ONLINE GRANT APPLICATION INSTRUCTIONS

Your account will continue to be accessible for future grant applications so be sure to save your email and password.

* Make sure to use an updated web browser. Google Chrome and Firefox work best.

1.) To begin a new application click the link provided on www.centralkansascf.org or go to https://centralkansascfgrants.communityforce.com/.

2.) **If you *have not* created an account**, click the *"Create New Account"* button. Your account will be created and tied to your email address. When creating your account, be sure you do not add a space at the end of your first or last name. (The way you enter your name will be the way it shows up in the signature line of the application.)
If you *have* created an account, log in with your *"Email"* and *"Password"* that was used to create your account. If you forgot your password, click the *"Forgot Password?"* button. You will be prompted to enter in your email address that you used to set up your account. An email will be sent to the email address provided to reset your password.

3.) Once logged in, you will be taken to the applicant homepage. All open grants are under the *"Search"* tab. Any application that you have filled out through the Central Kansas Community Foundation online granting system will be located under the *"My Applications"* tab.

4.) Select the grant you wish to apply for under the *"Search"* tab.

5.) Confirm you are a qualified organization that possesses a 501(c)(3) status under the Internal Revenue Service code, exempt under statute (i.e. educational institution, church, a city or county), or in formal partnership with a qualified organization.

6.) You will be taken to the application homepage. At the top of the screen there will be several buttons. *"Preview Application"* lets you review and print the application. *"Final Review and Submit"* submits your application once it is completed. *"Import Responses from Existing Applications"* will copy information from other applications in your *"My Applications"* tab to the application you are currently working on. *"Add Collaborator"* lets you invite others to complete the application.

7.) There are three icons located at the bottom of the application homepage. Click on each icon to complete each individual section. When each section is completed make sure to hit the *"Save and Return to application"* button at the bottom of each page. There is a time-out feature, if a page remains idle for an extended period of time, it will **not** automatically save your work. It will kick you out and have you log back in. (The system times out after 60 minutes.)

8.) Once finished with all three sections, click the *"Final Review and Submit"* button at the top left of the screen. (You will not be able to go back and make changes once the application is submitted.)

9.) Once submission is completed a PDF of your application will be available for download.

If you have questions or need further information, please contact Chancy Gerbitz, Program Director, at chancy@centralkansascf.org or 316.283.5474.