



## Online Grant Application Instructions

### Table of Contents

Account.....	2
Access the grant application portal.....	2
Login or create an account.....	2
Edit Account Details.....	3
Grant Applications.....	4
View previous applications .....	4
View grant information and guidelines .....	4
Begin a Grant Application .....	5
Fill in a grant application .....	6
Submit a grant application .....	7
Return to a draft grant application .....	8

# Account

## Access the grant application portal

To access the grant application portal, visit [cftompkins.communityforce.com](http://cftompkins.communityforce.com).

## Login or create an account

To login or create an account, click "Login" at the top right of the webpage (**Figure 1**), then type your login credentials or click "Create New Account" (**Figure 2**):

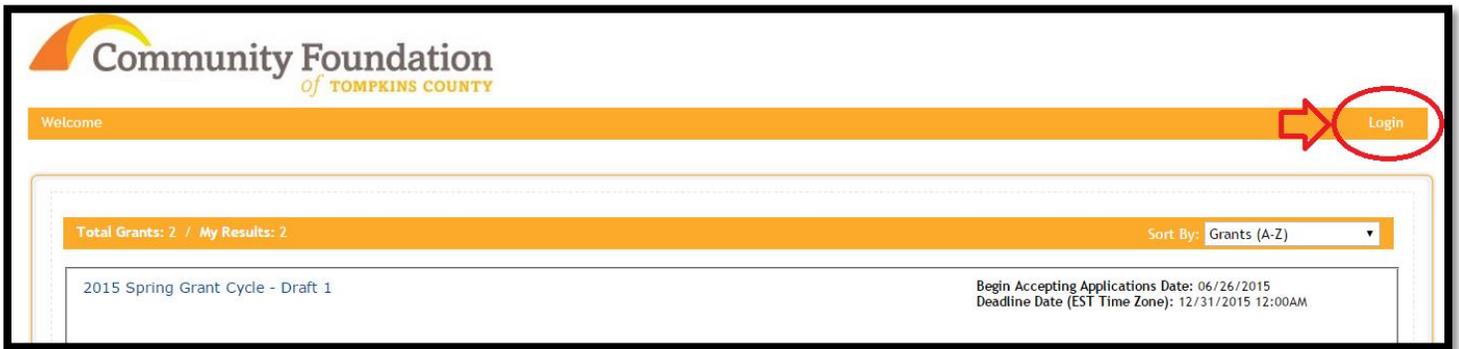


Figure 1

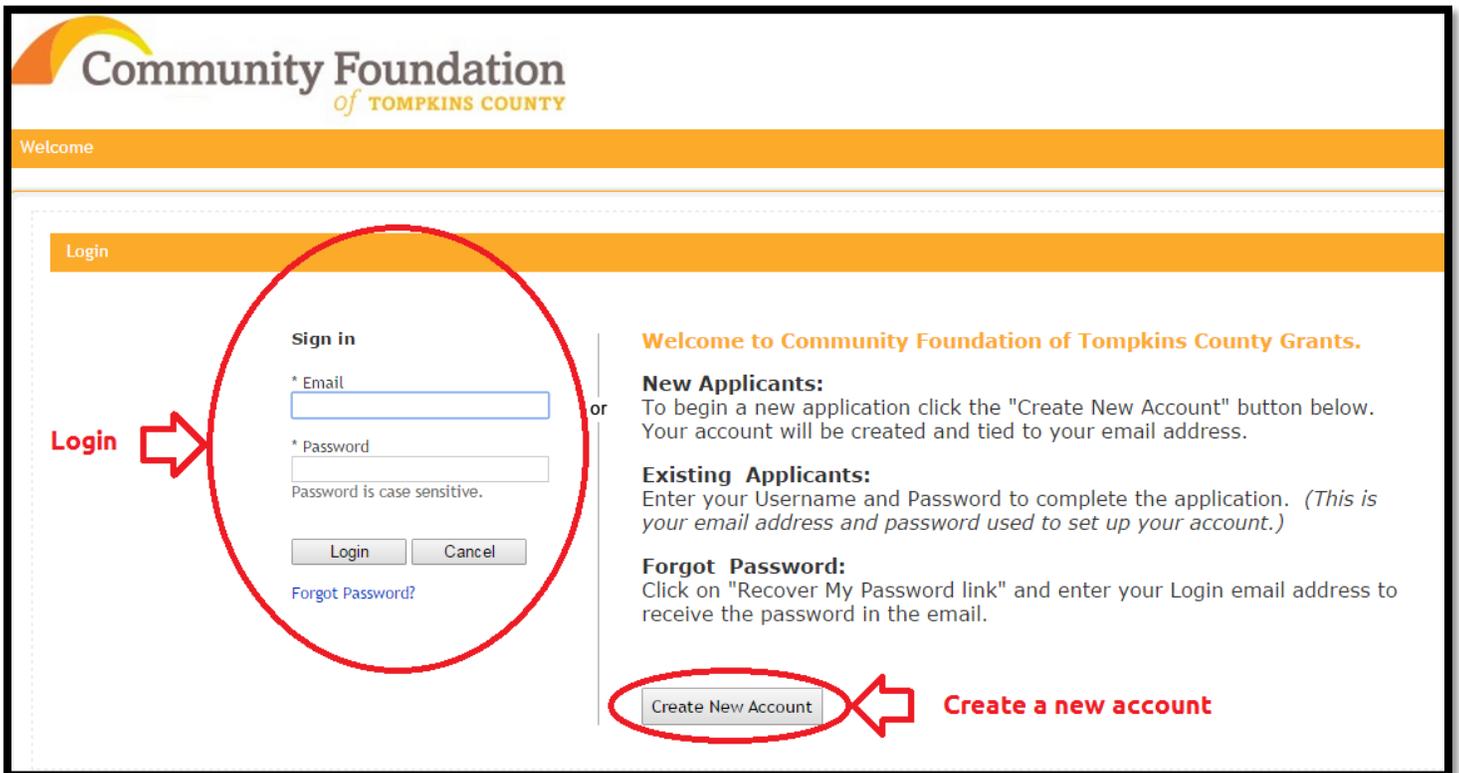


Figure 2

Once logged in, your name and organization name will appear on the header, just below the Community Foundation logo (**Figure 3**):



*Figure 3*

Note that your account can be used for all future grant applications from your organization. Be sure to save your login credentials.

### [Edit Account Details](#)

Account details, including name, organization name, and email address, can be modified from any page by clicking the "View/ Edit Profile" link at the top right of any page, next to "Logout".

# Grant Applications

## View previous applications

You can **view your previous applications** by clicking on the “My Applications” tab at the top left of the webpage, below the Community Foundation logo.

## View grant information and guidelines

When you log in, you are automatically taken to the list of current Community Foundation grants. At any time, you can return to this screen by clicking on the Community Foundation logo at the top of the screen.

A brief grant cycle description will appear in this list below each grant cycle’s name (**Figure 4**):

