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Where giving and opportunity meet

Grantseeker's Guide to the Online Grant Application System

My Account Login Website https://www.grantrequest.com/SID_966/?SA=AM

If you need additional support please contact us at grants@cfncr.org or 202-955-5890

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Before You Apply

- Carefully read and Guidelines and Request for Proposals for the grant opportunity.
- Each grant opportunity has a unique website URL. It is very important that you use the correct link to ensure that you are applying for the right grant opportunity. (If the grant opportunity is by “invitation only”, access to the application form will be restricted to selected groups.)
- Start Early! Allow enough time for preparing your application and gathering your attachments prior to the deadline.
- All application materials must be submitted as PDF documents. A list of free and inexpensive PDF software is included at the end of this guide.
- Confirmation emails from the Online System will be addressed from “The Community Foundation for the National Capital Region” at grants@cfncr.org. Please make sure that we are on your safe senders list.

Step 1: Sign in or Create an Account

1. Click on the link for the application.
2. You will be prompted to sign in or create an account. All applicants are required to have an account. An account allows you to save unfinished applications and return to complete them later and track a history of your submitted applications.



The screenshot shows the 'Please Sign In' page of the Online Grant Application System. At the top, there is a logo for 'The Community Foundation for the National Capital Region' and the text 'Online Grant Application System'. Below the logo, the heading 'Please Sign In' is centered. A welcome message follows, explaining the purpose of the system and the benefits of having an account. There are two radio button options: 'I am a new online applicant' and 'I am a returning online applicant'. The 'I am a returning online applicant' option is selected. Below these options, there is a text input field for 'My password is:'. A 'Continue' button is located below the password field. At the bottom, there is a link: 'Forgot your password? Click here'.

3. If you have utilized The Community Foundation's online system before, select "I am a returning online applicant" and enter your email address and password.
4. If you are a new applicant, select "I am a new online applicant" and hit continue. You will now create an account. A working email address is required to create an account. You will receive an email confirming your new account and password.



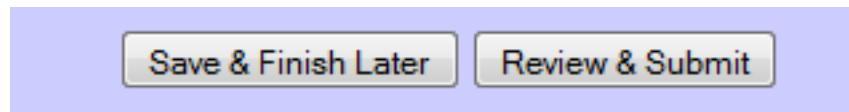
The screenshot shows the 'Create an Account' page. The heading 'Create an Account' is centered at the top. Below the heading, there is a paragraph explaining the benefits of having an account. There are four text input fields: 'E-mail Address:', 'Confirm E-mail:', 'Password (minimum of 5 characters):', and 'Confirm Password:'. A 'Create an Account' button is located below the password fields. At the bottom, there is a link: 'Click here to go back to the login page'.

Step 2: Fill in your basic organization information

1. Provide your Organization Name, Contact Information and Fiscal Sponsor information (if applicable).
2. Tell us the amount of your request and a brief 75 word description of the request.

The screenshot shows the 'Organization Information' section of an application form. At the top, there is a logo for 'The Community Foundation for the National Capital Region' with the tagline 'Where giving and opportunity meet'. Below the logo, the title 'Fall 2010 Neighbors in Need Fund Direct Services' is displayed. The form includes a navigation bar with links for 'Contact Us', 'Guidelines and RFP/Application Form', and 'Exit'. The user's account information is shown as 'Account: tjarmon@cfncr.org'. A red dot is present next to the 'Organization Legal Name' field, and a red note on the right side of the form states: 'Fields marked with a red dot are required.' The form also includes fields for 'Tax ID', 'Organization Address Line 1', and 'Organization Address Line 2'. Navigation links for 'Review My Application', 'Printer Friendly Version', and 'Email Draft' are also visible.

3. You can click Save & Finish Later at any point to return later to complete your application



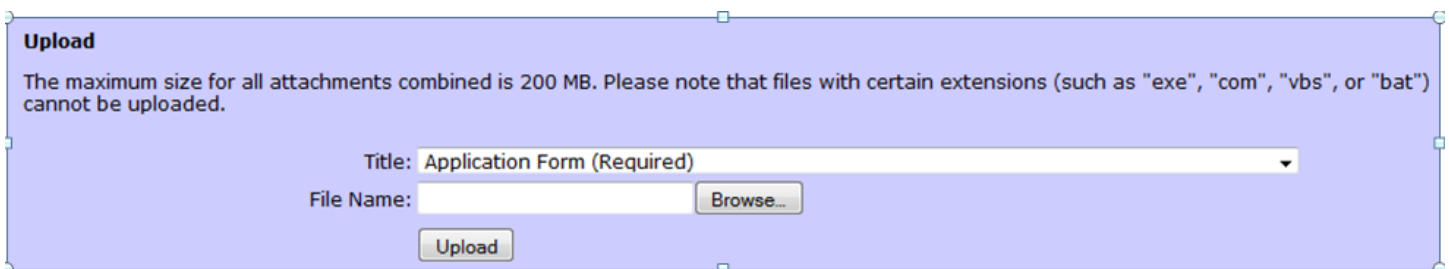
Step 3: Upload your Application Materials

1. On the Attachments page you will upload your application materials. Only PDF documents will be accepted. Please
2. At the bottom of the page, select the appropriate title that corresponds to the document you are uploading.
3. Browse for the document on your computer.
4. Click Upload. Repeat for each required document.



