

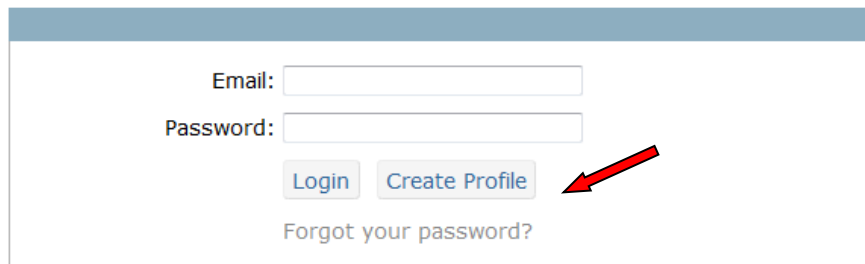
Online Grant Requests

This document explains how to register your login account, identify your organization and colleagues, and submit a grant request, using the Foundation's online service, which is powered by [Good Done Great](#) and specially designed for the [Central Indiana Community Foundation](#).

Create Your Profile

Click on the Link Provided by the Foundation

The login page for the online service will show the Foundation's logo and a box like the one below.



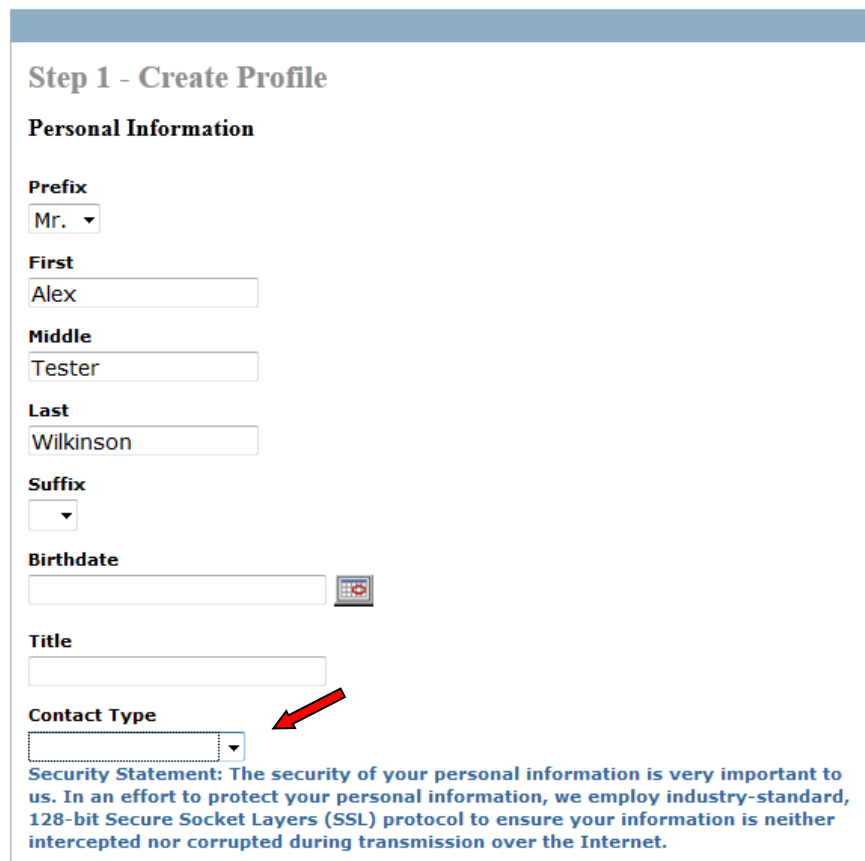
Email:

Password:

[Forgot your password?](#)

Click on Create Profile

You will then see a form to enter your personal information. Some tips for completing this form:



Step 1 - Create Profile

Personal Information


Prefix
Mr. ▾

First
Alex

Middle
Tester

Last
Wilkinson

Suffix
▾

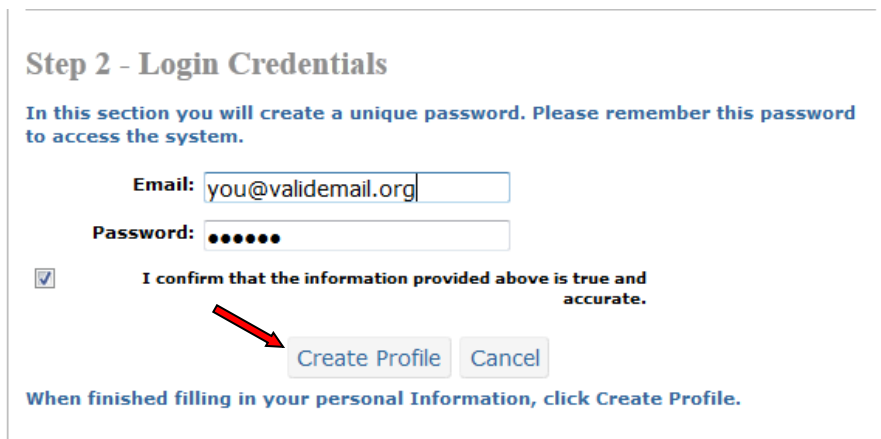
Birthdate
 

Title

Contact Type
 ▾

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.

- Your birthdate, while optional, may help to identify you uniquely in the Foundation’s records.
- Be sure to indicate under **Type of Contact** whether you are a “Request Contact” (person completing the grant application) or an “Executive Contact” (typically an officer with authority to approve large payments and contracts).
- Under **Login Credentials**, type your valid email address. This will become the username that you will use to login.
- Create a unique password. (If you forget it in the future, you can ask reset it from the login page, which will send a message to the valid email address you provided.)
- Check the box to confirm that the information is true and accurate, and click on **Create Profile**.



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.

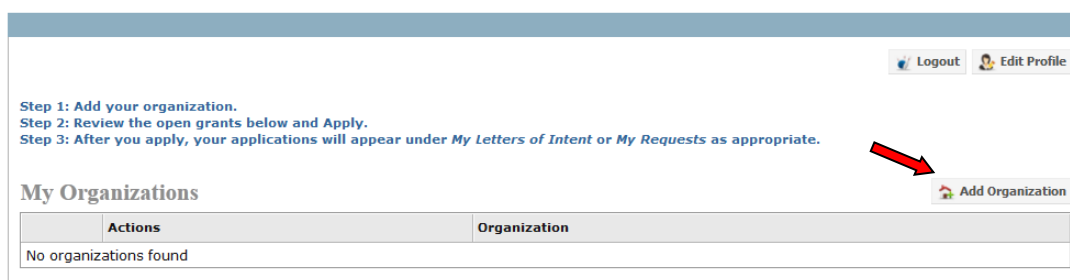
[Create Profile](#) [Cancel](#)

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

Identify Your Organization and Colleagues

Click on Add Organization

The page you see after creating your profile has several elements. You will also see this page when you login in the future. On the top of the page, you can identify the organization for which you are submitting a grant request.



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 Letters of Intent or My Requests as appropriate.

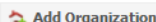
My Organizations

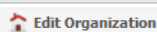

Actions	Organization
No organizations found	

Add Organization

- On a subsequent screen, you will need to provide details about the organization, including its legal name and 9-digit Employer Identification Number (EIN). These are required, so be sure to have them available before you start.
- In addition to contact information about the organization’s address and executive officer, the Foundation may require details about the organization’s mission, programs, and finances.
- When you complete and save this information, you will be returned to the page shown above, with your organization displayed under **My Organizations**.

- If you need to add another organization, repeat these steps by clicking **Add Organization** again. This may be necessary, for example, to identify your Fiscal Agent, if you have one.

My Organizations 

Actions	Organization
 Edit Organization  Manage Colleagues	My Public Charity

Optionally, click on Manage Colleagues

After you add an organization, it will display as shown above. Optionally, you may invite a colleague or assistant to work with you. Please note that this invitation will give the person full access to edit your organization’s contact information and grant requests. To proceed, click on **Manage Colleague**. You will get a pop-up asking for your colleague’s email address.

Invite a Colleague

Enter a colleague's email address to invite them to collaborate with you. By doing this, you are giving this person full edit permissions to this form.

Email

The email address you enter here will serve two purposes. First, an invitation will automatically go to the address, with a reply link that will take your colleague to the same page where you registered your profile. Second, your colleague must use this same email address as their login, so that the system can match them correctly with you and your organization. Click **Invite** and **Close** have the invitation sent.

