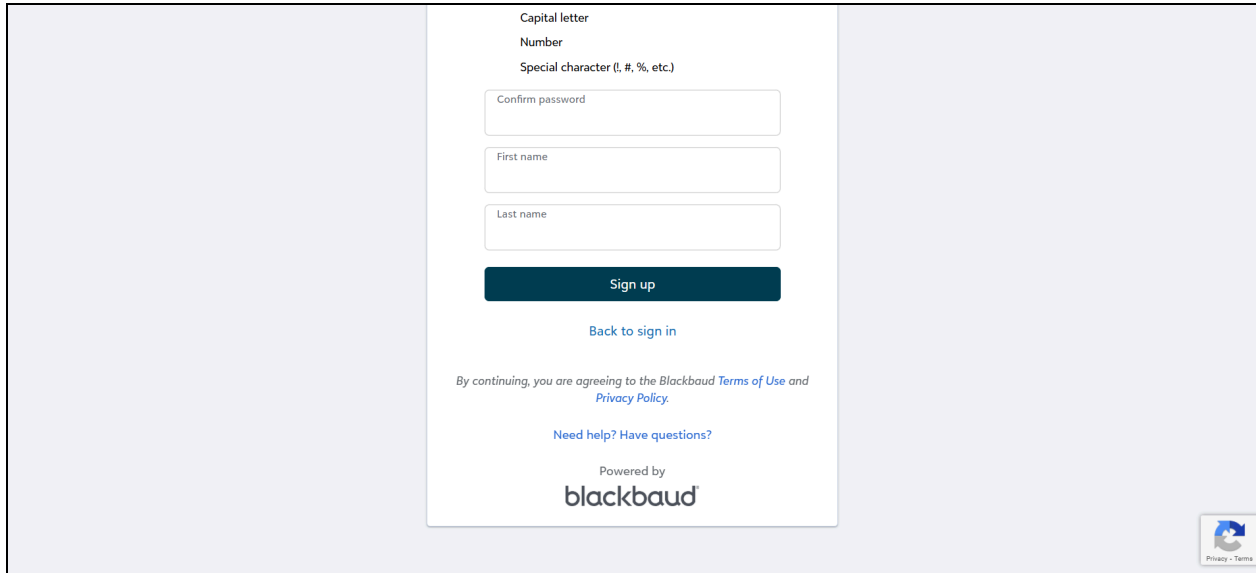


You will then be prompted to create your password. It must be 12 or more characters and must contain at least 3 of the following:

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



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](#)

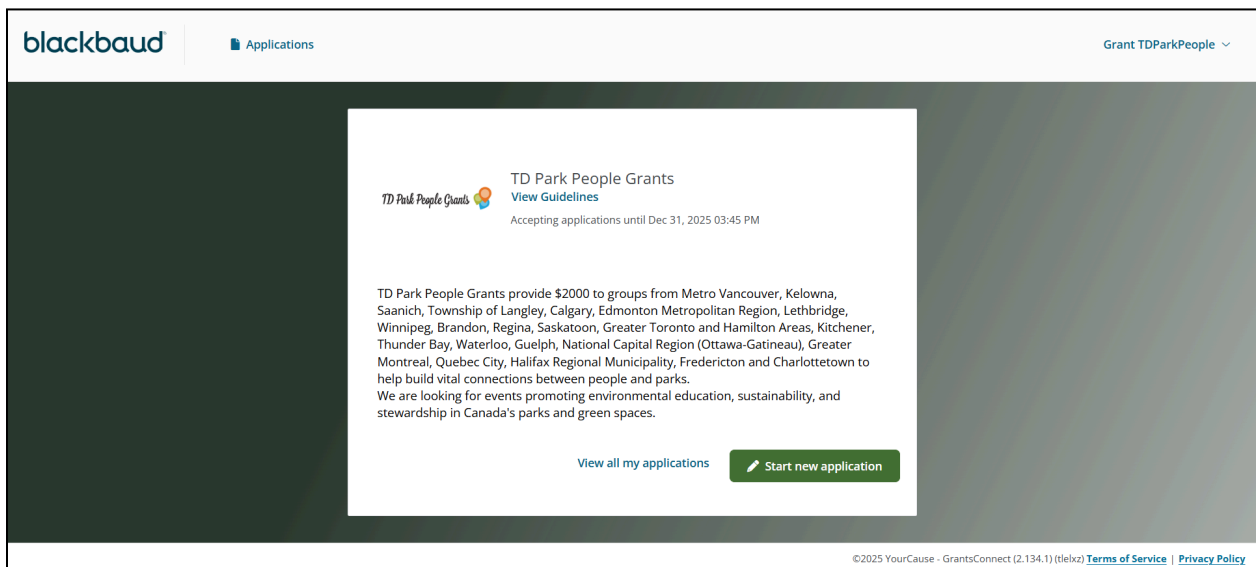
By continuing, you are agreeing to the [Blackbaud Terms of Use](#) and [Privacy Policy](#).

