



ONLINE GRANT APPLICATION

Applicant Instructions

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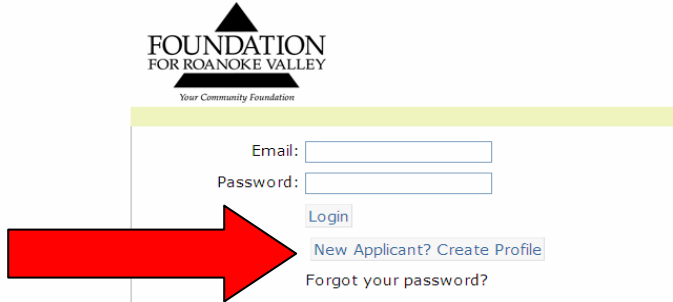
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ACCESS ONLINE APPLICATION FROM THE FOUNDATION’S WEBSITE

Visit 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)



FOUNDATION
FOR ROANOKE VALLEY
Your Community Foundation

Email:

Password:

[Login](#)

[New Applicant? Create Profile](#)

[Forgot your password?](#)

1. Click “New Applicant? Create Profile.”
2. You will be prompted to fill out your personal information.

Personal Information

Prefix

First

Middle

Last

Suffix

Title

Security Statement: The security of your personal information is very important to us. In an effort to protect your personal information, we employ industry-standard, 128-bit Secure Socket Layers (SSL) protocol to ensure your information is neither intercepted nor corrupted during transmission over the Internet.

Step 2 - Login Credentials

In this section you will create a unique password. Please remember this password to access the system.

Email:

Password:

I confirm that the information provided above is true and accurate.

[Create Profile](#) [Cancel](#)

When finished filling in your personal Information, click Create Profile.

3. Next you will enter your email address and a unique password. Once you check the box to confirm your information, click on “Create Profile.”

4. The next page will take you to the Organization/Applications page. First, you click on “add organization.” Here you will fill out your organization’s information, contact name, and Executive Director’s name. Click Save.

Logout Edit Profile

Step 1: Add your organization.
 Step 2: Review the open grants below and Apply.
 Step 3: After you apply, your applications will appear under *My Phase I Applications* or *My Applications* as appropriate.

My Organizations ➔ [Add Organization](#)

	Actions	Organization
No my organizations found		

My Phase I Applications

	Actions	Organization	Project Name	Amount Requested	Grant Name	Status
No phase i applications found						

My Applications

	Actions	Organization	Project Name	Amount Requested	Grant Name	Status
No applications found						

RETURNING ONLINE APPLICANTS

(Your agency previously set up their agency profile to use the online grant application system.)

- From the login page, enter your email address and password and click “login.” **You do not need to create a profile each time you want to access your account.**
- If you forget your password **do not set up a new profile!** Click on the “forgot password” button and your password will be emailed to you.

COMPLETING A NEW TWO PHASE APPLICATION

Phase I

1. Review the open grants that are available. Click on the “Apply” button. Applications that require a Phase I and Phase II Application are: Letter of Intent, The Philanthropy Project, and The Roanoke Women’s Foundation.

Actions	Organization	Project Name	Requested	Grant Name	Status
No applications found					

Open Grants


Letter of Intent

Description:
Foundation for Roanoke Valley awards grants for a broad array of charitable purposes to benefit the communities we serve. The Foundation uses a LOI Process to bring potential grant opportunities to its attention that fall within the following funding priority areas:

Basic Human Needs
The Foundation will play a critical role in meeting the community's basic human needs, with an emphasis on programs and agencies that seek to improve or maintain an individual's quality of life.

Economic Development
The Foundation will work to provide students with the skills to become self-supporting adults; help provide this community with a well-trained and skilled work force; and support the important role that arts and cultural organizations play in attracting and retaining good businesses.

