



2012

Online Grants Tutorial

Module III- Adding a Grant Application



Adding an Application (Module III)

Once you've logged into your profile, to create an application, click "Add Application"

NOTE: For additional help, Training Module I outlines creating a user profile, and Training Module II outlines logging in as a returning applicant. These are available on the NCCF website

SAVE CANCEL

Agency

Test Agency

EIN: 123456789 Operating Budget: 100
IRS Subsection: 501(c)0 Executive Director: Tester
123 Test Street Main Phone Number: (123) 456-7890
Test, North Carolina 12345 Grant Contact: Tester 2
Contact Phone: (123) 456-7890
Agency Website:

Click below to update Agency information:
 ?

Applications

You can either begin a new application by clicking "Add Application", or edit any applications you have already started.

[Add Application:](#)

SAVE CANCEL



Adding an Application (Module III)

First, choose the NCCF affiliate to which you are applying. The system will provide you with more details about each affiliate after you've selected one from the list.

Once you've chosen the affiliate, the grants available to you will populate. Choose the appropriate grant

SAVE **SAVE & ADD ANOTHER** **CANCEL**

Choose NCCF Affiliate to apply to: *
Make a Selection...

Grant Details

Choose the Grant for which you are applying:
Make a Selection...

Status:

SAVE **SAVE & ADD ANOTHER** **CANCEL**



Adding an Application (Module III)

Application Instructions

- You may save your application and return at any time to modify while the grant cycle is still open.
- All items must be completed before you may Confirm and Submit. Check Missing Items Section to determine remaining items to complete.
- Helpful Hint: You may Cut & Paste from another document into this application.

Grant Details

Choose the Grant for which you are applying:

Community Grants Program - Catawba Valley Community Foundation ▼

Community Grants Program

Status:
Open

You've chosen the affiliate to which you are applying.

Agency

Test Agency

EIN: 123456789
IRS Subsection: 501(c)0
123 Test Street
Test, North Carolina 12345

Operating Budget: 100
Executive Director: Tester
Main Phone Number: (123) 456-7890
Grant Contact: Tester 2
Contact Phone: (123) 456-7890
Agency Website:

Agency ID
198

Now, you may begin entering details about your project.

* Project Title

Project Description





Adding an Application (Module III)

Type of Request

- Operating
- Project/Program
- Other

Please enter the “begin” and “end” dates of your project/program.

Enter the total amount you are requesting the affiliate grants program, as well as the total of your project budget.

Type of Request
 ?

Project Begin Date

Project End Date

Program Area

Total Amount Requested from this NCCF grant program

Total Project Budget

Select the area of work your program will address:

- Arts, Culture and Humanities
- Education
- Environment and Animals

- Health
- Human Services
- Public and Societal Benefit
- Youth Development



Adding an Application (Module III)

Now you'll begin answering questions about the specifics of your project. You are limited to a total of 6000 characters (*total for all answers; roughly equivalent to two single spaced pages*).

The questions are as follows:

1. What are the goals and measurable objectives of the proposed project?
2. What are the specific activities and timetable of the project?
3. Who will implement the project, and what are their qualifications? List any collaborating organizations.
4. Describe the existing community need that the proposed project will address.
5. How will you measure the project's success? Describe the evaluation process.

The next several slides show screen shots of the application questions listed above.



Adding an Application (Module III)

Proposal Narrative

NOTE: Your proposal narrative is limited to 6,000 total characters (equivalent to two single-spaced pages) to address the five questions below.

[Click Here for Total Character Count:](#)

0

You can see your current character count here. (max 6000)

What are the goals and measurable objectives of the proposed project?

Please answer the questions.

What are the specific activities and timetable of the project?



Adding an Application (Module III)

Who will implement the project, and what are their qualifications? List any collaborating organizations.

Describe the existing community need that the proposed project will address.

Please answer the questions.

How will you measure the project's success? Describe the evaluation process.

You can also see your current character count here. (max 6000)

Click Here for Total Character Count:

0

[SAVE](#) 

To insure that you do not lose your work, we advise you to “SAVE” your application often by clicking the “SAVE” link found through out the application.

NOTE: After saving, you will have to scroll to the bottom of your application and click “EDIT” to continue adding to or editing your application.



Adding an Application (Module III)

Will your project serve any special populations? If so, please fill out the following fields to tell us more.

Special Populations Served

If applicable, please select any specific populations served by this grant.

Age

Disability

Ethnicity

Gender

Other Special Population

- Children and Youth
- Young Adults
- Adults
- Aging

- All people with disabilities
- Physically disabled
- Blind/visually impaired
- Deaf/hearing impaired
- Mentally disabled

PROJECT INCOME

Total Amount Requested from this Affiliate fund: \$0.00
Total Project Budget: \$0.00

Project Income Total: \$0.00

Tell us about additional special populations you'll be serving here.



Adding an Application (Module III)

Please enter any funding information you are receiving from other sources.

PROJECT INCOME

**Total Amount Requested
from this Affiliate fund:**
\$1000.00

Total Project Budget
\$3,000.00

Other Funding Sources (list):

Other Funding Sources (list):	Amount	Status
Source A	1000	Received ▼
Source B	1000	Received ▼
		▼

Project Income Total
\$3,000.00

These additional amounts, *added with your requested grant amount*, will automatically be added to show your **Project Income Total**.