[Need help? Have questions?](#)

Powered by
blackbaud

[Privacy - Terms](#)

After your account is created you will see the page to start applying to the Park People program of your choice (e.g. TD Park People Grants, Sparking Change, InTO the Ravines, etc.).



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.

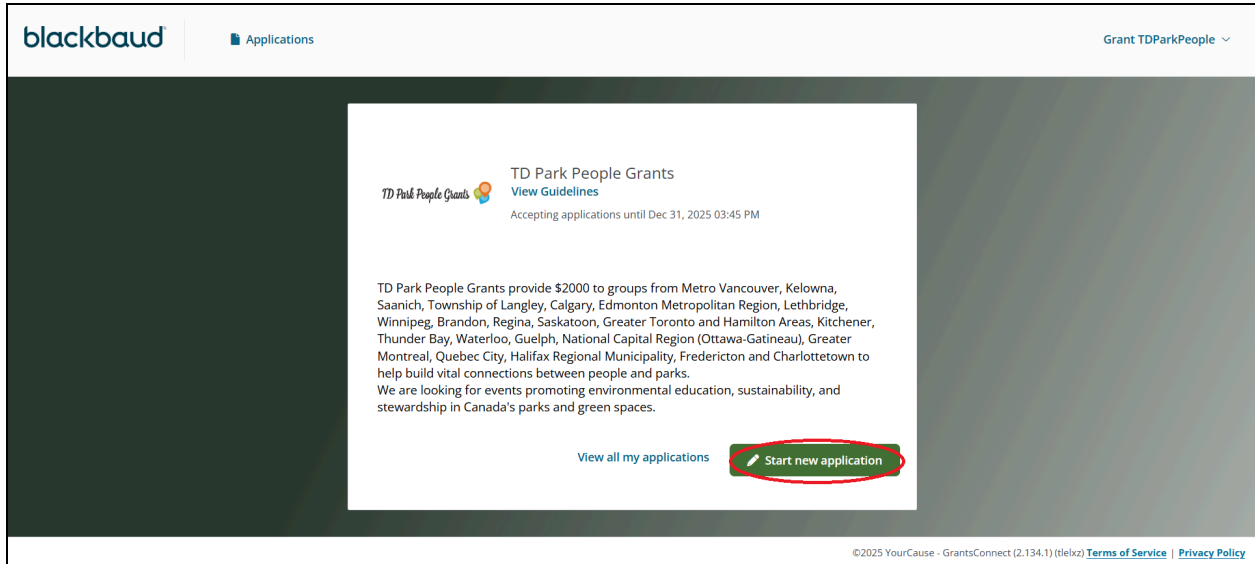
[View all my applications](#) [Start new application](#)

