Foundant Online Grants System Tutorial

Module II
Adding a Grant Application

www.nccommunityfoundation.org
Adding an Application (Module II)

Once you've logged into your profile, you will land on your dashboard. Click “Apply.”

If your organization information does not appear correct, please contact the funder. Thank you.

You have not submitted any applications. Click Apply to begin the application process.
Adding an Application (Module II)

Please be sure to review the program requirements BEFORE you apply.
Adding an Application (Module II)

To apply for a grant, select the grant program to which you are applying. Grant cycles that are open will have the **BLUE** Apply button. Click “Apply” to begin the process. You may also preview the grant questions by clicking the “Preview” button.

If a grant cycle is closed, this message will appear.
Adding an Application (Module II)

Begin filling out your application. Be sure to follow ALL instructions within the application. To preview a list of the application questions, click “Question List.”
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Be sure to pay close attention to the Budget Information section and read the instructions carefully. You will be asked to download, complete and upload a budget document based on your type of request (either Program/Project or General Operating Support). It is important that the correct budget is used for your project.
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Read and follow the instructions very carefully for the budget attachment and then download, complete and attach one budget that matches your type of request (either Program/Project or General Operating Support).

Download, complete and then upload ONE of these templates based on your type of request.
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Uploading Tips

- Click on the link to save the template to your computer (that matches your type of request).
- Complete the budget template.
- Click the “Upload file” button to locate the file on your computer. Select the completed budget template and select the “Open” button.

Note – Once an attachment is uploaded, a red “X” will appear beside your file for you to delete the attached file if you want to delete it.
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Please complete any terms and agreement statements and electronically sign the application before submitting.
Note – You are allowed to save your application at anytime, but this WILL NOT submit the application.

Once you are satisfied with your responses and you are ready to submit your application, click the “Submit Application” button.
Congratulations! You have submitted your request. You should receive a confirmation email. If you do not see a message in your inbox, please check your spam/junk folder and confirm that you entered your email address correctly.
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After you click continue, you will be taken to this screen. This is your “Dashboard.” From here, you will be able to see the status of your requests and any previous requests.
Thanks for using NCCF’s Online Grant System!

You have just completed “Adding an Application.”

Need technical assistance? Contact NCCF Tech Support at tech@nccommunityfoundation.org