

Community Development Grants Administration

2027 Application Portal

Accessing the Neighborly Portal

Welcome to the Community Development Grants Administration Neighborly application portal. The portal allows us to receive applications for funding and track the outcome throughout the completion of the grant. Additionally, the portal allows the user to track the progress as it moves through the process.

1. Getting Started (*new applicants ONLY, returning applicants can go directly to **Start A New Application***)

To access the portal please click the link at the bottom of the page.

You will need to register before you are allowed access.:

Registration

New users to Neighborly platform

To access the system, you'll need to create an account by first accessing the **Participant Portal Link**: <https://portal.neighborlysoftware.com/CITYOFMILWAUKEE/Participant> to register your email address. Select the Register tab and enter your work email address.

Select "Send verification code". To verify your email address, the system will send you an email with a verification code.

Sign In Register

Neighborly Software requires all email addresses be verified prior to account registration. Please provide the email address to be used for Sign In below, and click Send Verification Code to continue.

Email Address

Send verification code

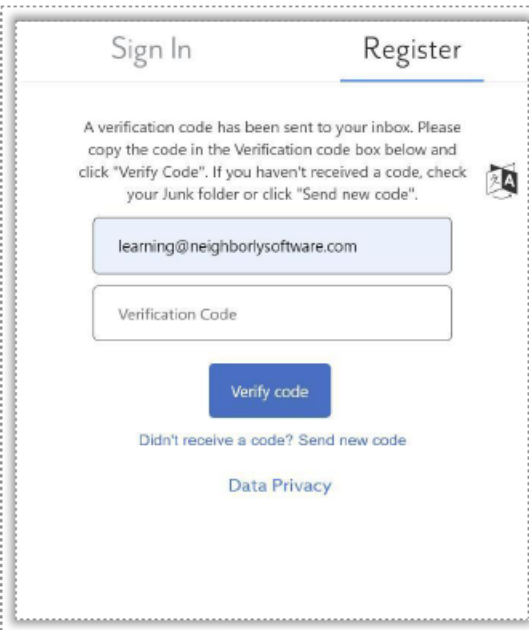
Data Privacy

Note: If you do not receive the email within 2 minutes, check your spam or junk mail folders. If the email is in either folder, mark the message as "Not Junk" or "Not Spam" to ensure you receive all future system notifications.

Enter the verification code into the text box and click "Verify Code."

If the code is not accepted, you may generate a new code by selecting "Send new code." Another email with a new code will be sent to your inbox.

After verifying your email address, you'll be prompted to create a password. Passwords should be at least 12 characters long and include at least one UPPERCASE letter, lowercase letter, a number, and a special character (!@#\$\$%^).



The screenshot shows a web interface with two tabs: "Sign In" and "Register". The "Register" tab is active. The page contains the following elements:

- A message: "A verification code has been sent to your inbox. Please copy the code in the Verification code box below and click 'Verify Code'. If you haven't received a code, check your Junk folder or click 'Send new code'." with a small icon of an envelope.
- An email address field containing "learning@neighborlysoftware.com".
- A "Verification Code" input box.
- A blue "Verify code" button.
- A link: "Didn't receive a code? Send new code".
- A link: "Data Privacy".

- Once Created sign back into the portal
- Read and Agree with the End User License Agreement and the Privacy Policy to continue

2. Start A New Application

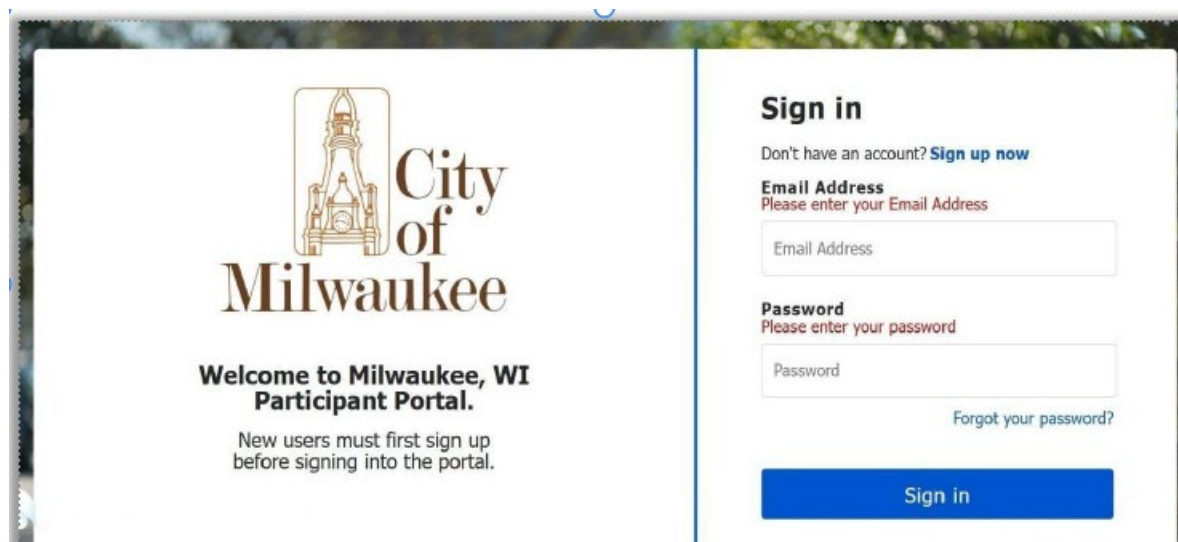
Returning users to Neighborly platform

Signing In

The Subrecipient Portal is hosted by Neighborly Software and is accessible via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser.

