



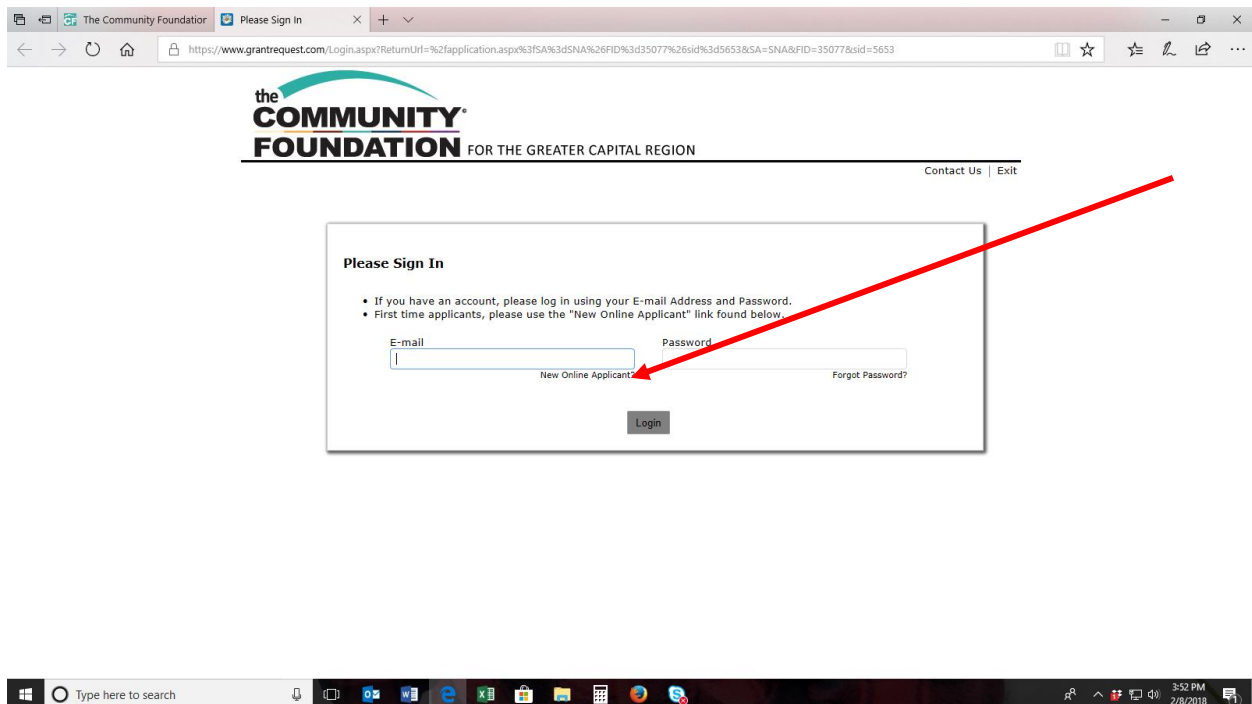
Thank you for applying for a grant from the Community Foundation for the Greater Capital Region. Below you will find step-by-step instructions for completing your submission.

Use only the latest editions of the following browsers: Firefox, Internet Explorer and Safari. DO NOT USE CHROME.

