

Online Grant Application Instructions

ACCESSING THE GRANTS:

- A list of all available grants can be accessed by going to:
<https://bgcf.org/learn/grantopportunities>
- Beneath each grant description is a link that says **Click here to apply**. Clicking on this link will take you directly to the application web portal.

REGISTERING:

- When you click on **Click here to apply**, you will be taken to the page pictured below. If you have applied online in the past, you can enter your Login ID (which is your email address) and your password. New users will need to click **Register**. Once you have registered, you will be an existing user and will Log On using your Login ID and password.



WELCOME TO BGCF'S ONLINE APPLICATION PORTAL

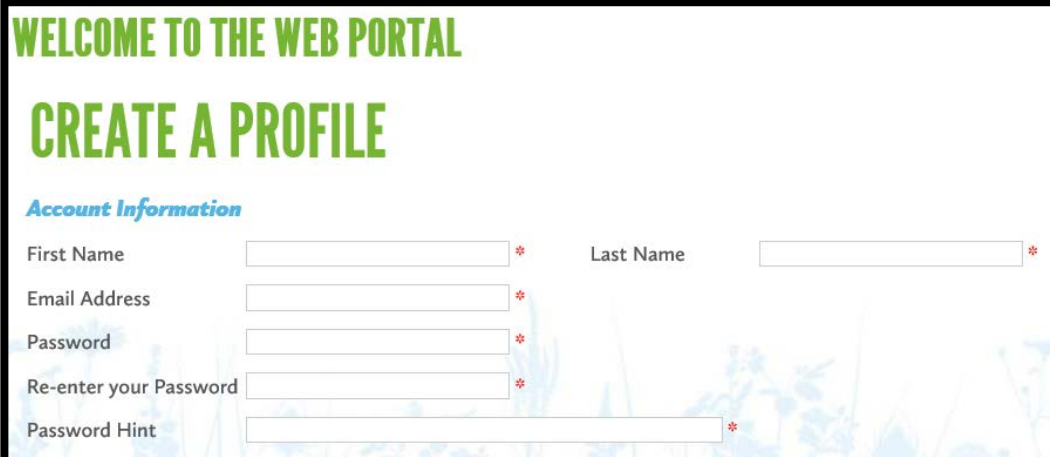
LOG IN

Login ID (Email address)

Password

Use this link to [Register](#)

- New registrants will be asked for registration information. The fields are all required. **Note that your email address becomes your Login ID.**



WELCOME TO THE WEB PORTAL

CREATE A PROFILE

Account Information

First Name * Last Name *

Email Address *

Password *

Re-enter your Password *

Password Hint *

- Registrants will be asked to select the portal access they need. As a grant applicant on behalf of an organization, you will select “Organization Applicant.” If you are the primary user of this portal for an organization, you may also select “Organization Admin,” which will allow you to control the access for other users who register with your organization. You will also need to click to accept the terms & conditions.

I accept the [terms & conditions](#) *

Portal Access*

<input type="checkbox"/>	Scholarship Applicant	Apply for sholarships
<input checked="" type="checkbox"/>	Organization Grant Applicant	Apply for grants on behalf of an organization
<input checked="" type="checkbox"/>	Organization Admin	Control the level of access for portal users who register with the organization

*Some access requires approval. Please do not select access that you do not need!

- You will now need to enter the organization. Please search for your organization to see if it already exists as an approved organization. If it is not found, you will need to click on “Create a new organization” and enter the required organizational information. ***(Please note that you are unable to apply for any grants without entering any organization information)***

Organization Information

Search approved organizations by name

Select an organization from the search results or select 'Create a new organization'

Create a new organization *

New organizations must be approved by the back office before you can use them to log in

Organization *

Tax ID *

Address (line 1)

Address (line 2)

City *

State ▼ * Zip

Phone # *

Website

- You will then enter contact information for yourself. You can select to copy the address information from the organization, rather than entering your personal contact information if you prefer.

Personal Information

Copy Address Information From Organization

Address (line 1) * Please enter an address

Address (line 2)

City *

State * Zip

Primary Phone # * Phone Type *

Secondary Phone # Phone Type

Use this link to [Log In](#)

- After successfully registering, you will also receive an email that welcomes you to the Blue Grass Community Foundation’s Online Application Portal. This email will include a link to the application web portal that you can use to directly access your application(s) in the future. <http://bgcf.spectrumportal.net/Accounts/LogOn>
- At this point, you should automatically be approved as an “Organization Applicant” and be able to immediately start working on the grant application.

FILLING OUT THE APPLICATION:

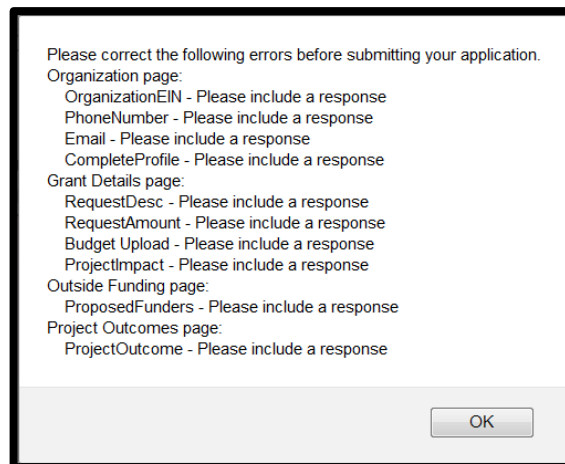
- When you click on the Grant Application for which you want to apply, you will see a description, as well as the applicant qualifications required.
- Applications consist of four parts that are represented in these four tabs:



- The **Organization** tab includes basic information for the organization for which you are applying. Much of this will be pre-populated from the information you entered when you registered.
- The **Grant Details** tab includes fields for describing the grant request, the impact of the proposed project, and the amount requested. In addition, this is where you

will upload a project budget. Please note that when filling out the narrative fields, you are able to copy and paste your text from another program. However, please be sure to proof-read the narrative for erroneous symbols and characters which can occur when using incompatible programs.

- The **Outside Funding** tab includes a field for listing all funders that your organization has approached for the proposed project and the requested amounts. Also on this tab is a space for uploading letters of support or documentation for a partner organization if the project is collaborative in nature.
- The **Project Outcomes** tab includes a field for describing the anticipated goals for the project and how each of the goals will be measured for success.
- **Please note that you should click SAVE every 15 minutes while working on the application.**
- You do not have to complete the application in one session. You can save your work, logout and return at a later time to complete the application. You can directly access the application portal by going to:
<http://bgcf.spectrumportal.net/Accounts/LogOn>
- When you Log In, you can click the **My Saved Applications** tab and see the application(s) you have started. Simply click on the name of the application and you will be able to continue your work.
- Once you have completed the application and filled in and uploaded all required information, click **Submit** at the bottom of the page. If you have failed to provide any required information, you will be alerted of this error and the application will not be submitted. The alert will notify you of exactly what information is missing.



- Once the required information is included, you will be able to successfully submit your application.
- After successfully submitting your online application, you will receive an email confirming the receipt of your application by Blue Grass Community Foundation.
- For any questions regarding the online application process, please contact Kristen Tidwell at Bluegrass Community Foundation, kristen@bgcf.org.