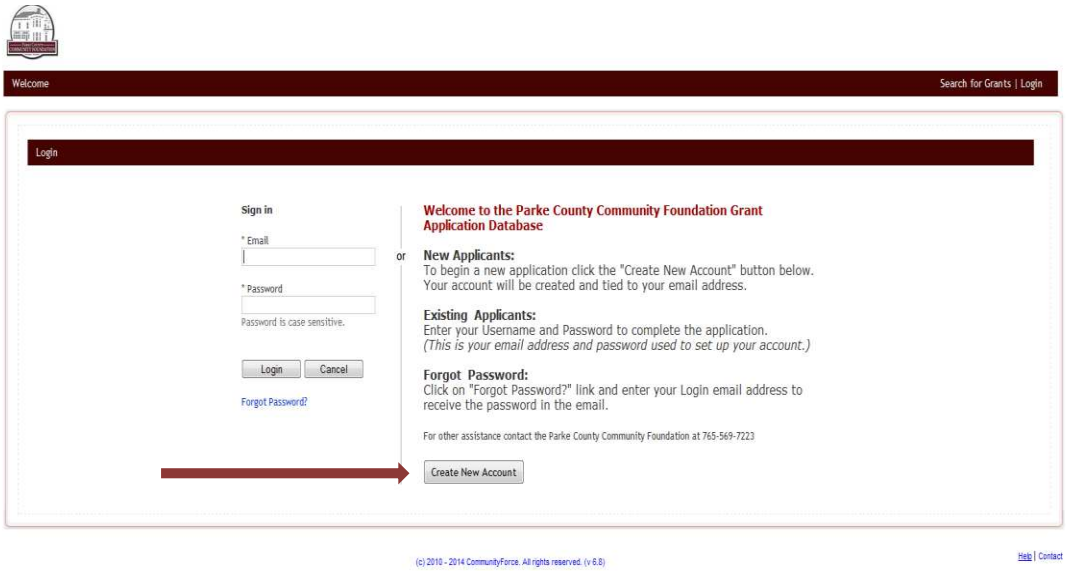
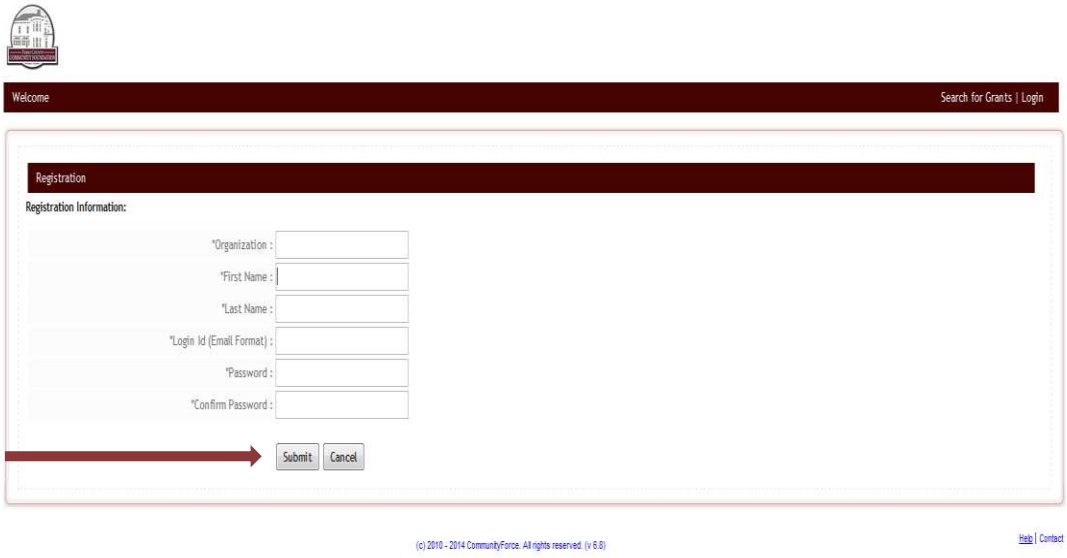
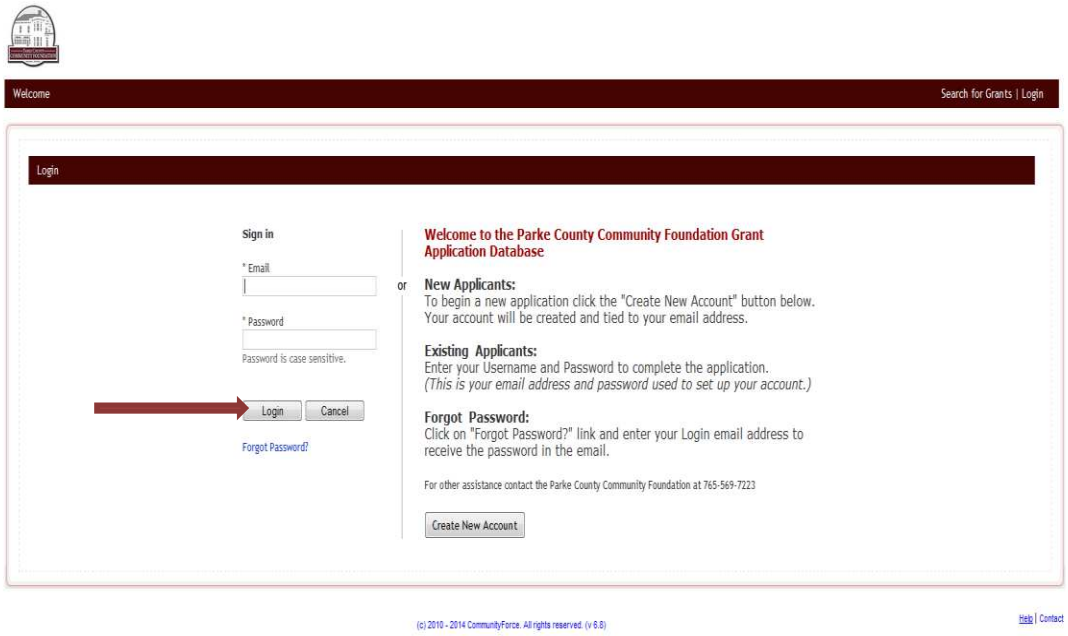


