

Entering New Subgrantees

If you make grants to other organizations, use the **Enter Sub Grant Information** page to enter your subgrantees into LASSIE (in order to set up user accounts or update information on existing subgrantees).

LEARN AND SERVE CORPORATION FOR NATIONAL & COMMUNITY SERVICE

LASSIE 2009
Current User: Doug22 Demo
Demo Account
CNCS-SPECIAL00010001

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Step 2: Enter Sub Grant Information For 2008-09 (Showing 36 of 36)

In this section, you can review organizations you have funded previously, activate sub-grants for this year, and add new sub-grants.

Once an organization has been activated, you can edit their profile (e.g., grant amount, contact info) from the Manage Active Subgrants Page.

Once you are done activating your sub grants, you may continue to step 3: [Manage Active Sub Grants](#)

If you have existing subgrantees from prior years, you can add them to the current year's list by updating their grant amount and checking "active."

Org Name and Grant Number	Level	Contact Person	Past Funding	Amount Funded 2008-09	Active in 2008-09
Apple View Academy Apples CNCS-SPECIAL000100010003	Sub	Allen Cornelius 323-344-3499 acornelius@finevineacademy.edu	2007-08: \$7,500	\$ <input type="text"/>	<input type="checkbox"/>
Beartown Preparatory Academy CNCS-SPECIAL000100010005	Sub	Geoff Urzus 555-555-5555 Ubear@hotmail.com	2007-08: \$10,000	\$ <input type="text"/>	<input type="checkbox"/>
Bradley High School Heart of Michigan CNCS-SPECIAL000100010006	Sub	ang salas 517-505-6801 abcd@yahoo.com	2007-08: \$10,000	\$ <input type="text"/>	<input type="checkbox"/>
Cara Community School CNCS-SPECIAL00010001000150002000500020004	Sub	Cara Patrick 202-210-6869 cpatrick@cns.gov		\$ 13,000	Yes
Carlot High School The Carabears CNCS-SPECIAL000100010007	Sub	Ray Days 123-456-7890 ray@mmm.edu	2007-08: \$5,000	\$ 15,000	Yes
Cooperative School CNCS-SPECIAL00010001000150002000500020002	Sub	dan mcMartin 666-123-4567 dan_mcmartin@abtassoc.com		\$ 10,000	Yes
Dan McMartin High School CNCS-SPECIAL0001000100015	Sub	Daniel McMartin 617-333-4444 Andre_Lepine@abtassoc.com	2007-08: \$999	\$ 12,500	Yes
Darfa Middle School CNCS-SPECIAL00010001000150002000500020018	Sub	David Arfa 555-5555 darfa@relyonmedia.com		\$ 13,000	Yes
David's Test	Sub	David Arfa 555-555-5555		\$ 12,000	Yes

[Save Active Sub Grants](#)
[Add New Subgrant](#)
[<select all>](#) [<select none>](#)

To add new subgrantees, click on the **Add New Subgrant** button. That will open up a new page where you can create a profile for your new subgrantee (see below).

Step 1: Create A Grant Profile

Please complete the grant profile for the sub grant you are adding. You must complete this section in order for the grant to be added. Click the Save button at the bottom of the page after you have completed all questions.

Once your profile is completed, you may continue on to step 2: [Enter Sub Grant Information](#)

Organization

Organization/School Name:
 Organization/School Website (optional):
 Grant Amount:

Organization Location

School District (if applicable):
 Website (if any):
 Street Address:
 City:
 State:
 Zip:

Please provide the following information for the primary contact of the sub grant you are adding. The primary contact will be able to update/change their contact information after they login.

Prefix:
 First Name:
 Last Name:
 Title:
 Email:
 Phone:
 Fax:

Send email notification to this contact with login information

You will need to provide contact information and the grant amount for each new subgrantee. Click on the **Save Profile** button at the bottom of the profile page when you have completed the new profile.

An email with a new username and password will automatically be sent to the new subgrantee.

Be sure to click on the **Save Active Subgrants** button when you are done adding new subgrantees.