

# How to Apply Online for a PCCF Grant or Complete a Final Report

Welcome

Search for Grants | Login

Login

Sign in

\* Email

\* Password

Password is case sensitive.

Login Cancel

[Forgot Password?](#)

Welcome to the Parke County Community Foundation Grant Application Database

**New Applicants:**  
To begin a new application click the "Create New Account" button below. Your account will be created and tied to your email address.

**Existing Applicants:**  
Enter your Username and Password to complete the application.  
(This is your email address and password used to set up your account.)

**Forgot Password:**  
Click on "Forgot Password?" link and enter your Login email address to receive the password in the email.

For other assistance contact the Parke County Community Foundation at 765-569-7223

Create New Account

(c) 2010 - 2014 CommunityForce. All rights reserved. (v 6.8) [Help](#) | [Contact](#)

1. Click "Create New Account" if you do not already have an account created.

Welcome

Search for Grants | Login

Registration

Registration Information:

\* Organization :

\* First Name :

\* Last Name :

\* Login Id (Email Format) :

\* Password :

\* Confirm Password :

Submit Cancel

(c) 2010 - 2014 CommunityForce. All rights reserved. (v 6.8) [Help](#) | [Contact](#)

2. Fill in each field that contains a (\*). These are required fields. Then click submit.

# How to Apply Online for a PCCF Grant or Complete a Final Report

Welcome

Search for Grants | Login

Login

Sign in

\* Email

\* Password

Password is case sensitive.

Login Cancel

Forgot Password?

Welcome to the Parke County Community Foundation Grant Application Database

**New Applicants:**  
To begin a new application click the "Create New Account" button below. Your account will be created and tied to your email address.

**Existing Applicants:**  
Enter your Username and Password to complete the application. (This is your email address and password used to set up your account.)

**Forgot Password:**  
Click on "Forgot Password?" link and enter your Login email address to receive the password in the email.

For other assistance contact the Parke County Community Foundation at 765-569-7223

Create New Account

(c) 2010 - 2014 CommunityForce. All rights reserved. (v 6.8)

Help | Contact

3. This will direct you back to the login screen. Enter your email and password and then click login. (Make sure you remember this information for future grants and final reports)

Welcome Colleen Engle | PCCF

Change Password | View/ Edit Profile | Logout

Search

Search | My Applications

Total Grants: 5 / My Results: 5

**Final Report**  
This report is required on ALL grants awarded by the Parke County Community Foundation and is due when the funds have been used.  
View more(...) Apply

**Grant Request Greater than \$1,000.00**  
View more(...) Apply

**Grant Request Less than \$1,000.00**  
View more(...) Apply

**Lena Mosteller Fourth Grade Educational Enrichment Fund**  
The purpose of the Lena Mosteller Fourth Grade Educational Enrichment Fund is to use the fund's earnings to help provide educational enrichment for fourth grade students at Parke County elementary schools, utilizing opportunities such as field trips. Mrs. Mosteller left more than 1/3 of her estate for the betterment of fourth grade students.  
View more(...) Apply

**Mathas Educational Grant**  
The purpose of this grant is to preserve and perpetuate the enthusiasm and ability of educators to meet the needs of their individual classrooms in a Parke County public school.  
Begin Accepting Applications Date: 09/29/2014  
Deadline Date (EST Time Zone): 10/31/2014 12:00AM

4. Once logged in, you will be sent to our final report and grant application menu. Click on apply next to the option you wish to submit. (Final reports directions will be worded as an application; it is actually used as a report for the PCCF. That is how the site is

# How to Apply Online for a PCCF Grant or Complete a Final Report

programmed. Ignore those details and complete the final report just as you had in the past on our paper reports. When clicking the final report, you will not see your awarded grants. This will be a blank “application” or form that you will need to provide the information for what grant you are completing the report.)