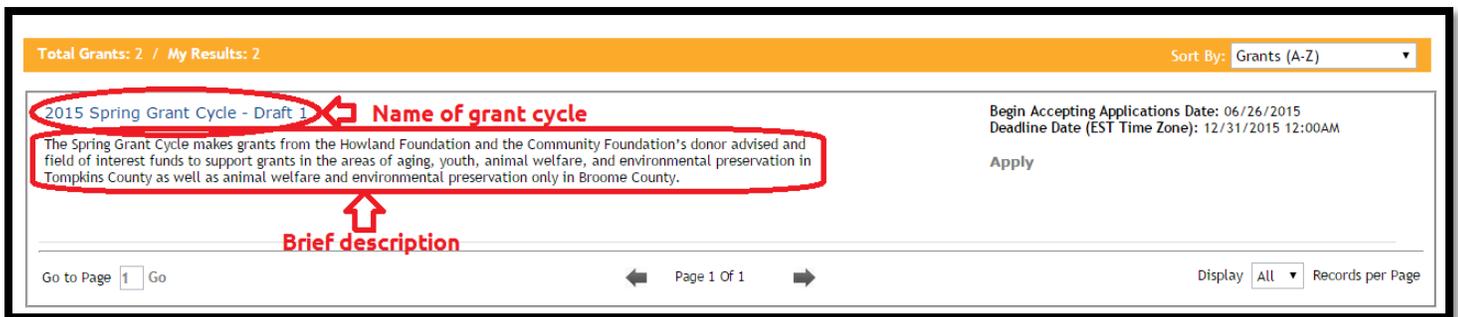


Figure 4

To the right of each grant cycle name on the main page (accessed by clicking Community Foundation logo from any page), you can find **information about the deadlines** for each grant cycle (Figure 5):



Figure 5

**For detailed information about a particular grant cycle**, click on the grant cycle’s name on the main page (accessed by clicking Community Foundation logo from any page). You will be taken to the information page for that grant cycle (**Figure 6**):

**Community Foundation**  
of TOMPKINS COUNTY

Welcome Login

[Return to Search List](#)

**2015 Spring Grant Cycle - Draft 1** Begin Accepting Applications Date: 06/26/2015  
Deadline Date (EST Time Zone): 12/31/2015 12:00AM

[Apply](#)

**Description:**  
The Spring Grant Cycle makes grants from the Howland Foundation and the Community Foundation's donor advised and field of interest funds to support grants in the areas of aging, youth, animal welfare, and environmental preservation in Tompkins County as well as animal welfare and environmental preservation only in Broome County.

[2015 Spring Grant Cycle grantees](#)  
Lists of previous Spring Grant Cycle grantees are provided below as examples of the range of organizations and types of programs supported in the past. These grantees in no way predict or favor future grants.

[2015 Spring Grant Cycle Grants Award Ceremony](#)

Reports are due by February 24, 2016 at which time we anticipate that we will be receiving reports through a new online system. Please contact Program Officer Janet Cotraccia, [jcotraccia@cftompkins.org](mailto:jcotraccia@cftompkins.org), with any questions or concerns about the final report. Failure to complete the final report by the deadline will affect considerations for future grants.

**Grant Cycle Guidelines:**  
The Community Foundation of Tompkins County is the administrative agent for the Howland Foundation – a trust established by Helen T. Howland in her will to benefit Tompkins and Broome counties. The Howland Foundation (assets held at M&T Bank), supports grants in the areas of **aging, youth, animal welfare and the environment**. Grant funds available are between \$50-55,000 with additional grants made by the Community Foundation's funds. Grant awards range from 1,000 - \$5,000. Grants are limited to qualified nonprofit organizations that provide substantial benefit to these areas. Please call the Community Foundation at (607) 272-9333 with any questions regarding this grant cycle.

**Grantmaking Objectives and Guidelines**  
To identify and serve unmet needs in the following areas:

**Figure 6**

On the grant cycle information page (**Figure 6**), you can **view all details related to a grant cycle** before applying, including:

- Deadline Information
- Description
- Application Information
- Grant Cycle Guidelines

## Begin a Grant Application

**To begin a grant application** for a particular grant cycle, click on “Start a New Application”. On the main page (accessed by clicking on Community Foundation logo from any page), this link will appear below the application deadline information. On the grant cycle information page, this link will appear below the application deadline information and above the grant cycle description and other details.

**If you are not logged in**, you will see an “Apply” button rather than a “Start a New Application” link. You can click the “Apply” button, then log in or create an account to continue.

When you begin a new grant application, **you might be prompted for a description (Figure 7)**. The description will help you identify your application if you are submitting multiple applications to a particular grant cycle. It is advised that you choose a description that includes the name of your initiative or project. Enter your description, click “Apply”, then click “Apply” if you are ready to apply or “No” if you are not ready.

