Online Application Process for Spark Grants

How to submit a Proposal

1. Visit: https://webportalapp.com/sp/login/vitalyst-sparkgrant

2. Need an Account? Click Sign Up

   Enter Email Address, create Password and Confirm password. Click Sign Up

   Retain credentials for future use. If an account already exists for your email address, you will be prompted to log in.

3. From the Account Homepage, select Create a Profile to Get Started

4. Enter your name and phone number. Select your organization’s name from the dropdown list.
   If you do not see your organization’s name, contact Vitalyst at 602-385-6500 to request that your organization be added to the system. Once it has been added, you will be able to proceed with your profile and submission.
   You will receive this message when your profile is complete. Click OK to proceed.

5. To begin your proposal submission, scroll down to click on Get Started

6. To enter the information for your Letter of Intent, click the icon to the right. Complete all relevant fields, upload your two page document and select Save

7. If you would like to save or print the information for your records, click the icon to the right. Select Print

8. Next, please complete the DEI Questionnaire by clicking and then Open
   Once you have completed this, select Save
   Then click “Untitled” or your organization’s name at the top of the screen to take you back to the main page.

9. Finally, complete the Business Survey Listing by following the same process as the DEI questionnaire.
   Once you have completed the Business Survey, click “Untitled” or your organization’s name at the top of the screen to bring you back to the main page.
10. The final step is to select the submit button.

11. When you select submit, you will see

12. A confirmation is sent to your registered email address.

QUESTIONS?? Call 602.385.6500