

Frequently Asked Questions (FAQ) for Online Application Submission

Q. What internet browser should I use?

A. Our online grant applications are compatible with the following internet browsers:

- Internet Explorer® 10
- Internet Explorer® 9
- Internet Explorer® 8
- Mozilla® Firefox® (for PC and Mac)
- Safari® (for PC and Mac)
- Google Chrome

Q. What link should I use to get started?

A. Use the link that is provided to you by the Manager of the Initiative.

Q. What do I need to get started?

A-1. You will need the username and password of the applicant's organization. If the organization has applied in the past, someone should have that information. If not, be prepared to create a username and password. You may want to write this down so other people in your organization can see past applications.

A-2. Next, enter the applying organization's non-profit (e.g. tax id #12-3456789 with or without the dash). If you do not have a valid non-profit tax id number, but have an organization that is a valid non-profit and has agreed to be your fiduciary or fiscal agent, following the instructions below:

- Enter the applying organization's tax id number and address, if it is a fiduciary or fiscal agent, use their tax id number and address;
- Enter the applying organization's name;
- Enter the legal name of the applying organization, if it is a fiduciary or fiscal agent, use their legal name;
- Enter applying organization's CEO or ED's contact information;
- Enter applying organization's primary contact information;
- Attach applying organization's Board of Directors list;
- Attach applying organization's Annual budget;
- Attach applying organization's Program budget;
- Attach applying organization's Annual report (if available; Details for your program, including budget and impact);
- Enter applying organization's social media information, including links, handles and number of followers.

A-3. Lastly, if you are a Grant Writer and you assist more than one Organization, make sure you are using the right tax ID number for that organization.

Q. What address should I use?

A. Use the address that is on file with the IRS. If you have moved and the current address associated with the Organization has not been updated through the IRS, use the address on the organization's website or their PO Box mailing address (do not use a home address).

Q. Can I stop and go back to my application later?

A. Yes, click on save and finish later. When you go back into the application, follow the instructions from there.

Tips:

Save and print a PDF file for your records.

Thank you and good luck!