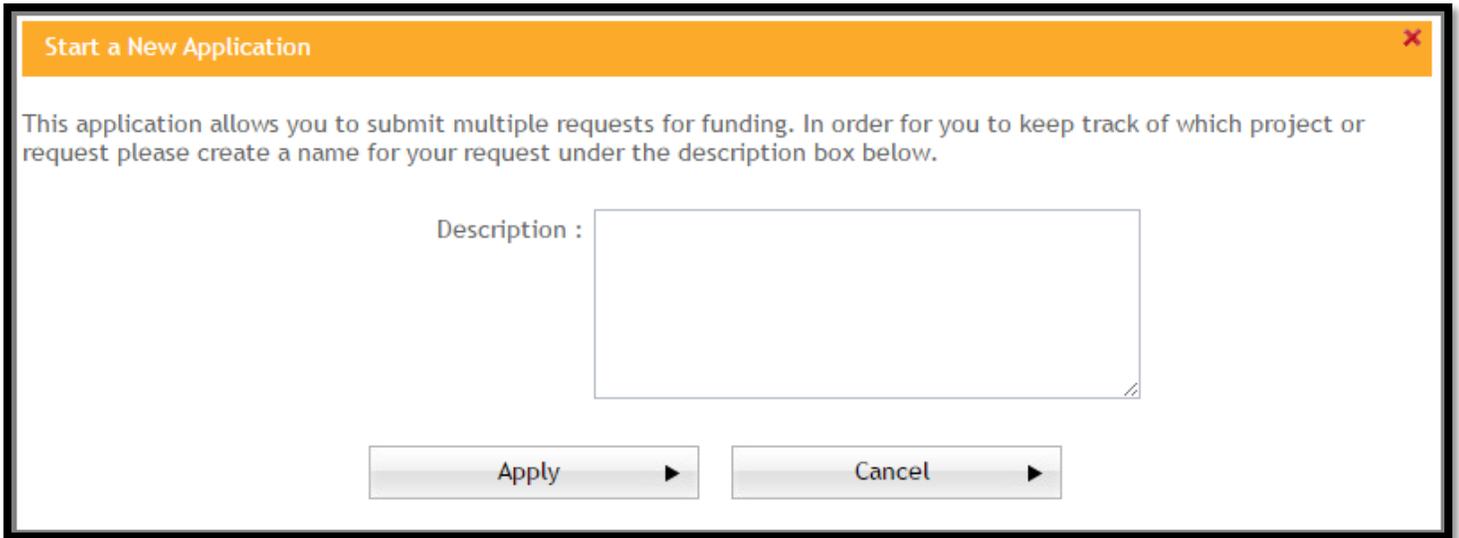


Figure 7

## Fill in a grant application

When you choose to begin an application in a grant cycle, you will be taken to the dashboard for that grant cycle. On this page, you will see instructions, followed by a number of icons. These icons represent the different sections of the grant application (**Figure 8**):



Figure 8

You can return to the application dashboard at any time while filling out the application by clicking the name of the grant cycle in the navigation breadcrumbs at the top of the webpage, below the Community Foundation logo (**Figure 9**) or by clicking either the “Save & Return to Dashboard” or “Save changes and return” button at the bottom of any section of the application.

