# 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.
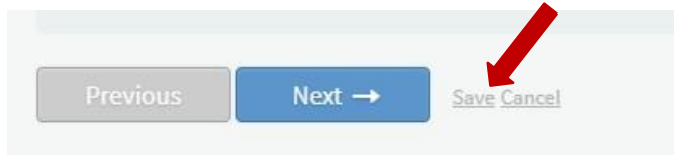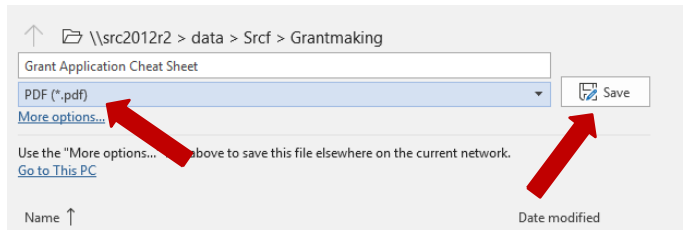

- All documents must be uploaded in PDF format and less than 10 MB in size.
  - To create a PDF file using Microsoft Word, go to **File** in the upper left corner, then choose **Save As**, as pictured below.
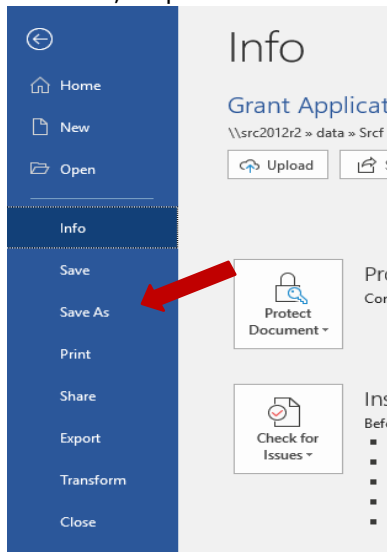

  - Click the pull-down menu next to the **Save** button.
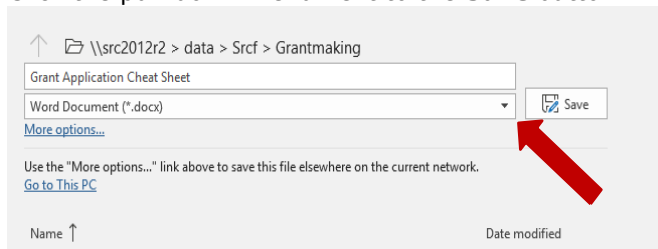
o Scroll to **PDF** and click to select. Then click **Save**.

o 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.
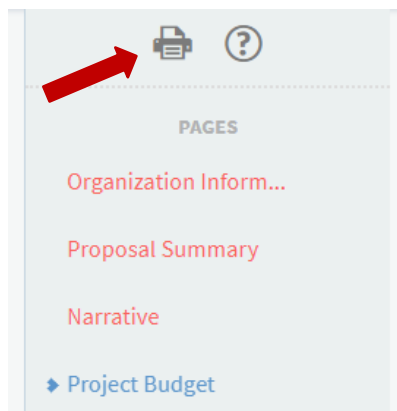
Now, to begin...

1. Submitting a Grant Application for opportunities at Community Foundation of the North State is an online process. To begin, visit www.cfnorthsate.org

2. In the upper right-hand corner, hover over GRANT submenu then click on "Grants" in the drop-down menu.
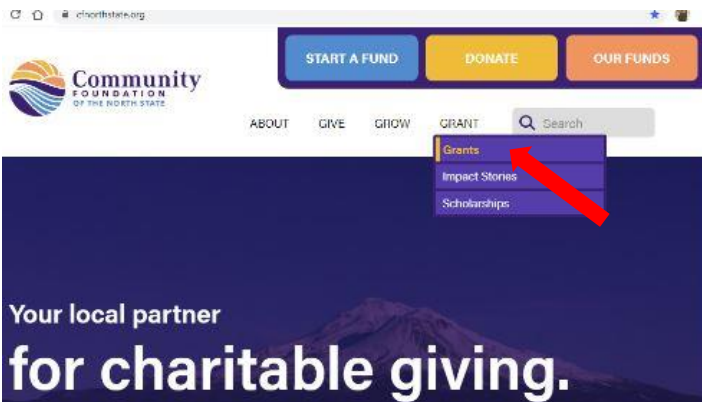
3. Scroll through the list of grant opportunities and click "READ MORE" on the fund to which you'd like to apply.

What Grant Opportunities are Available?

