



#### **STEP-BY-STEP**

# APPLYING FOR A GRANT



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# IF YOU ALREADY HAVE AN ACCOUNT...

#### Community Grants



Greater Salina Community Foundation Catholic Community Foundation Community Foundation for Cloud County Heartland Community Foundation Osborne County Community Foundation Ottawa County Community Foundation Post Rock Community Foundation Republic County Community Foundation Russell County Area Community Foundation Smith County Community Foundation Smoky Hills Charitable Foundation Smoky Valley Community Foundation Solomon Valley Community Foundation Washington County Community Foundation



#### Logon Page

Forgot your Password?

Email Address*						
	Password <sup>*</sup>	•				
	Log On	Create New Account				

- Log into your account using your email and password
- Press the "Log On" button to enter the applicant portal.

# IF YOU FORGOT YOUR PASSWORD...

#### Community Grants



Greater Salina Community Foundation
Catholic Community Foundation
Community Foundation for Cloud County
Heartland Community Foundation
Osborne County Community Foundation
Ottawa County Community Foundation
Post Rock Community Foundation
Republic County Community Foundation
Russell County Area Community Foundation
Smith County Community Foundation
Smoky Hills Charitable Foundation
Smoky Valley Community Foundation
Solomon Valley Community Foundation
Washington County Community Foundation



#### Logon Page

Email Address*					
Password	*				
Log On	Create New Account				

Forgot your Password?

- Click "Forgot your Password?"
- You will be prompted to
   enter your account email.
   Click "Send Reset Link" after
   entry. A reset link will then
   be sent to your email.

# IF YOU DO NOT HAVE AN ACCOUNT...

### Community Grants



Greater Salina Community Foundation
Catholic Community Foundation
Community Foundation for Cloud County
Heartland Community Foundation
Osborne County Community Foundation
Ottawa County Community Foundation
Post Rock Community Foundation
Republic County Community Foundation
Russell County Area Community Foundation
Smith County Community Foundation
Smoky Hills Charitable Foundation
Smoky Valley Community Foundation
Solomon Valley Community Foundation
Washington County Community Foundation



#### Logon Page

Email Address*					
Password*					
Log On	Create New Account				

Forgot your Password?

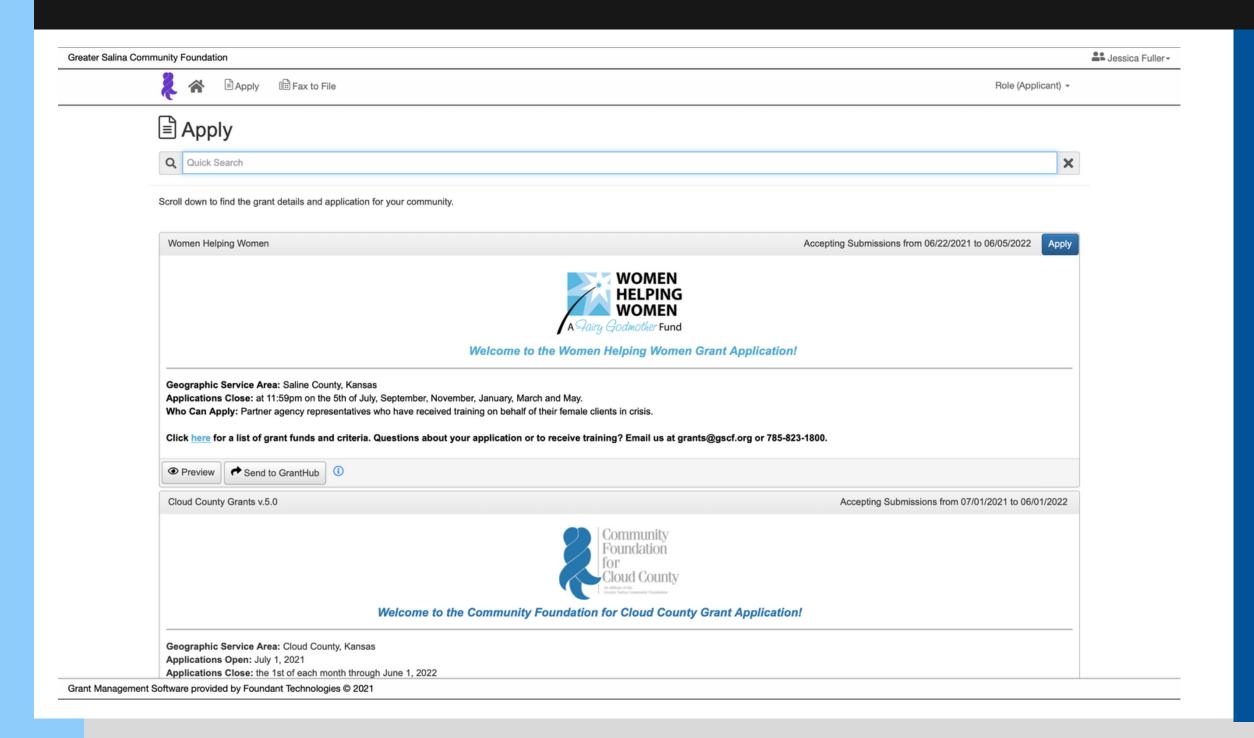
• Click "Create New Account"

