

Applicant Tutorial

Overview

This document is designed to provide grant applicants with instructions for use of Akron Community Foundation’s new online grant application system. While this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered. If you remain on a page with inactivity for longer than 90 minutes, you will be logged off for security reasons. Please save every 15-25 minutes.

Registration Page

If you already have an account:

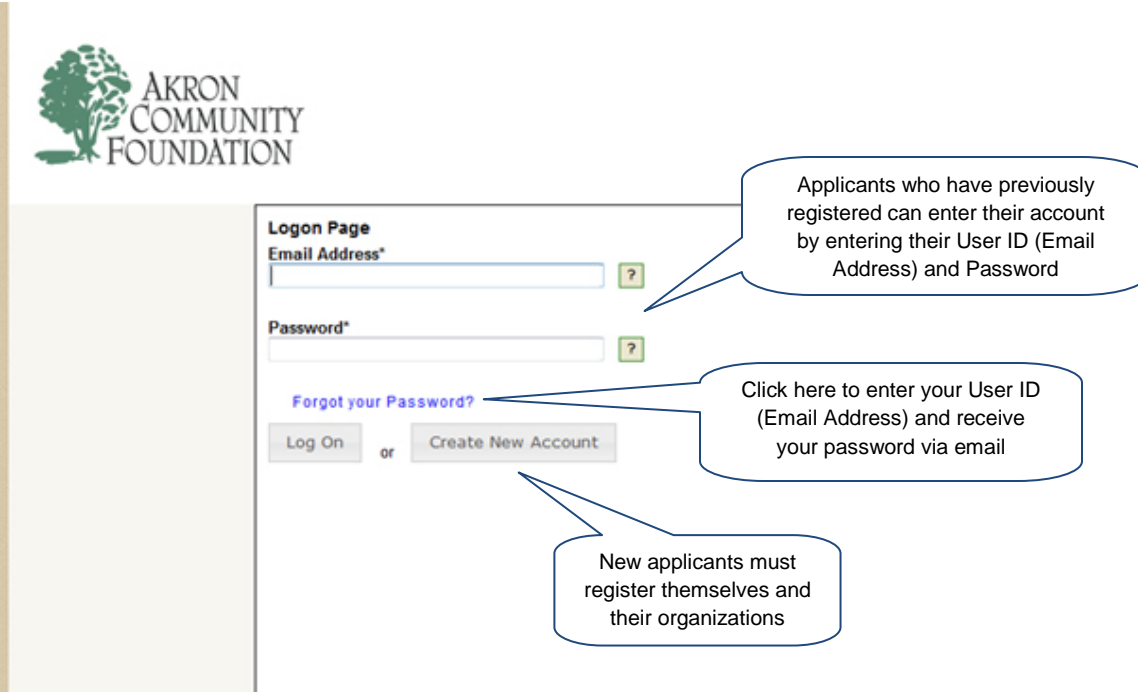
1. Enter your login, which is your email address, in the Email Address field.
2. Enter the password that you chose when you set up your account.
3. Press the “Log On” button to enter the online application system.

If you have forgotten your password:

4. You can click on the Forgot your Password link, enter your User ID, and the system will email your password to your email account.

If you do not have an existing account:

5. Click on Create New Account to register.



The screenshot shows the "Logon Page" for the Akron Community Foundation. It features a header with the organization's logo and name. Below the header, there are two input fields: "Email Address*" and "Password*", each with a small green question mark icon to its right. Below the password field is a blue link that says "Forgot your Password?". At the bottom of the form area, there are two buttons: "Log On" and "Create New Account", separated by the word "or".

Callouts provide the following information:

- A callout pointing to the "Email Address*" field: "Applicants who have previously registered can enter their account by entering their User ID (Email Address) and Password"
- A callout pointing to the "Forgot your Password?" link: "Click here to enter your User ID (Email Address) and receive your password via email"
- A callout pointing to the "Create New Account" button: "New applicants must register themselves and their organizations"

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To register an account

1. Click on Create New Account
2. Enter your organization information

Create New Account

Organization Information

Name*	EIN / Tax Identification Number*
Web Site	Telephone Number*
Fax Number	Organization Email
Address 1*	Address 2
City*	State*
Postal Code*	Country

Required fields are marked with an asterisk.

3. Click on the Next Step button
4. Enter your contact information

Create New Account

Your Information

Salutation	First Name*
Middle Name	Last Name*
Suffix	Business Title
Email/Login*	Telephone Number*
Mobile Number	Fax Number
Address 1*	Address 2
City*	State*
Postal Code*	Country

Click here to copy the organization address.

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5. Click on the Next Step button
6. Indicate whether or not you are the organization's executive

Create New Account

Executive Officer

Are you the Organization's Executive Officer?*

Yes

No

7. Click on the Next Step button
8. Enter the organization executive information

Create New Account

Additional Executive Officer Information

Click here to copy the organization address.