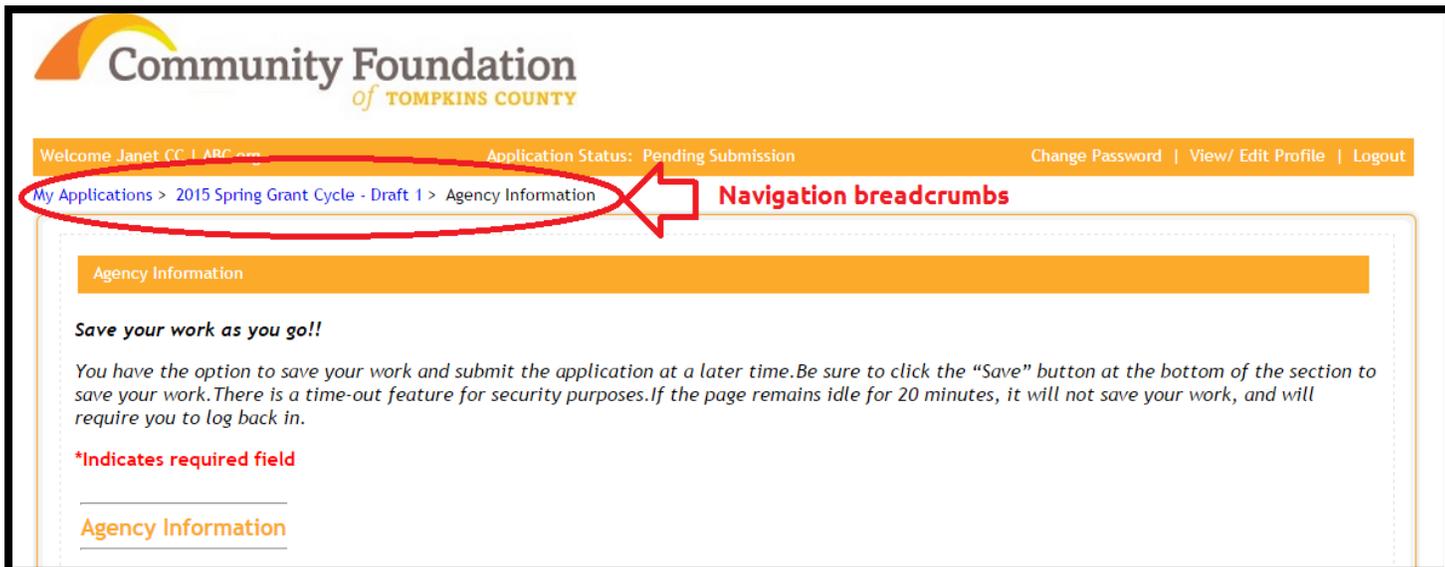


Figure 9

Within any section of a grant application, simply fill in each field with the requested information. Fields with a red asterisk (\*) are required fields and others are optional. **Be sure to save frequently**, as you might lose information if you remain idle for more than 20 minutes. It is recommended that you copy and paste longer blocks of text from a word processor to avoid losing information.

As you enter information into the sections of the grant application, the dashboard will be automatically updated with a percentage of completion (Figure 10). **You will not be able to submit your application** until all sections are 100% complete.

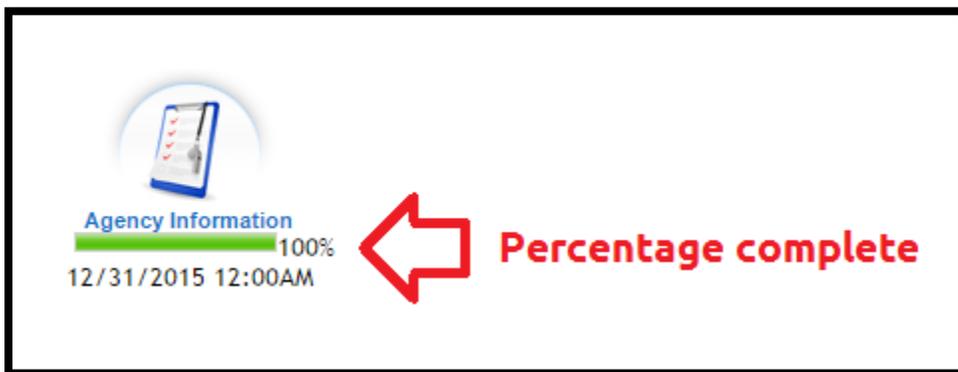


Figure 10

## Submit a grant application

When all sections of your application are 100% complete, you will be able to preview and submit your application. **To preview your application** before submitting, navigate to the grant application dashboard. At the top of the webpage, click the "Preview Application" button (Figure 11):