The screenshot displays the PCCF Grants application interface. At the top, there is a navigation bar with the text "Welcome Colleen Engle | PCCF" and links for "Change Password", "View/ Edit Profile", and "Logout". Below this is a search bar. The main content area shows a list of grants under the heading "Total Grants: 5 / My Results: 5". The first grant listed is "Final Report", with a sub-heading "This report is required on ALL grants as been used." and a "View more(...)" link. Below this are two other grant categories: "Grant Request Greater than \$1,000" and "Grant Request Less than \$1,000", each with a "View more(...)" link. A "Start a New Application" pop-up window is overlaid on the page. This window contains the text: "This application allows you to submit multiple requests for funding. In order for you to keep track of which project or request please create a name for your request under the description box below." Below this text is a text input field labeled "Description:". At the bottom of the pop-up are two buttons: "Apply" and "Cancel". Two red arrows point from the "View more(...)" link of the "Grant Request Less than \$1,000" category to the "Apply" button in the pop-up window. The background page also shows a list of grants, including "Lena Mosteller Fourth Grade Educational Enrichment Fund" and "Mathas Educational Grant", each with an "Apply" button. At the bottom right of the page, there is a notice: "Begin Accepting Applications Date: 09/29/2014" and "Deadline Date (EST Time Zone): 10/31/2014 12:00AM".

5. After clicking “Apply” next to your selection, this box will pop up. It is asking you to name this application. This is for your convenience since you may apply for multiple grants throughout the year. Type in the name of your application and click “Apply”.

# How to Apply Online for a PCCF Grant or Complete a Final Report

The screenshot shows the PCCF online application interface. At the top, there is a navigation bar with the text "Welcome Colleen Engle | PCCF" and links for "Change Password", "View/ Edit Profile", and "Logout". Below this is a search bar and a "My Applications" tab. A "System Message" dialog box is open, asking "Are you positive you want to apply for Grant Request Greater than \$1,000.00?". Below the message are "Apply" and "No" buttons. In the background, there is a "Start a New Application" dialog box with a "Description" text area and "Apply" and "Cancel" buttons. The main content area lists various grant categories like "Final Report", "Grant Request Greater than \$1,000.00", and "Grant Request Less than \$1,000.00", each with an "Apply" button. At the bottom right, it says "Begin Accepting Applications Date: 09/29/2014" and "Deadline Date (EST Time Zone): 10/31/2014 12:00AM".

6. Once clicking “Apply”, this screen will ask you if you are sure you want to apply, click “Apply”.

The screenshot shows the "Pre-Qualification Questions" section of the application. A large red arrow points to the first question: "Does your organization serve Parke County Indiana?" with radio buttons for "Yes" and "No". Below it are two more questions: "Are you a 501(c)(3) organization, religious organization, school, government entity, or an organization that has a fiscal agent that is a 501(c)(3) organization as a sponsor?" and "Are you a non-profit organization other than a 501(c)(3)?", both with "Yes" and "No" radio buttons. At the bottom, there are "Submit" and "Cancel" buttons. A red arrow points to the "Submit" button. At the bottom of the page, there is a copyright notice "(c) 2010 - 2014 CommunityForce. All rights reserved. (v 6.8)" and a "Help | Contact" link.

7. You will then be directed to the Pre-Qualification Questions. (These are present in every application, not the final report.) These questions help our grantees determine if they are qualified to apply for this grant. Answer each question and click “Submit”

# How to Apply Online for a PCCF Grant or Complete a Final Report

Welcome Colleen Engle | PCCF Application Status: Pending Submission Change Password | View/ Edit Profile | New Search | Logout

[My Applications](#) > Grant Request Greater than \$1,000.00

[Preview Application](#) [Final Review and Submit](#)

**PARKE COUNTY COMMUNITY FOUNDATION, INC.**

PO Box 276, (115 N. Market Street), Rockville, IN 47872  
Phone: (765) 569-7223 Fax: (765) 569-5383  
Email = [parkeccf@yahoo.com](mailto:parkeccf@yahoo.com)  
Office Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m.

**Greater Than \$1,000.00 Grant Request**

This application is to be used for non-profit organizations located in or serving the residents of Parke County Indiana.

Once the application has been submitted, no additions or corrections to the application will be allowed. Each section below must read 100% in order to submit your application. If a section does not read 100%, you have missed a required question(s) in that section.

**Attachments are only accepted in PDF format, portrait orientation and sized to 8-1/2" x 11".**

Be sure to hit the "Save" button at the bottom of each section to save your work. There is a time-out feature, if a page remains idle for an extended period of time, it **will not** automatically save your work. Your session will be terminated and you will have to log back in.