The screenshot shows a web interface for uploading application materials. At the top, there is a blue header with the logo of The Community Foundation for the Sacramento-Sutter Region and the tagline "Where giving and opportunity meet". Below the header, the title "Fall 2010 Neighbors in Need Fund Direct Services" is displayed. A navigation bar includes links for "Contact Us", "Guidelines and RFP/Application Form", and "Exit". The user's account information "Account: tjarmon@cfncr.org" is shown, along with a red dot indicating a "Required before final submission" status. Navigation options include "Page 1 2", "Review My Application", "Printer Friendly Version", and "Email Draft". The main section is titled "Attachments" and contains instructions: "Upload your proposal materials here. Your Neighbors in Need Fund proposal consists of the following elements. You can access a copy of the Guidelines and Request for Proposals by clicking the button in the top left corner." It also lists items that will not be accepted: "Password protected documents of any format" and "Zip Files". A contact number and email are provided at the bottom: "If you have any questions or concerns please contact a representative of The Community Foundation at 202-955-5890 or nin@cfncr.org."

IMPORTANT: Do not upload more than one document with each attachment title.



The screenshot shows the "Upload" section of the application form. It includes the heading "Upload" and a note: "The maximum size for all attachments combined is 200 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded." Below this, there is a "Title:" dropdown menu currently set to "Application Form (Required)". To the left of the dropdown is a "File Name:" label, followed by an empty text input field and a "Browse..." button. Below the input field is an "Upload" button.

5. Each attachment that you have uploaded will be listed at the top of the screen.
6. If you need to remove an attachment, check the box next to it and then click remove.



7. Once you have uploaded all attachments you are ready to review your application.
8. Review the information that you have filled into the form and the attachments that you have uploaded.
 - a. If you did not fill out a required field, the system will alert you and will not let you submit your application.
 - b. Ensure that you do not have more than one document uploaded with each attachment title.
9. Click Submit.

Congratulations you have submitted your application to The Community Foundation. The application will now appear in the Submitted section of your account and you will receive an email receipt immediately.

My Account

My Account Login Website https://www.grantrequest.com/SID_966/?SA=AM

From My Account you can:

- View Open applications that have not been submitted.
- View Submitted applications.
- Access a Second Stage Application (if applicable).
- Email a copy of an application to someone else for review.
- Change your password.

Online Grant Application System

My Account
[Contact Us](#) [Exit](#)

Account: tjamon@cfncr.org | [Change E-mail/Password](#)

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name.
Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Project Title	Requested	ID	Last Updated	Action
Fall 2010 Neighbors in Need Fund Direct Services			20789	08/03/2010	

Submitted

These applications have already been submitted. To view a summary of the application information, click the application name.

Application Name	Project Title	Requested	ID	Submitted	Action
Grant Opportunity 1		25,000	123456	07/30/2010 1:49:58 PM	

You can make changes to an open application at any point up until the deadline, however once an application has been submitted you cannot make any changes.

After your application has been submitted

- You will receive an email receipt containing the contents of your application.
- To avoid confusion, please do not submit more than 1 application per grant opportunity. Also, please do not send a copy of your application via email, fax or hardcopy.
- Consult the Guidelines and RFP for the grant opportunity to which you are applying for details about the review process.

PDF Conversion Programs

All application materials must be submitted as PDF documents.

When naming your file, please do not use special characters (such as /, *,% , etc.) or spaces in the file names. Such files are unrecognizable as PDFs to some systems.

The list below contains some of the PDF generators available, many of which are free or very inexpensive. The Community Foundation does not endorse any particular software.

Adobe

<http://www.adobe.com/products/acrobatstd/main.html>

CutePDF

<http://www.cutepdf.com>

Google free PDF writer

www.google.com

Open office

<http://download.openoffice.org>

(also includes Microsoft compatible Office apps – large download)

Primopdf

www.primopdf.com/

PDF4free

www.pdfpdf.com/pdf4free.html

PDFcreator

<http://docupub.com>