Montgomery County Community Foundation

Online Application Portal Guide

**To Start a NEW Online Application**

* **From** [**www.mccf-in.org**](http://www.mccf-in.org)**, under the Grants tab, click “How to Apply,” scroll to the bottom of the page and click “START a NEW….”**
* **Click on the link for the NEW application form** you are interested in
* **Log into (or create) your online account to access the application form.**

***IMPORTANT:* Late applications will** **not be accepted, regardless of the reason** (computer problems, power outages, internet connectivity issues etc.), so plan to fill in and “SUBMIT” the application well in advance of the deadline. If you are “in progress” at deadline, you will be locked out of the application.

**Creating your Online Account**

* **Each applicant must use only one online account**, so each applicant’s applications are saved together in one account. This will allow easy access to your online application history. If you create multiple accounts using multiple e‐mails, it will become very confusing for you to access your history/documents.
* **Organizations who have different people applying** for grants on behalf of the organization may wish to create one shared e‐mail account to use just for grants, but someone will have to check it regularly, or have the contents forwarded to an account that is checked regularly.
* **Note the e‐mail / password** used to create your account. Use this same e‐mail / password to login to your account on the grant portal to access your online grant history / applications in progress.
* Add **mail@grantapplication.com**to your safe senders list to ensure you receive all system communications.

**Accessing Your Online Account  *Once you create an account, you will be able to:***

***Access your saved applications (“in progress/drafts” or “submitted”):***

* **Log into your account at** <https://www.GrantRequest.com/SID_5675?SA=AM> This link is also at the bottom of the How to Apply page under the Grants tab on the MCCF Website.
* [To access your saved drafts and your submitted requests; sign in and select "in progress" or "submitted" in the drop down](http://www.grantrequest.com/SID_2360/)
* **Do** **not** **use the new application form link on the website** to access your saved drafts. If you use the application form link, it will create a new application each time you use it. If you keep entering through the application from link, you will end up with multiple copies of “draft/in progress” applications.
* **Select "in progress"**, to continue working on draft applications which have not been submitted and are still in draft form
* **Select "submitted”,** to view the applications that you have submitted. You cannot edit submitted applications.
* **To delete an application**, select the trash can next to it.

***Submit Final Report Forms for applications submitted online:***

* **Log into your account at** <https://www.GrantRequest.com/SID_5675?SA=AM>
* **Click the “Requirements” tab** on the top left (next to “Applications”)
* **Select “submitted”** in the drop down box (lower L)
* **Click on the application name,** then click “requirements” (upper R)
* **Choose the appropriate requirement.** If the requirement is missing, email cheryl@mccf-in.org to have it re‐posted.

**Application Form “How To”**

* **When working on the application: always click the “SAVE” button at** **the** **bottom** **of** **the** **page** before closing or your work will not be saved.
* **You do not have to complete the application in one sitting.** To come back and work on the application later: **Click “SAVE”, and sign out.** You can then go back and sign back into your account later (using the **RESUME a Saved Application** link) to complete and submit it at a later time (directions below). Click “SAVE” regularly in case of computer or internet issues or power outage.
* **The application will not be submitted until you click the “SUBMIT” button.** When the application is sitting in your account as in “in progress” draft form, the Foundation cannot see the application.
* **To return to your application DO NOT use the NEW application form link on the website.**

Log into your account here:<https://www.GrantRequest.com/SID_5675?SA=AM>If you click the new application form link, it will create a new application each time you use it.

***To Print a Paper Copy of the Questions***

If you prefer to read through a print copy before entering your answers in the online form, or read through the questions then draft your answers in a word processing program to copy and paste into the online form fields:

* Open the application and click **“printer-friendly version”** link on the top right of the page.
* You can then read the form, draft your answers in a word processing program, then copy and paste each answer into the appropriate field in the online application form.
* If copying and pasting from a word processing program, **avoid your use of bullets and other formatting**. Use a dash instead of bullets.

***To E‐mail a Copy of the Draft Application***

E‐mail a copy to yourself or to someone else for review or discussion (very helpful if you are applying on behalf of an organization or group):

* Click **“e‐mail draft”** link on the top right of the page.

***Attachments***

* **Attachments are allowed** (as requested in the application) to a **maximum of 25 MB per application**.
* **If you have multiple documents** (for one attachment), either scan or copy and paste to combine them into one document to upload.
* When attaching electronic files, use **PC compatible** file formats (.doc; .docx; .pdf; .xls; .jpg; .tiff). We will not be able to open MAC only compatible files.

***Submit the Completed Application***

* Late applications will not be accepted, regardless of the reason (computer problems, power outages, internet connectivity issues etc.), so plan to fill in and “SUBMIT” the application well in advance of the deadline.
* When your application is complete: you must click the “SUBMIT” button, and submit the application before the deadline.
* Once you “SUBMIT” successfully, you will receive a confirmation e‐mail (sent to your online account e‐mail) with a copy of your application.
* If you do not see the e‐mail in your inbox, check your “junk” or “promotions” folders.
* Add **mail@grantapplication.com** to your safe senders list in your e‐mail program to ensure you receive all system communications.
* If you still do not see the confirmation e‐mail, log out and log back in to your online account – if the draft is still “in progress” then re‐submit.

**Recap of links**

To start a **NEW** **Capacity Building Application**: <https://www.GrantRequest.com/SID_5675?SA=SNA&FID=35003>

To start a **NEW Unrestricted Grant Application**: <https://www.grantrequest.com/SID_5675?SA=SNA&FID=35011>

To resume a **SAVED Application**: <https://www.GrantRequest.com/SID_5675?SA=AM>

Or access via [www.mccf-in.org](http://www.mccf-in.org), click How to Apply under the Grants tab. The links are at the bottom of the page.