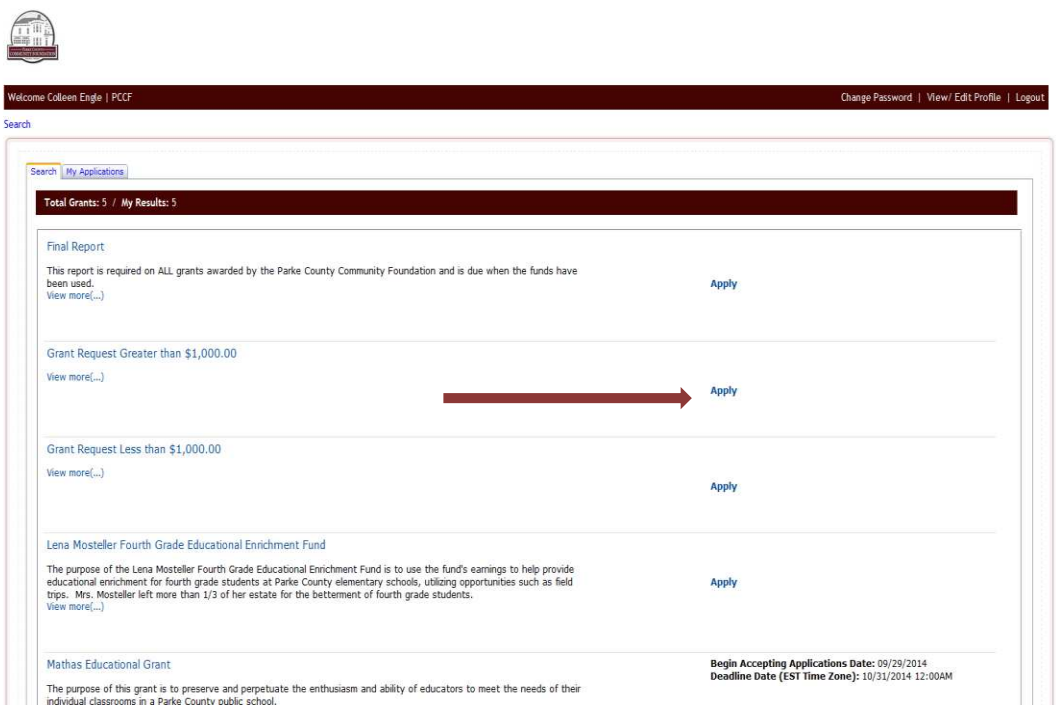
1. Click “Create New Account” if you do not already have an account created.



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

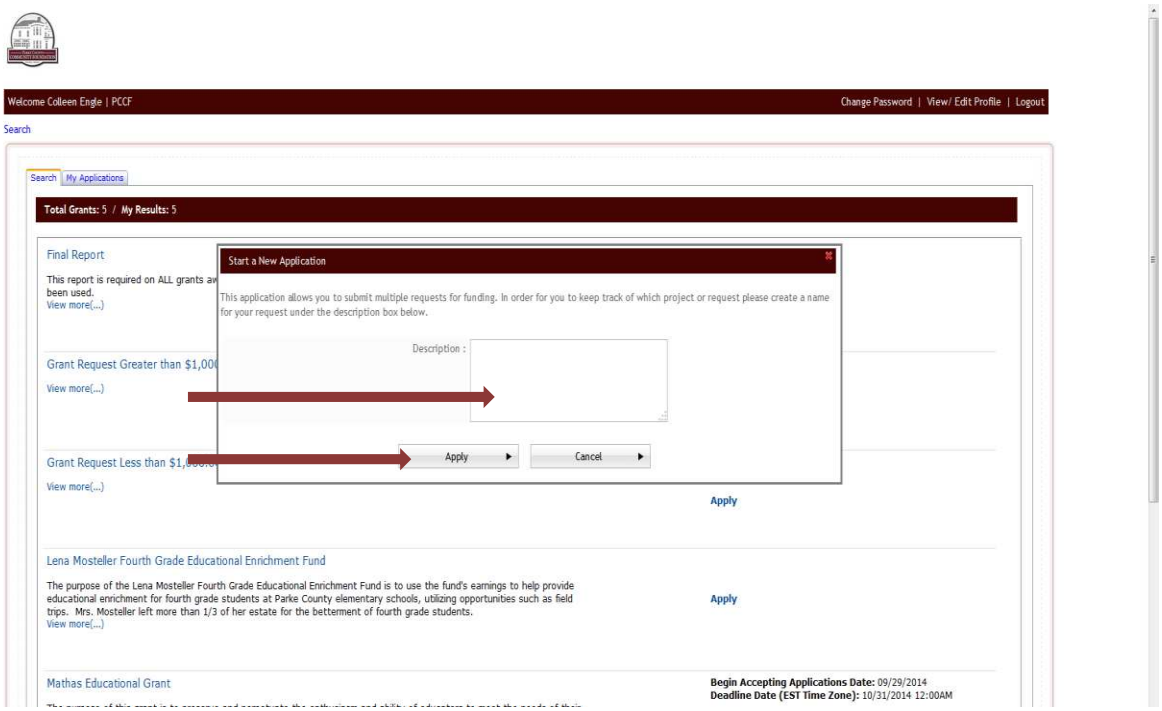


3. This will direct you back to the login screen. Enter your email and password and then click login. (Make sure you remember this information for future grants and final reports)

