



2012

Online Grants Tutorial

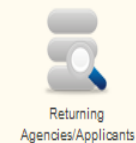
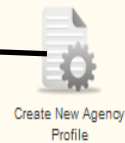
Module 1
First time logging in;
Creating a Profile



Creating a Profile (Module I)

Welcome to the North Carolina Community Foundation Online Grant Application System!

To create a new profile, begin by clicking on this icon



Please note: All agencies, even those who have previously received funding from NCCF, must establish a login for the online grant application system by selecting "Create New Agency Profile." Only agencies who have set up a profile in the system in 2011 will be able to use the "Returning Agencies/Applicants" function.

Before applying, be certain to review grants information available on our [website](#).

Need some help getting started?



[Staff & Board Member Login](#)



Creating a Profile (Module I)

Agencies | [Add Agency](#)

SAVE
SAVE & ADD ANOTHER
CANCEL

Creating an Agency Profile

Search IRS Database →
 Confirm your Agency Info →
 Add Agency Details →
 Verify All Agency Data →
 Enter Email Create Access →
 Receive Email

Applicant

Type of Organization

[trouble with the drop-down?](#)

SAVE
SAVE & ADD ANOTHER
CANCEL

* required fields

Select your organization type

Organization Type Selection Options

- 501(c)3 Public Charity
- Church or Other Public Charity
- Public School
- Government Agency
- None of the Above



Creating a Profile (Module I)

If you are a 501(c) Public Charity, you will be prompted to browse the IRS Database for your organization. Click the drop down box and choose "Browse choices". This will open another window, where you will need to find your organization, then click "Ok".

Applicant

Type of Organization

501(c)3 Public Charity

Browse the IRS Database for your organization

[trouble with the drop-down?](#)

NCCF Community Grant Applic... - Mozilla Firefox

quickbase.com https://www.quickbase.com/db/bf6r56r5?a=recordPicker&mdbi

Select a Organization

Select from the list below, or search to see a subset of available organizations.

OK Search

E. I. N.	Organization	Complete Address
002215455		...
010470835	AMERICAN MENS STUDIES ASSOCIATION INC	1507 PEBBLE DR, GREENSBORO, NC,
010515097	MISSION OF T E A R S	PO BOX 98794, RALEIGH, NC,
010518008	EDUCATIONAL PARTNERS INTERNATIONAL	151 PRESTWOOD LN, MOORESVILLE, NC,
010551081	DOWN EAST COUNCIL FOR HISPANIC LATINO AFFAIRS	PO BOX 453, NEW BERN, NC,
010552493	DELIVERANCE TEMPLE OF GOD MINISTRY INC	2499 D HIGHWAY 117 SOUTH, GOLDSBORO, NC,
010552914	SOUTHWESTERN HEALTH SYSTEM INC	4130 US HWY 64E, MURPHY, NC,

next >>>

OK 1-250 of 45949 Organizations shown



Creating a Profile (Module I)

If you choose any of the other options, you will be given the following fields to fill out. You'll need to enter this information, and then click "Save". If you choose *None of the above*, you will be given a message indicating that NCCF grants are limited to organizations that serve our affiliated areas.

Agency

* Agency Legal Name	* Agency EIN	
<input type="text"/>	<input type="text"/>	
Agency Year Founded		
<input type="text"/>		
* Agency Street		
<input type="text"/>		
* Agency City	* Agency State	* Agency Zipcode
<input type="text"/>	North Carolina ▼	<input type="text"/>
Agency County		
<input type="text"/>		
Are you a Branch office at a different location?		
<input type="checkbox"/>		



Creating a Profile (Module I)

After you've entered the information in the previous screen, the fields below will become visible. Please fill them out, and then click the checkbox verifying that this information is accurate and complete.

Agency Details

Current Operating Budget *

Executive Director *

Agency Phone *

 ext.

Grant Contact *

Title *

Contact Phone *

 ext.

Fax Number

 ext.

Agency Website

Is all information accurate and complete? *



Creating a Profile (Module I)

After you've verified all your information is correct, you will be asked to enter the credentials you would like to use to log into your Agency's profile. Once you've entered your preferred email address and password, click "Save" at the bottom of the screen.

Personal Access

In this section you will create a unique password. Please remember this password to access the system.

* Email Address

* Password

When finished filling in Agency Information, click SAVE. An automatic email will be sent to the address you have provided.

NOTE: If you have already registered your Agency, please use the automatic email which was sent to you. You can not log on to the Online Application system from this form.

SAVE

SAVE & ADD ANOTHER

CANCEL



Creating a Profile (Module I)

You are almost finished adding your Agency! Click "Edit" to login to your new profile with the email address and password that you supplied in the previous screen.

Welcome back!

test2

Please Sign In

Click "EDIT" and sign in with your email address and password.

EDIT

EMAIL

PRINT

ADD SIMILAR



Creating a Profile (Module I)

Enter your credentials and click “Save”. You’ll be taken into your profile, where you can change the your organization’s information, or **add a grant application**.

Please Sign In

Email

Password

Forgot Login?



Creating a Profile (Module I)

Thanks for using NCCF's Online Grant System!

You have just completed "First time Logging in; Creating a Profile," Module I of III.

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

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](#)