

Applicant Tutorial



Overview

This document is designed to provide grant applicants with instructions for use of the Community Foundation of the Quincy Area's Online Grant Application. Remember while this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered.

If you require technical assistance or simply have questions about the application process, please contact the Community Foundation at (217) 222-1237 or grantsqacf@adams.net.

Getting Started

To Get Started

1. Go to the Community Foundation of the Quincy Area's website <http://www.mycommunityfoundation.org> and click on Grant Opportunities on the left hand menu bar, or you can simply following the direct link <http://www.mycommunityfoundation.org/grants.asp>
2. Click on Apply for a Grant Online.
3. Read the instructions for applying.
4. Review the Grant Policy and Guidelines to confirm your organization's eligibility, get funding guidelines and helpful hints for completing the online application.
5. Click on the link to Access the online Grant Application.

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Registration Page

If you already have an account with the Community Foundation’s online grant system;

1. Enter your e-mail address.
2. Enter the Password that you chose when you set up your account.
3. Press the “Log On” button to enter the system.

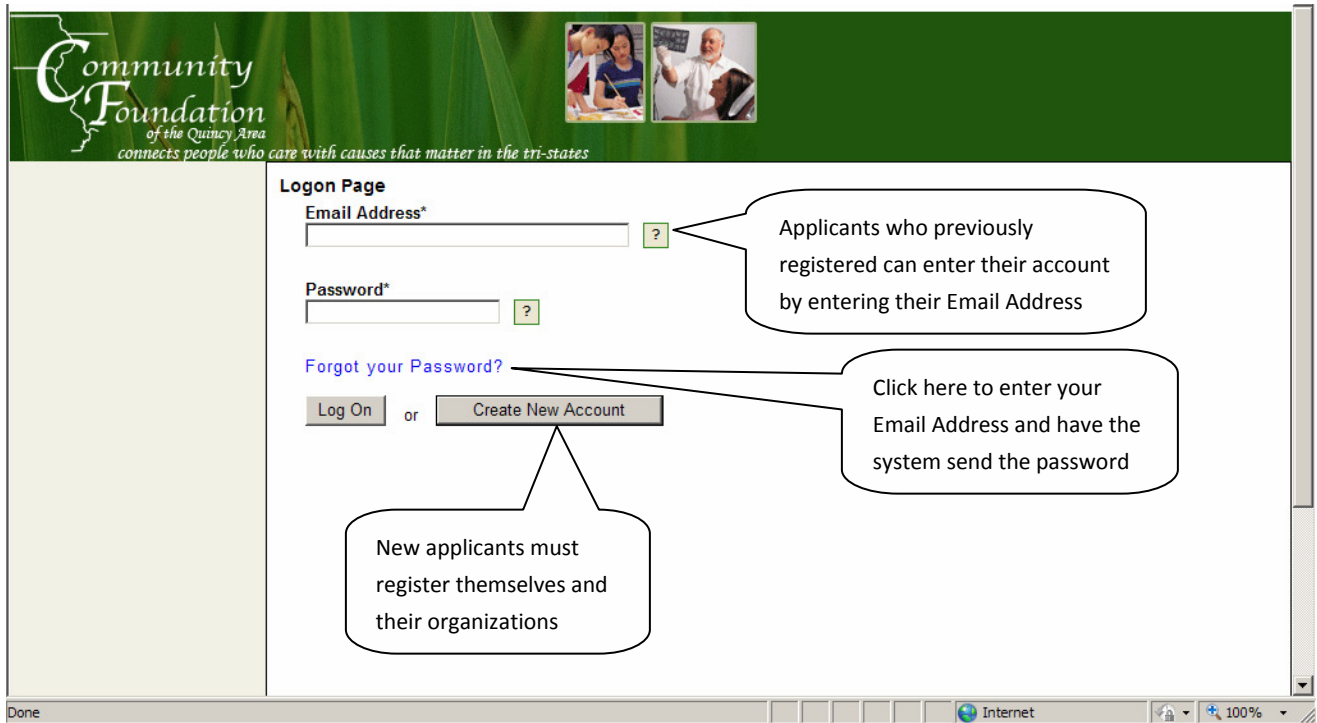
If you have forgotten your password;

4. You can click on the Forgot your Password button, enter your Email Address, and the system will email your password to your e-mail account.