Apply for a Grant

Review Open Grants

After creating your personal profile and adding your organization, you will see descriptions of the grants currently open to applicants. These will become available at the bottom of the page. Depending on the Foundation’s process, some grants may require you to supply an access code (e.g., if you need the Foundation’s permission to apply). If an access code is not necessary, or if you have already entered it, an **Apply** will appear in the right corner. Clicking on it opens an online form customized for the grant you are seeking.

Open Grants

Legacy Fund

Description:
Established in 1991 and is an affiliate of Central Indiana Community Foundation. Legacy Fund is supported by gifts and bequests from donors who trust the Foundation will address the diverse needs of Hamilton County now and in the future.

Geographic Area Served: Hamilton County
Interest Area: Arts & Culture, Basic Needs, Economic Stability, Education, Environment, Health & Wellness, Vitality of Neighborhoods & Communities
Grant Award Range: \$5,000-\$20,000

[Enter Access Code to Apply](#)

Complete the Application Form

Overall, the application form has ten sections. Because the information is extensive, you should save often. A **Save** button is available at the end of each section. Additionally, each section has a checkbox that will automatically indicate when you have completed the required information for that section.

To get started, you should check the box shown below if you have a fiscal agent for this grant request. Additional instructions will appear to guide you in completing the necessary information about your fiscal agent, if you have one.

ONLINE GRANT APPLICATION



[Home](#) [Save Request](#) [Print](#)

Organization Name
My Public Charity

Fiscal Agent?
 [?](#)

* **Fiscal Agent's EIN**

Fiscal Agent's Legal Name
Make a Selection...

Summary

Next, provide a summary of your request: the type of project, impact area, amount requested, and key dates, as shown below.


Project Summary


Grant Cycle
[Legacy Fund](#)

Project Type

Impact Area

Project Title

Project Begin Date 

Project End Date 

Requested Amount

Other Committed Amount [?](#)

Project Budget

Requested %

Other Committed %

Total Approval Amount

Complete Summary?

[Save Request](#)

Project Narrative

This section asks several questions about your proposed activities, the needs they address and your strategy for sustainability. The first two questions in this section are illustrated below. For these and the additional questions, you can expand the space for your answer by dragging the lower right corner of the box.

Project Narrative

Briefly describe the proposed request.

What problem or need does the proposed request address?

Target Population and Demographics

In this section, you must provide information about the race or ethnicity, gender, and age characteristics of the target population you propose to serve.

Geographic Area of the Target Population

This section asks you to explain where your target population resides, including specific percentages in counties covered by the Foundation. Please provide data about your target population, not about the location of your offices or staff.

Grant Request Budget

Here you will provide detailed budgets for project expense, project income, and all sources of funding. You should detail the entire budget for the project, not just the portion you want the Central Indiana Community Foundation to support. Pay close attention to the online instructions, some of which is reproduced below.

Grant Request Budget

Please summarize your estimated budget for the proposed grant request. In the expandable line items, include a brief narrative description of each line item. Not all budget categories apply to all applicants. The total income amount must equal the total expense amount.

General operating support applicants: If your grant request is for general operating support, staff will review your board approved annual operating budget attachment submitted with this request. You do not need to complete this section with the exception of the fields indicating specific use of foundation support.

Required Documents

Three documents must be attached to your grant request. You can upload them as shown below.

Documentation

In order for your application to be considered, you must submit the following required documents.

Most recent audit, financial review, compilation, or 990 (in order of preference)

[Upload](#)

Current board list

[Upload](#)

Board approved operating budget for the current fiscal

[Upload](#)

Complete Documentation?

[Save Request](#)

Electronic Signature

In this part of the application, you must certify that your organization does not discriminate and that the grant will be used for charitable purposes consistent with the terms of the award letter, if you are awarded the grant. You must sign electronically by typing your name and checking a confirmation box.

Missing Items

At the bottom of the application, a listing will automatically remind you about any sections that are not yet complete, as illustrated below.

Missing Items

Project Summary
Project Narrative
Geographic Areas
Target Population
Project Budget
Required Documents
Electronic Signature

If your application is still missing items they will be shown above. You will need to complete the missing fields or attach the required documents before you can submit this application.

You may click **Save** below to save your application and return to edit it later.

[Save Request](#)

Confirm and Submit

When all the preceding sections are complete, a final section will appear in which you may verify that you have submitted all the necessary information and formally submit the grant request.