Ottawa
County
Community
Foundation

An affiliate of the
Greater Salina Community Foundation

Ottawa County Community Foundation

An affiliate of the Greater Salina Community Foundation

STEP-BY-STEP

APPLYING FOR A GRANT

Ottawa County Community Foundation

An affiliate of the Greater Salina Community Foundation

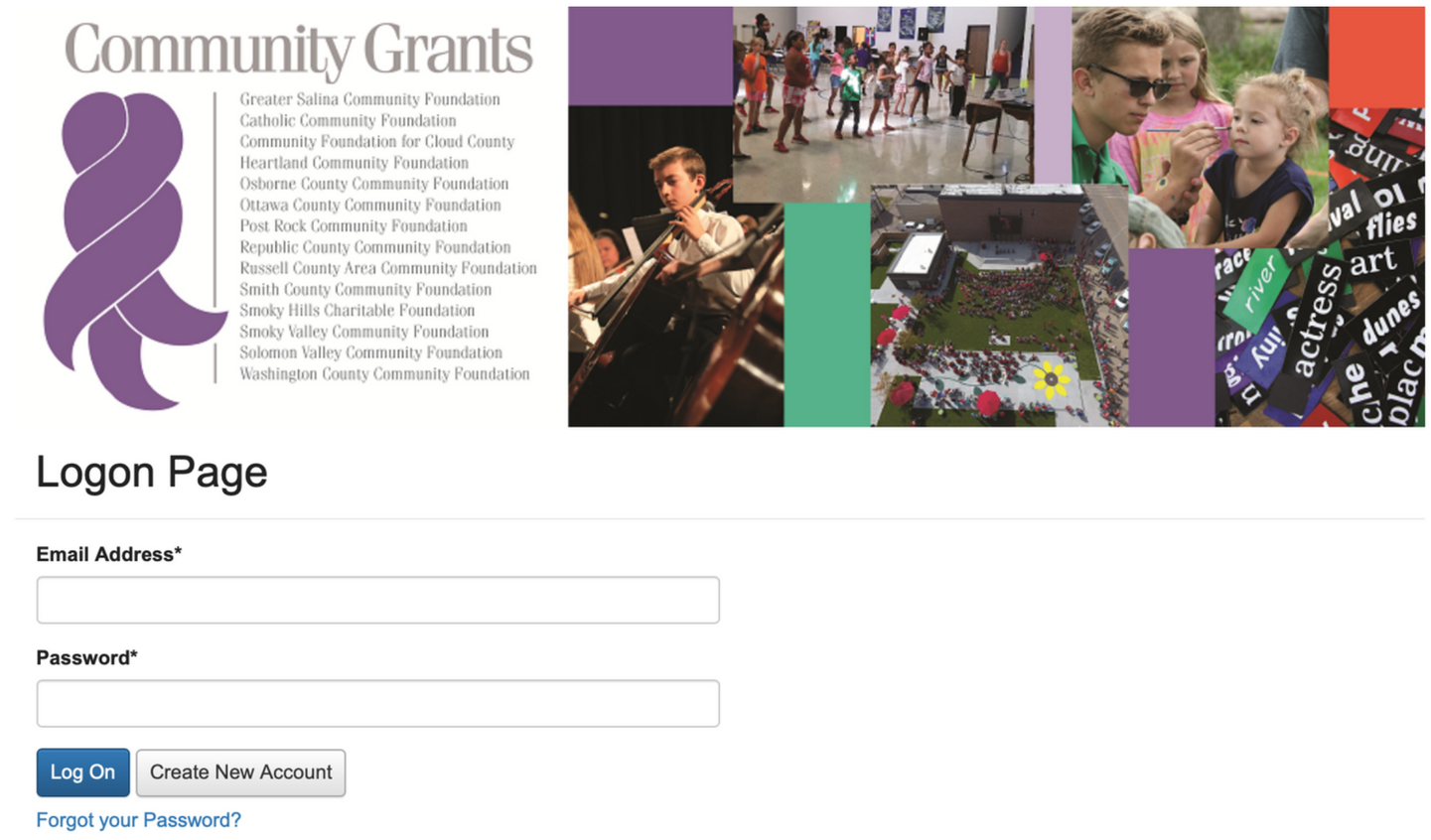
TABLE OF CONTENTS

Logging into your account....3
Password recovery....4
Creating an account....5
Apply....8
Applicant dashboard....10
Accessing historical requests....10
Accessing saved applications....11