If you do not have an existing account;

6. Click on Create New Account to register.

Logon Page



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To register an account

1. Click on Create New Account.
2. Enter your personal contact information. Please note the contact entered at the top of the page will be the main contact person for the application.
3. Enter your organization's contact information. If you are using a fiscal sponsor follow the onscreen instructions for entering the fiscal sponsor and applicant organization name and the contact information for the fiscal sponsor.
4. Click on the Proceed to Next Step button.

Registration Page

The registration page features a green header with the Community Foundation of the Quincy Area logo and tagline. A 'Log On' link is in the top right. The main content area is titled 'Register' and includes instructions to enter contact information. A callout box highlights the 'User Information' section, stating: 'The person entered here will be the main contact for your organization regarding the application'. The form fields are: Salutation, First Name*, Last Name*, Suffix, and Business Title, each with a help icon.

Register
Enter your contact information below.
* = Required Field

User Information Please provide contact information for the person submitting this request.

Salutation ?

First Name* ?

Last Name* ?

Suffix ?

Business Title ?

The person entered here will be the main contact for your organization regarding the application

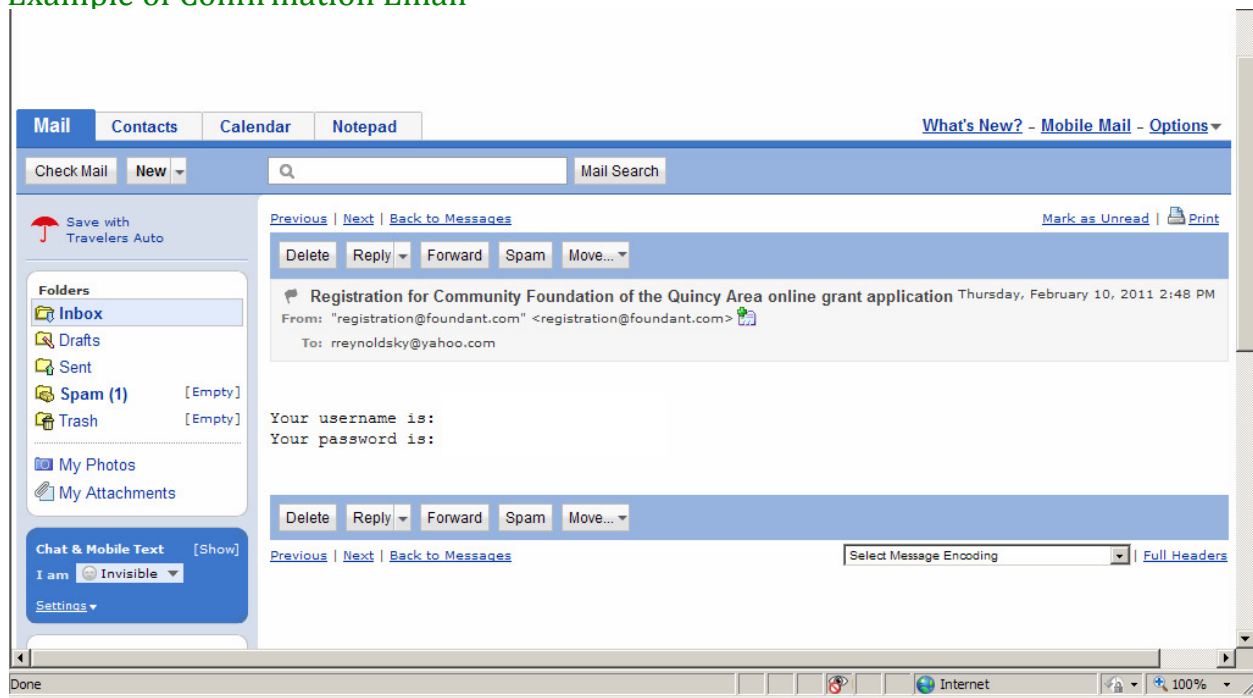
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Entering a Password

1. After you have registered your account, you will be taken to a Set Password Page where you will enter your password.
 - a. After entering the passwords click save.
2. If you wish to change your password, log on to your account and click on Edit Contact. This will allow you to change your information.
3. You will be sent an email, to the email address provided as the main contact on the registration page, that will confirm your registration and list the Username and Password your selected. Please save this email for your records.

