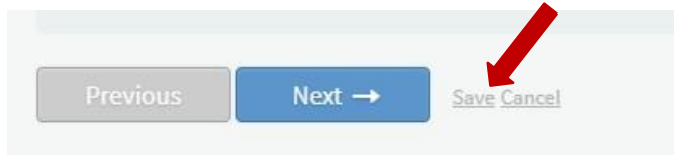


Step-by-Step Directions for Applying for a Grant

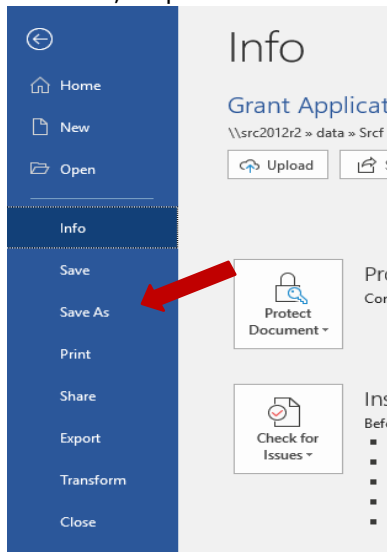
Please find here a step-by-step instruction sheet to assist you in applying for a grant using our online submission system.

Before you begin, please note:

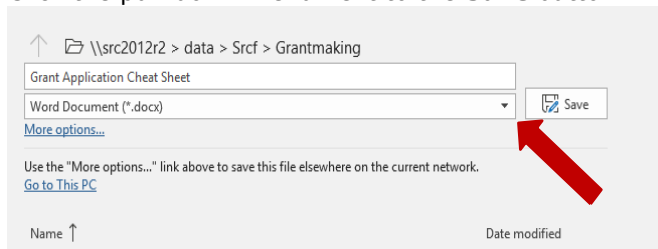
- You are not required to complete this application in one sitting. You ARE able to begin and save your work before submitting your application. Save your work by clicking **Save** on the bottom of any pages required. Note, the application is not submitted, until you click **Submit** (see note #12). And, it won't let you submit until all the required pieces are completed.



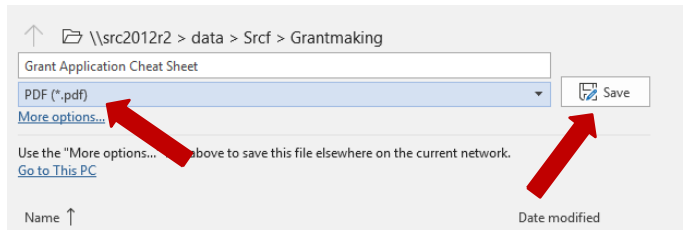
- All documents must be uploaded in PDF format and less than 10 MB in size.
 - To create a PDF file using Microsoft Word, go to **File** in the upper left corner, then choose **Save As**, as pictured below.



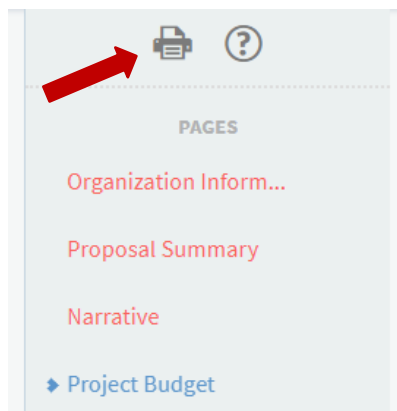
- Click the pull-down menu next to the **Save** button.



- Scroll to **PDF** and click to select. Then click **Save**.

