

Tips and FAQs for the Online Grant Application

Tips

- The Foundation strongly recommends that the author of the proposal and the representative responsible for submitting the online application attend the Bidders Conference to familiarize himself or herself with the application requirements and online application process.
- Before you upload your documents, make sure you run a spell check. **Check your math on your budget form, as it may affect the grant amount.**
- Save the documents you intend to upload with your application under a title we will understand. For example: Letter of Collaboration Jane Doe Organization.
- When uploading documents, use the drop down menu to properly identify the document you are attaching. Only documents requested may be uploaded.
- You may upload Word, Excel, or PDF files. Do not upload JPEG, GIF or TIF documents.
- Entering non-numeric characters in a numeric field will cause your application to be rejected from our online system. For example, under “*Total Number Served*” enter 500 **not** 500+.
- Do not use the back arrow button on the web browser to move to a new page; use the page links provided at the top of the page.
- If you use the scroll button on your mouse, be sure that you are not changing data entered in a field on the application form.
- It is recommended you submit your proposal prior to the day of the deadline, if possible.

FAQs

- **Can I start an application and finish it later?**
Yes. Just hit the “Save and finish later” button at the bottom of the application.
- **How do I access my previously started application?**
Go to the Grants and Scholarships - Apply for a Grant page on our website. In Step 4, there is a link at the bottom of the page (My Account Page) that will bring you to your account page and application.
- **What should I do if I do not have an electronic version of a form?**
All documents must be submitted through the online system. If you do not have the capability to scan a document, a local printing company can create a PDF of your document for you.
- **Who should I contact if I have trouble with the online application?**
If you have questions about the online application, please contact Cathy Glover at (508) 879-7625.