



How to Apply for a Grant

How to Apply for a Grant



1. Go to the Carolina Foothills Foundation website – www.carolinaff.org.
2. Click on “Grant Application” under the “Grants” menu option at the top.
3. On the “Grant Application” page, click on the button “Grant Application.”



How to Apply for a Grant

4. To start a new application, click on “New Applicant.”

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail

Password

[New Applicant?](#) [Forgot Password?](#)

4 

Login



How to Apply for a Grant

5. Fill in your email in the 2 required fields.

6. Create a password and re-enter it to confirm.

7. Click “Continue.”

5



E-mail

Confirm E-mail

6



Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

7



Continue

[Return to login](#)



How to Apply for a Grant

8. Go to your email account and click the “Confirm” button to confirm your account.

Let's confirm your email.

We have sent you an email to confirm you own the address. Don't wait too long, since this email will expire in 24 hours.

██████████@gmail.com

You should receive the confirmation email within 5 minutes. If not, make sure the email address above is correct and check your junk folder.

Resend email

Return to login

Confirm your account



Carolina Foothills Foundation <mail@grantapplication.com>

To: Michelle Yelton



Mon 1

Hi Grantseeker,

To finish setting up your account, please confirm your email address within 24 hours.

8

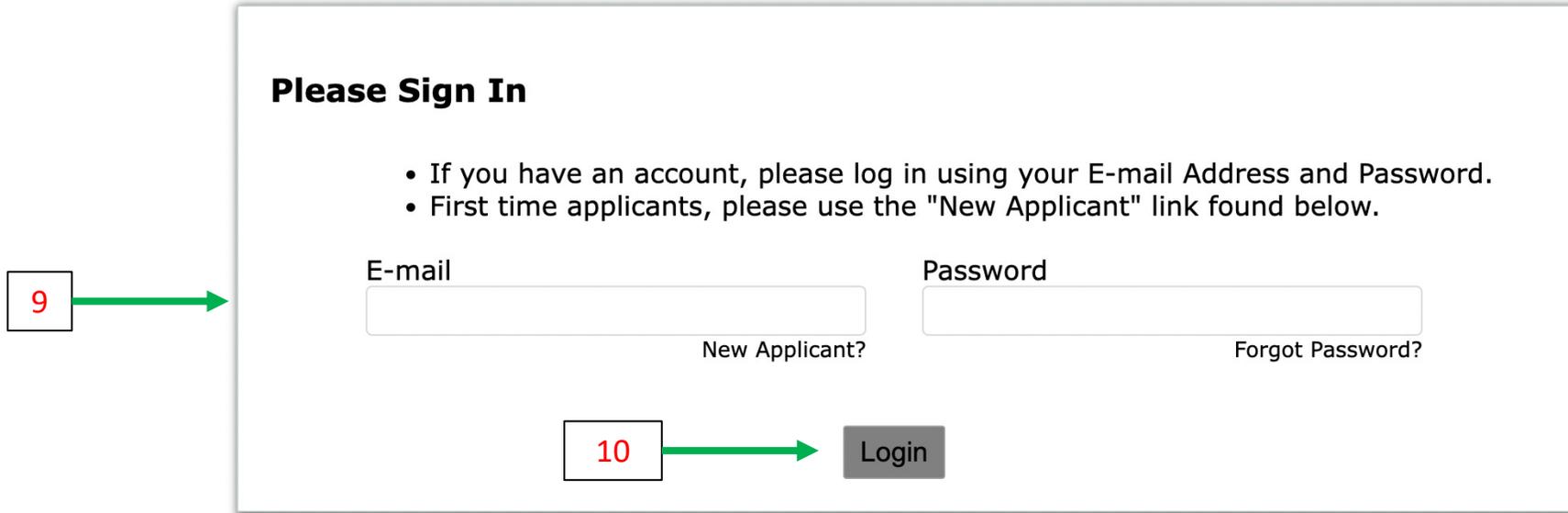


Confirm



How to Apply for a Grant

- 9. You will be automatically re-directed to the login screen, so login with your username and password.
- 10. Click the “Login” button



Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

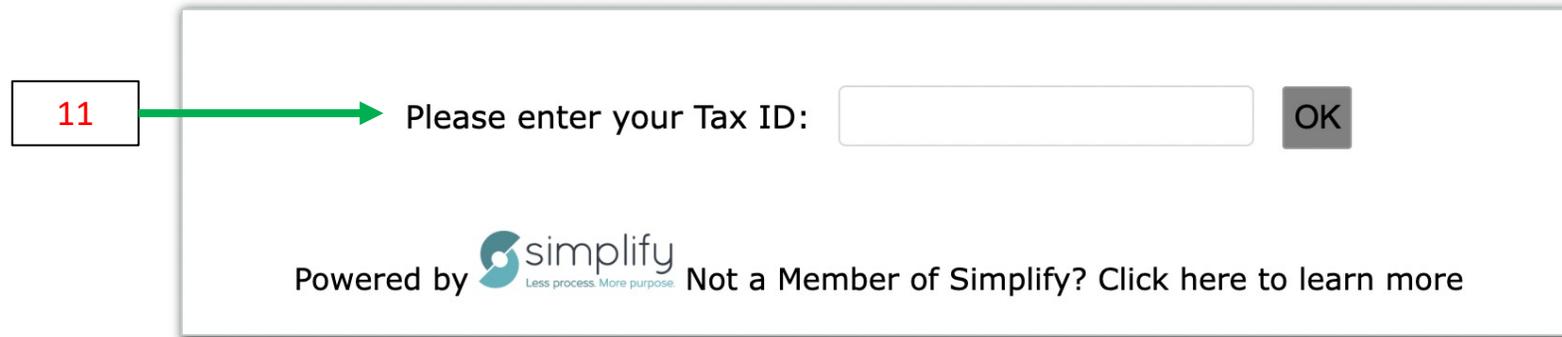
9 →

10 →



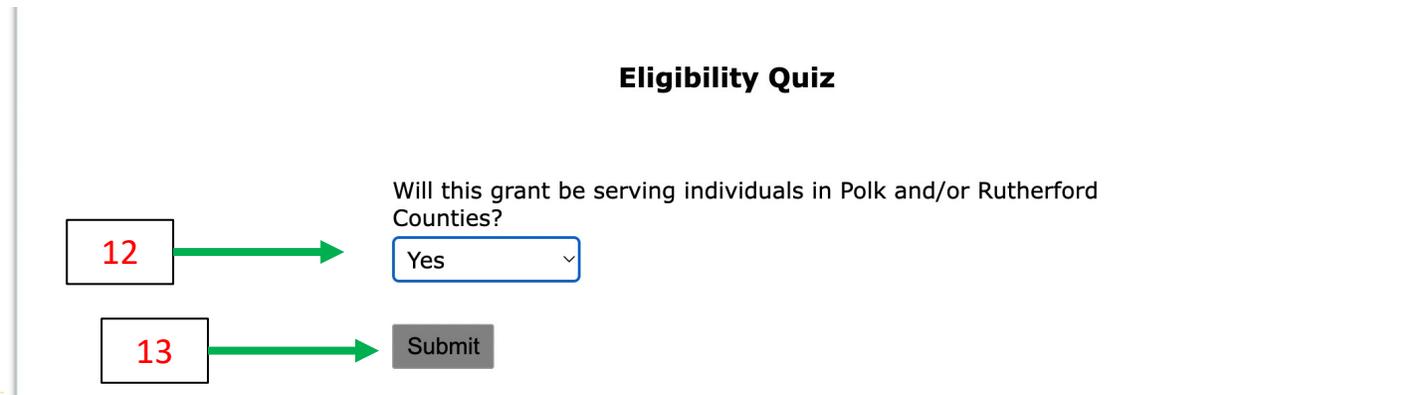
How to Apply for a Grant

11. Enter your nonprofit organization's tax ID number.
12. Click Yes to show that your organization does serve Polk and/or Rutherford Counties.
13. Click the "Submit" button.