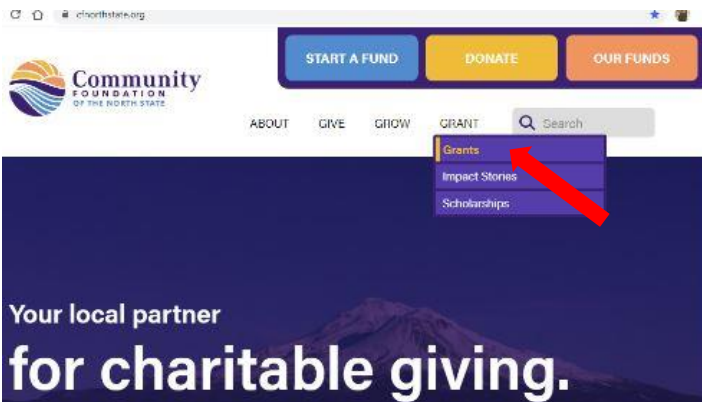


- If you're using another word processing platform, such as Excel, Google Docs/Sheets, etc., you should still be able to save a document as PDF. Look for the "Save As" option.
- You're able to print your application at any point throughout the process. In fact, we encourage you to print it before submitting your application. Just click the printer icon in the upper right-hand side, above the PAGES list.



Now, to begin...

1. Submitting a Grant Application for opportunities at Community Foundation of the North State is an online process. To begin, visit www.cfnorthstate.org
2. In the upper right-hand corner, hover over GRANT submenu then click on "Grants" in the drop-down menu.





3. Scroll through the list of grant opportunities and click "READ MORE" on the fund to which you'd like to apply.

What Grant Opportunities are Available?

Q Search grants by keyword

Application Status: Closed SEARCH

Application Status: Open

ACEs Resilience and Hope Fund of Shasta County
Supports groups working to break generational cycles of Adverse Childhood Experiences (ACEs) in Shasta County, where ACEs scores are double the state average [...]
[READ MORE...](#)

Animal Welfare Endowment Fund
Supports organizations who are providing for the welfare and care of animals in Shasta, Siskiyou and Tehama counties [...]
[READ MORE...](#)

Burney Regional Community Fund
Established by the Pattern Energy Group LP, this fund supports nonprofit organizations and public agencies in the Greater Burney Region [...]
[READ MORE...](#)

4. Note the description of the fund and the deadline date. Once you've found a fund that matches your need, click **APPLICATION MATERIALS**.

Animal Welfare Endowment Fund

Supports organizations who are providing for the welfare and care of animals in Shasta, Siskiyou and Tehama counties.

The Community Foundation created the [Animal Welfare Endowment Fund](#) to provide for the care of animals in Shasta and Siskiyou counties. As the fund grows, grants will be made to nonprofit organizations who promote animal welfare such as support for: rabies clinics, spay and neuter services, animal rescue, animal rehabilitation and more.

Grantmaking History

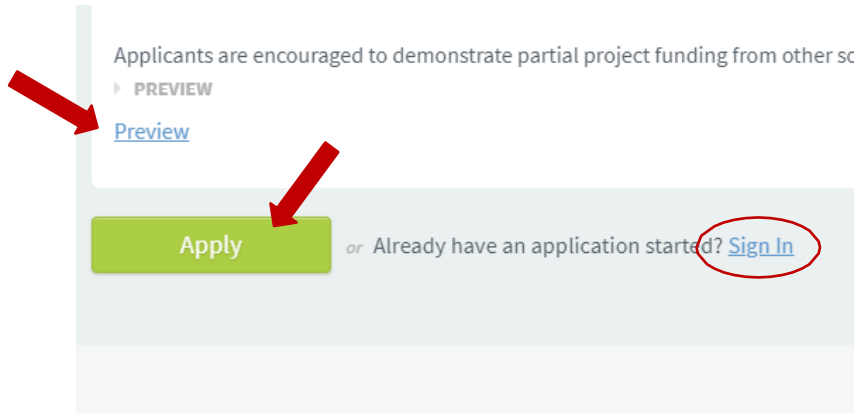
2014 - 2019 Grant Awards

Deadline: Wednesday, September 9, 2020

Application Window: July - September Deadline

[APPLICATION MATERIALS](#)

5. At the bottom of the page, click **Preview** if you'd like to see the application in its entirety. Click **Apply** to begin an application and if you've already started an application, click **Sign In**.