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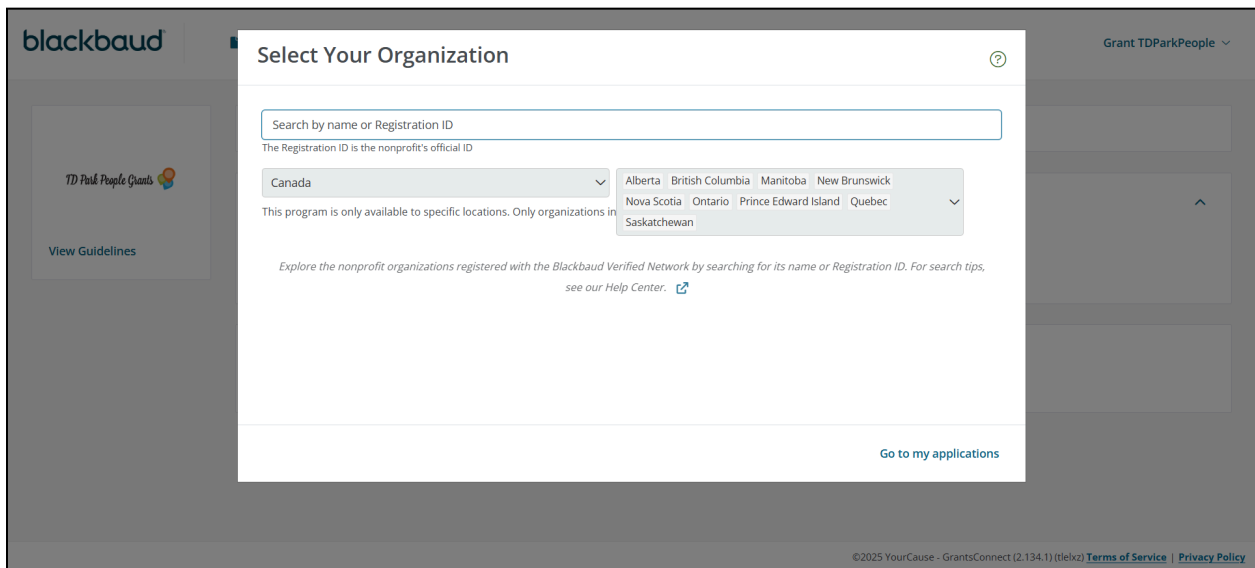
Now that your account is created, simply use your username (email address) and password to log in.

2. Applying to the Park People Program of your Choice

To start applying to the program, click on “Start New Application”.



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



The system will search in a database of registered charities and either your group/organization will show up or it won't.

If your group/organization 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/Organization to Blackbaud](#) to continue the process.

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

a. Adding Your Group/Organization 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.

The screenshot shows the 'Select Your Organization' form. At the top, there is a search bar with the text 'Park plarj'. Below the search bar, it says 'The Registration ID is the nonprofit's official ID'. There are two dropdown menus: one for 'Canada' and another for provinces: Alberta, British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, Prince Edward Island, Quebec, and Saskatchewan. A message in the center says 'No organizations could be found' with a red circle around it. Below that, it says '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.' At the bottom left, there is a '+ Add organization' button with a red circle around it. At the bottom right, there is a 'Go to my applications' button. The footer contains '©2025 YourCause - GrantsConnect (2.134.1) (tlekz) Terms of Service | Privacy Policy'.

You can then enter the information about your group/organization, starting with the country and IF APPLICABLE your business number (BN) in the tax ID field (this field can also be left BLANK) then click "Next".

The screenshot shows the 'Add Organization' form. It has two main input fields: 'Location*' with a dropdown menu set to 'Canada', and 'Government tax identification number' which is an empty text box. Below the second field, it says 'Government tax identification number such as EIN, Tax ID, VAT, BN, or PAN'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'. The 'Next' button is highlighted with a red circle. The footer contains '©2025 YourCause - GrantsConnect (2.134.1) (tlekz) Terms of Service | Privacy Policy'.

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

blackbaud

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/organization and click "Next" to get to the review page.