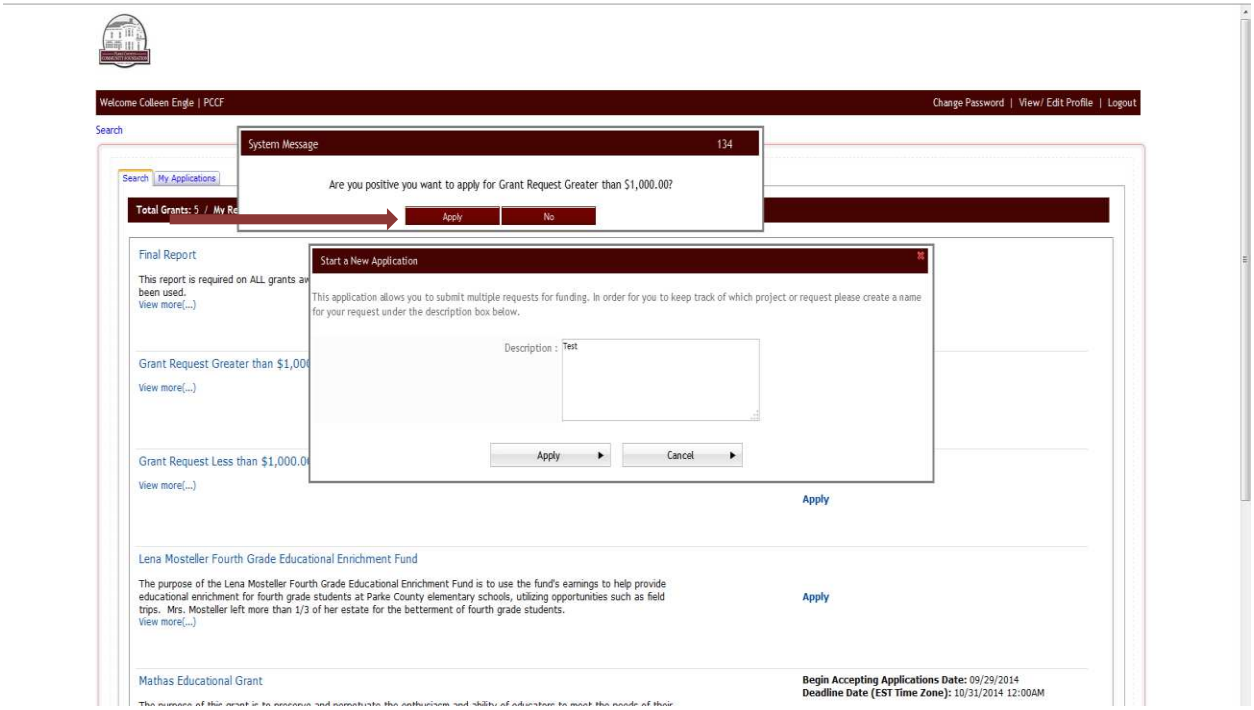


4. Once logged in, you will be sent to our final report and grant application menu. Click on apply next to the option you wish to submit. (Final reports directions will be worded as an application; it is actually used as a report for the PCCF. That is how the site is

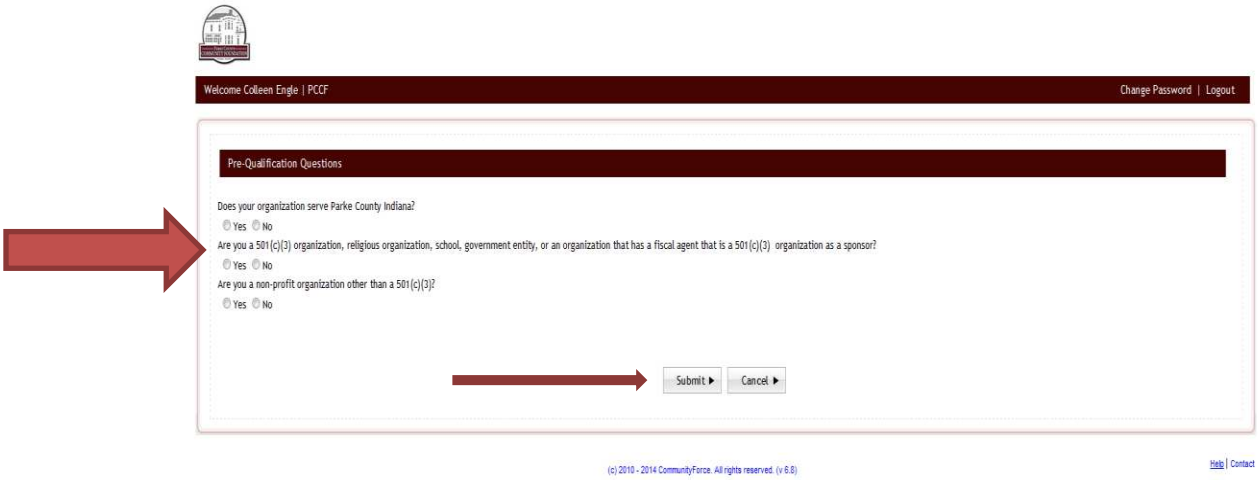
programmed. Ignore those details and complete the final report just as you had in the past on our paper reports. When clicking the final report, you will not see your awarded grants. This will be a blank "application" or form that you will need to provide the information for what grant you are completing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