Q Search grants by keyword

☐ Application Status: Closed
☐ Application Status: Open

SEARCH

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.
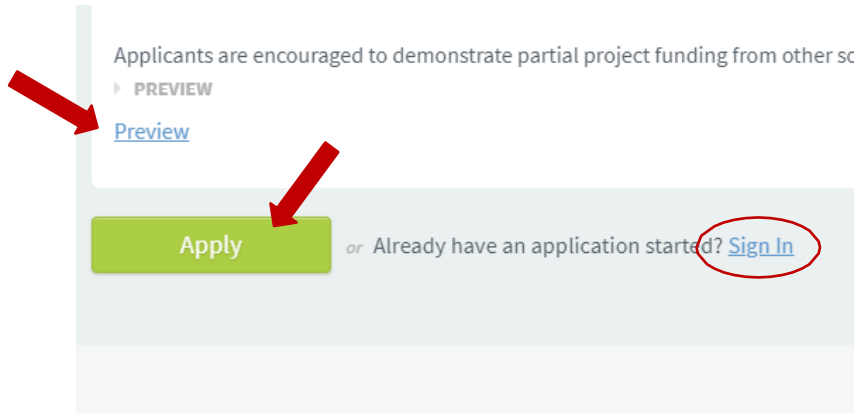
Grantmaking History

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**.
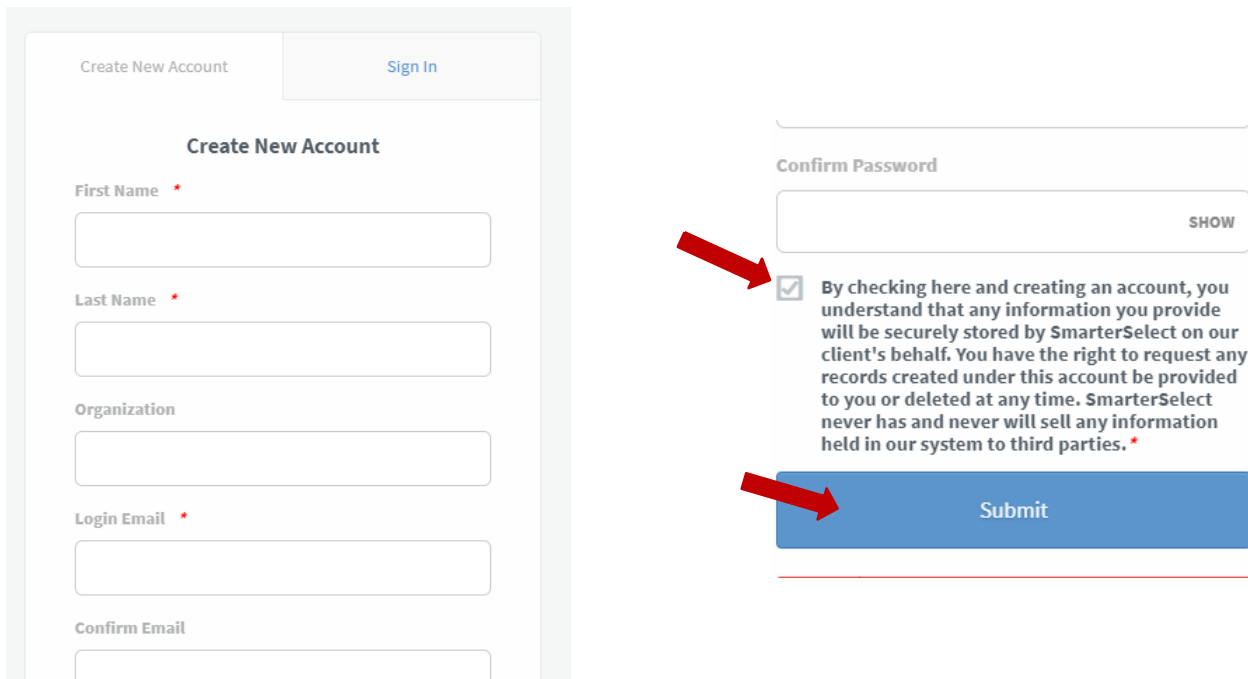

6. If you haven't applied to CFNS for funding in the past, you must create a new account (you'll only need to do this once and the platform will remember the information you enter for future use). Complete each field with the information requested, until you have reached the end of the form.

7. Once complete, be sure to click the consent box before clicking **Submit**

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

Page 3 of 8

Organization Inform...

Proposal Summary

➤ Narrative

Project Budget

Organization Operat...

Supplemental Inform...

Volunteer Activity

Agreements & Author...

es. *

PAGES

Page 4 of 8

Organization Inform...

Proposal Summary

Narrative

➤ Project Budget

Organization Operat...

Supplemental Inform...