Section	Progress	Last Modified
Organization Information	0%	09/24/2029 12:00AM
Community Impact	0%	09/24/2029 12:00AM
Organizational Capacity	0%	09/24/2029 12:00AM
Fiscal Capacity	0%	09/24/2029 12:00AM
Attachments	0%	09/24/2029 12:00AM
Declaration and Compliance	0%	09/24/2029 12:00AM

8. If you are qualified for this grant you will then be directed to this screen, if not, you will be directed to a screen stating you are not qualified and it will give you further directions. This screen is your main dashboard. Each icon contains a series of questions that must be complete. The bar below each icon will state the percentage in which you have completed that section.

# How to Apply Online for a PCCF Grant or Complete a Final Report

Welcome Colleen Engle | PCCF Application Status: Pending Submission Change Password | View/ Edit Profile | Logout

My Applications > Grant Request Greater than \$1,000.00 > Organization Information

**Organization Information**

**Parke County Community Foundation**

Greater than \$1,000.00 Grant Request

**Organizational Information**

Please select your current non-profit status:  501(c)(3)  Applying under umbrella of existing 501(c)(3)  Non-profit other than 501(c)(3)

\*Name of Non-profit Organization:

\*Address 1:

Address 2:

\*City:

\*State:

\*Zip:

\*County:

\*EIN Number:

\*Date organized:

9. After you click on the first icon, this is where you will be directed. Answer each question. Questions with a red (\*) are required fields.

Cell Phone:

Fax Number:

\*Email Address:

\*Is there another contact regarding this Grant?  Yes  No

**Do not use dollar symbol or cents when entering the grant request amount below.**

\*Requested grant amount:

\*Title of your project/program:

\*Brief description of your project or program:

\*If awarded this grant, is there separate payee information than what is provided above for the organization?  Yes  No

[Help](#) | [Contact](#) | [Logout](#)

10. Once you have filled out each question or if you would like to complete your work at a later time, click "Save & Return to application". This will send you back to your main dashboard.

# How to Apply Online for a PCCF Grant or Complete a Final Report

Welcome Colleen Engle | PCCF      Application Status: Pending Submission      Change Password | View/ Edit Profile | New Search | Logout

My Applications > Grant Request Greater than \$1,000.00

**PARKE COUNTY COMMUNITY FOUNDATION, INC.**  
 PO Box 276, (115 N. Market Street), Rockville, IN 47872  
 Phone: (765) 569-7223 Fax: (765) 569-5383  
 Email = [parkeccf@yahoo.com](mailto:parkeccf@yahoo.com)  
 Office Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m.

**Greater Than \$1,000.00 Grant Request**

This application is to be used for non-profit organizations located in or serving the residents of Parke County Indiana.

Once the application has been submitted, no additions or corrections to the application will be allowed. Each section below must read 100% in order to submit your application. If a section does not read 100%, you have missed a required question(s) in that section.

**Attachments are only accepted in PDF format, portrait orientation and sized to 8-1/2" x 11".**

Be sure to hit the "Save" button at the bottom of each section to save your work. There is a time-out feature, if a page remains idle for an extended period of time, it **will not** automatically save your work. Your session will be terminated and you will have to log back in.

Organization Information 100%    Community Impact 0%    Organizational Capacity 0%    Fiscal Capacity 0%    Attachments 0%    Declaration and Compliance 0%

09/24/2029 12:00AM    09/24/2029 12:00AM    09/24/2029 12:00AM    09/24/2029 12:00AM    09/24/2029 12:00AM    09/24/2029 12:00AM

11. When each section is complete, your bar will show 100%. To preview your application, you can click "Preview Application".