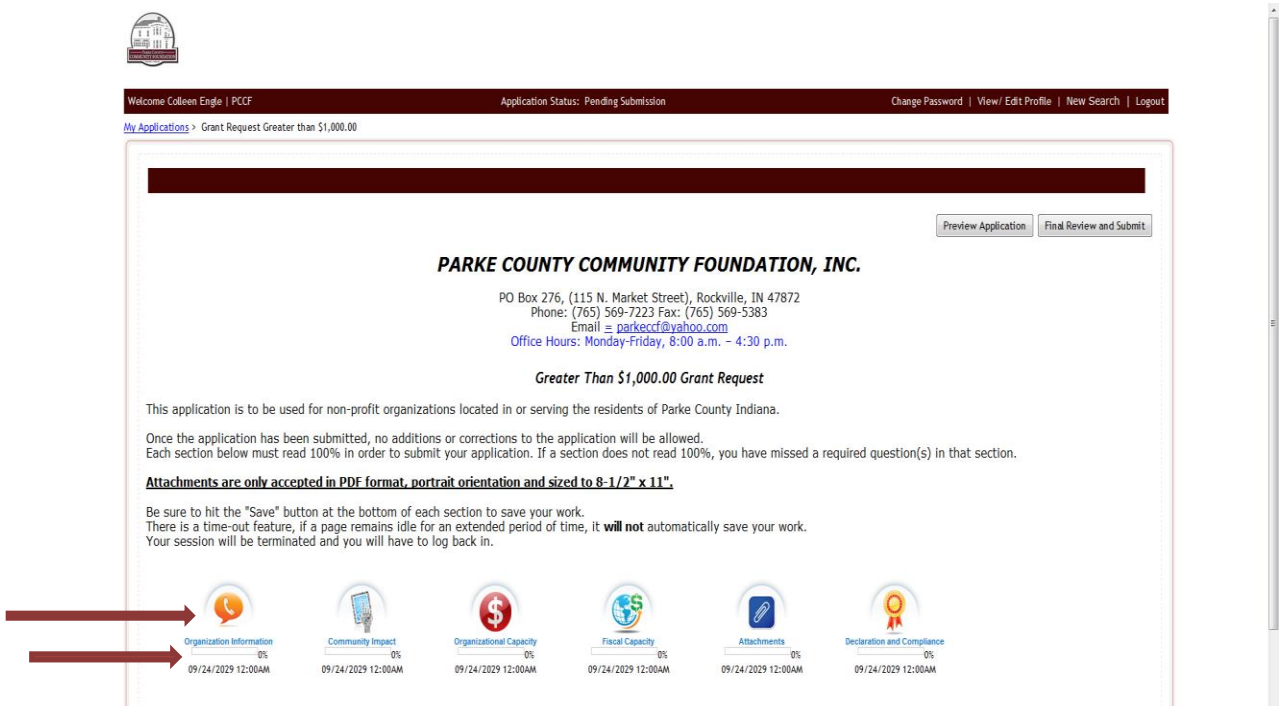
5. After clicking "Apply" next to your selection, this box will pop up. It is asking you to name this application. This is for your convenience since you may apply for multiple grants throughout the year. Type in the name of your application and click "Apply".



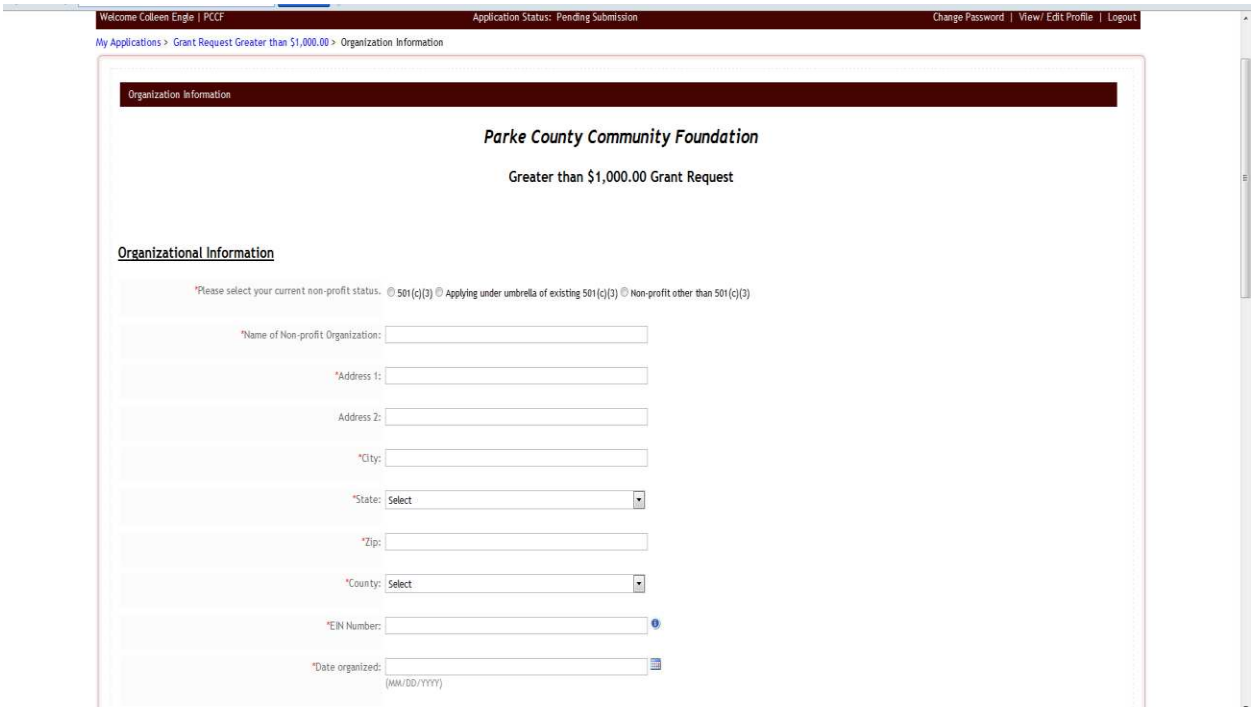
6. Once clicking "Apply", this screen will ask you if you are sure you want to apply, click "Apply".



