



Foundant Online Grants System Tutorial

Module II *Adding a Grant Application*



Adding an Application (Module II)

NORTH CAROLINA COMMUNITY FOUNDATION Grants

[Home](#) [Apply](#) [Organization History](#) [Fax to File](#)

Applicant Dashboard

[Public Profile](#)

Applicant:

Organization: [Contact Email History](#)

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

Message: 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.



Apply Organization History Fax to File

Apply

i If you have been provided with an Access Code, you may enter it in the box at the top of the page.

FOR NCCF AFFILIATE FOUNDATION APPLICANTS ONLY

- Before you apply, be sure to read NCCF's [Guidelines for Grantmaking](#). Even if you have applied in the past, the criteria and process may have changed.
- Click [HERE](#) for step-by-step instructions on how to complete a grant application.
- All grant cycles close at NOON on the last day of the cycle. Late applications will not be considered.

FOR ALL APPLICANTS

- Are you using [Mozilla Firefox](#) or [Google Chrome](#) as your browser?
- Read all instructions provided within the application very carefully.
- Pay careful attention to instructions about uploading documents, including which file types are accepted.
- Once you have begun an application, you may preview the questions by clicking on "Question List".

NOW, you are ready to apply! Please find the program you are applying to on the list below, and click the link to begin the application process. **If you do not see the application that you are looking for, you may require an access code. Please review your instructions to obtain that information and enter the access code above. The program will then appear below.**



Adding an Application (Module II)

FOR ALL APPLICANTS

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Lenoir County Community Foundation - 2017

Accepting Submissions from 03/17/2017 to 04/18/2017

Cycle Dates March 17 - April 18, 2017 (closes at **NOON**)

Organizations that serve Lenoir county and meet eligibility criteria found [here](#) may apply.

 Preview


Apply

Yadkin County Community Foundation - 2017

Accepting Submissions from 03/17/2017 to 04/18/2017

Cycle Dates March 17 - April 18, 2017 (closes at **NOON**)

Organizations that serve Yadkin county and meet eligibility criteria found [here](#) may apply.

 Not accepting submissions until 03/17/2017

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."

Application

Lenoir County Community Foundation - 2017

 Public Profile


 Question List

Applicant:




Organization:

[Contact Email History](#)

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

Request Documents **0**

 Fields with an asterisk (*) are required.

Organization Information

If you have not done so already, please take a moment to review our [Grantmaking Guidelines](#) and these [Frequently Asked Questions \(FAQs\)](#) which have important information on eligibility and grant requirements.



Adding an Application (Module II)

Budget Information (specific to this application)

Budget Information Based on Type of Request

ALL APPLICANTS must upload a budget document based on the type of request being submitted (either Program/Project or General Operating Support). Please ensure that you submit the correct form to match your type of request. If you are unsure which template to use, please contact us.

Please remember our [guidelines](#) when completing your budget. **Grants are not awarded for:**

- Annual fund or capital campaigns
- Political purposes or lobbying
- Activities that are restricted to members of a particular faith or promote a specific religious doctrine
- Loans
- Reimbursement (*This program does not support reimbursement of costs incurred prior to the deadline for submission of the application. Your request may only include costs that will occur in the future, after the submission deadline of the application.*)
- Individuals
- Re-granting by the applicant organization
- General operating support for religious entities

Budget Attachment*

Please read the following instructions carefully:

1. Download the appropriate template below for the type of request.
2. Complete the template and save it. Return to this application.

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.



Adding an Application (Module II)

Budget Attachment*

Please read the following instructions carefully:

1. Download the appropriate template below for the type of request for which you are applying and save it to your computer. No other document will be accepted.
2. Complete the template and save it. Return to this application section to upload the document.
3. Click the "Upload a file" button below.
4. Locate the file on your computer that you would like to upload, click on it to select it, and click "Open".
5. Click "Upload".

Only the following file types are accepted:

- Microsoft Excel (.xls, .xlsx)
- Microsoft Word (.doc, .docx)
- Adobe Acrobat (.pdf)
- Image Format (.jpg, .jpeg)

A red X will appear beside an uploaded document. Before you submit

FOR APPLICANTS SEEKING FUNDING FOR A PROGRAM/PROJECT

Use this template: [NCCF Program/Project Budget Template](#)

FOR APPLICANTS SEEKING FUNDING FOR GENERAL OPERATING SUPPORT

Use this template: [NCCF Organizational Budget Template](#)

Upload a file [5 MIB allowed]

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.



Adding an Application (Module II)

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.



Adding an Application (Module II)

Please complete any terms and agreement statements and electronically sign the application before submitting.

Terms of Agreement

If you are ready to submit your application to NCCF, you must first respond to each statement below, digitally sign, and then submit your application.

The applicant verifies completion of the application according to instructions.*

This application has been completed in full and according to all requirements herein, including but not limited to the following:

- The organization meets eligibility requirements, and the correct Tax ID number is included.
- The budget information has been uploaded according to instructions based on type of request.

If you are not sure, please recheck before responding. Application may be disqualified based on whether or not these requirements are met.

I agree to these terms.

This organization does not discriminate.*

This organization offers programs and services without discrimination on the basis of age, race, national origin, ethnicity, gender, physical ability, sexual orientation, political affiliation, or religious belief.

I agree to these terms.

If awarded, grantee will comply with grant purpose and reporting requirements.*

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. Funds will not be used for costs incurred prior to the deadline for submission of this application.

I agree to these terms.

If awarded, grantee will follow NCCF's acknowledgement and publicity guidelines.*

This organization 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.

I agree to these terms.

NCCF may share this proposal. (Participation Not Mandatory)*

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.

Yes

No

Signature

Digital Signature*

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 II)

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.

Signature

Digital Signature*

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.

To save your application for future use, click **SAVE** below.
Clicking **SAVE** does **NOT SUBMIT** your application.

When you are ready to submit the application to NCCF, click **SUBMIT**.

We recommend that you review your application one last time before submitting to confirm that all required responses and attachments are present.

You will receive a confirmation email. If you do not, check that your email address is correct and check your spam/junk folder. If you still do not see an email confirmation, please contact your local NCCF Regional Director for assistance.

We recommend that you save and/or print a copy of your application for your records and for future reference.

Save Application

Submit Application



Adding an Application (Module II)

NORTH CAROLINA
COMMUNITY FOUNDATION



Confirmation Page

✓ Success: The Application has been submitted.

Continue

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.

[Grant Management Software](#)

provided by  FOUNDANT
technologies



Adding an Application (Module II)

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.

Applicant Dashboard

Public Profile

Applicant: Organization:

[Contact Email History](#)

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

▼ Second test app			
Process: Harnett County Community Foundation - 2014			
Application	Submitted	05/30/2014	View Application
Decision	Undecided	05/30/2014	View Details
▼ Second Test app			
Process: Harnett County Community Foundation - 2014			
Application	Draft	05/30/2014	Edit Application
Decision	Undecided	05/30/2014	View Details
▼ Helping Hands			
Process: Harnett County Community Foundation - 2014			
Application	Submitted	05/30/2014	View Application
Decision	Undecided	05/30/2014	View Details



Adding an Application (Module II)

Thanks for using NCCF's Online Grant System!

You have just completed "Adding an Application."

Additional training materials can be found at
<http://www.nccommunityfoundation.org/page/new-online-training-materials-available-for-applicants>

Need technical assistance? Contact [D'Wayne Wilkins](#)