# ...CONTINUED

Create New Account					
f you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page					
⚠ Using the browser's back button will delete your registration	⚠ Using the browser's back button will delete your registration information.				
This registration process has multiple steps you must complete before you can apply.					
Fields with an asterisk (*) are required.					
Organization Information					
Organization Name*	EIN / Tax Identification Number*				
If you are applying as a department of an organization please enter as such: <b>Organization Name - Department Name</b>	Enter NA if applying as an individual				
For Example: USD ### - Grade School					
Enter last name if applying as an individual.	EIN / Tax Identification Number is Required				
Organization Name is Required	j				
Web Site	Telephone Number*				
Organization Email	Address 1*				
Address 2	City*				
State*	Postal Code*				
	Next >				

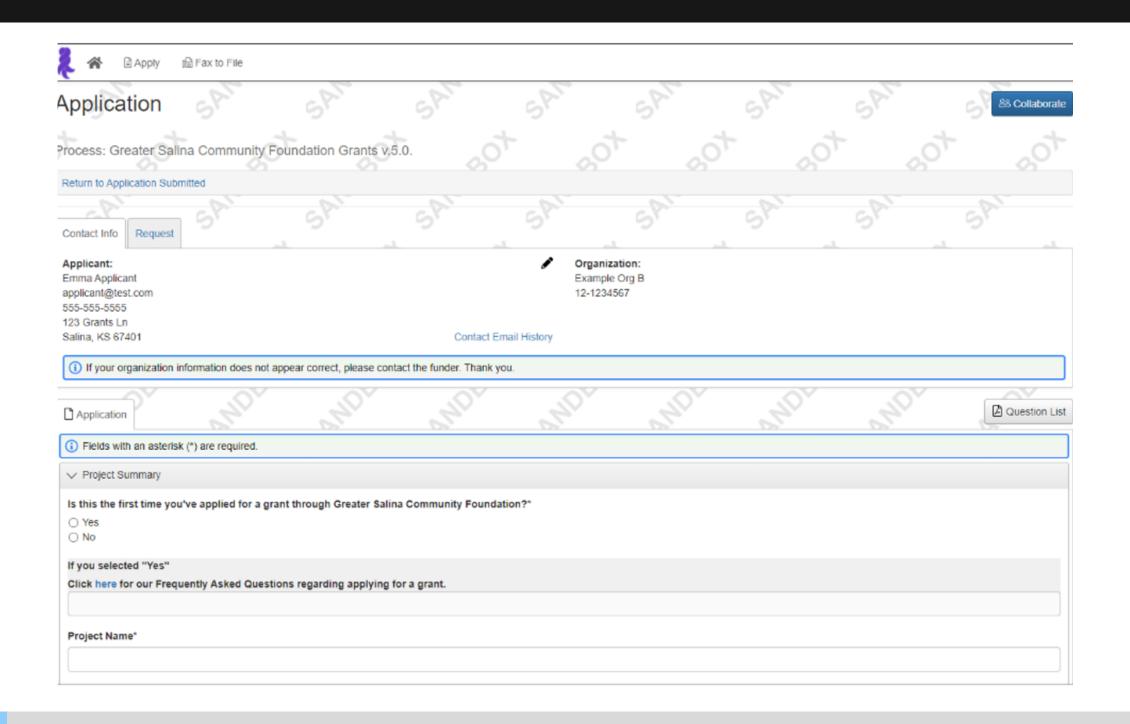
- Fill out all required information.
- Use a personal email and permanent address.
- When finished, click "Next."

#### APPLY...



- Upon completing registration,
   the "Apply" page will appear. It
   can also be accessed by clicking
   the "Apply" tab.
- You are able now able to scroll through grants, preview applications, and apply.
- To apply, click the blue "Apply" button that corresponds with your chosen grant.
- Make sure you qualify for the chosen grant's listed
   Geographic Service Area.

## ...CONTINUED



- Once you've clicked the blue
   "Apply" button on the previous
   page, you will enter an
   application.
- Fill out all required fields.
- To submit, click the blue
   "Submit Application" button at the bottom of the page.
- To save and come back to your application later, click the white "Save Application" button at the bottom of the page.