

## **Instructions for Grant seekers**

Farmington Bank Community Foundation Grant applications are managed by an online grant system. Paper applications are not accepted. <u>FBCF online Grant Portal</u>

**A grant submission is a <u>two-step</u> process;** complete or edit organization information then complete an application for funding. New Applicants - Complete Profile Information for the applicant/contact person.

## ALL APPLICANTS

- Open and click on [new application]
- Select your organization from the list. If yours is not listed please add your organization, making sure all required information is included. Please include CEO/Executive Director on Contact Information. Begin a new application. *All users should update their organizational profile before submitting a grant application.*
- Complete the application note narrative is restricted to the maximum work count.
- Applications can be saved and returned to later *caveat* all questions on the webpage need to have something in them otherwise all information is lost when you click on the save and continue button. We recommend putting placeholders in all questions and then go back and begin entering information,
- Upload required documentation
- Submission- Click on [submit] tab, click on [ready to submit] checkbox; enter name of applicant and [submit].
- You do not need to complete the grant application all at one time. Should you need to quit for any reason, be sure to click on the [Save] button.
- You can access any un-submitted applications by logging and clicking on [My Active Application] on the left side menu bar. Your application will be listed with a status as draft or incomplete if not submitted before the grant cycle ended.

## TIPS FOR SUBMITTING

- It is recommended that the application be prepared offline to ensure a duplicate exists.
- Narrative responses are limited to the maximum word count.
- When all the application questions have been answered completely and the spelling has been double-checked, click the [**Submit**] button, the [**ready to submit**] checkbox, enter your name and then [**submit**].
- We recommend adding a colleague to the application for organization continuity.

Do not wait until the deadline date to apply