



## Online Grant Application

### *Applicant Instructions*

#### TABLE OF CONTENTS

Access Online Application from the Foundation’s website .....	2
New Online Applicants .....	2
Returning Online Applicants.....	4
Completing a New Application.....	5
Modifying an Existing Application .....	6
Managing Documentation .....	7
System Requirements .....	8

## ACCESS ONLINE APPLICATION FROM THE FOUNDATION'S WEBSITE


Visit [http://www.foundationforroanokevalley.org/grants\\_information\\_for\\_grant\\_seekers.html](http://www.foundationforroanokevalley.org/grants_information_for_grant_seekers.html) and click on the application process to which you are applying. Scroll to the bottom of the respective grant web page and select "Online Grant Application." You will be brought to a new browser window which will be the Foundation's online grant system.

### NEW ONLINE APPLICANTS

(Your agency has never used the **online** grant application system)



The screenshot shows a web form for new applicants. On the left, there are two options: "New Applicant" with a document and gear icon, and "Returning Applicant" with a magnifying glass icon. The main form area is titled "Please select your organization type:" and features a drop-down menu with the following options: "501(c)3 Public Charity", "Church or Other Public Charity", "Public School", "Government", and "None of the above". Below the drop-down menu, there are three required fields: "Username", "E-Mail", and "Password", each marked with a red asterisk (\*). A "Submit" button is located at the bottom of the form. To the right of the form, there is a partially visible label "in their existing login:".

1. Choose your type of Organization from the drop-down box.
  - a) If you are a 501(c)3, you can browse the IRS database and choose your organization to pre-populate the system with your IRS information.  
(Note that there are tips included when the user places their mouse over the  icon. Users that are using a "pop-up blocker" on their browser will need to turn this function off in order to browse the IRS database.)
  - b) If you are not a 501(c)3 or you are a 501(c)3 and are unable to find your organization, choose **Church or Other Public Charity** (or the appropriate type) from the list and fill in your agency contact information manually.

\*\*Note that any fields which have a red asterisk (\*) is a required field, and will need to be filled out before proceeding.


- The login section prompts the applicant to provide a username, a valid email address, and a password. Once this is filled out, the applicant will click the “Save” button, and an email will be sent to the valid email for verification.

\* **username**

\* **password**


\* **email**

**user type** Applicant

**CLICK TO SAVE:** 

Click continue to return to the main landing page.

- The next step prompts you to re-enter your login information to access the system for the first time. (You will also use this to login to the system from this point forward.)



Returning Applicant

Returning applicants can sign in with their existing login:

Username \*

E-Mail \*

Password \*

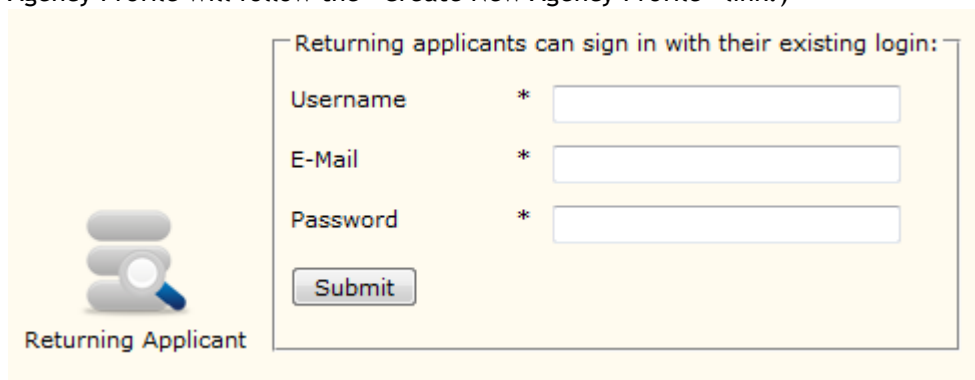
## RETURNING ONLINE APPLICANTS

(Your agency previously registered set up their AGENCY PROFILE to use the online grant application system)

Visit [http://www.foundationforroanokevalley.org/grants\\_information\\_for\\_grant\\_seekers.html](http://www.foundationforroanokevalley.org/grants_information_for_grant_seekers.html) and click on the application process to which you are applying. Scroll to the bottom of the respective grant web page and select “Online Grant Application.” You will be brought to a new browser window which will be the Foundation’s online grant system.

*ALTERNATE METHOD:* If you have the confirmation email that was sent after you set up your AGENCY login, you may simply follow the link from that email.

1. Follow the “Returning Applicant” link. (Any Applicant that has not yet created an Agency Profile will follow the “Create New Agency Profile” link.)



Returning applicants can sign in with their existing login:

Username \*

E-Mail \*

Password \*

Returning Applicant

2. Click on the Organization name that you wish to access. Any organizations that you have used this same login information for will be displayed here.



