



Review Available Grant Opportunities

To view available grant opportunities, visit the **Grant Opportunities by Location** section of our website. Use the location and status filters to find opportunities that match your organization. Select a grant opportunity to review the grant cycle overview, eligibility requirements, and funding priorities. **Be sure to note the application deadline before you begin your application.**

Using the Grant Management System (GMS)

When you are ready to begin your application, click Apply Now to access the Grant Management System.

New Users

If your organization has not previously applied for a grant through the Community Foundation, select Create New Account and complete all required fields. You will be asked to provide:

- Organization information, including your Federal EIN/Tax Identification Number
- Your personal contact information
- Contact information for your organization's executive officer(s)

Returning Users

- If you already have an account, log in using your email address and password.
- If you have forgotten your password, select Forgot Your Password? and follow the instructions to reset it.

Review Your Organization Profile

Before starting an application, review your organization and personal profile information to ensure it is accurate and up to date. If you receive a notice indicating that your organization already has a profile in the system, do not create a duplicate account. Instead, contact Michele Gates, Program Assistant, at mgates@cfswi.org for assistance updating your organization's profile.

Starting a Grant Application

To begin a new grant application:

1. Click **Apply** at the top of the page.
2. Enter the grant opportunity access code in the **Access Code** field and select **Enter Code**.
3. Scroll down to locate the grant opportunity for which you would like to apply and click **Apply**.

Complete each section of the application by selecting the arrow to expand the section and entering the required information.

Application Tip: Grant Committee members are community volunteers who may not be familiar with your organization or programs. Provide as much detail as possible within the available character limits and avoid using acronyms whenever possible.

Uploading Required Documents

After completing the application questions, upload all required supporting documents.

- Save documents as PDF files before uploading.
- In each section requiring attachments, click **Upload a File** and select the appropriate document from your computer.
- If you experience issues uploading files due to file size limitations, contact Michele Gates, Program Assistant, at mgates@cfswi.org for assistance.



Saving Your Progress

You may select Save Application at any time to save your work and return later. To continue a saved application, use the Nonprofit Login link at the top of the website and sign in to your account.

Submitting Your Application

When your application is complete, select Submit Application at the bottom of the page.

Please note:

- Your application will not be reviewed until it has been submitted.
- Once submitted, you will no longer be able to make changes or upload additional materials.