Application Summary of : PCCF | Engle, Colleen

**Organization Information**

*Please select your current non-profit status.	501(c)(3)
*Name of Non-profit Organization:	PCCF
*Address 1:	115 N. Market
Address 2:	
*City:	Rockville
*State:	IN
*Zip:	47872
*County:	Parke
*EIN Number:	313890976431067
*Date organized:	01/23/1993
*Have you applied for or received a grant from the Parke County Community Foundation in the past?	Yes
*Please provide details:	2010

**Contact Information**

*Prefix:	Mrs.
*First Name:	Colleen
Middle Initial:	
*Last Name:	Engle
Suffix:	
*Title:	Marketing-Mark
*Work Phone:	(765) 569 7223
Cell Phone:	
Fax Number:	
*Email Address:	cengle@parkeccf.org
*Is there another contact regarding this Grant?	No

Do not use dollar symbol or cents when entering the

12. This will send you to a separate page like this. Here, you can scroll through and see your complete application or find questions you may have missed. We encourage you to print

# How to Apply Online for a PCCF Grant or Complete a Final Report

out your completed application for your records. Close out this page and return to your main dashboard after you are done reviewing.

The screenshot shows a web application interface for the Parke County Community Foundation, Inc. The header includes a welcome message for Colleen Engle, the application status (Pending Submission), and navigation links for Change Password, View/Edit Profile, New Search, and Logout. The main content area is titled "My Applications > Grant Request Greater than \$1,000.00" and features a "Preview Application" and "Final Review and Submit" button. The organization's name, "PARKE COUNTY COMMUNITY FOUNDATION, INC.", is prominently displayed, along with its address (PO Box 276, 115 N. Market Street, Rockville, IN 47872), phone number (765) 569-7223, fax number (765) 569-5383, email (parkeccf@yahoo.com), and office hours (Monday-Friday, 8:00 a.m. - 4:30 p.m.). A section titled "Greater Than \$1,000.00 Grant Request" provides instructions for non-profit organizations and states that once submitted, no additions or corrections are allowed. It also notes that each section must be 100% complete. A red arrow points to the "Attachments" section in a progress bar at the bottom, which shows that "Organization Information" is 100% complete, while "Community Impact", "Organizational Capacity", "Fiscal Capacity", "Attachments", and "Declaration and Compliance" are all at 0% completion. The date for all sections is 09/24/2029 12:00AM. A "Help | Contact | Logout" link is visible in the bottom right corner.

13. Each section is very similar in how to complete except for the Attachments. Click this icon.



# How to Apply Online for a PCCF Grant or Complete a Final Report

**Parke County Community Foundation**  
Greater than \$1,000.00 Grant Request

**Attachments**

Please be sure to attach all necessary and supporting documentation associated with your grant request.

When uploading your own documents to the application, **you will need to reformat them to a PDF document, sized to 8-1/2"x11", portrait orientation.** The file size should not exceed 10 mb.

Only **one document** can be loaded **per question**, if you have more than one document per question you will need to combine/scan all the pages into one PDF document.

If you need assistance attaching these documents please contact:  
The Parke County Community Foundation at 765-569-7223

Click to view our current Grant Application Guidelines: [Grant Application Guidelines.pdf](#)