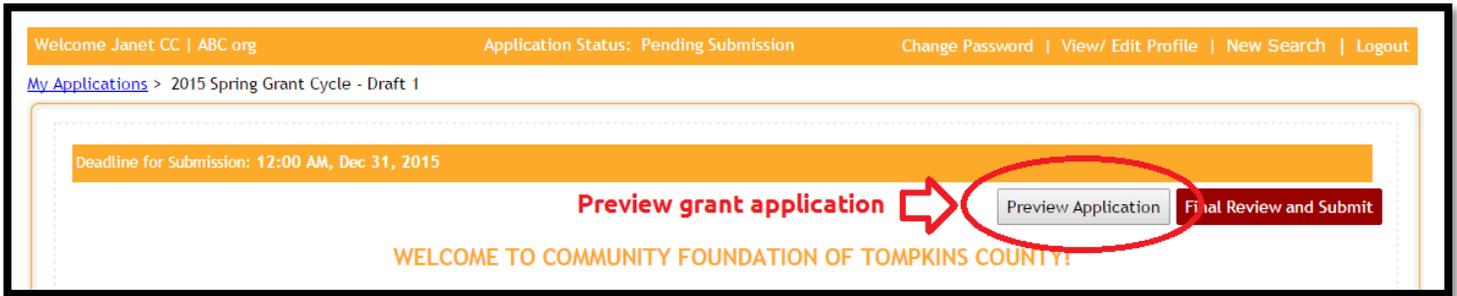


Figure 11

Review each section of the preview of your application for accuracy, including any attached documents. When you have finished reviewing your grant and are satisfied with the content, close the preview.

Note that **you should submit your application** when all sections are 100% and have been reviewed, **regardless of the status of pending requests**. This will ensure that your application is not pending after the deadline, which would disqualify your application from consideration.

### Return to a draft grant application

At any time, you may return to a draft application by clicking on the description in the “Grants” column on the “My Applications” tab (Figure 12). The status of each grant application in this tab can be viewed in the “Status” column (Figure 12).

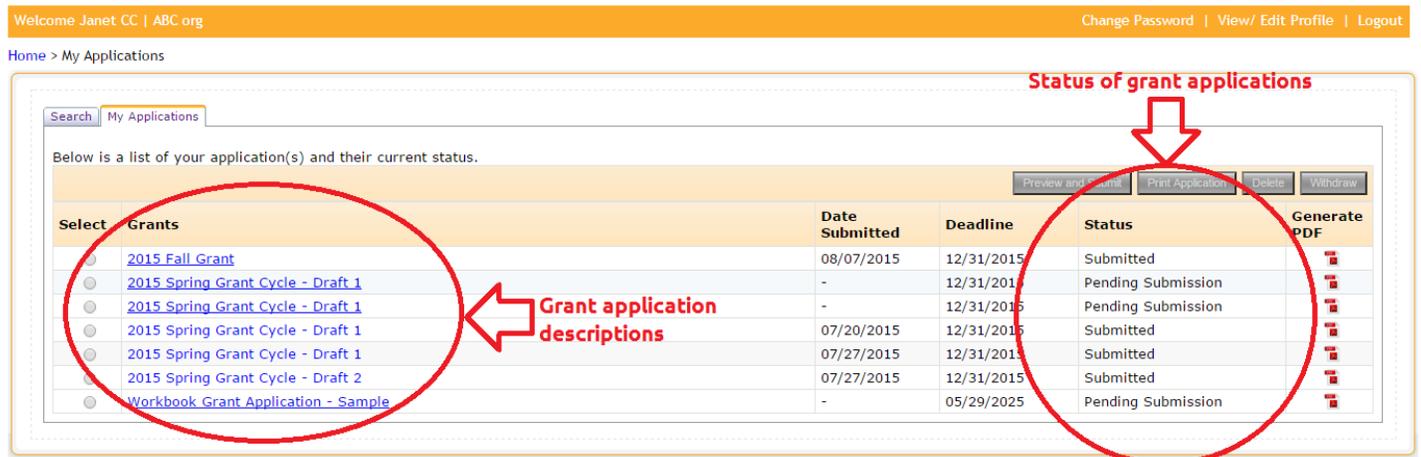


Figure 12