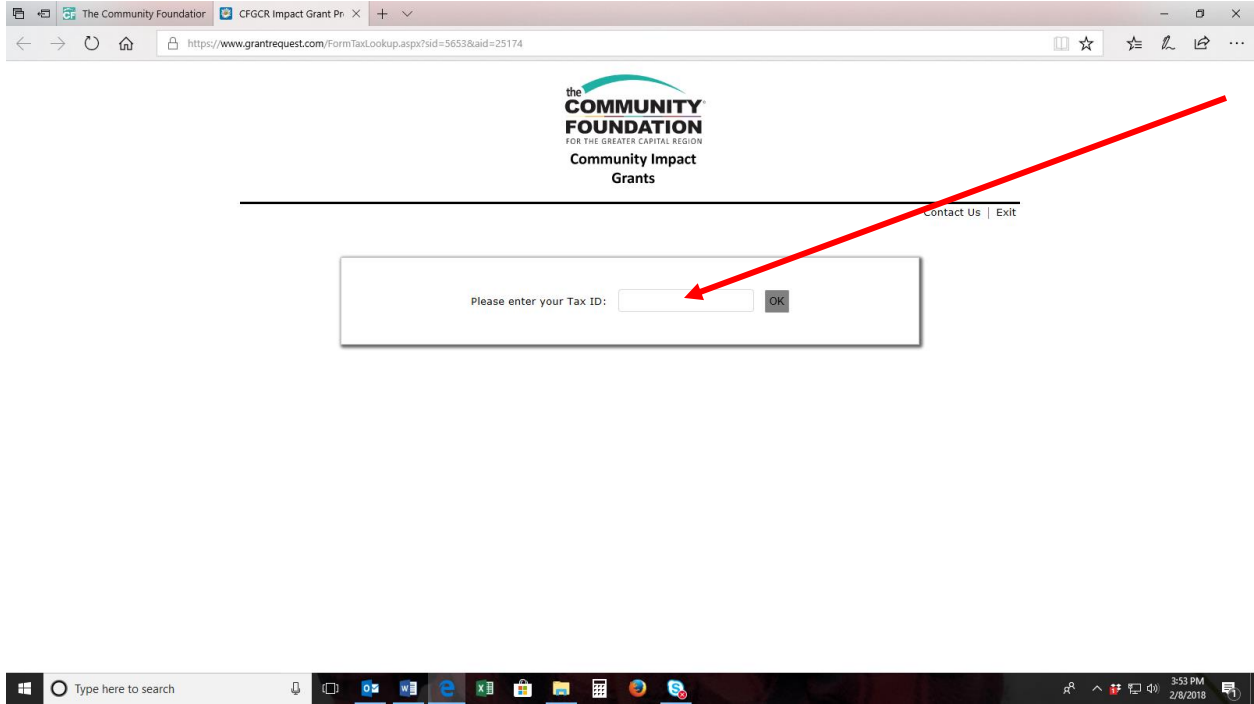
When uploading attachments please use only the following file types: MS Word, MS Excel, PDF. **DO NOT USE .pages or any other Mac-specific file types.**

STEP 1 – Click on the opportunity you would like to apply for from the www.cfgcr.org/grants page. If you have never applied for a grant using the Foundation’s online application portal you will need to click “New Online Applicant” and set up your account.