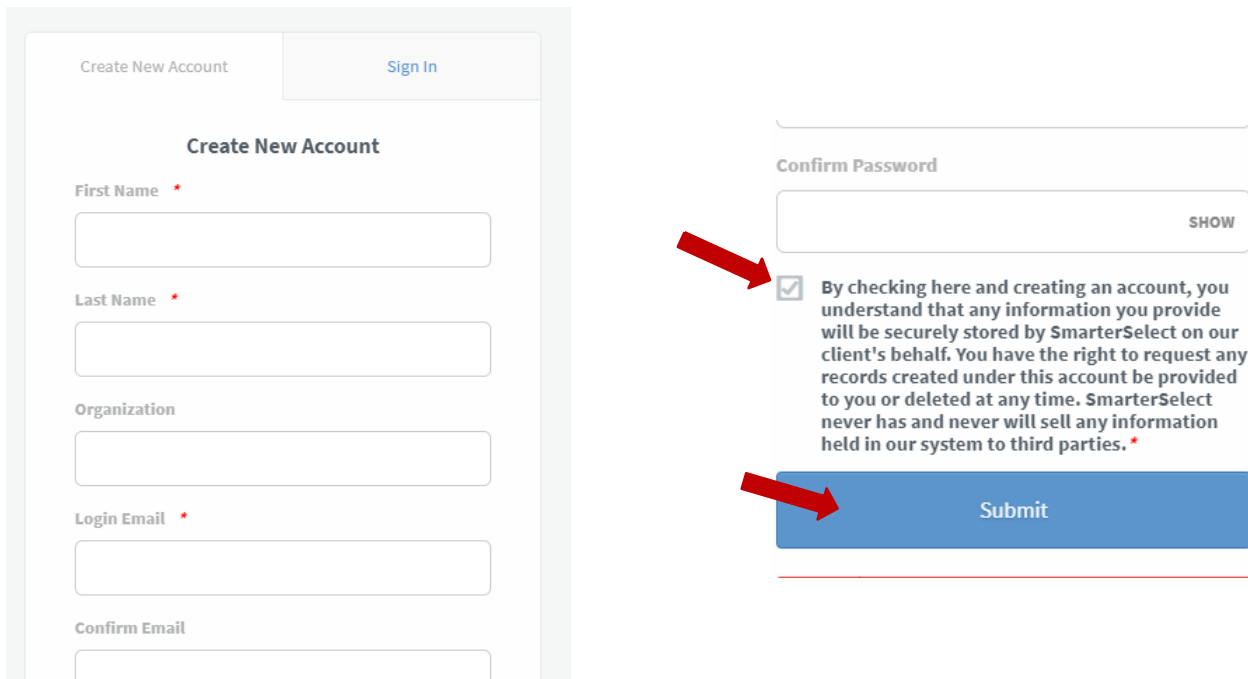
Applicants are encouraged to demonstrate partial project funding from other sources.

PREVIEW

[Preview](#)

Apply or Already have an application started? [Sign In](#)

6. If you haven't applied to CFNS for funding in the past, you must create a new account (you'll only need to do this once and the platform will remember the information you enter for future use). Complete each field with the information requested, until you have reached the end of the form.
7. Once complete, be sure to click the consent box before clicking **Submit**



Create New Account [Sign In](#)

Create New Account

First Name *

Last Name *

Organization

Login Email *

Confirm Email

Confirm Password

By checking here and creating an account, you understand that any information you provide will be securely stored by SmarterSelect on our client's behalf. You have the right to request any records created under this account be provided to you or deleted at any time. SmarterSelect never has and never will sell any information held in our system to third parties. *

Submit

8. There will be multiple pages to complete for the application. You can save as you go and come back to it later.

The McConnell Fund 2019
Deadline: March 13 2019 at 05:00 PM PDT

Page 1 of 8

1. Organization Information

Organization Details

Legal name of the organization applying for this grant opportunity. *

Executive Director/Chief Executive Officer/Department Head: *

9. On the right side is a list of the pages that must be completed prior to submission. Page titles will be colored in **red** if there's something missing on that page. **Blue** highlights the page you're currently in.

	PAGES		PAGES
Page 3 of 8	Organization Inform...	Page 4 of 8	Organization Inform...
	Proposal Summary		Proposal Summary
	▶ Narrative		Narrative
	Project Budget		▶ Project Budget
	Organization Operat...		Organization Operat...
	Supplemental Inform...		Supplemental Inform...
	Volunteer Activity		Volunteer Activity
	Agreements & Author...		Agreements & Author...