11 → Please enter your Tax ID:

Powered by  **simplify**
Less process. More purpose. Not a Member of Simplify? [Click here to learn more](#)



Eligibility Quiz

12 → Will this grant be serving individuals in Polk and/or Rutherford Counties?

13 →



How to Apply for a Grant



The application will walk you through each of the tabbed sections:

- Organization and Contacts
- Request Information
- Monitoring and Evaluation
- Attachments
- Review My Application



How to Apply for a Grant



14. In this section, fill out your organization's contact information and details about your nonprofit operations.

Exit

14



Organization and Contacts | Request Information | Monitoring and Evaluation | Attachments | Review My Application

Organization and Contacts Printer Friendly Version | E-mail Draft

* Required before final submission

Organization Information

* Organization Name

Legal Name
If different from above

* Tax ID / EIN
Enter your organization's federal tax identification number provided by the IRS, if appropriate. If using a fiscal sponsor, enter that organization's tax ID here. *Enter the number without a dash.*

* Address

* City * State * Postal Code



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15. Click “Next” to continue or “Save & Finish Later” to finish another time. To re-access your application, return to our website and click on the “Return to Application” button.

- Organization and Contacts
- Request Information
- Monitoring and Evaluation
- Attachments
- Review My Application

Organization and Contacts

Printer Friendly Version | E-mail Draft

* Required before final submission

Organization Information

* Organization Name
My Test Nonprofit

Legal Name
If different from above

* Tax ID / EIN
Enter your organization's federal tax identification number provided by the IRS, if appropriate. If using a fiscal sponsor, enter the without a dash.
88-3496015

* Address
PO Box 123

* City
Forest City

* State
NC

* Postal Code
28043



Carolina Foothills Foundation

Home About Grants Beneficiaries Programs Give Contact

Grant Application

Carolina Foothills Foundation GRANTS

Grant Application

Opens March 1, 2023
Closes March 30, 2023

Grant Application

Return to Application

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16. Fill in the sections under Request Information (sample answers shown below).

Organization and Contacts | **Request Information** | Monitoring and Evaluation | Attachments | Review My Application

Request Information

Printer Friendly Version | E-mail Draft

- * Required before final submission
- * Program/Project Title
- * Project Start Date * Project End Date
- * Request Amount * Project Budget
- * Proposed # of people to be served
- * Provide a brief description of the request.
- * Description of Purpose
Describe the need being addressed and your organization's unique role in meeting those needs, including anything that would distinguish your organization from others providing similar services in the communities you serve.



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16 CONT. Fill in the sections under Request Information (sample answers shown below).

* Description of Request Activities

Describe the request's activities providing detailed information about how it will address the stated need and the intended impact. Include the number of individuals served through this request and the number of hours participants will be involved. **If the request is for program/project support, note whether this is a new or existing program. If it is an existing program, indicate how long it has been in operation.**

Share activity request here ✓

Word count 4 of 600

* Sustainability Plan

How will the organization and/or request activities be sustained? Describe the overall sustainability plan for your organization and/or your project/program in terms of staffing and finances. **How would the proposed activities and/or your organization be affected if you do not receive the requested funding?**

Share sustainability plan here

* Challenges

Describe the challenges to achieving success of the activities stated in the proposal and how these factors could be overcome.

Share challenges here ✓

Word count 3 of 500

* Foundational Fit

State the connection between your request and the priorities of the foundation.

Describe foundational fit here ✓



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16 CONT. Fill in the sections under Request Information (sample answers shown below).
Click “Next” to continue.