blackbaud

Grant TDParkPeople

Add Organization

Address line 1*

Address line 2

Country*

Canada

City*

State, province or region*

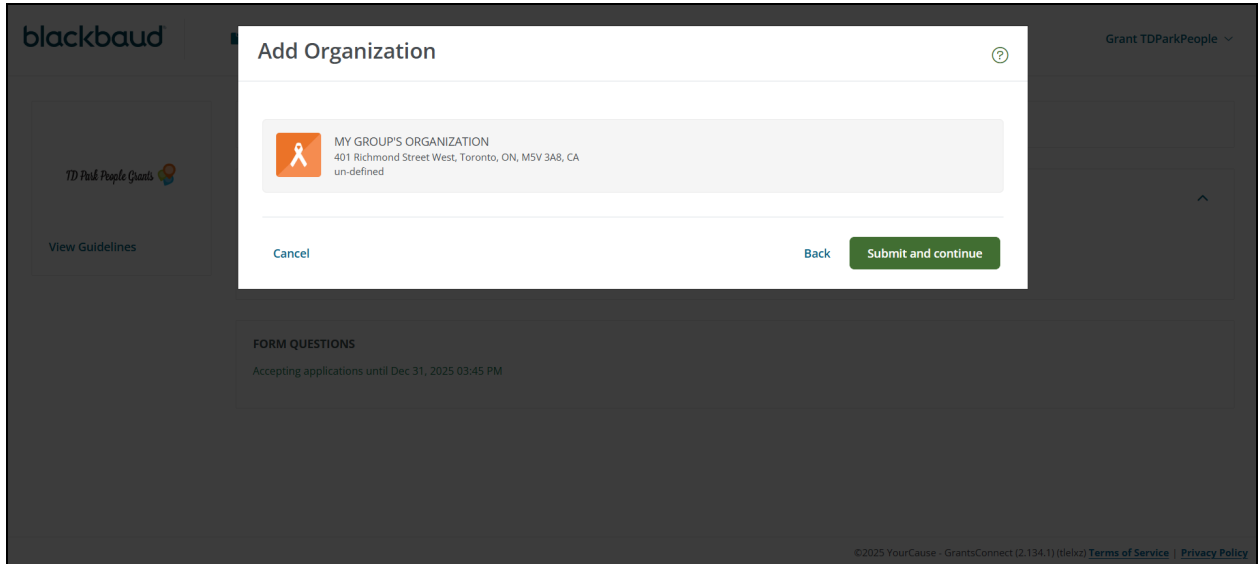
Select state, province, or region

Postal code*

Cancel Back Next

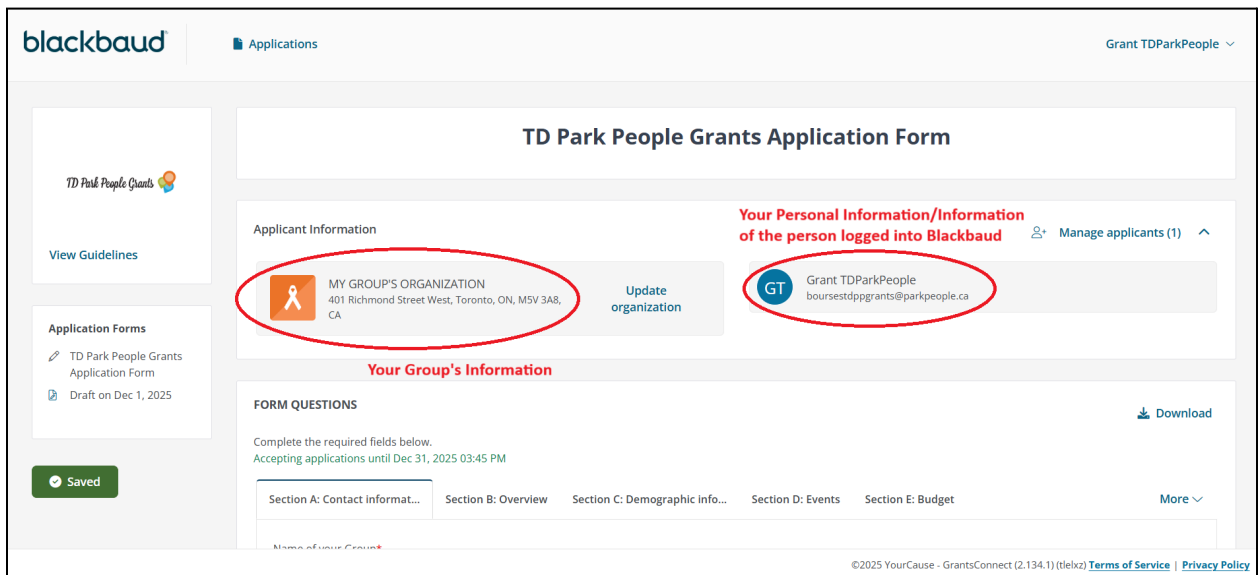
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On the review page, you will be able to make sure all the information entered is correct. Once you're ready to add your group/organization, click "Submit and Continue".



