



Online Application Instructions & Tips

Step 1 – Visit our website at www.ifound.org/grants_howto.php.

Step 2 – Create an Account & Log-in

- You are required to create an account (with an email address and password) in order to access your organization’s applications and monitor their submission.
- Keep a record of your Account Log-in ID and Password as **this same login information will be used for all future requests and reporting.**
- We only allow one account per organization so please make sure that if other staff will be accessing the application they have access to this email address and password.

Step 3 – Create, Save and Submit an Inquiry

Saving and Finishing Later:

If you are unable to complete the entire application, you have the option of saving your work and completing the application at a later time.

1. At the bottom of each page is a button to “Save & Finish Later”. Click on the button.
2. You will be brought to your “My Account Page” where you will see the name of the application and the date it was last updated.
3. There is no “log out” button. You will be automatically logged out when you close your web browser or when you click the “Exit” button on the top right corner of the screen.

Retrieving a Saved Application:

Visit https://www.GrantRequest.com/SID_1411 and login. After logging in, you will be brought to the “My Account” page where you can manage applications that are in-progress or have been submitted. That page should look something like this:

The screenshot shows the 'My Account' page for the Initiative Foundation. At the top left is the logo. Below it, the account email 'jhoward@ifound.org' and a 'Change E-mail/Password' link are visible. On the top right, there are 'Contact Us' and 'Exit' buttons. The main heading is 'Applications'. Below this is a paragraph explaining that applications are either 'In Progress Applications' or 'Submitted Applications' and that users can filter the view using a 'Show' dropdown menu. The dropdown is currently set to 'In Progress Applications'. Below the text is a table with the following data:

Application Name	Project Title	Requested	ID	Last Updated	Action
Full Proposal - Initiative Foundation			20017	10/04/2011	
Letter of Inquiry - Initiative Foundation			20083	10/04/2011	

If you see multiple instances of the same application and you are NOT submitting a proposal for multiple programs, you probably initiated a new one when there was already one started. To delete an application, click on the garbage can located under the “Action” column.

General Reminders:

- Remember to upload your attachments before submitting your application!
- If you wish, print a copy of your application for your records. A copy will also be included in the confirmation email that you’ll receive once your inquiry or application is submitted.

Button/Link Descriptions:

Save & Finish Later - At the bottom of any page of the application, you can click “Save & Finish Later”. By selecting this button, it will save the data entered to date and you will be able to return later to complete your application.

Review My Application - Fields from all pages of the application are listed on one page. You may change the data in any field.

Printer-Friendly Version - Allows organizations to print the application including all questions and answers in the order they appear on the application form.

Review & Submit - Allows you to review your application and then automatically submit it. Do not select this unless your application is complete.

Submit - Do not click on the “submit” button until you are completely done with your application and have uploaded the required attachments! You will not be able to retrieve or edit your application once you have submitted it.

If you have questions about our online grant application system or experience technical issues, please contact Jolene Howard at jhoward@ifound.org, (320) 632-9255 ext. 2054.