10. Some fields will provide more information for what is requested.

Briefly, please indicate how dollars are expected to be used. *

An example may be: "We request \$5,000 to purchase 250 new books for our children, teen and adult patrons."

Describe the need for the project and the difference you hope it will make.

<> ↶ ↷ Formats ▾ [List Icons] **B** *I* U [List Icons] [Table Icon] [Link Icon] [Text Color Icon] [Image Icon]

11. For questions that request the upload of a document, please see the above notes for help with creating a PDF. Otherwise, click the **Select File** button.



4. Project Budget

Project Budget

Please upload a project budget in a PDF format. The budget should list all anticipated income and expenses including any in-kind contributions.

Please list items and corresponding cost in order of priority.

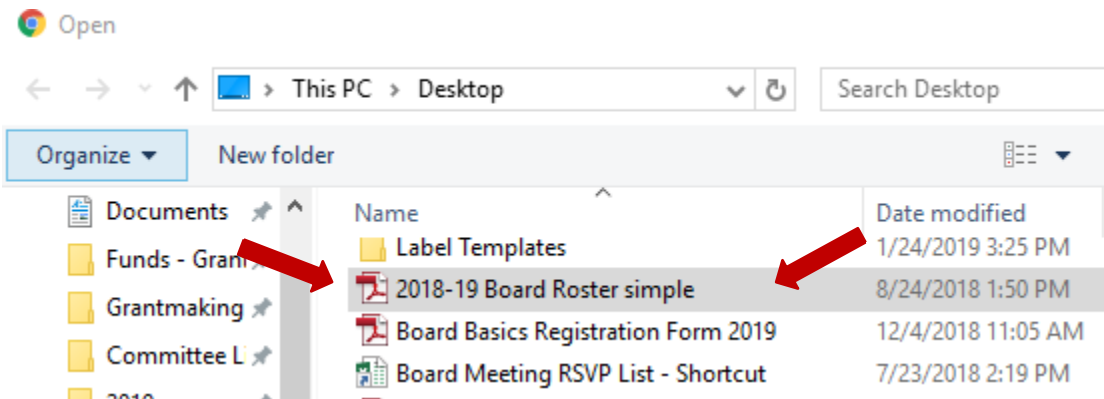
THIS IS NOT A REQUEST FOR YOUR ORGANIZATIONAL BUDGET. *

 **Select File** 

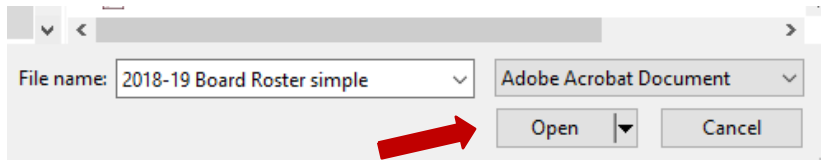
Maximum File Size: 10MB, Accepted file types: .pdf

No file attached

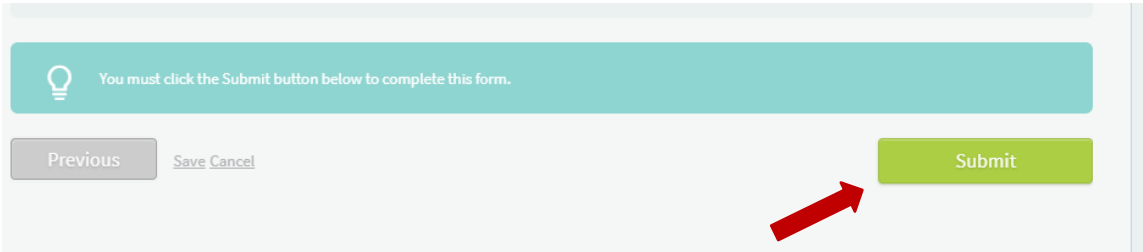
- a. A window will pop up that allows you to select where your PDF file is located. Once you've located it, it should look similar to the highlighted file below.



- b. Ensure the file is selected and then click **Open**, at the bottom.