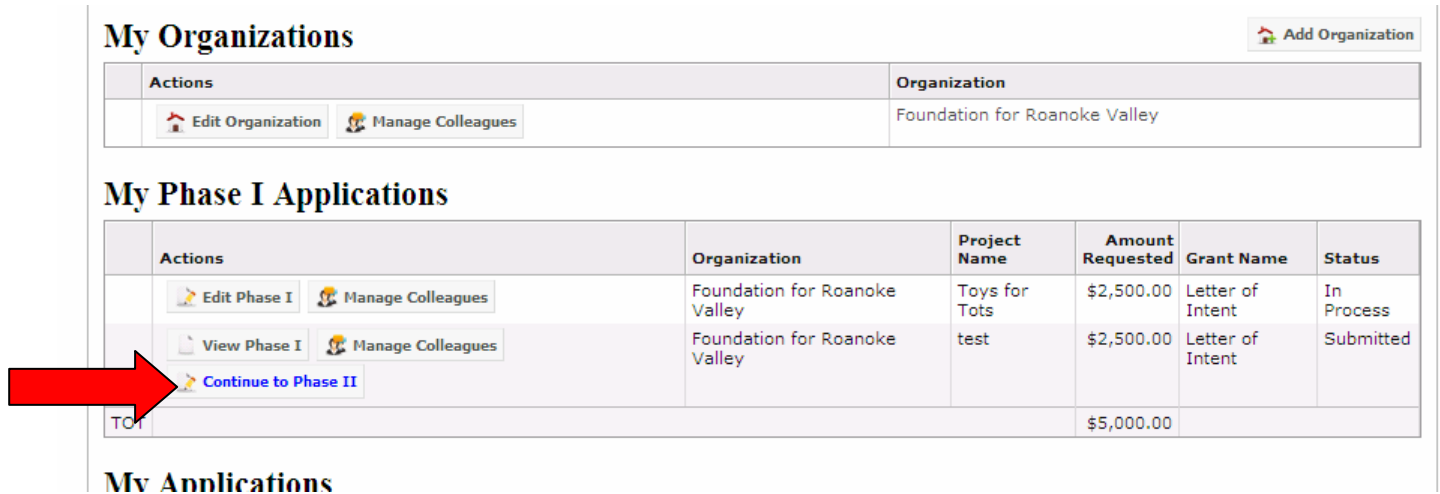
Education
The Foundation will work to make the pre-K - 12 classroom experience effective, productive, safe and enriching for students and teachers; will encourage literacy efforts across all ages; will combat truancy, high-risk behavior, and substance abuse through proactive, creative and preventive programs; and will support life-long learning.



2. Once you click on the “Apply” button, you will be asked to enter the grant contact information, project name, and to explain your project in a short paragraph.
3. Then you will be asked to complete the narrative portion of the Phase I where you will answer a series of questions.
4. You will then enter your project start/end dates, amount of your project budget, and the amount requested.
5. Once you have completed your application, you will be asked to check the box to confirm you are ready to submit, and then you will click the “SAVE AND SUBMIT” button. You should receive an email confirming that your application has been submitted. If you do not receive an email, check your spam folder. If you still do not see an email, please contact the Foundation. It may take a few minutes to receive the email so please be patient.
6. If your Phase I Application is approved, you will receive another email asking you to complete a Phase II Application. This email will include your Phase II Application due date. If your Phase I Application is denied, you will receive a denial email.

Phase II

1. You will log in to your account as a returning applicant (see page 3). After logging in, you will come to your “home” display page. There you will see “My Organizations”, “My Phase I Applications”, and “My Applications”. All current and previous applications will be listed.
2. If you submitted a Phase I Application and you have been asked to submit a Phase II Application, you will see a **CONTINUE TO PHASE II** button below your Phase I Application. Click on the “Continue to Phase II” button.



My Organizations Add Organization

Actions	Organization
Edit Organization Manage Colleagues	Foundation for Roanoke Valley

My Phase I Applications

Actions	Organization	Project Name	Amount Requested	Grant Name	Status
Edit Phase I Manage Colleagues	Foundation for Roanoke Valley	Toys for Tots	\$2,500.00	Letter of Intent	In Process
View Phase I Manage Colleagues	Foundation for Roanoke Valley	test	\$2,500.00	Letter of Intent	Submitted
Continue to Phase II			\$5,000.00		

My Applications

2. The agency will complete a series of overview questions regarding their Project/Program. All fields with a red asterisk (*) are required fields and will need to be filled out **before the application can be saved**. Please note that all questions need to be answered before you submit. You will notice a list of “Missing Items” at the end of your application that will tell you what needs to be completed before submitting.

3. Please note that there is a character count for all applications so be concise with your responses.

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.

5. 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. If you do not receive an email, check your spam folder. If you still do not see an email, please contact the Foundation. It may take a few minutes to receive the email so please be patient.

6. Please print a copy of your application 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 the online grant system as a returning applicant.

1. After logging in, you will come to your “home” display page. There you will see your organizations, Phase I applications, and Applications. All current and previous applications will be listed.

Phase I applications –The applications that require a two phase application i.e. Letter of Intent, The Philanthropy Project, and The Roanoke Women’s Foundation. Phase I of your application will appear under this section. Only your Phase I application will appear here. Your Phase II application will appear under “Applications.”

Applications – The applications that are a single phase i.e. Larry Woodrow Vest Fund, The Spetzler Fund, etc and your Phase II Application (if your Phase I has been approved) will appear under this section.

[Logout](#) [Edit Profile](#)

Step 1: Add your organization.
Step 2: Review the open grants below and Apply.
Step 3: After you apply, your applications will appear under My Phase I Applications or My Applications as appropriate.