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

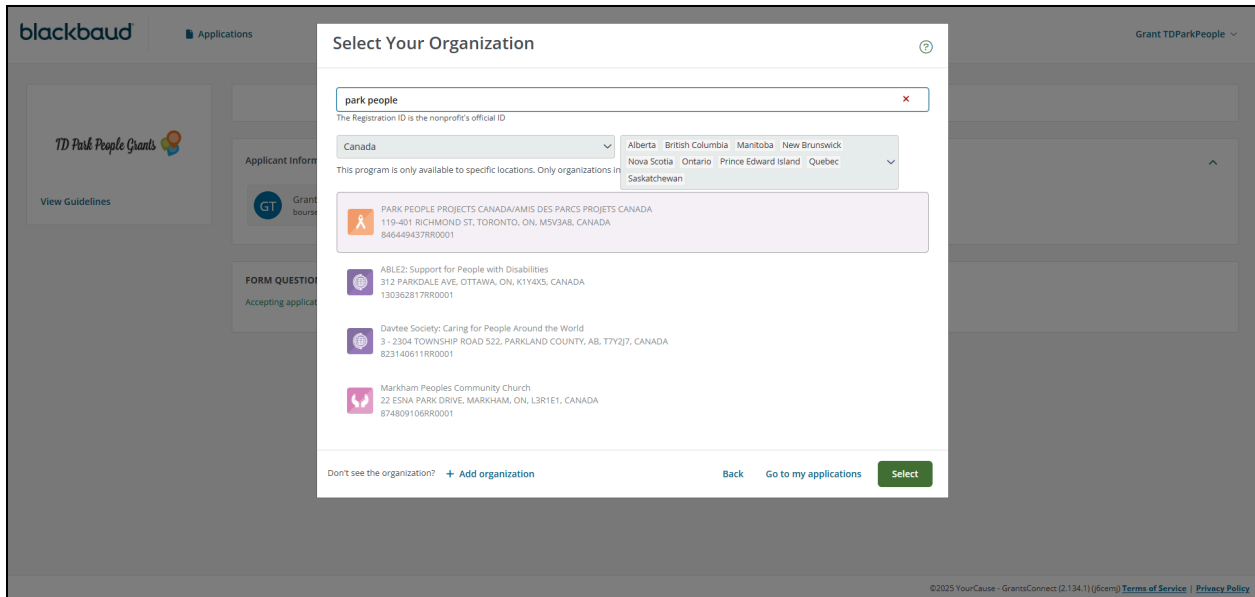
- Your group's/organization's information on the left
- Your information on the right (person logged into Blackbaud who will submit the application)



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

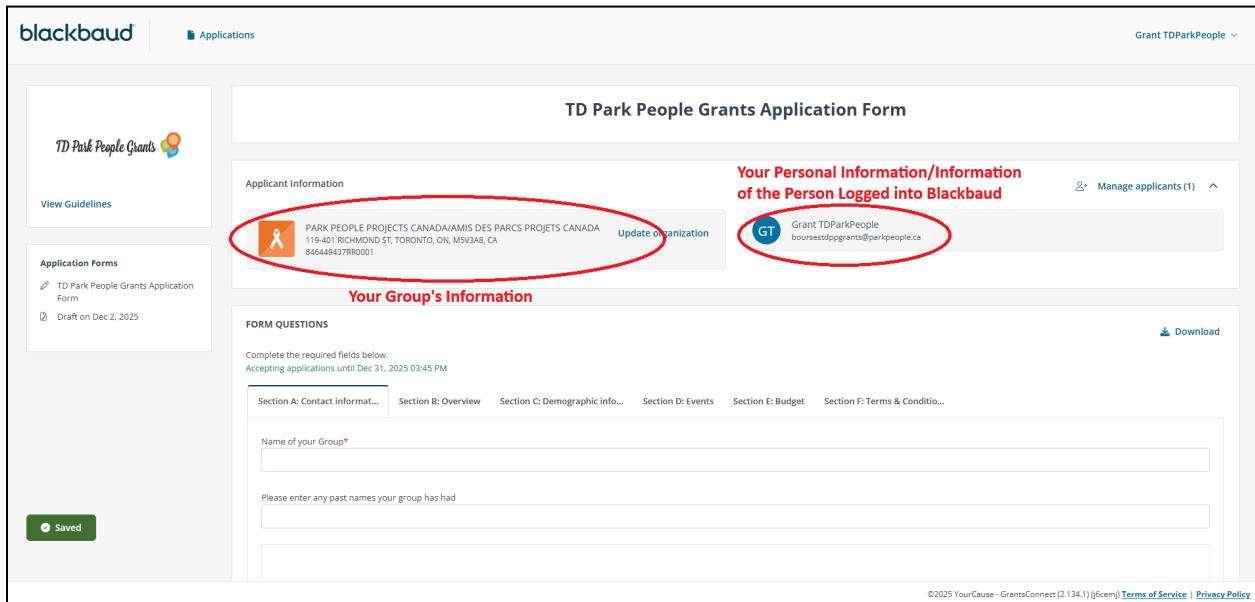
b. Selecting your Organization from the Blackbaud Database

