

# **First Source's Online Application Tutorial**

# About

## Online Application Portal

For your convenience, you will now be able to login with your own username and password to First Source's Community Giveback Portal and build a profile for your organization where all community requests will filter through. You will be able to check request status, place multiple requests and edit your profile as needed.

Link to start a new donation application can be found on the First Source webpage:

<https://www.fsource.org/givesback>

Helpful Tips:

Limit your use of bullets and other formatting

Copy and paste as needed

Add [mail@grantapplicaiton.com](mailto:mail@grantapplicaiton.com) to your safe senders list to ensure you receive all system communications.

Please note, we do not give to political or religious affiliations or personal fundraisers. Your completed form request does not constitute an immediate approval. Our Community Donations Committee will review your request, ensuring alignment with our filters and allocated budget. Please allow 30 days for review, 60 days for fulfillment.

# Application Log-In Page

This is the application login page. Here you will either need to create a new account (if new applicant) or use your existing login if you have created an account previously. It is imperative that you use your functional and monitored e-mail address as your login e-mail.

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## Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

Email address\*

☐ Remember me

Sign in

[Need help signing in?](#)

[Create account](#)

If you are a returning applicant, enter your Email followed by your Password on the following page.

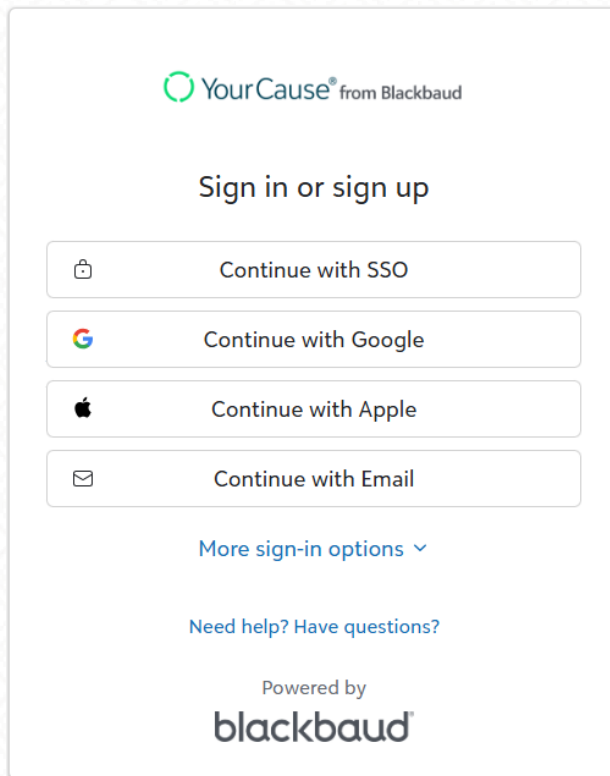
If you are a first-time applicant, select **Create account**.



**First Source**  
Federal Credit Union


# Create An Account or Sign-in


Sign in using one of these methods below.





YourCause® from Blackbaud

Sign in or sign up

 Continue with SSO

 Continue with Google

 Continue with Apple

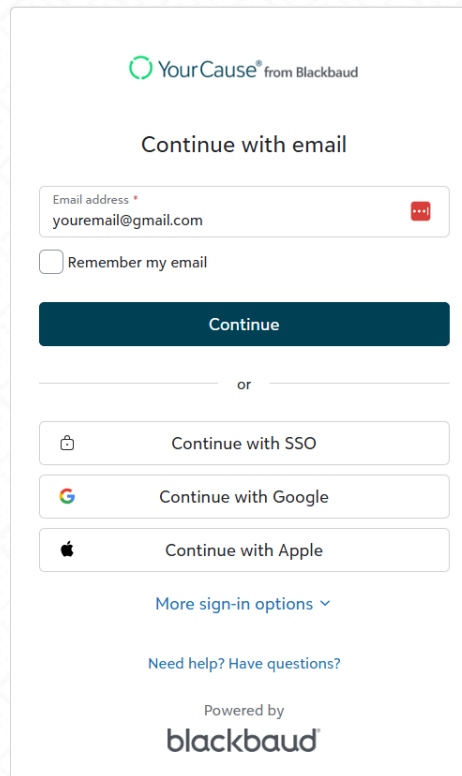
 Continue with Email

[More sign-in options ▾](#)

[Need help? Have questions?](#)


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Once you receive confirmation code you will be asked to create a password.