	Organization	EIN	Relationship
NEW!	<a href="#">MODERN WOODMEN OF AMERICA</a>	54-2040224	Applicant

3. Complete additional agency information on the following screen. If you need to update the IRS information you can also do so on this screen.

## COMPLETING A NEW APPLICATION

1. After logging in and accessing your organization (and completing any agency details), choose the grant you would like to apply to in the GRANT INFORMATION near the bottom of the page.

### Grant Information

Select the grant you are interested in applying to:

Make a Selection...

If the grant requires a Phase I application, the **Add Phase I Application** button will be available to start the process. If it does not require a Phase I application, you will see the **Add Application** icon

### Grant Information

Select the grant you are interested in applying to:

The Roanoke Women's Foundation Phase I

#### Grant Detailed Information

Priorities: Provides support to arts and culture, health and h

Geographical areas: Cities of Roanoke and Salem, Roanoke

Typical Grant size: Request MUST be a minimum of \$30,000

To start Phase I, click on the "Add Phase I" button below. Y  
process. You may also return to this screen (by logging in a  
requested to continue.

Add Phase I Application

2. Click on the **ADD PHASE I APPLICATION** or **ADD APPLICATION** button to begin the Application process.
3. The agency will complete a series of overview questions regarding their Project/Program. Note that all fields with a red asterix (\*) are required fields, and will need to be filled out before the Application can be saved

NOTE: It is not required for the Applicant to complete the Application in a single session. As long as the "Required Fields" are completed, you may save your application and return to it at anytime.

4. Completing the Application: When all of the required fields and information have been provided, the CONFIRM AND SUBMIT section will appear at the bottom of the application.

NOTE: if you are still seeing the MISSING ITEMS section, you will need to complete these items before you can confirm and submit your application.

- CONFIRM AND SUBMIT: When you are satisfied with your application, and all information is complete, you will be asked to verify that the application is “complete and ready for submission”. Click the check box beside this question, and click the SAVE AND SUBMIT link. This will indicate to the Foundation that you are done. You will receive an email confirming your submission, which will provide you with a link back to your application if you would like to go back and print a hard copy for your records.

*PLEASE NOTE: You may not edit an application after it has been confirmed and submitted.*

## MODIFYING AN EXISTING APPLICATION

*Note: Before you can modify a grant application that has been previously started, you must log-in to Good Done Great’s system as a Returning Applicant.*

- After logging in and choosing your organization, navigate to the bottom of the page where you will see existing Phase I and Single Phase Applications. All Current and Previous Applications will be listed.

### Applications

#### Phase I Applications:

	Grant Name	Amount Requested	Status		2nd Phase Application
NEW! EDIT VIEW	The Roanoke Women’s Foundation Phase I	\$50,000.00	Submit Proposal	Continue to Phase 2	0
TOT		\$50,000.00			0

#### Note:

Click the Add Application button if you are applying for a single phase Grant.

#### Other Applications

Button...	Button...	Confirmed...	Grant...	Project...	Total...	Application...
No applications found						

- If there are applications that have been started, submitted, etc. they will be listed in the Other Applications table. If you have Phase I applications that have been started, submitted, etc. they will be located in the Phase I Applications table.
- Click on the Edit button to edit your application.

You may edit the application up until you have “Confirmed and Submitted” the application.

- If you submitted a Phase I application that you have been asked to submit a Phase II application, you will see a **CONTINUE TO PHASE 2** button to begin the second part of the application process.


## MANAGING DOCUMENTATION

1. **ADDING DOCUMENTS:** Most Grant Applications will require the applicant to include additional documentation regarding their application. To attach a document, click on the **ADD FILE ATTACHMENT** button beside the required document you would like to upload. A second window will display. Click on **browse** to choose the file from your hard drive or other location. Click **Upload File** to add it to your application.


### Documentation

In order for your application to be considered, you must submit the following required documents:

#### Current Annual Budget

Add File Attachment: 

#### Project Budget

Add File Attachment: 

### Upload File

- Click "Browse" to select the file from your system
- Navigate to the file location in your computer directory
- Choose your file, and click okay
- Your file name will appear beside the button
- Click "Upload File" to complete the action and your browser will return you to Edit your record

2. **EDITING/REVISING DOCUMENTS:** If you accidentally uploaded the wrong document, you can click on the **ADD FILE ATTACHMENT** button again, and select another file. This will replace the file that is currently listed.

## SYSTEM REQUIREMENTS

### Web browser

You will need to use one of the following web browsers to access the site:

- Mozilla Firefox on any platform
- Safari on Mac OS X "Tiger" or newer (some applicants have had success with older versions of Safari, but these are not officially supported)
- Internet Explorer 5 or above on Microsoft Windows

Regardless of the browser you use, you will need to ensure that Javascript is enabled, that your browser is accepting cookies, and that the site can open pop-up windows as needed. You may need to disable pop-up blocking in your browser, or configure it such that the system is able to open pop-up windows.