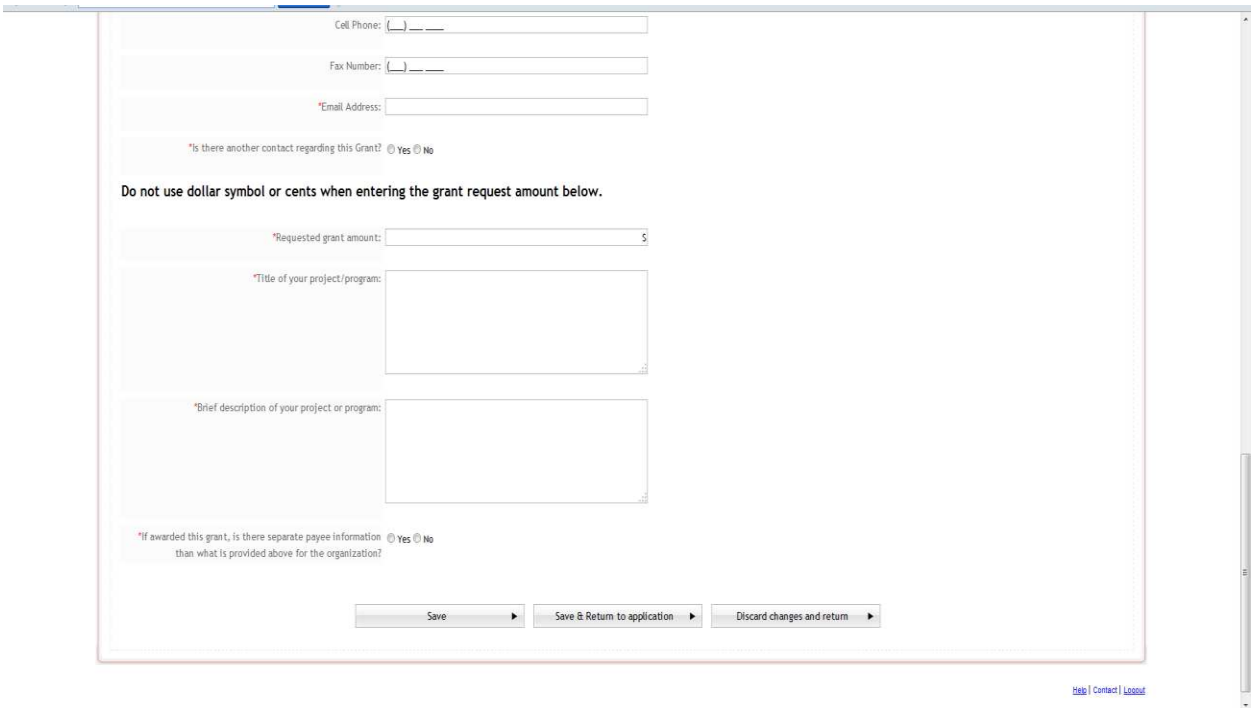
7. You will then be directed to the Pre-Qualification Questions. (These are present in every application, not the final report.) These questions help our grantees determine if they are qualified to apply for this grant. Answer each question and click "Submit"