Example of Confirmation Email



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Applicant Status Page

After you have registered your account you will be directed to the Application Status Page.

1. Start New Application – This allows you to review the available grants and apply.
2. Application Status – This is your homepage where you can check on the status of your grants. This page will display any forms you just filled out, what its status is, and what the next form will be. You can return to this page at any time to view past grants, however once the grant has been submitted you will be unable to make changes to the application.
3. Fax to File – Instead of scanning a document you can fax it to your computer. Using Fax to File helps shrink documents to a smaller file size. Click on the left menu option to use Fax to File.

Application Status Page

A screenshot of the 'Application Status Page' on the Community Foundation website. The page has a green header with the organization's logo and tagline. A navigation menu on the left includes 'requests' (with 'Apply Status' highlighted) and 'tools' (with 'Fax to File' highlighted). The main content area shows the user's contact information and a message stating they have not submitted any applications. A blue link 'Apply' is provided to start the process. A blue link 'Edit Contact' is also visible. Several callout boxes with arrows point to these elements: 'Click here to begin your application' points to 'Apply Status'; 'Fax to File Option' points to 'Fax to File'; 'Edit contact information and password' points to 'Edit Contact'; and 'Click here to begin your application' points to the 'Apply' link. The page footer shows a taskbar with 'Internet' and '125%' zoom level.

Community Foundation of the Quincy Area connects people who care with causes that matter in the tri-states

Welcome Amy
Log Off

requests
Apply Status
tools
Fax to File

Application Status Page
View the status of your applications below.

Contact Information Amy Meyer Lehenbauer
1234 Street
Test, IL 65206
123-123-1234
ay123410@adams.net

[Edit Contact](#)

You have not submitted any applications. Click [Apply](#) to begin the application process.

Click here to begin your application

Fax to File Option

Edit contact information and password

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Choosing a Grant Program

After clicking on the Start New Application link you will have the ability to choose a grant program to apply for. You should choose the 2011 Competitive Grants Online Application.

- 1) Read through the grant program description to decide if you qualify to apply for the grant. Also see the Grant Policy and Guidelines document available on the Community Foundation website for more details on eligibility.
- 2) Click on 2011 Competitive Grants Online Application.

Choosing a Grant Program

Choose the grant program. Click on the name of the program to apply.

The screenshot shows the website interface. On the left is a sidebar with 'requests' (Apply, Status) and 'tools' (Fax to File). The main content area is titled 'Application Page' and contains a message about logging in, a link to the '2011 Competitive Grants Online Application', and detailed instructions regarding 501(c)(3) status, submission deadlines (June 1, 2011), and contact information.

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Filling out the Form

After clicking on the grant program, you will be sent to the application form. Enter all the applicable information then Save as Draft or Submit the form to the Community Foundation.

- 1) Start filling out the questions on the form, paying close attention to the instructions and limitations on each question.
 - a. Certain types of questions have limitations set by the Community Foundation. Text questions will have a character limit which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This limit will be in Mega Bytes (MB). The size of file you are uploading must be under the amount of MB's allowed on the question. Any errors will appear in red. You must correct the errors before the application can be submitted.
 - b. Required questions are noted with an * symbol. You must complete all required questions before an application can be submitted.
- 2) Applicants can save as draft (see instructions on page 9 to save as draft) and come back to the form after any given time to complete it. The Community Foundation will not view the form until it is submitted.
 - a. After the application is submitted there will be a confirmation page stating that the form has been submitted. You can always refer to your Application Status Page to see what stage the application is in, if in doubt.

(see diagram on next page)

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Completing a Form

Application Page
Current Process: 2011 Competitive Grants Online Application

To avoid losing your work, please **Save As Draft** a minimum of once per hour.

* = Required Field

[Print Question Legend](#)
[Print Packet](#)

Contact Information Rachel Reynolds
PO Box 741
Quincy, IL 62306
(217) 617-7740
rreynoldsky@yahoo.com [Edit Contact](#)

Project Name*
Name of Project
fake

Printing will convert the form to a PDF for printing

Electronic Signature

Prior to the release of any grant monies, a grant recipient must sign a grant agreement agreeing to use grant funds for the sole purpose stated in the applicant's grant application form. A grant and budget report covering the use of the grant funds must be submitted to the Community Foundation of the Quincy Area as specified in the grant agreement. Failure to comply with the terms of the grant agreement or to submit completed report will jeopardize any future grants from the Community Foundation of the Quincy Area.