Demographics for this Request

* Geographical Area Served
 Rutherford County Polk County

* Gender of population served
 Females Males Non-Binary Transgender Other

* Age Groups served
 0-5 6-12 13-18 19-30 30-59 60+

* Ethnicity of population served
 African American Alaskan Native Asian American Caucasian Hispanic/Latino Multi Racial Native American
 Native Hawaiian or other Pacific Islander Other

* Population Served
 Developmentally Disabled Disaster Victims Economically Challenged General Population Immigrants LGBTQIA
 Physically Challenged Refugees Veterans

* Demographic Detail Description
Provide a breakdown of the people served by this organization/program. You can also use this field to explain demographics further if above questions are not specific enough.



Save & Finish Later

Next

16

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17. Fill in the Monitoring and Evaluation detail. Click “Next” to continue.

Organization and Contacts | Request Information | **Monitoring and Evaluation** | Attachments | Review My Application

Monitoring and Evaluation

Printer Friendly Version | E-mail Draft

- * Required before final submission
- * **Goals, Outcomes & Timeline**
State the specific goals and expected outcomes/success indicators of the requested project/program/organization, including how you plan to meet these goals and outcomes. Include a timeline for accomplishing your goals for the term of the grant request. **If this is an existing program, state the outcomes of the most recent year of the project/program/organization.**
- * **Measurement Tools**
Provide details of how your organization defines and measures success for the organization.
- * **Evaluation & Learning**
Describe if/how you have used evaluation results (qualitative or quantitative) to make changes to improve the performance and impact of your project/program/organization.
 ✓
Word count 0 of 600
- * **Grant Consideration**
I understand the completion and submission of this application does not guarantee favorable consideration of this request.
- * **Grant Application Accuracy**
I certify that I completed this form, and the information is complete and accurate.

← 17



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18. Attach the requested documents including the board list, organization budget, and project budget.

For each section, click “Choose File” to look for the file on your computer.

Click “Upload” to load the file to your application account.

18

Organization and Contacts | Request Information | Monitoring and Evaluation | **Attachments** | Review My Application

Attachments Printer Friendly Version | E-mail Draft

* Required before final submission

* Board List
Provide name, affiliation, address, years on the board, and any additional information.
 No file chosen

* Organization Budget
Include an organizational budget with revenue and expenses for the year for which you are requesting funding. Provide a current and proposed grant year budget (if different), and budget projections for each year for which multi-year support is requested. If you are using a fiscal sponsor, that organization's budget should be used for this section.
 No file chosen

* Project Budget
If the requested funds are to be used for anything other than the general operating expenses of the organization, include a detailed, line-item total project budget for the year funds are requested, including revenue and expenses. If this is an existing project, submit a project budget for the year prior to the requested budget. Multiple year requests must include corresponding years' budget projections.
 No file chosen



How to Apply for a Grant



18 CONT. Continue uploading the requested documents to each section.

* Other Funding Sources

Provide a list of foundation, corporate, and/or government support secured for the year funds are requested and the prior year. Please state the source, dollar amount, grant time period, and whether the contributions are pending or have been received. All columns should state a total amount. If operating support is requested, provide this information for the organization; if project support is requested, also note when funds are designated for the project requested. If multi-year support is requested, provide information on any multi-year pledges.

No file chosen

Audited Financial Statements

Please provide a copy of your organization's (or fiscal sponsor's) most recent financial statements. (audited, reviewed, or compiled by an independent auditor, whichever is required for your agency) If your organization's budget size does not require an independent audit, please provide us with unaudited financial statements and the organization's most recent Form 990.

No file chosen

* IRS Determination Letter

Provide a copy of the IRS tax exemption determination letter confirming 501(c)(3) status.

No file chosen

19. Click “Review & Submit” to continue to the next screen or “Save & Finish Later” to come back to the application at a later time.