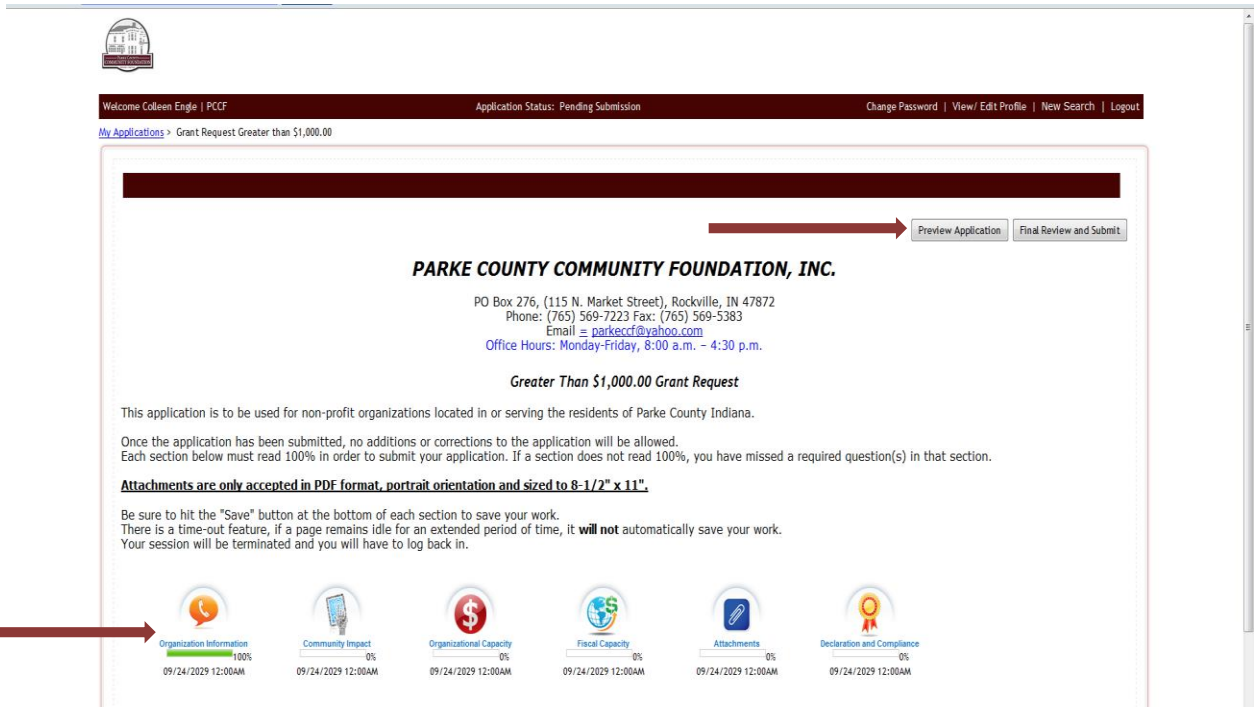
8. If you are qualified for this grant you will then be directed to this screen, if not, you will be directed to a screen stating you are not qualified and it will give you further directions. This screen is your main dashboard. Each icon contains a series of questions that must be complete. The bar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



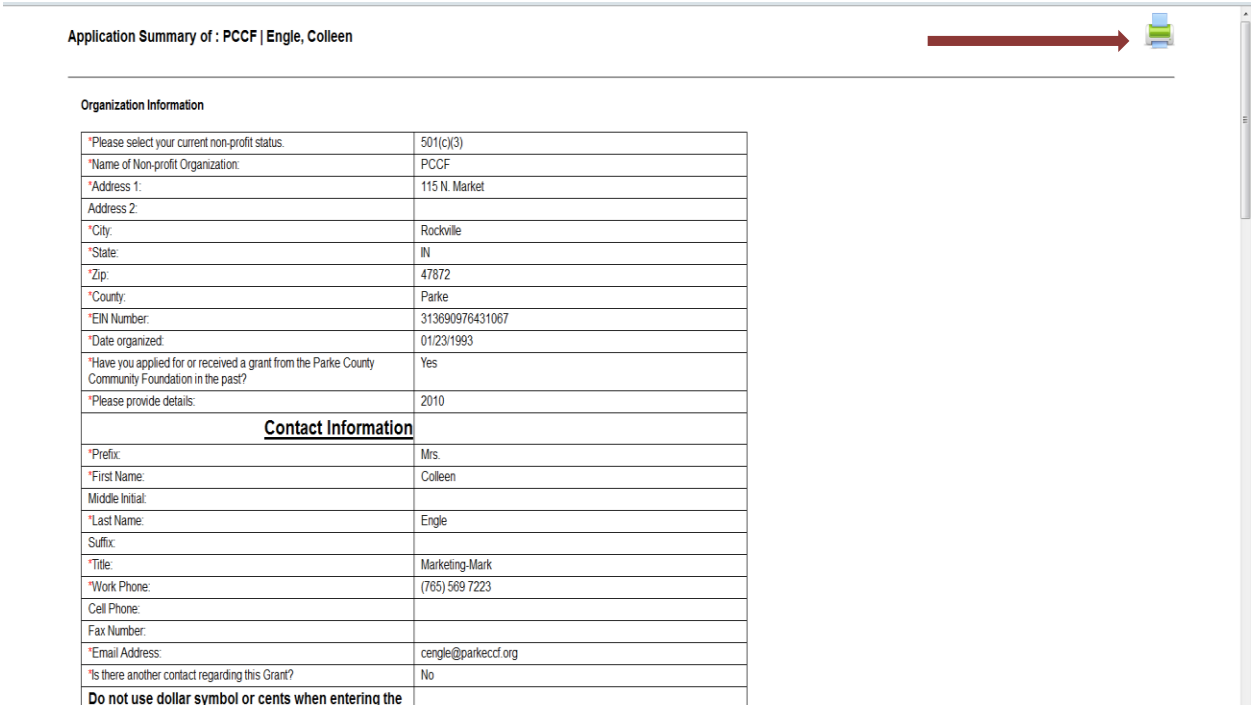
9. After you click on the first icon, this is where you will be directed. Answer each question. Questions with a red (*) are required fields.



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.