IF YOU ALREADY HAVE AN 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…

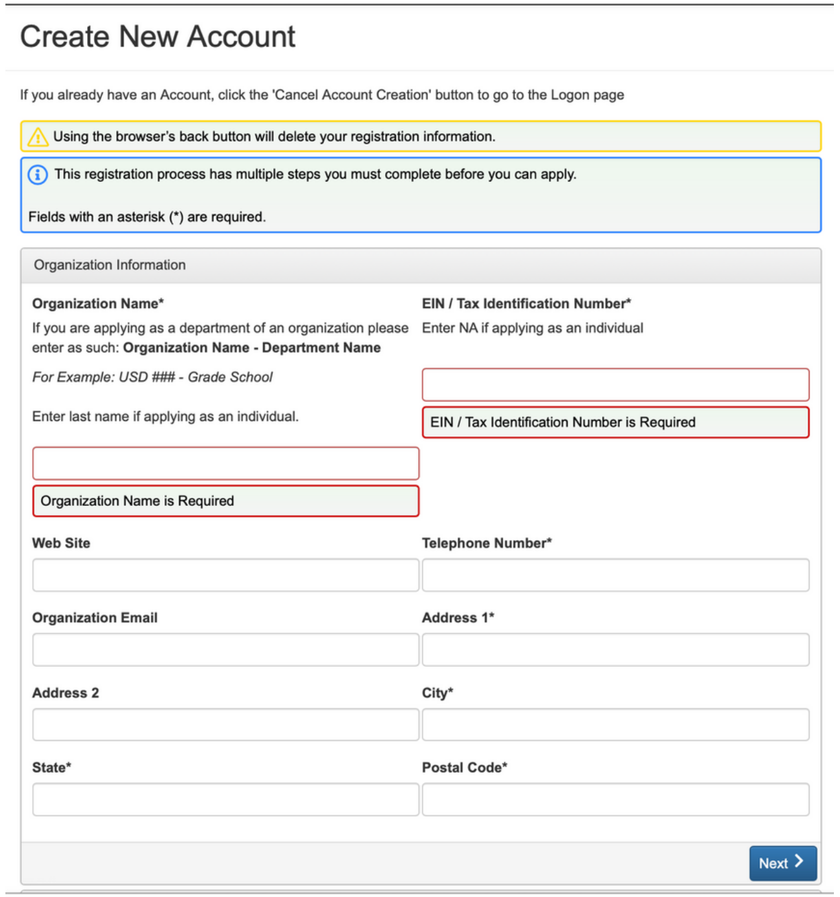


- Click “Forgot your Password?”
- You will be prompted to enter your account email. Click "Send Reset Link" after entry. A reset link will then be sent to your email.

IF YOU DO NOT HAVE AN ACCOUNT...

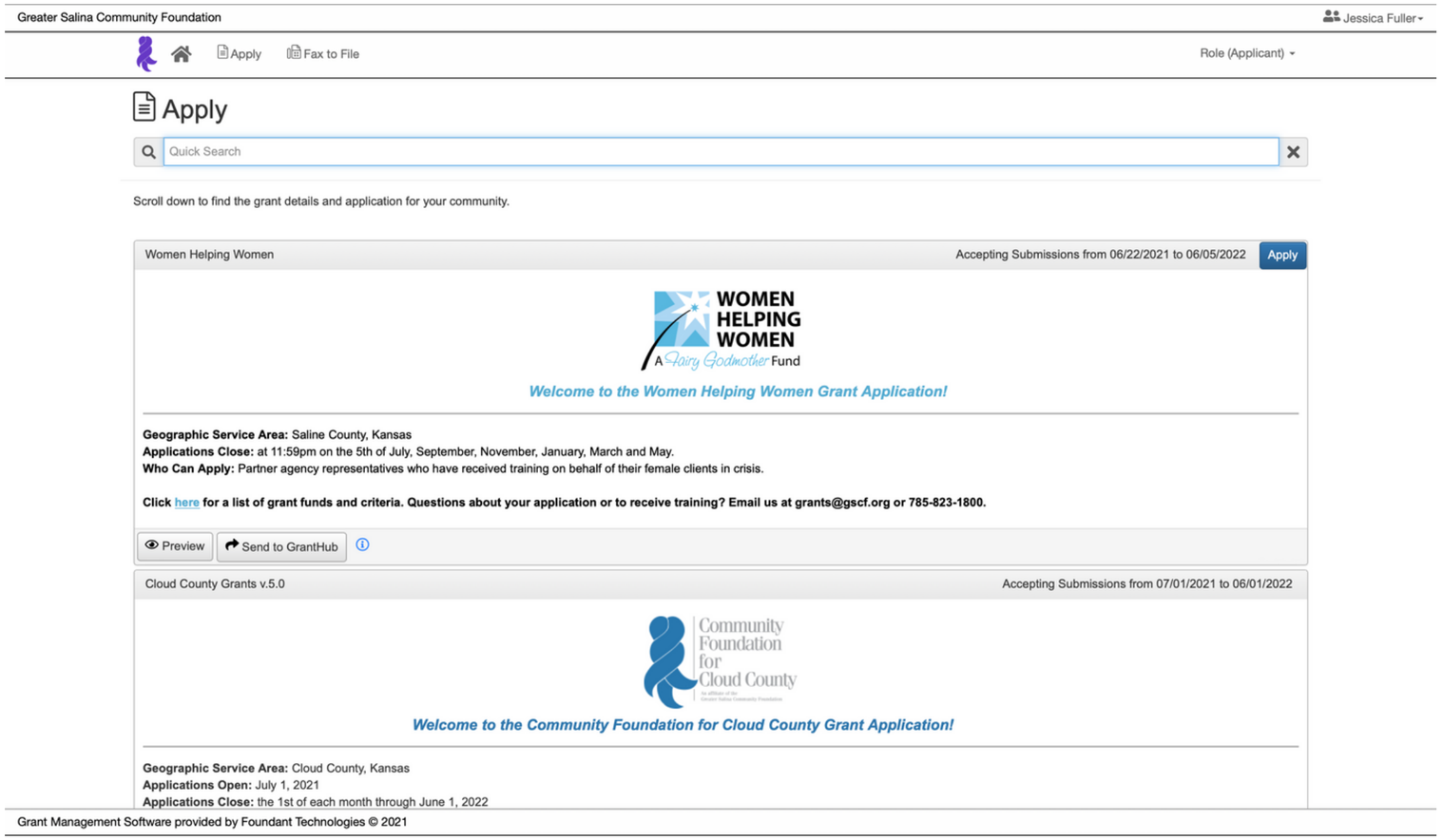
- Click "Create New Account"