My Organizations [Add Organization](#)

Actions	Organization
Edit Organization Manage Colleagues	Foundation for Roanoke Valley

My Phase I Applications

Actions	Organization	Project Name	Amount Requested	Grant Name	Status
Edit Phase I Manage Colleagues	Foundation for Roanoke Valley	Toys for Tots	\$2,500.00	Letter of Intent	In Process
View Phase I Manage Colleagues	Foundation for Roanoke Valley	test	\$2,500.00	Letter of Intent	Submitted
TOT			\$5,000.00		

My Applications

Actions	Organization	Project Name	Amount Requested	Grant Name	Status
View Application Manage Colleagues	Foundation for Roanoke Valley	test	\$5,000.00	Grants 4 Teachers	Submitted
Edit Application Manage Colleagues	Foundation for Roanoke Valley			Letter of Intent	In Process
TOT			\$5,000.00		

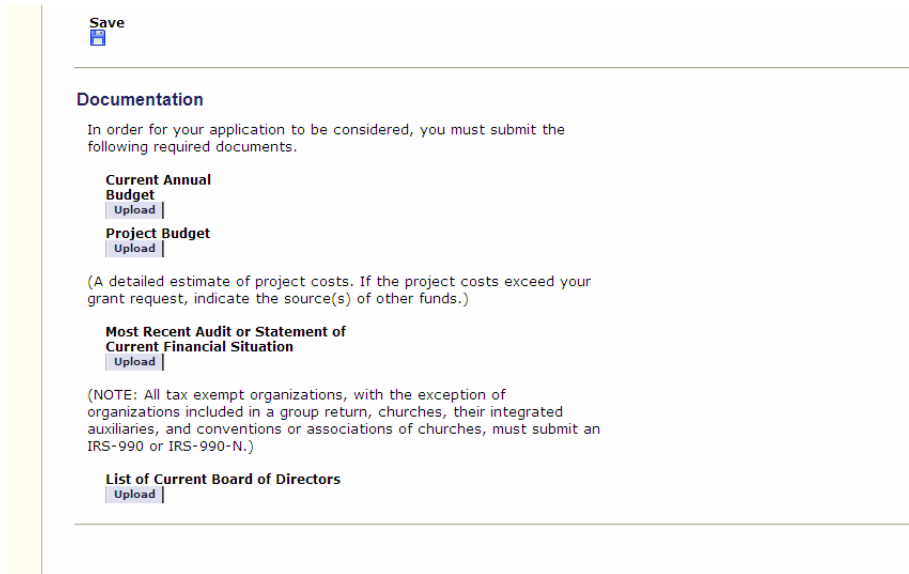
COMPLETE A NEW SINGLE PHASE APPLICATION

1. If this is your first time applying for a grant, please refer to page 2 to create a profile. If you are a returning applicant, please refer to page 3 to login as a returning applicant.
2. Once you login, please review the open single phase grants that are available (if any). Single phase applications consist of the Winter and Summer Grants Cycle Applications. Click on the “Apply” button.
3. You will be asked to enter the grant contact information and then you will need to complete the eligibility quiz to determine if you are eligible to apply.
4. The agency will complete a series of overview questions regarding their Project/Program. All fields with a red asterisk (*) are required fields, and will need to be filled out **before the Application can be saved**. Please note that all questions need to be answered before you submit. You will notice a list of “Missing Items” at the end of your application that will tell you what needs to be completed before submitting.
5. **Please note that there is a character count for all applications so be concise with your responses.**
6. **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.
7. **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. If you do not receive an email, check your spam folder. If you still do not see an email, please contact the Foundation. It may take a few minutes to receive the email so please be patient.
8. **Please make a copy of your application for your records.**

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

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 **UPLOAD** button below the required document you would like to upload. A second window will display. Click on the **browse** button to choose the file from your hard drive or other location. Click **UPLOAD FILE** to add it to your application.



The screenshot shows a web application interface with a yellow sidebar on the left. At the top left, there is a 'Save' button with a floppy disk icon. Below this is a horizontal line. The main content area is titled 'Documentation' in blue. Underneath, it says 'In order for your application to be considered, you must submit the following required documents.' There are four document categories, each with an 'Upload' button: 'Current Annual Budget', 'Project Budget', 'Most Recent Audit or Statement of Current Financial Situation', and 'List of Current Board of Directors'. A note in parentheses explains that project costs exceeding the grant request must include the source of other funds. A final note states that tax-exempt organizations must submit an IRS-990 or IRS-990-N.

2. **EDITING/REVISING DOCUMENTS:** If you accidentally upload the wrong document, you can click on the **UPLOAD** 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.