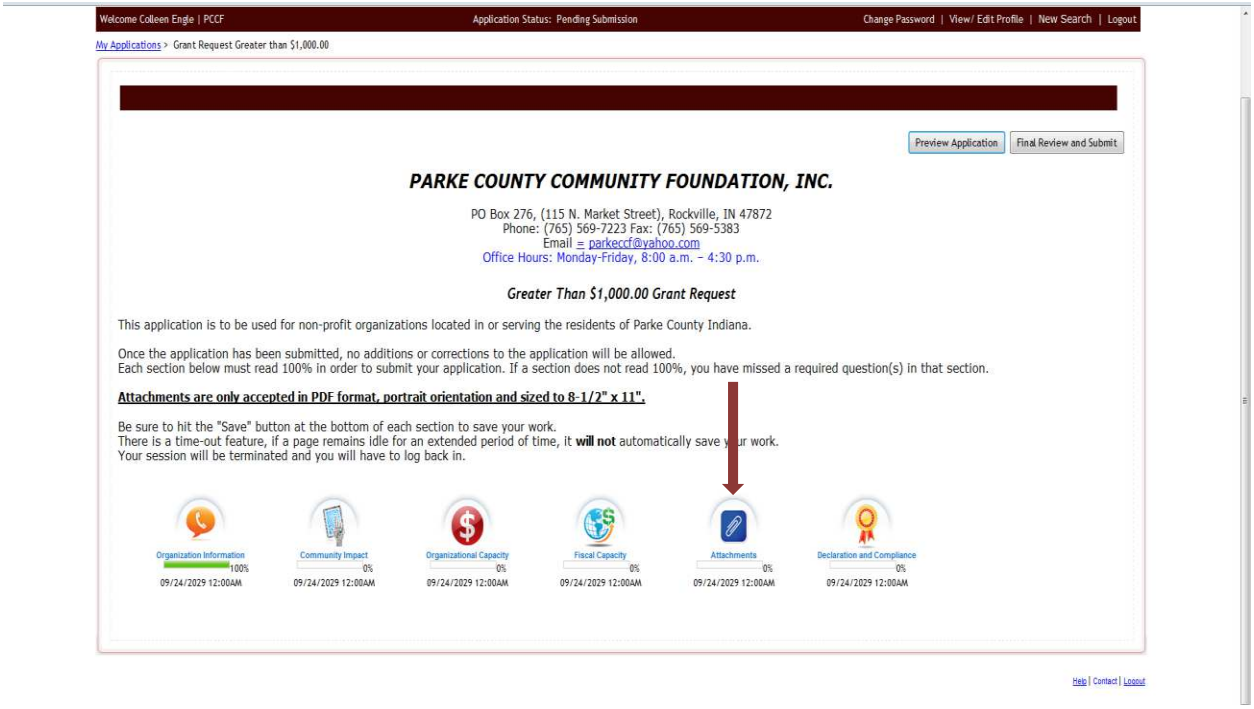


11. When each section is complete, your bar will show 100%. To preview your application, you can click "Preview Application".

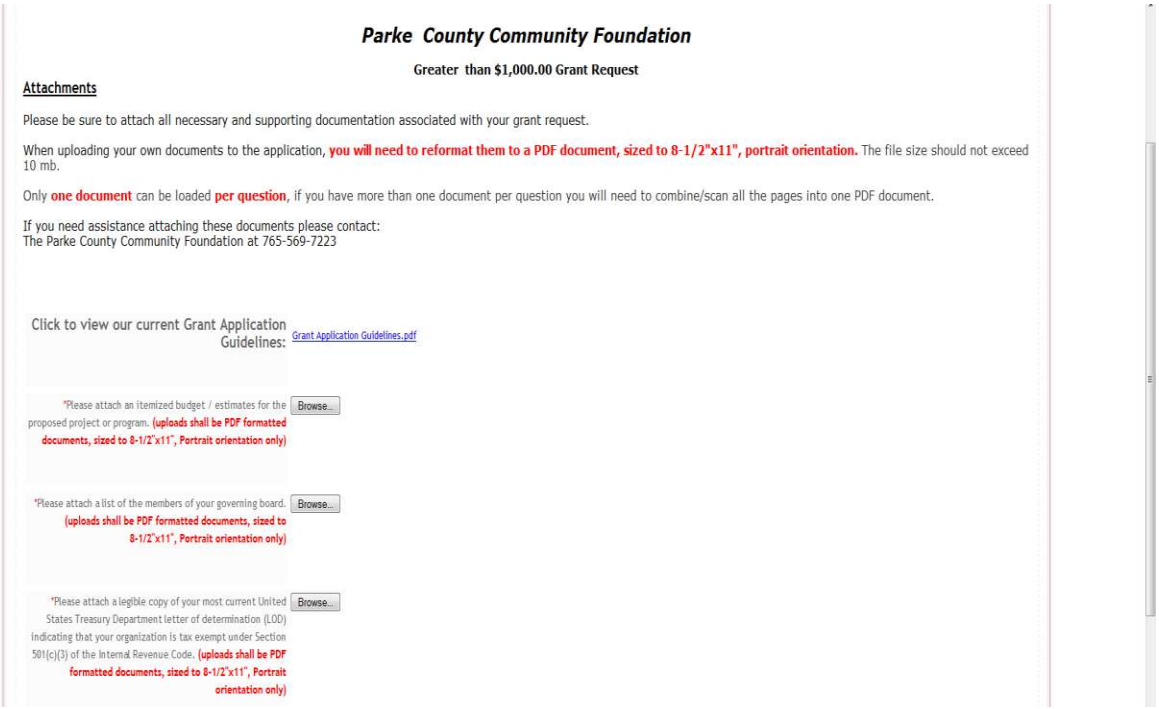


12. This will send you to a separate page like this. Here, you can scroll through and see your complete application or find questions you may have missed. We encourage you to print