YourCause® from Blackbaud


Continue with email


Email address \*  
youremail@gmail.com 


☐ Remember my email

**Continue**

or

 Continue with SSO

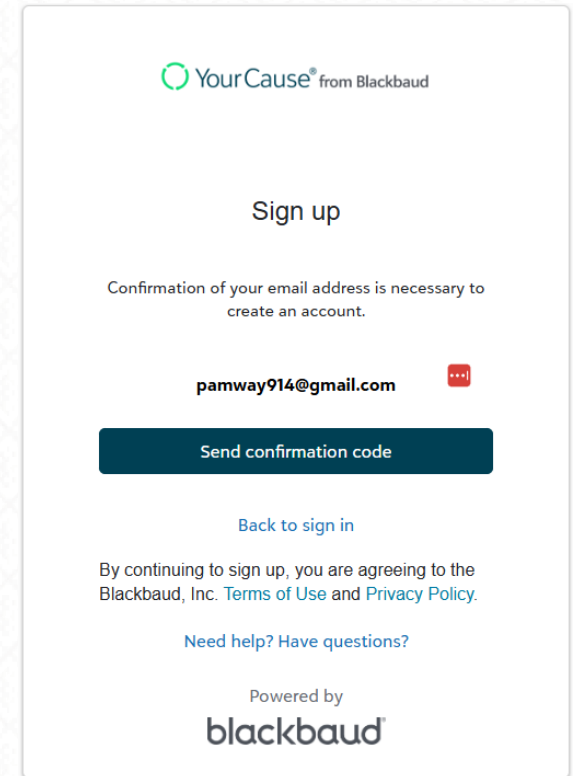
 Continue with Google

 Continue with Apple

[More sign-in options ▾](#)

[Need help? Have questions?](#)


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YourCause® from Blackbaud

Sign up

Confirmation of your email address is necessary to create an account.

pamway914@gmail.com 

**Send confirmation code**

[Back to sign in](#)

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

[Need help? Have questions?](#)

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**blackbaud**



# Start New Application



Request A Donation

[View Guidelines](#)

Program is accepting applications

First Source is proud to be an active participant in our community. It's part of who we are. Our mission is: To improve the quality of life of our Employees, Members and communities we serve. At our core, we are an educational financial institution, originally founded as Utica Teachers Federal Credit Union. As such, we strive to be involved with community organizations and needs that have an educational component or impact.

[View all my applications](#)

 [Start new application](#)

First time users will click on **Start new application**. If you are a current user, you may **View all my applications** and/or **Start new application**.



# Find Your Organization

## Select Your Organization

The Registration ID is the nonprofit's official ID

All countries

Explore the nonprofit organizations registered with the Blackbaud Verified Network by searching for its name or Registration ID. For search tips, see our [Help Center](#).

[Go to my applications](#)

Search for your organization and once it comes up, hit select. Your nonprofit must be registered to show up.




**First Source**  
Federal Credit Union

# Eligibility Test


## Eligibility

First Source Grant Eligibility

### Applicant Information



HOUSE OF THE GOOD SHEPHERD  
1550 Champlin Ave Utica, NY, 13502-4828, US  
15-0532199



Pam Way  
4451 Commercial Drive, New Hartford , NY, 13323, US  
pamway914@gmail.com

### ELIGIBILITY FORM QUESTIONS

Complete the required fields below.  
Program is accepting applications

Does your organization serve Herkimer and/or Oneida County?<sup>\*</sup>

Submit

Qualifying Question: Your organization must be in Herkimer or Oneida County to meet our giveback criteria.

# Welcome to your Dashboard

blackbaud Applications

**First Source**  
We Are Community

[View Guidelines](#)


**Application Forms**

- [Eligibility](#)
- [Submitted on Oct 15, 2025](#)
- [Grant Application](#)
- [Draft on Oct 15, 2025](#)


## Grant Application

First Source Grant Application

### Applicant Information

 **HOUSE OF THE GOOD SHEPHERD**  
1550 CHAMPLIN AVE, UTICA, NY, 13502-4828, US  
15-0532199

[Update organization](#)

 **Pam Way**  
4451 Commercial Drive, New Hartford, NY, 13323  
pamway914@gmail.com

### FORM QUESTIONS

Complete the required fields below.  
Program is accepting applications

[Organization Information](#) [Contact Information](#) [Request Information](#) [Attachments](#)

This is your dashboard. Under **Form Questions**, complete all required information under each of the 4 tabs to complete your grant application. Remember to hit submit when you are finished.



# Application Status

## My Applications

Search by organization name or application ID

6 statuses selected



Request A Donation

[View Guidelines](#)

Eddie Barone on behalf of Riders Wear Pink

● Awaiting review

[Eligibility](#)

✓ Submitted on Oct 16, 2025

[Grant Application](#)

✓ Submitted on Oct 16, 2025

Application ID: 2010552

Created on Oct 16, 2025

[Manage](#) ▾

👤+ [Manage applicants](#)

📄 [Copy](#)

🗑️ [Cancel](#)

After you submit your application, you will see this screen showing the date you created and submitted your grant application.

Under **Manage**, you can add an applicant and give them certain editing permissions, copy an application from a previous year to save time and cancel an application.

# Confirmation Email



## Application Submitted

Dear applicant

You have successfully submitted your application for the following program:

First Source Federal Credit Union / Request A Donation

**Application ID:** 2010552

**Form Submitted:** Grant Application

Sincerely,

First Source Federal Credit Union

Once you have successfully submitted your grant application, you will receive an email letting you know we received it. Please then allow 30 days for a response.



**First Source**  
Federal Credit Union

# Questions & Inquiries

If you have any questions about filling out the online application or the process, you may contact an employee in the Community department at:

[Community@fsource.org](mailto:Community@fsource.org)