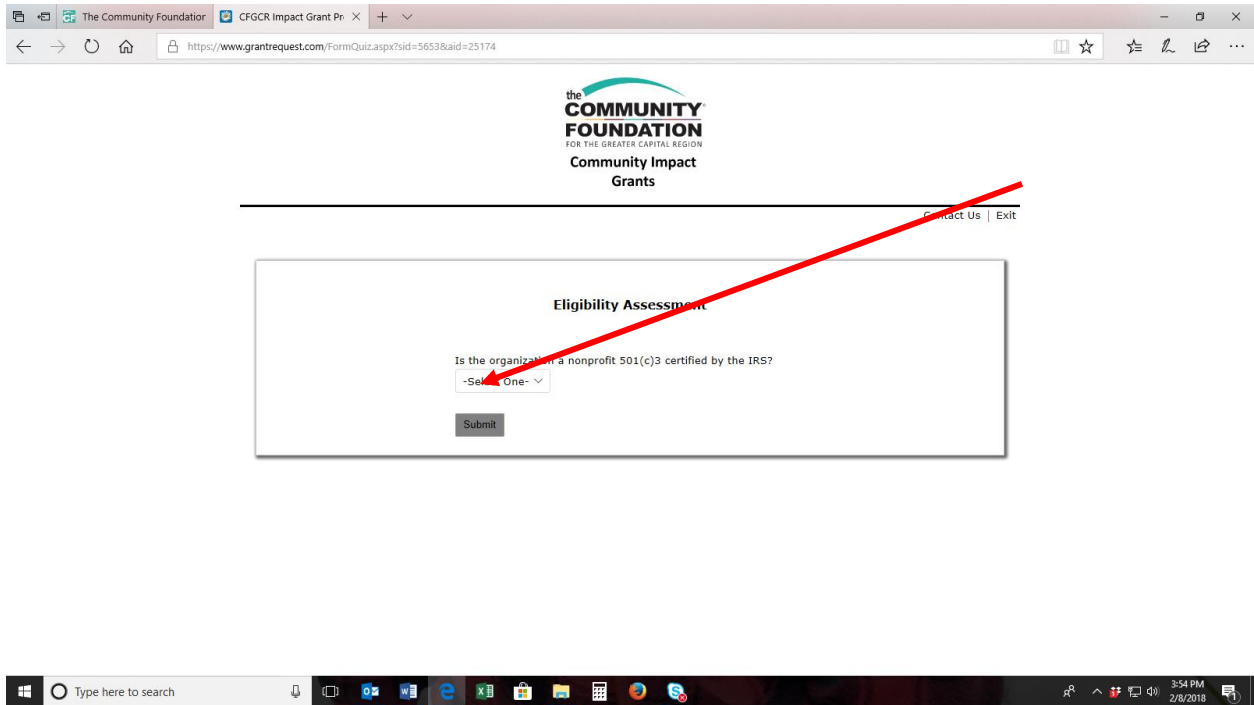
PLEASE NOTE: If you are returning to an in-progress application you will need to use the “Return to My Application In-Progress” button. Do not scroll to find the grant opportunity and click to begin a new application again. That starts the process over and you will notice that none of your previous work will be there. That is because you started a new application and didn’t return to your in-progress application.



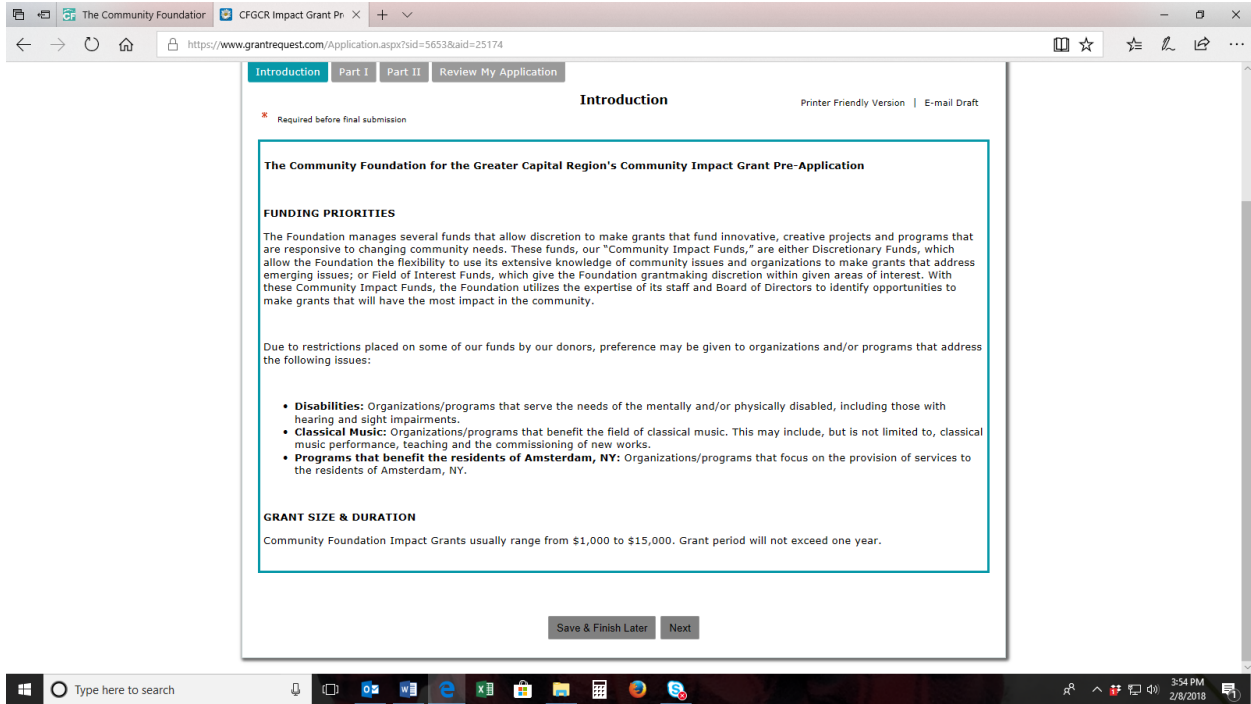
STEP 2 – Enter your organization’s Tax ID number. Click “OK”