Participant Portal Link:

<https://portal.neighborlysoftware.com/CITYOFMILWAUKEE/Participant>



The screenshot shows the "City of Milwaukee" logo on the left and a "Sign in" form on the right. The form includes the following elements:

- A "Sign in" heading.
- A link: "Don't have an account? Sign up now".
- An "Email Address" label and a message: "Please enter your Email Address".
- An "Email Address" input box.
- A "Password" label and a message: "Please enter your password".
- A "Password" input box.
- A link: "Forgot your password?".
- A blue "Sign in" button.

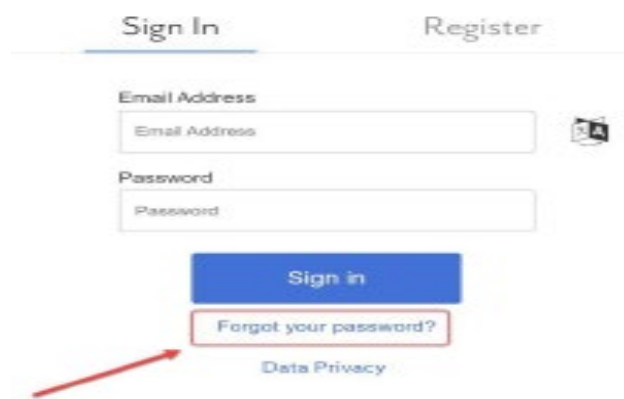
Password Reset

If you forget your password, select the link “Forgot your Password?” and follow the prompts to create a new password.

Enter the email address that was used to register your account. Then select “Send Verification Code”

Within a few seconds, the system will send you an email containing a 6-digit code. Enter the code into the text field and select “Verify Code”

If after 2 minutes you have not received a code, you may repeat these steps to generate another code.



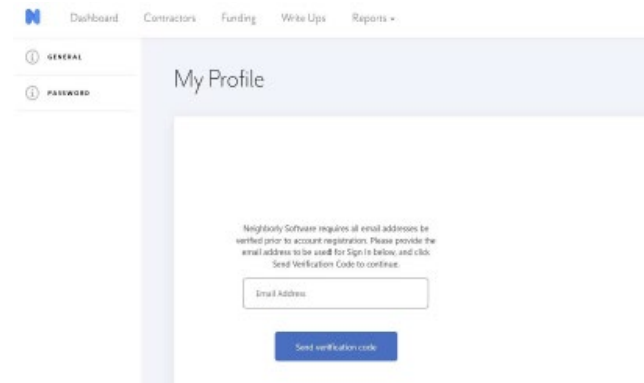
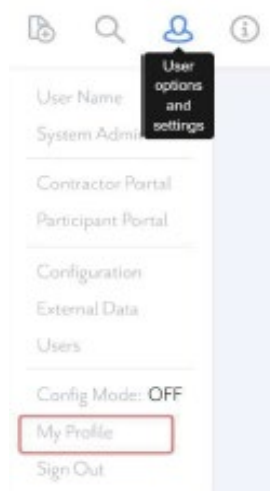
The image shows a web form for signing in. At the top, there are two tabs: "Sign In" (which is underlined) and "Register". Below the tabs are two input fields: "Email Address" and "Password". Below the "Password" field is a blue "Sign in" button. Directly below the "Sign in" button is a red-outlined box containing the text "Forgot your password?". A red arrow points from the bottom left towards this box. Below the "Forgot your password?" box is a blue link that says "Data Privacy".

Be sure to check your spam and junk folders before requesting a new code. Sometimes users do not receive the code due to a simple typo when entering their email address. Verify that the email entered is indeed correct.

Changing your Password

To change your password, log into the Participant Portal.

Select the icon on the top right corner of the screen and select “My Profile”. Next, select the “Password” option on the left side of the screen. For security purposes, you will be required to enter your email address, the system will then send you a verification code. Enter the code and follow the prompts to create a new password.



Please note the Case ID Number created for your application for future tracking purposes

- You can now complete your application by clicking on the **Blue** tabs along the left-hand side
- Please read the full **Application Instructions** under the **Program Overview** tab before starting your application. The order which you complete the tabs does not matter.
- Some fields are preformatted to help ensure an accurate response (i.e phone number has to be 10 digits).

Helpful Hint: Save your work frequently to avoid losing information and **Avoid using Complete & Continue** until you are ready to submit the final documentation.

- Some responses require uploading documents. Please keep the file types as PDF, Word, Excel as much as possible to avoid unforeseen issues.

Once all the fields and uploads are complete, go back through the **Blue** tabs and choose **Complete & Continue** to achieve checkmarks next to the tabs. You are now ready to Submit your application.

All questions or issues should be submitted to cdgareports@milwaukee.gov by **August 18, 2026; 4pm.**

Subject: Application question

ENTER PORTAL