



The  
**COMMUNITY  
FOUNDATION**  
of the New River Valley

# CFNRV Grant Applicant Tutorial

## Overview

All grants and scholarship applications are now required to submit their application through our online grants management system. This document walks you through the process of applying through this online system. If you have further questions about applying, about which grant program to apply for, or about a specific question in your application, please contact the CFNRV by phone ((540) 381-8999) or by e-mail: <mailto:cfnrv@cfnrv.org>.

## Getting Started

To access our new online grants system, you simply navigate through the CFNRV web page. Don't forget to look for helpful resources and information on the CFNRV website to help you with your application process:

1. Go to [www.cfnrv.org/grants](http://www.cfnrv.org/grants)
2. Read through the information provided about our available grant programs
3. Click the "Apply Now" button to be taken to our online grants system Registration Page.

## Registration Page

Each organization or program applying will need to go through a simple, one-time registration process to create an account. **If you have applied for a CFNRV grant in the past, please use your same login information**, as the system keeps all past applications in your account that you can review at any time. To create a new account:

1. Click on Create New Account to register.

**Logon Page**

Email Address\*  ?

Password\*  ?

[Forgot your Password?](#)

or

Applicants who have previously registered can enter their account by entering their User ID (Email Address) and Password

Click here to enter your User ID (Email Address) and receive your password via email

New Applicants must register themselves and their organizations

### **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

Click here to copy the organization address.

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

5. Click on the Next Step button
6. Indicate whether or not you will be managing the grant for your organization.
  - a. *Note: Indicate "no" on this question if you are writing the grant but will not be the person charged with managing it. Answering "no" will simply prompt you to enter one additional set of contact information for the grant administrator. This person may be the executive director, a site coordinator, the program manager, etc...*

**Create New Account**

Executive Officer

Are you the Organization's Executive Officer?\*

Yes

No

7. Click on the Next Step button
8. Enter the grant manager's contact information (if applicable)

**Create New Account**

**Additional Executive Officer Information**

Click here to copy the organization address.

Salutation  First Name\*

Middle Name  Last Name\*

Suffix  Business Title

Email\*  Telephone Number

Mobile Number  Fax Number

Address 1  Address 2

City  State

Postal Code  Country

9. Click on the Next Step button

10. Enter your password. CFNRV cannot see the password you choose, though we can reset your account password in the event of a forgotten or misplaced password.

