Grants Application Review
Tips to Apply

Review available grant opportunities

- You can view the details of each grant opportunity by clicking on the boxes below the "Available Grant Opportunities" section on our webpage.
    - Scroll down on this page to view the **Program Summary** for an overview of the grant cycle, eligibility requirements and areas considered for funding.
    - It may be helpful to download a printable summary for ease of reference.
- **Make note of the application deadline!** Late applications will not be accepted.

Using the Grant Management System (GMS)

When you are ready to begin your application, click **Apply Now** to access our grant application website.

New users:
- If you have not previously applied for a grant with the Community Foundation Alliance or affiliated counties, click on **Create New Account.**
- Complete the required information for each section on the next screen.
    - You will need to enter information for your organization, including Federal EIN / Tax Identification Number.
    - You will also be prompted to enter your user information and information for the organization's executive officer(s).

Returning users:
- If you have an account, simply login using your e-mail address and password.
    - If you forgot your password, click on **Forgot Your Password?** to receive an e-mail link to reset your password.

Review your agency and personal profile
- Before you begin the grant application, review your agency profile to ensure the contact information is correct.
  If a notice pops up indicating your organization already has a profile, please <u>do not create another profile</u>. Contact the Regional Director of Community Engagement & Impact or the Community Foundation Alliance Program Assistant to update the organization's profile.

Start a new grant application:

- Click **Apply** at the top of the page.
- Enter **kno**, Knox County's grant opportunities access code, in the **Access Code** box. Then click on **Enter Code.**
- Scroll down the page to find the appropriate grant application and click **Apply** next to the grant opportunity you are interested in.

- Click on the downward arrow to expand each section and complete the required information within that section.
  - o *Tip:* Our Grants Committee members are community volunteers who may not have detailed knowledge of your organization or services. Please be as detailed as possible, using the character limits available, and avoid the use of acronyms.

- Once you complete the application narrative sections, be sure to attach all required documents.
  Adding Required Documents
  - o Please save the supporting documents as a pdf file.
    - *Tip:* In most programs, you can choose the "Save As" option and select "PDF" as your file type.
  - o Click on the ***Upload A File*** box in each section requiring additional documents, then follow the prompts to select the appropriate documents saved in your computer files.
  - o Occasionally, we encountered problems with files being too large to upload. If this occurs, please contact the Regional Director of Community Engagement & Impact or the Community Foundation Alliance Program Assistant for additional assistance.

- You can click on ***Save Application*** at the bottom of the application anytime to save your work and return later.
  - o When returning to the application, use the **> NONPROFIT LOGIN** at the top of the website.
- When your application is complete, click on ***Submit Application*** at the bottom of the screen.
  - o **This step is essential for your application to be viewable by the Grants Committee members.**
  - o Once you have submitted the application, you will no longer be able to access it to make changes or adjustments.