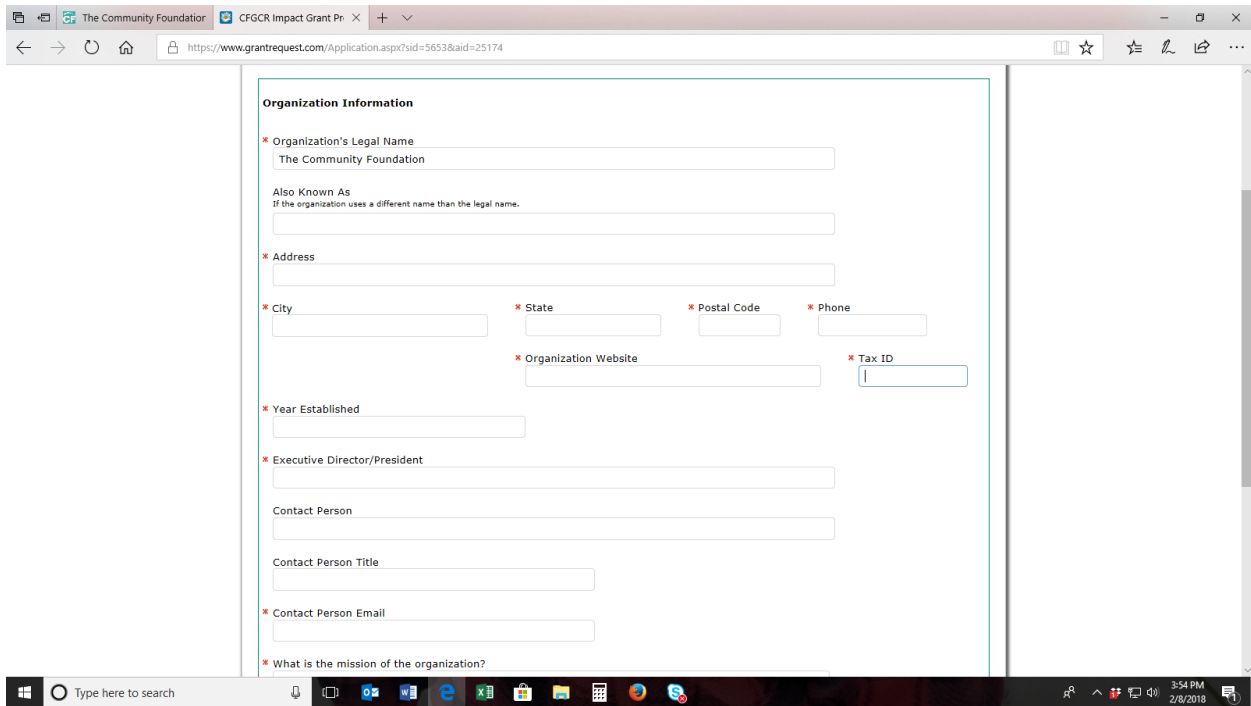
STEP 3 – Answer the series of eligibility questions to determine if your organization is qualified to apply for this particular opportunity. Click “Submit”



