Creating an Organization

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to create an organization.

Introduction

An organization serves as a recipient’s profile within ND Grants which allows recipients to create and manage their awards and applications. The Federal Emergency Management Agency (FEMA) requests that all applicants provide their organization’s contact information. When creating an organization, please note that:

- Organizations you belong to will be listed on the Organization Administration page
- Only the Organization Administrator can add contacts to the organization, update user roles within the organization, and approve organization access requests
- The Organization Administrator will see the Update Organization icon in the Action column on the Organization Administration page
- If you are not the Organization Administrator, you can view the organization details by clicking on the Organization Legal Name link on the Organization Administration page

Prerequisites

To create an organization:

- You must be an ND Grants user

Step 1

Under the Administration dropdown, click the Organizations link to view the Organization Administration page.

![Figure 1. Open the Administration dropdown from the ND Grants homepage](image-url)
CREATING AN ORGANIZATION

Step 2
Click the **Create Organization** button in the upper right corner of the page.

![Organization Administration](image)

**Figure 2.** The *Organization Administration* page lists all organizations to which you belong.

**Note**
- All organizations you belong to will be listed on the *Organization Administration* page.
Step 3

From the Create Organization page, enter all organization information and click the **Save** button.

**Figure 3. Complete all fields on the Create Organization page’s Details and Contacts sections**

**Note**

- After creating the organization, you will automatically become the Organization Administrator
- An organization’s contacts are not ND Grants users. Without an ND Grants account, they will not have system privileges

**Questions?**

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

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