Signature*
Enter your full name, business title and the date of submission. (e.g.: Erin Smith, Executive Director, June 1, 2011)

[100 characters left of 100]

Certification*
By entering your signature information above and clicking "I Agree" below, you certify that the statements contained in this application are true and correct to the best of your knowledge and belief.

I Agree
 I Do Not Agree

[Save As Draft](#) [Cancel](#) [Submit Form](#)

Character limit. Will countdown as you enter characters

Submit form to the Community Foundation

Save form and keep working

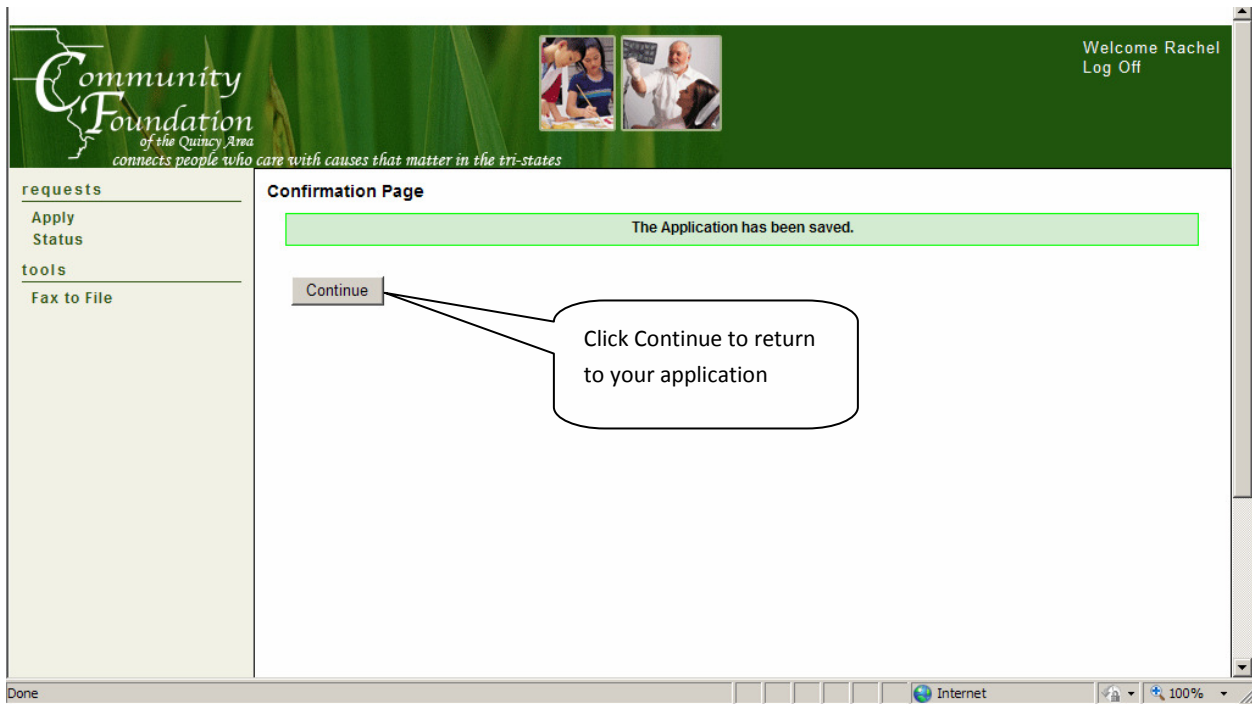
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Saving the Application

If you remain on a page with inactivity for longer than 40 minutes, you will be logged off for security reasons. Please save every 15-25 minutes by using the Save as Draft button. You can confirm your work has been saved when you see the Confirmation Page (see example below). Click the continue button from this page to return to your application.