**Create New Account**

Password

Password\*

Confirm Password\*

11. Click on the Finish button

## Applicant Dashboard Page

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

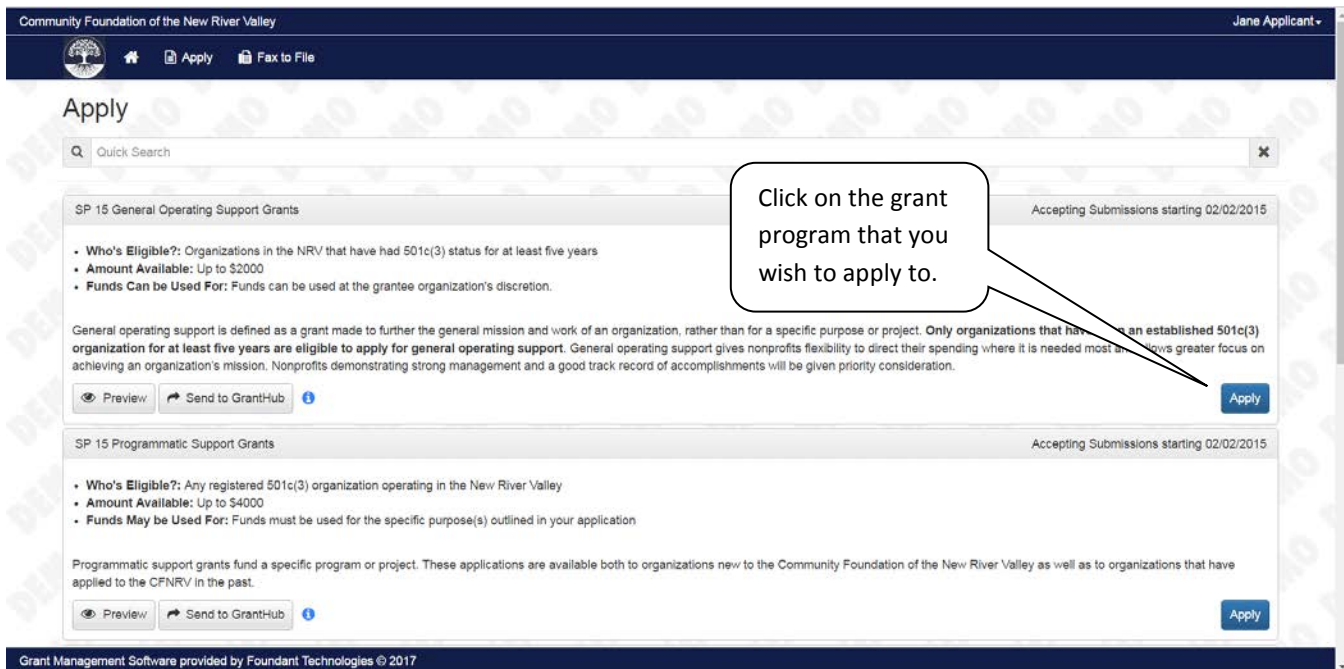
1. Apply – This allows you to review the available grants and apply.
2. Dashboard – This is your homepage where you can check on the status of your grants. This page is also where you can access grants in progress, past grant applications and fill out your post grant evaluation form for any successful applications.
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 Dashboard for the Community Foundation of the New River Valley. The user is logged in as Jane Applicant. The dashboard includes a navigation bar with 'Apply' and 'Fax to File' links. A callout points to the 'Apply' link with the text 'Apply for a grant'. The user's profile information is displayed, including contact details for both the applicant and the organization. A callout points to the 'Edit My Profile' link with the text 'Edit contact information and'. Below the profile information, there is a message: 'If your organization information does not appear correct, please contact the funder. Thank you.' The dashboard also shows a list of applications for 'The Other Demo Project' and 'The Demo Project'. A callout points to the 'View Application' link for the first application with the text 'Previous application information and status'.

## 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. For more information, be sure to visit [www.cfnrv.org/grants](http://www.cfnrv.org/grants).

- 1) Read through the grant program description to decide if you qualify to apply for the grant.
- 2) After the grant program appears, click it to start filling out the first form.



## **Filling out the First Form**

After clicking “Apply” to the preferred grant program, it will lead you to the appropriate application form. You do not have to finish your application in one sitting. At any time, you may click “Save Application” at the bottom of the page, exit the system, and pick up where you left off at a later time. Clicking “Submit Application” will submit your finished application to CFNRV.

- 1) Start filling out the questions on the form, paying close attention to the instructions and limitations on each question. If you need more details about the application itself, please refer to the grant program FAQ on The Community Foundation of the New River Valley's website.
  - a. Certain types of questions have limitations set by the foundation. Text questions will have a word limit for each question. Another limit will be on the file upload questions. This limit will be in Mega Bytes (MB). The size of file you are uploading must be under the amount of MB's allowed on the question.
- 2) Applicants can save as draft and come back to the form after any given time to complete it. The 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

Test User 1  
test@address.com

[Edit Contact](#)

#### Project Name\*

Name of Project

#### Project Description\*

Description of Project

Resize the text area by dragging the corner.

[2000 characters left of 2000]

#### Amount Requested\*

Amount Requested

#### Organization Dates

What date was your organization established?

#### Mission

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

Character Limit

[3000 characters left of 3000]

#### 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

Save As Draft

Submit Form

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

### **Accessing Applications and Related Forms After Save and Submit**

The Application Status Page is where you can check on the status of your applications for historical record keeping. The Application Dashboard (the home button) is your homepage. You will be automatically directed there when you login. *Please note that there is a 14-day delay between grant decisions and the update of this page. You will be contacted directly by the CFNRV once a decision on your application has been reached.*

1. If you've submitted the grant then you can only view the grant request and print it.
2. If you saved the form then you can Edit the saved form from the Application Status Page.

### **For more Information on the Online Application**

- <https://drive.google.com/file/d/0B8P9ImR-APIbOVI5YVBFUWpXbnc/view>
- [http://help.foundant.com/29593-applicant-evaluator-facing-tutorials/225961-applicant-facing-tutorial?from\\_search=16077168](http://help.foundant.com/29593-applicant-evaluator-facing-tutorials/225961-applicant-facing-tutorial?from_search=16077168)