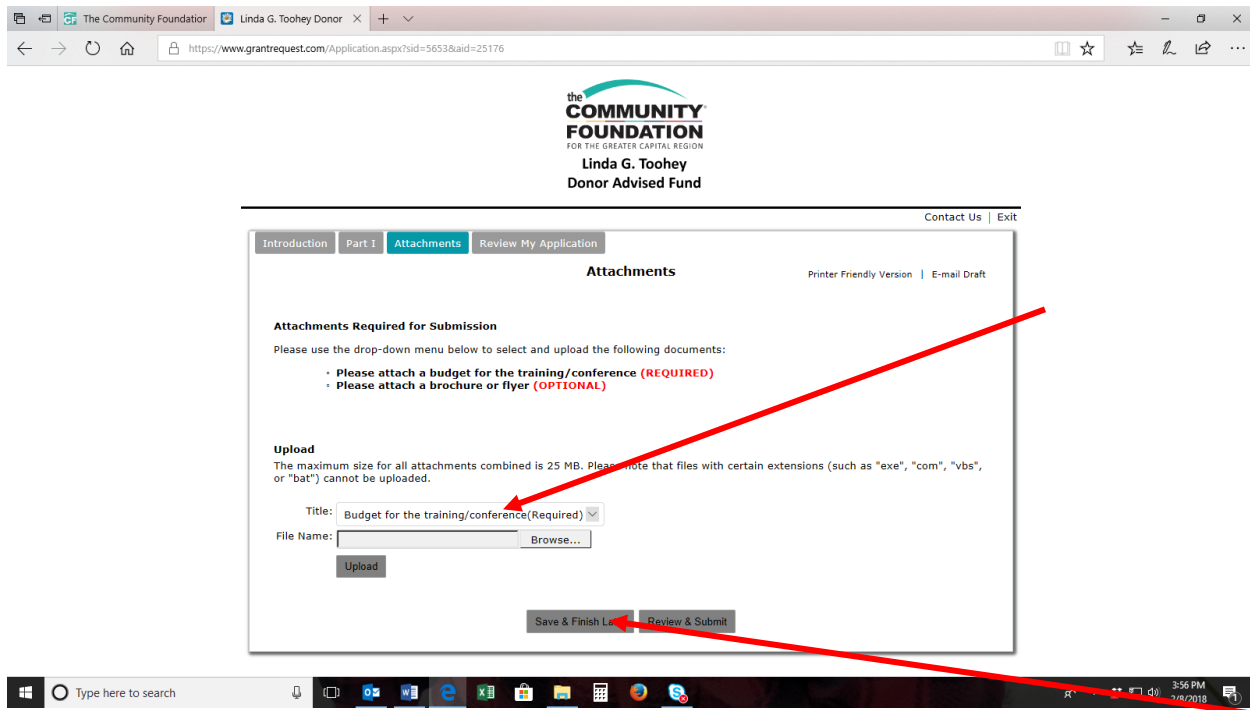
STEP 4 – Review the introductory page to confirm that your proposal falls within the guidelines of the opportunity. Click “Next”



STEP 5 – Complete the application. Fill in, at minimum, all the required fields noted with an *.



STEP 6 – Upload any required attachments. The “Attachments” page of each application will detail what is required to complete the submission. Please select each attachment from the drop down menu so that it is labeled correctly when the applications go to the review committees.



STEP 7 – Click “Review and Submit” to review your work and finalize the submission. The system will tell you if you are missing any required information. You may save your work and come back to it at any time during the process. Click “Save & Finish Later” if you have not completed your work and want to come back to it later.

When you are ready to complete the application and submit you will use the “Return to My Application In-Progress” button on the main grants page and access your application using your login and password. **Please note, staff does not have access to change your username or reset your password.**

Once you submit your application you will receive an email confirming your submission was received with a copy of the application.

It is not necessary to contact the Foundation to confirm receipt.

THANK YOU for your time and effort!