The dollar amount in the **Project Income Total** should be equal to your **Total Project Budget**.



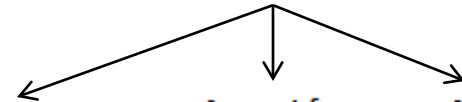
Adding an Application (Module III)

Please enter the expenses that will be associated with this project.

Enter the dollar amount of each of your project's expenses that you seek from the affiliate, as well as the amount of funding that you seek from other sources.

PROJECT EXPENSES

Project Expenses (list):

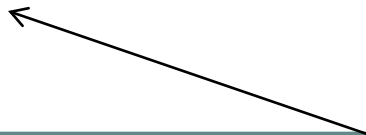


Amount from
this Affiliate fund

Amount from
Other Funding

Project Expenses Total
\$0.00

SAVE



The project expenses being covered by this grant request should equal the total amount requested
(*entered at the beginning of the application*).

The Project Expenses Total should also equal the Project Income Total shown on the previous slide



Adding an Application (Module III)

Governance and Financial Information

Please list all current board members, and note board officers by title. Including members' employers and/or place of residence is preferred, if appropriate. Describe how your board supports the mission of your organization.



Please list your current Board members and their titles. It is preferred that you also list their place of employment and residence if appropriate. Describe how your board supports the mission of your organization.

Organizational Budget

Browse...



Budget Template

[Template](#)



Additional Document (ex: 501c3 letter, press scan, etc.) - Optional

Browse...



You are also required to submit an organizational budget using the standard budget template available here (some exclusions apply*). Click the link to download the Excel spreadsheet provided, save it to your local hard drive and complete it, and then upload the completed file using the browse button. You can also submit additional documentation if need be.

*Government entities (including public schools) do not need to submit a budget file. However, you will be prompted to enter information for a person who can answer questions about the project budget.



Adding an Application (Module III)

You are almost ready to submit! If you have completed all the required information, then you will be given the option to verify several items, and then add your electronic signature. If you do not see this option, please scan back through your application for errors or areas that request more information.

Electronic Signature

**** All items in this section must be completed before the Confirm and Submit checkbox will appear. Please complete each field.**

By checking the boxes below, I certify that:

- This organization does not discriminate on the basis of race, color, religion, age, gender, national origin, or disability (in accordance with applicable federal laws).
- Any funds received for this proposal will be used for the stated charitable purpose and in accordance with the grant terms and conditions enclosed in the award letter, including completion of required reports by their deadlines.
- We will acknowledge any grant received in accordance with the terms outlined in the grant award letter, and the NCCF may publicize this project or program in all publications, including web-based communications, should the proposal be funded.
- Should this proposal not be funded by this NCCF grants program, the organization authorizes NCCF to share this proposal in its entirety with other potential funding sources at its discretion.

By typing my name in the following space, I certify that I am an authorized representative of the charitable organization named in this application.

I further certify that this application is submitted with the full knowledge and consent of the organization's Board of Directors or other governing body.



Adding an Application (Module III)

Missing Items

Project Expenses section

Your application is still missing the above items. You will need to complete the missing fields or attach the required documents before you can submit this application.

[Add Similar](#)

[EDIT](#) [EMAIL](#) [PRINT](#)

Notes:

You may save your application at any time and return to it later.

If you do not see the option to “*Add your electronic signature*,” you are probably missing some items. If you save your application, then scroll to the bottom, you’ll see a list of items that are needed under the “*Missing Items*” section. Click “*Edit*,” and update those items accordingly. You should now be able to sign and submit your application.



Adding an Application (Module III)

Confirm and Submit

Congratulations!

It appears that you have completed all the required information for this Grant. Once you are satisfied with your application, you can check the "Confirm and Submit" checkbox, and once you've saved once more, your application will be submitted to the Foundation.

Is your application complete and ready for submission?

After checking the Confirm and Submit checkbox, be sure to Click the SAVE button below!

After you have met all the conditions (including signing your application with your digital signature), and clicked "SAVE", you are ready to confirm and submit.

If you are finished with your application, click the check box, and then click "SAVE."



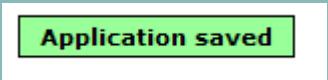
Adding an Application (Module III)

Congratulations!

You are now finished with your NCCF grant application.

You will see a small pop-up message that says “Application Saved”.

Please wait until you see this message before closing your browser, or you could lose your work.



Application saved

You can also scroll down to the *bottom of the application* to confirm your application was submitted.

Confirm and Submit

Congratulations! Your application has been successfully submitted.



Adding an Application (Module III)

Thanks for using NCCF's Online Grant System!

You have just completed "Adding an Application," Module III of III.

If you need additional assistance or review, Module I covers "Adding a Profile," and Module II covers "Returning to our system and logging in."

Additional training materials can be found at www.nccommunityfoundation.org.

If you have questions or need additional help, please feel free to contact the NCCF Regional Associate serving your area. To find your Regional Associate's name and contact info, please visit the following link: [Meet our Staff](#)



Adding an Application (Module III)

For additional Technical support and questions, feel free to contact:

Patrick Callahan

Manager of Information Services, North Carolina Community Foundation

E-mail: pcallahan@nccommunityfoundation.org

Phone: (919-256-6917).