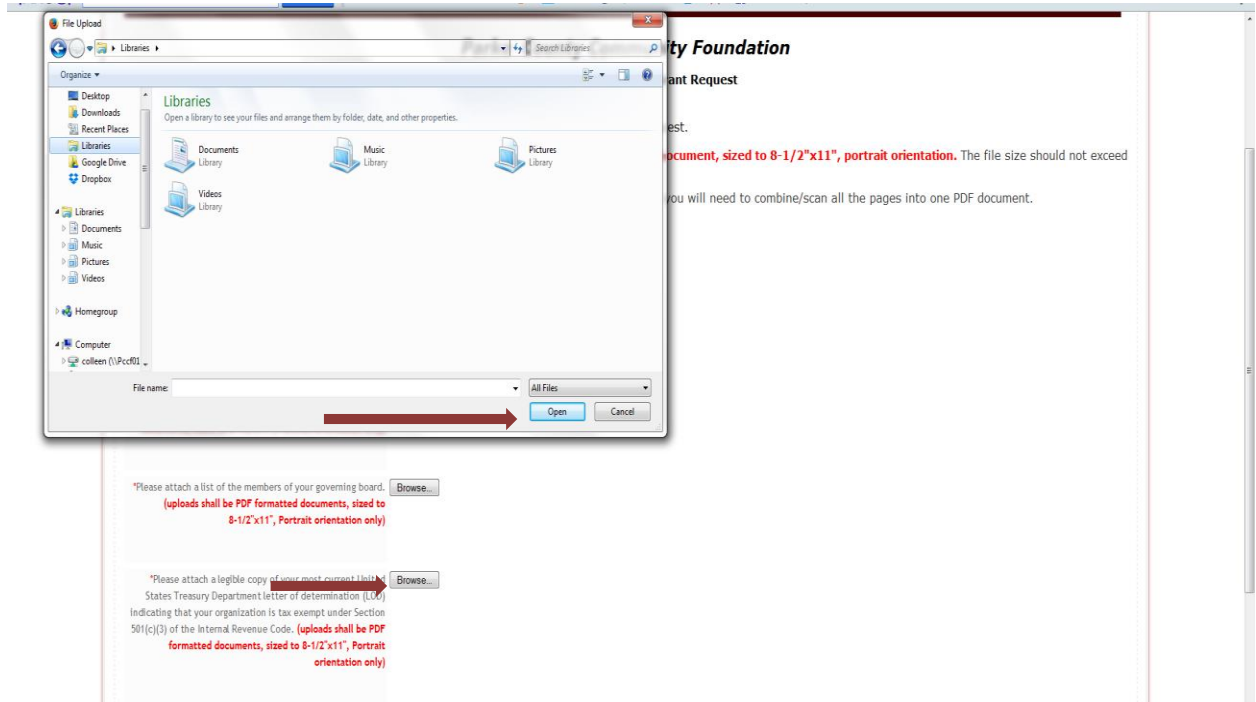
\*Please attach an itemized budget / estimates for the proposed project or program. **(uploads shall be PDF formatted documents, sized to 8-1/2"x11", Portrait orientation only)**

\*Please attach a list of the members of your governing board. **(uploads shall be PDF formatted documents, sized to 8-1/2"x11", Portrait orientation only)**

\*Please attach a legible copy of your most current United States Treasury Department letter of determination (LOD) indicating that your organization is tax exempt under Section 501(c)(3) of the Internal Revenue Code. **(uploads shall be PDF formatted documents, sized to 8-1/2"x11", Portrait orientation only)**

14. This is the Attachments section. Directions are provided above. You will see a series of documents on this Greater than \$1,000 application (the final report and possibly the under \$1,000 application will have this section as well). Next to each request you can see the "Browse" button. Click on each when you are ready to upload the requested document.

# How to Apply Online for a PCCF Grant or Complete a Final Report



15. This will take you to your saved documents. From here, you can find your document and click "Open". This will add your document to your application. It will only allow you to upload in PDF format.

# How to Apply Online for a PCCF Grant or Complete a Final Report

Welcome Colleen Engle | PCCF Application Status: Pending Submission Change Password | View/ Edit Profile | New Search | Logout

My Applications > Grant Request Greater than \$1,000.00

[Preview Application](#) [Final Review and Submit](#)

**PARKE COUNTY COMMUNITY FOUNDATION, INC.**

PO Box 276, (115 N. Market Street), Rockville, IN 47872  
Phone: (765) 569-7223 Fax: (765) 569-5383  
Email = [parkeccf@yahoo.com](mailto:parkeccf@yahoo.com)  
Office Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m.

**Greater Than \$1,000.00 Grant Request**

This application is to be used for non-profit organizations located in or serving the residents of Parke County Indiana.

Once the application has been submitted, no additions or corrections to the application will be allowed.  
Each section below must read 100% in order to submit your application. If a section does not read 100%, you have missed a required question(s) in that section.

**Attachments are only accepted in PDF format, portrait orientation and sized to 8-1/2" x 11".**

Be sure to hit the "Save" button at the bottom of each section to save your work.  
There is a time-out feature, if a page remains idle for an extended period of time, it **will not** automatically save your work.  
Your session will be terminated and you will have to log back in.

Organization Information Community Impact Organizational Capacity Fiscal Capacity Attachments Declaration and Compliance

16. When every bar below each icon is green and shows 100% you can click on "Final Review and Submit". It will ask you if you are sure you want to submit. Our committee will then review your application and you will be contacted just as you have in the past.