Salutation	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix	Business Title
<input type="text"/>	<input type="text"/>
Email*	Telephone Number
<input type="text"/>	<input type="text"/>
Mobile Number	Fax Number
<input type="text"/>	<input type="text"/>
Address 1	Address 2
<input type="text"/>	<input type="text"/>
City	State
<input type="text"/>	<input type="text"/>
Postal Code	Country
<input type="text"/>	<input type="text"/>

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9. Click on the Next Step button
10. Enter your password

Create New Account

Password

Password*

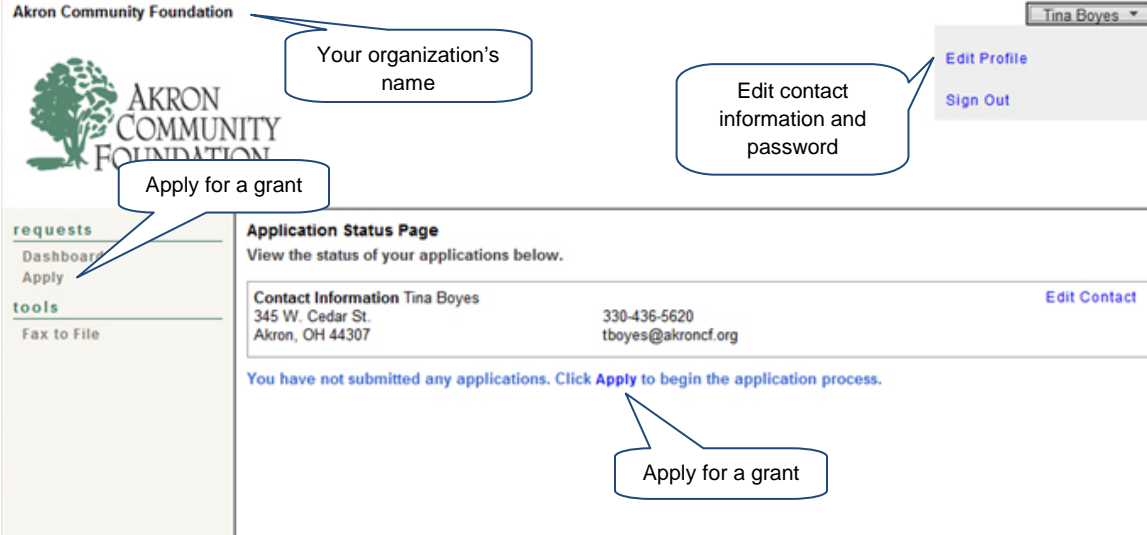
Confirm Password*

11. Click on the Finish button

Applicant Status Page

After you have registered your account you will be directed to the Application Page.

1. Apply – This allows you to review the available grants and apply.
2. Dashboard – This is your homepage where you can check on the status of your grants. This page will display the form you just filled out, what its status is and what the next form will be.
3. Fax to File – Instead of scanning a document you can fax it to your computer. Using Fax to File helps shrink documents to a smaller file size.



The screenshot shows the Applicant Status Page for Tina Boyes. Callouts identify the following elements:

- Your organization's name:** Points to the Akron Community Foundation logo and name at the top left.
- Edit contact information and password:** Points to the 'Edit Profile' and 'Sign Out' links in the top right user menu.
- Apply for a grant:** Points to the 'Apply' link in the left sidebar under the 'requests' section.
- Apply for a grant:** Points to the 'Click Apply' link in the main content area.

The page content includes:

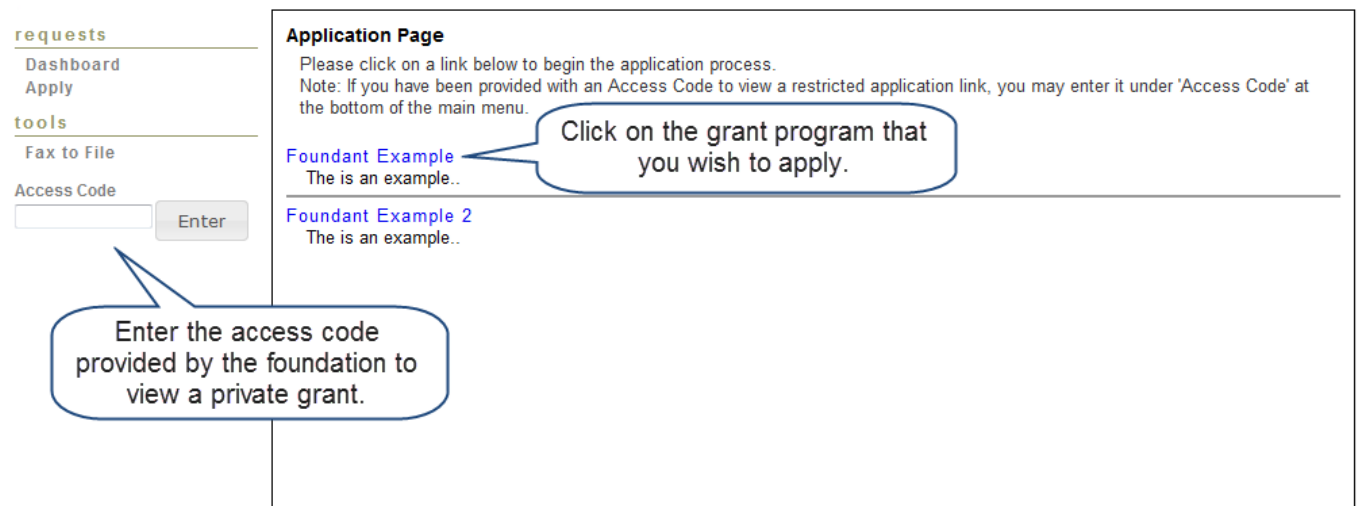
- Header:** Akron Community Foundation logo and name.
- User Menu:** Tina Boyes (dropdown), Edit Profile, Sign Out.
- Left Sidebar:** requests (Dashboard, Apply), tools (Fax to File).
- Main Content:**
 - Application Status Page:** View the status of your applications below.
 - Contact Information:** Tina Boyes, 345 W. Cedar St., Akron, OH 44307, 330-436-5620, tboyes@akroncf.org. Includes an 'Edit Contact' link.
 - Message:** You have not submitted any applications. Click [Apply](#) to begin the application process.

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Choosing a Grant Program

After clicking on the Apply link you will have the ability to choose a grant program to apply for. Each grant program will have a brief description of the grant or who qualifies for the grant. Read these descriptions thoroughly before applying.

- 1) Read through the grant program description to decide if you qualify to apply for the grant.
 - a. If the community foundation has sent you an access code, enter it in the Access Code box on the left and click Enter. This will allow your private grant program to appear.
- 2) After the grant program appears, click it to start filling out the first form.
 - a. Grant programs have the ability for multiple forms. Some grant programs can have the applicant submit three forms to the community foundation before a decision is made. Each form will be filled out and submitted to the foundation. After it is deemed complete, the foundation will approve you to move on to the next form.



The screenshot shows a web interface for the 'Application Page'. On the left, there is a sidebar with a 'requests' section containing 'Dashboard' and 'Apply' links, and a 'tools' section containing 'Fax to File' and 'Access Code' with an input field and an 'Enter' button. The main content area is titled 'Application Page' and contains instructions: 'Please click on a link below to begin the application process. Note: If you have been provided with an Access Code to view a restricted application link, you may enter it under 'Access Code' at the bottom of the main menu.' Below this, there are two links: 'Foundant Example' and 'Foundant Example 2', both with the text 'The is an example..'. Two callout boxes provide additional instructions: one points to the 'Enter' button with the text 'Enter the access code provided by the foundation to view a private grant.', and another points to the 'Foundant Example' link with the text 'Click on the grant program that you wish to apply.'

Filling out the First Form

After agreeing to the applicant instructions, you will be sent to the first form in the grant program. Enter all the applicable information then Save as Draft or Submit the form to the community foundation.

- 1) Start filling out the questions on the form, paying close attention to the instructions and limitations on each question.
 - a. Certain types of questions have limitations set by the community foundation. Text questions will have a character limit, which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This

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limit will be in Mega Bytes (MB). The size of file you are uploading must be under the amount of MBs allowed on the question.

- 2) Applicants can save as a draft and come back to the form after any given time to complete it. The community foundation will not check for completeness until the form is submitted.
 - a. After the application is submitted there will be a confirmation page stating that the form has been submitted. You can always refer to your Application Status Page to see what stage the application is in, if in doubt.

requests

Dashboard
Apply

tools

Fax to File

Application Page

Current Process: Foundant Example

* = Required Field

Application Packet

Convert the form to a PDF file for printing.

Question List

Contact Information [Edit Contact](#)

Test User 1
test@address.com

Project Name*
Name of Project

Project Description*
Description of Project

[2000 characters left of 2000]

Resize the text area by dragging the corner.

Amount Requested*
Amount Requested
\$

Organization Dates
What date was your organization established?

Mission
Please describe the mission of your organization in the space below.

[3000 characters left of 3000]

Character Limit

Board Member
Please type the list of Board Members in the area below or upload a document with the list.

[3000 characters left of 3000]

[2 MB(s) allowed]

MB Limit

[File Upload Status: No file uploaded.]

Save the form and keep working

Submit the form to the Foundation. Once submitted no changes can be made.