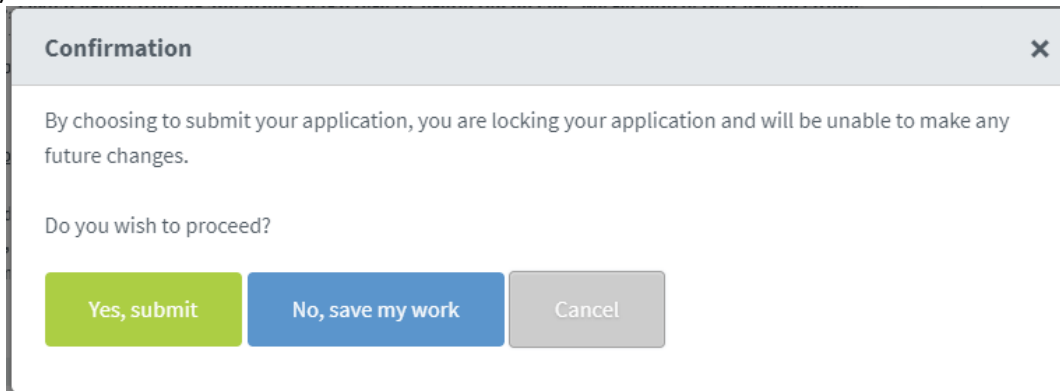


12. Once all fields on all pages have been completed and agreements have been selected on the last page, you'll be able to submit your application.



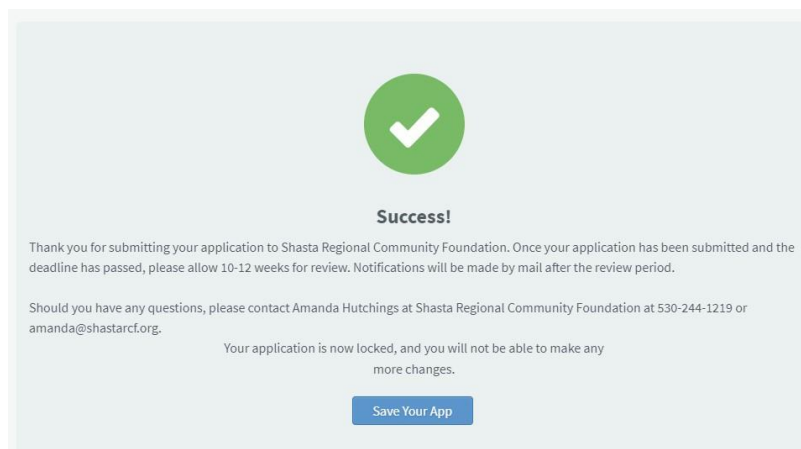
A screenshot of a web form interface. At the top, a light blue banner contains a lightbulb icon and the text: "You must click the Submit button below to complete this form." Below the banner, there are three buttons: "Previous" (grey), "Save Cancel" (grey), and "Submit" (green). A red arrow points to the "Submit" button.

13. A confirmation box will pop-up, asking you to make sure you're ready to submit your application. Double check your work to ensure the right documents are uploaded into the right spaces and that you've answered each question as fully and accurately as possible. **You will not be able to make changes once your application is submitted.** Once you're sure everything is ready, click **Yes, submit**. If it's not ready, click **No, save my work**.



A screenshot of a confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "By choosing to submit your application, you are locking your application and will be unable to make any future changes." Below this, it asks "Do you wish to proceed?". At the bottom, there are three buttons: "Yes, submit" (green), "No, save my work" (blue), and "Cancel" (grey).

14. Success! You will receive a confirmation email at the address of your login. Please allow up to 16 weeks for the review process. We'll communicate the results by mail to your CEO/Executive Director.



A screenshot of a success confirmation page. At the top center is a green circle with a white checkmark. Below it, the word "Success!" is written in bold. The text continues: "Thank you for submitting your application to Shasta Regional Community Foundation. Once your application has been submitted and the deadline has passed, please allow 10-12 weeks for review. Notifications will be made by mail after the review period." Below this, it says: "Should you have any questions, please contact Amanda Hutchings at Shasta Regional Community Foundation at 530-244-1219 or amanda@shastarcf.org." At the bottom, it states: "Your application is now locked, and you will not be able to make any more changes." and includes a "Save Your App" button.