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



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



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

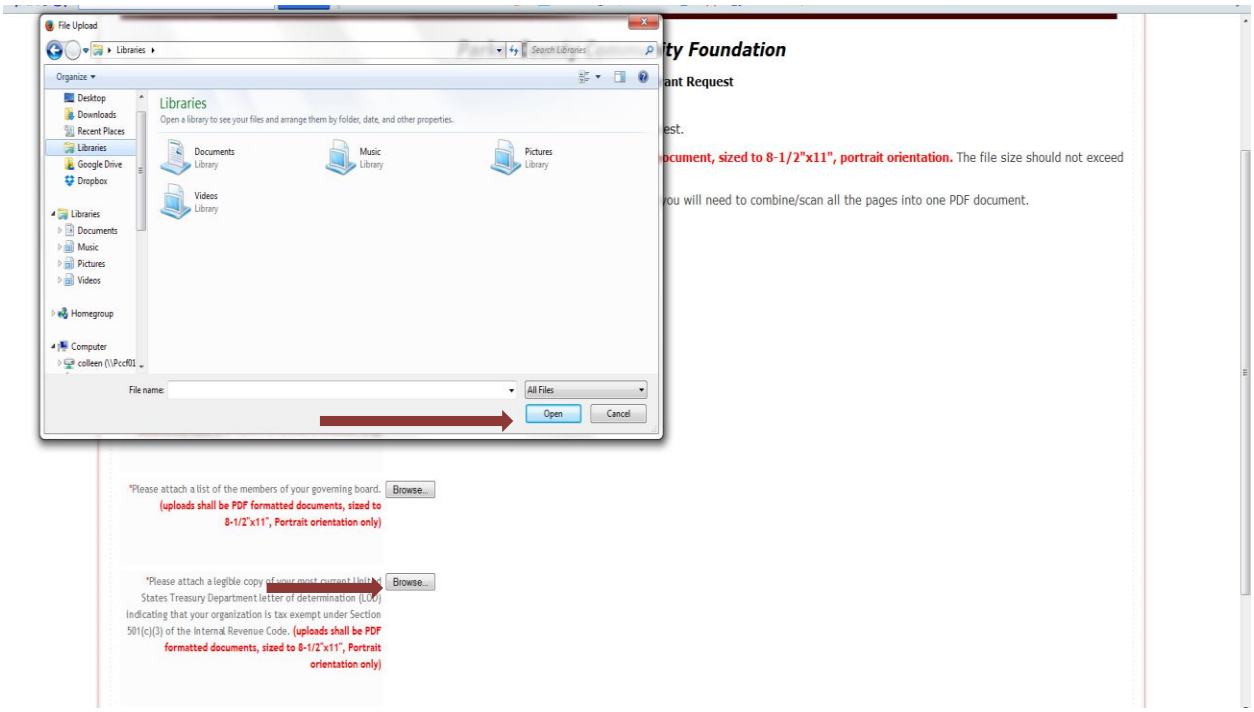
Click to view our current Grant Application Guidelines: Grant Application Guidelines.pdf

*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)** Browse...

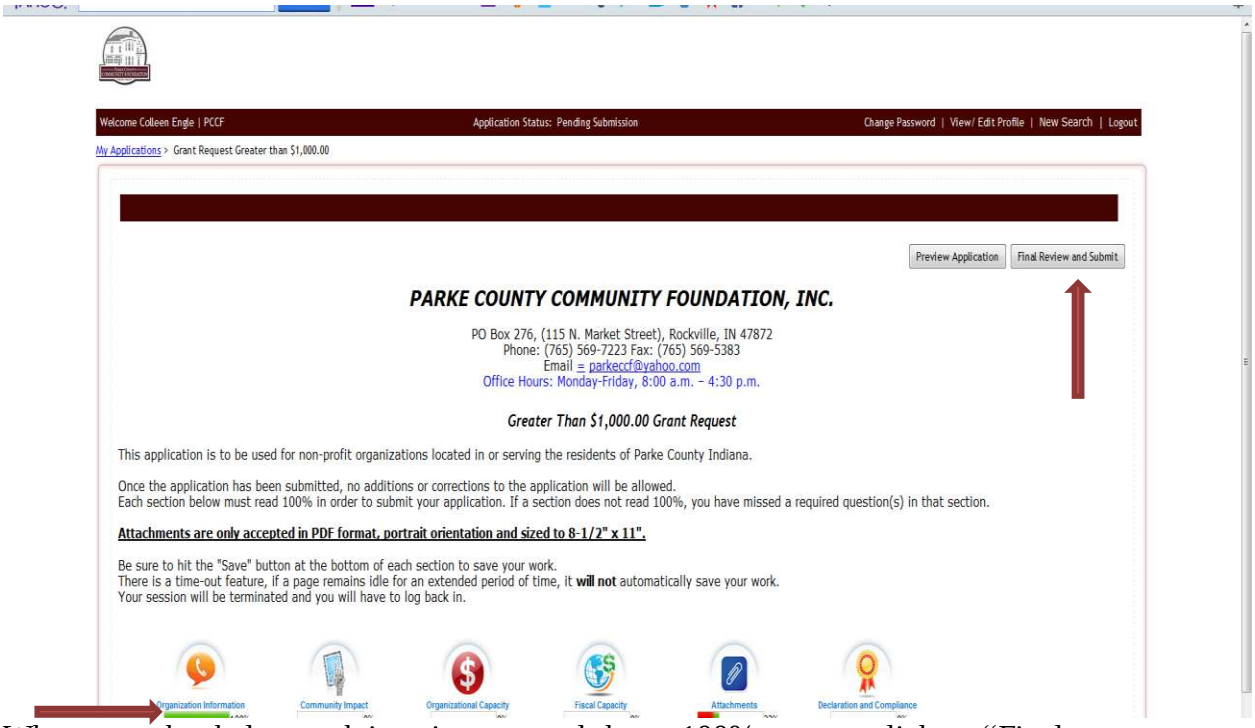
*Please attach a list of the members of your governing board. **(uploads shall be PDF formatted documents, sized to 8-1/2"x11", Portrait orientation only)** Browse...

*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)** Browse...

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.



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.



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.