19

How to Apply for a Grant



Files correctly uploaded will look like this:

Exit

Organization and Contacts | Request Information | Monitoring and Evaluation | **Attachments** | Review My Application

Attachments

Printer Friendly Version | E-mail Draft

- * Required before final submission
- * Board List
Provide name, affiliation, address, years on the board, and any additional information.
[Redacted]
Remove [TEST DOCUMENT.docx](#) ← 1/30/2023 12 KB
- * Organization Budget
Include an organizational budget with revenue and expenses for the year for which you are requesting funding. Provide a current and proposed grant year budget (if different), and budget projections for each year for which multi-year support is requested. If you are using a fiscal sponsor, that organization's budget should be used for this section.
[Redacted]
Remove [TEST DOCUMENT VER 1.docx](#) ← 1/30/2023 12 KB
- * Project Budget
If the requested funds are to be used for anything other than the general operating expenses of the organization, include a detailed, line-item total project budget for the year funds are requested, including revenue and expenses. If this is an existing project, submit a project budget for the year prior to the requested budget. Multiple year requests must include corresponding years' budget projections.
[Redacted]
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20. The application software will show you all your responses to review. Once you are satisfied with your entries, click “Submit” to submit your grant application.

- Organization and Contacts
- Request Information
- Monitoring and Evaluation
- Attachments
- Review My Application**

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

Organization and Contacts

* Required before final submission

Organization Information

* Organization Name
My Test Nonprofit

Legal Name
If different from above

* Tax ID / EIN
Enter your organization's federal tax identification number provided by the IRS, if appropriate. If using a fiscal sponsor, enter that organization's tax
88-3496015

* Address
PO Box 123

* City: Forest City * State: NC * Postal Code: 28043

Exit

* Other Funding Sources
Provide a list of foundation, corporate, and/or government support secured for the year funds are requested and the prior year. Please state the source, dollar amount, grant time period, and whether the contributions are pending or have been received. All columns should state a total amount. If operating support is requested, provide this information for the organization; if project support is requested, also note when funds are designated for the project requested. If multi-year support is requested, provide information on any multi-year pledges.

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Audited Financial Statements
Please provide a copy of your organization's (or fiscal sponsor's) most recent financial statements. (audited, reviewed, or compiled by an independent auditor, whichever is required for your agency) If your organization's budget size does not require an independent audit, please provide us with unaudited financial statements and the organization's most recent Form 990.

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* IRS Determination Letter
Provide a copy of the IRS tax exemption determination letter confirming 501(c)(3) status.

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Save & Finish Later Submit ← 20



How to Apply for a Grant



21. Once you click “Submit,” the system will give you a confirmation screen saying: “Thank You! Your application has been submitted.”

22. To review your submitted application, click the drop-down menu next to “Show” and choose “Submitted Applications.”

23. Click on your “Standard Grant Application” link.

21

Thank You! Your application has been submitted.

Applications

Welcome to your "Account Page". Here you can manage both Applications and Requirement Reports.

1. Select the Application or Requirements tab to move between section
2. Select in progress or submitted in the “Show” drop down.
3. If you select submitted, you can only view the applications that you have submitted.
4. If you select in progress, you will be able to continue working on your application.
5. To delete an application, simply select the garbage can next to it.
6. You can also transfer and share forms using the icons

22

Show

In Progress Applications
Submitted Applications

Hide Viewer Only Applications

23

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
Standard Grant Application	My Project Title	10,000	20011	1/30/2023	Owner	



How to Apply for a Grant



24. You will also receive a confirmation email to the account you used to apply for the grant and it will include a copy of your grant application.



Your Application Submission

 Carolina Foothills Foundation <mail@grantapplication.com>     
To: Michelle Yelton Mon 1/30/2023 7:23 PM

Thank you for your submission. Your application has been submitted successfully, and the tracking number is 20011. You will be receiving more information on the status of your application shortly. For your records, here is a copy of the contents of your application.

Standard Grant Application

Thank You! Your application has been submitted.

Organization and Contacts

Organization Information
Organization Name My Test Nonprofit
Legal Name If different from above



Thank you!
Q&A