Save as Draft Confirmation Page



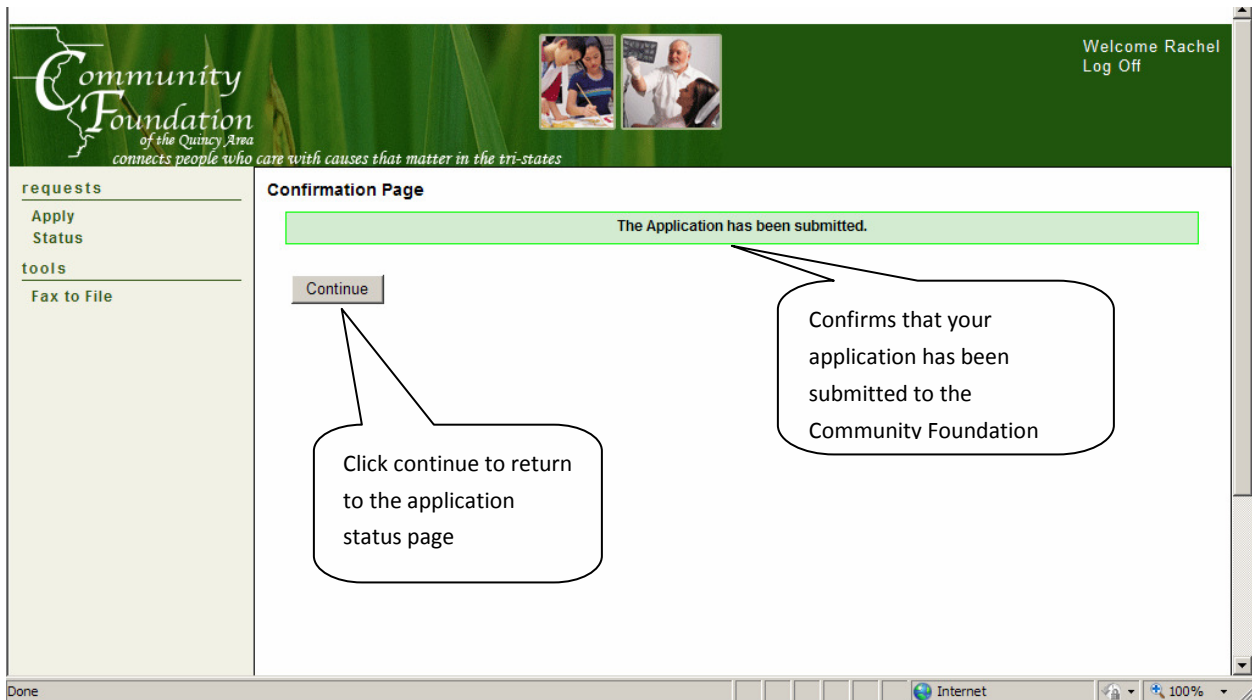
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Submitting the Application

Once your application has been submitted, you will see a confirmation screen (see diagram below). You will also receive a confirmation email, once Community Foundation staff has confirmed your application has been submitted, at the email address entered when creating and signing into you account. The confirmation email will be sent within a week of submitting your application.

Confirmation Page



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Accessing Forms After Save and Submit

The Application Status Page is where you can check on the status of your applications and access for historical record keeping. The Application Status Page is your homepage. You will be automatically directed there when you login.

1. If you've submitted the grant then you can only view the grant and print it.
2. If you saved the form then you can Edit the saved form from the Application Status Page.

Application Status Page

The screenshot shows the 'Application Status Page' interface. At the top right, it says 'Welcome Rachel Log Off'. On the left, there are navigation links for 'requests', 'Apply Status', and 'tools'. The main content area is titled 'Application Status Page' and contains contact information for Rachel Reynolds and a table of applications. Two callouts are present: one pointing to a 'Draft' application with the text 'Saved application that can still be edited before submitting', and another pointing to a 'Submitted' application with the text 'Submitted application that is awaiting Community Foundation review'.

Application Status Page				
View the status of your applications below.				
Contact Information		Rachel Reynolds PO Box 741 Quincy, IL 62306 (217) 617-7740 rreynoldsky@yahoo.com		Edit Contact
2011 Competitive Grants Online Application				
Application	Draft	02/10/2011	Edit Application	
fake 2011 Competitive Grants Online Application				
Application	Submitted	02/14/2011	View Application	Awaiting Foundation Action