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



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

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



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

c. Starting the Application

After adding your group's/organization's information or selecting your organization 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 Application Form. The page is titled "TD Park People Grants Application Form" and includes a sidebar with "View Guidelines" and "Application Forms" (listing "TD Park People Grants Application Form" and "Draft on Dec 1, 2025"). A green "Saved" button is visible in the bottom left. The main content area shows "Applicant Information" for "MY GROUP'S ORGANIZATION" (401 Richmond Street West, Toronto, ON, M5V 3A8, CA) with an "Update organization" button. It also shows the user "Grant TDParkPeople" (boursestppgrants@parkpeople.ca). Below this is the "FORM QUESTIONS" section, which includes instructions to complete required fields and a deadline of Dec 31, 2025 03:45 PM. A horizontal tab bar shows sections: "Section A: Contact informat...", "Section B: Overview", "Section C: Demographic info...", "Section D: Events", and "Section E: Budget". A "Download" button is in the top right of the form section. The footer contains copyright information for 2025 YourCause - GrantsConnect (2.134.1) and links to Terms of Service and 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 of the application form. It shows the same instructions and deadline as the previous screenshot. The horizontal tab bar is highlighted with red circles, showing six sections: "Section A: Contact informat...", "Section B: Overview", "Section C: Demographic info...", "Section D: Events", "Section E: Budget", and "Section F: Terms & Condi...". Below the tabs is a text input field labeled "Name of your Group*". A "Download" button is visible in the top right corner of the form area.

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 section. A green "Next" button is circled in red, and a green "Sign and submit" button is next to it. In the bottom left corner, a green "Saved" button with a checkmark is also circled in red. The footer contains the same copyright information as the previous screenshots.