...CONTINUED



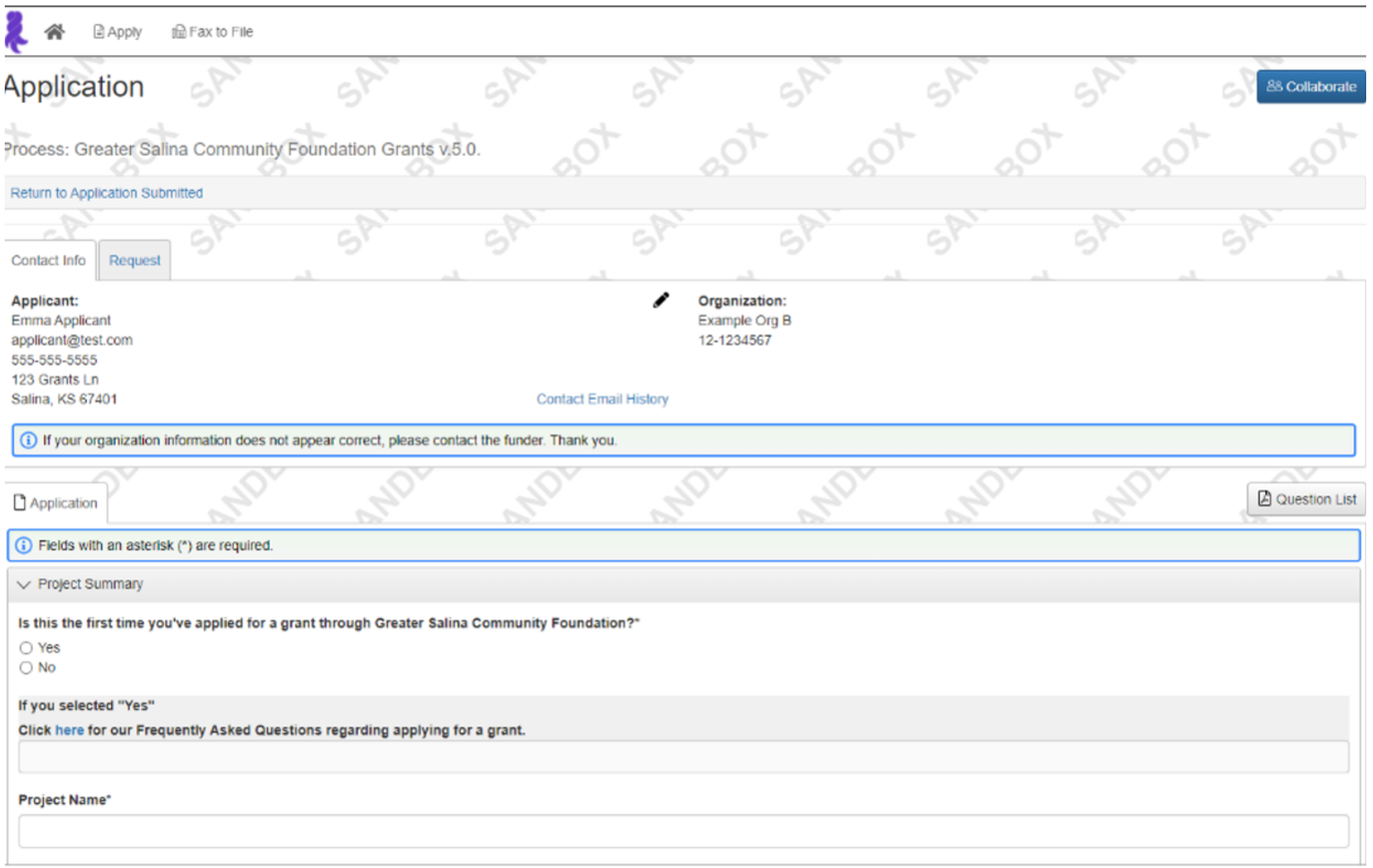
- Fill out all required information.
- Use a personal email and permanent address.
- When finished, click “Next.”

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.