

## How To Create A Blackbaud Account (BBID)

### Guidance For Applicants

Applications to Youth Futures Foundation (Youth Futures) are managed through the Blackbaud Grantmaking (BBGM), which uses the 'Your Cause Applicant Portal'.

To apply for a grant from Youth Futures, you will need to create a Blackbaud account (also known as a '**Blackbaud ID – BBID**').

If you do **not** have a Blackbaud account, Please follow the instructions as outlined below in the '**Creating A Blackbaud Account**' section of this document.

#### If you already have a Blackbaud account/BBID':

- visit the webpage for the programme you wish to apply for
- click '**Apply**' to log into your Blackbaud account and start your application.

### Creating A Blackbaud Account

To create a Blackbaud Account (which will create a 'Blackbaud ID/BBID'), please:

1. Visit the webpage for the programme you wish to apply for
2. Click '**Apply**' which will take you to the Blackbaud log in page as shown below. Form here, select '**Create account**'.

Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

Email address\*

Remember me

Sign in

Need help signing in | **Create account**

Powered by: YourCause

3. You will then be asked to create a password.
4. Once you have entered your password, you will see a message to say that a '**confirmation code has been sent to your inbox**', this is to verify your email address.
5. Enter the verification code into the '**Confirm code**' box as shown in the next image:

 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.

████████████████████

**Confirm**

Send new 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**

If you do not receive a code or have any problems with the code entered, please select '**Send new code**'.

6. Once you have entered the confirmation code that you received by email, you will be asked to:
  - create a password
  - confirm your password
  - provide your first name
  - provide your last name.

Then:

7. Click '**Sign Up**'
8. After you click '**Sign-up**', you will be taken to the introduction page for the grant programme that you would like to apply for – and you will be able to start your application from there.

## Sign up

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

████████████████████

The password must contain at least 12 characters

The password must contain at least 3 of the following:

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




**Sign up**



## Additional Information

### For easy access to your application:

- Once your Blackbaud account is set up, to easily access your application and account, please bookmark <https://bbgmapply.yourcausegrants.com/apply/auth/signin>

### Got questions?

- If you have any technical questions related to your online application and / or general questions about the programme, please contact us by calling: **020 7553 4539** or emailing [grants@youthfuturesfoundation.org](mailto:grants@youthfuturesfoundation.org)

### Received a grant from Youth Futures before?

- If you have previously received a grant from us, you will be familiar with the 'Youth Futures Foundation Online Portal', hosted by Blackbaud. Blackbaud will shortly be closing this portal and moving to a new, improved portal: **'Your Cause' from Blackbaud**, which we are now using to manage all our new applications and grants. Existing grant-holders will receive further information in due course about when their existing grants will move to the new portal.