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.**

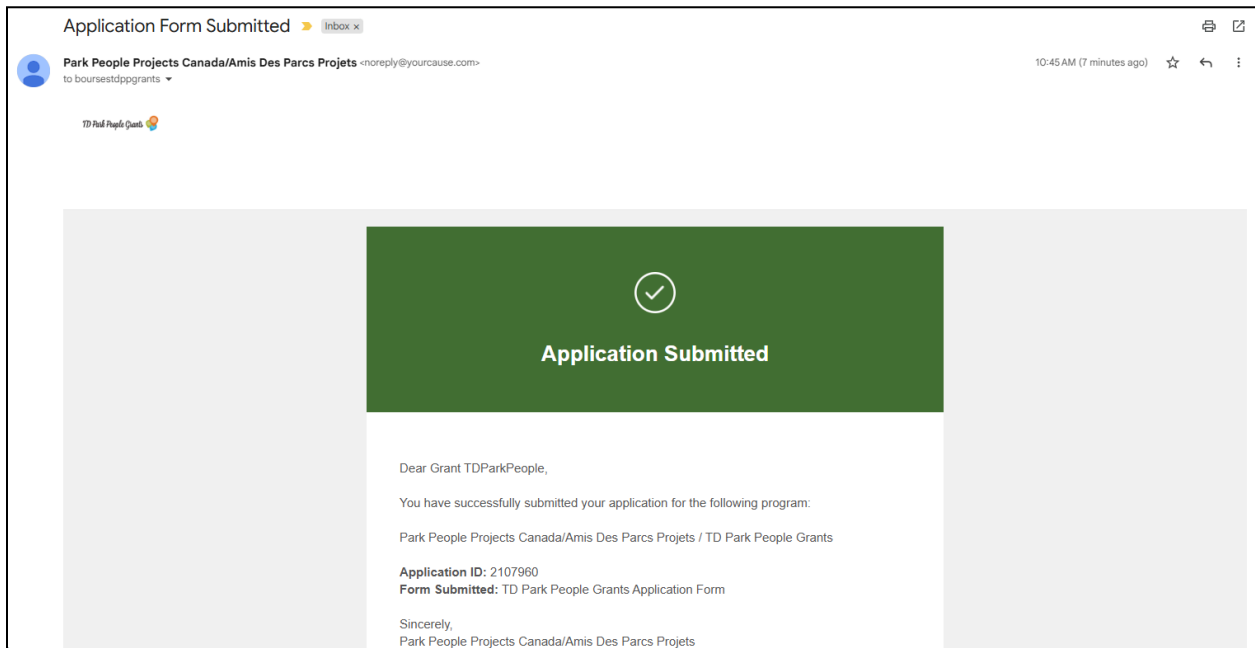
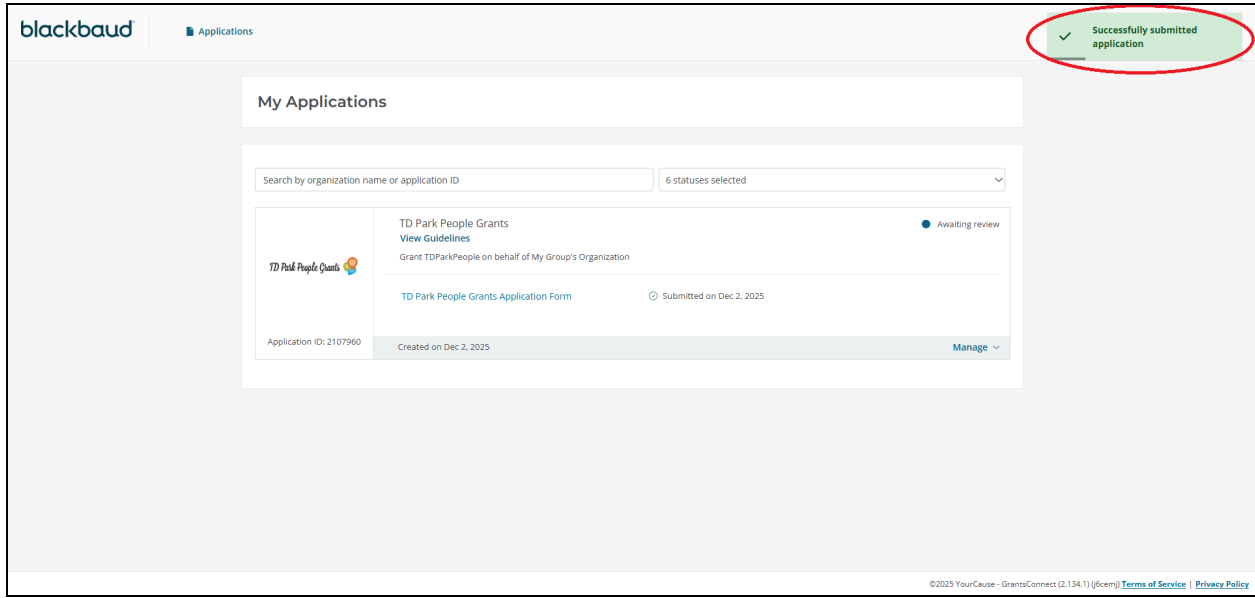
The screenshot shows a web application interface with a modal window titled "Sign and Submit". The modal contains the following text and elements:

- Sign and Submit** (Title)
- 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." (Text)
- Text: "Please email any inquiries regarding these terms to: boursestdppgrants@parkpeople.ca." (Text)
- Text: "By clicking Sign and Submit, I agree to the terms and conditions" (Text)
- Form fields: "Type", "Upload", and "Draw" (Form)
- Text input field: "Type your full name" (Form)
- Buttons: "Cancel" and "Sign and submit" (Form)

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 side of the background form.

After your application is submitted, you will automatically be redirected to the “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 any of the Park People funding programs using Blackbaud.

For the application questions of a specific program, please visit the programs webpages:

- [TD Park People Grants](#)
- [Sparking Change](#)
- [InTO the Ravines](#)
- [Nature Connect Fund - Emerging stream](#)

- [Nature Connect Fund - Scaling stream](#)