Volunteer Activity

Agreements & Author...

ect,

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 m

<> ↶ ↷ Formats ▾ ≡ ≡ ≡ ≡ **B** *I* U ⋮☰ ▾ ▦ ▾ 𝒶 A A

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.
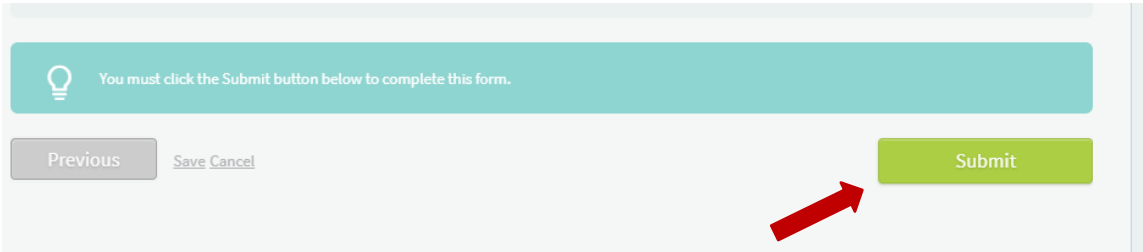

a. A window will pop up that allows you to select where your PDF file is located. Once you've located it, it should look similar to the highlighted file below.
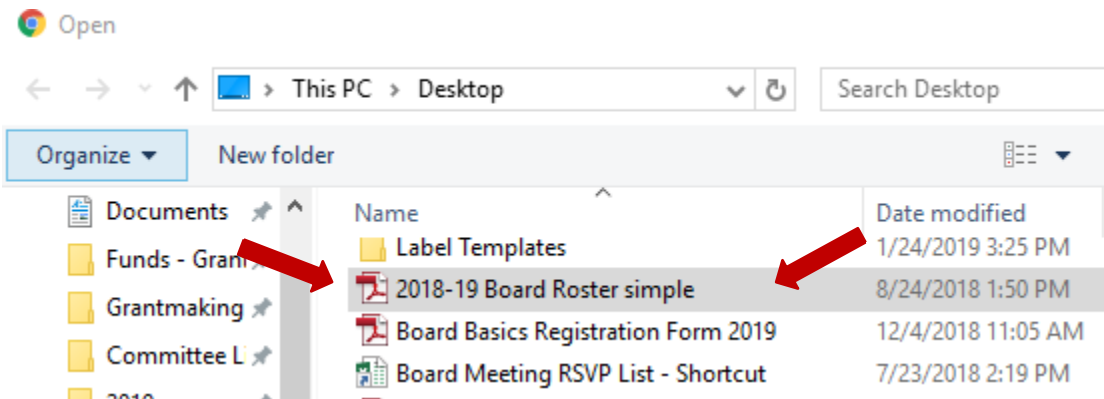
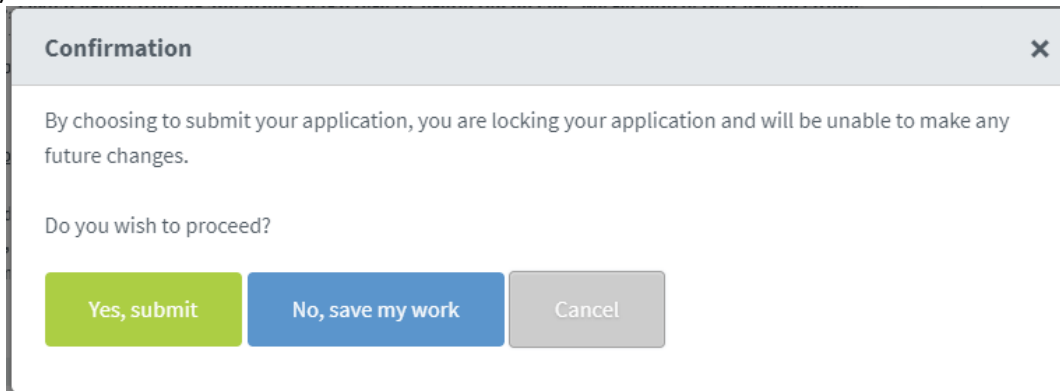b. Ensure the file is selected and then click **Open**, at the bottom.
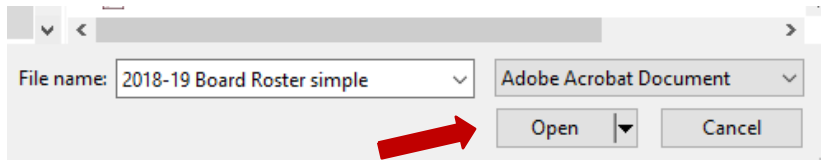
12. Once all fields on all pages have been completed and agreements have been selected on the last page, you'll be able to submit your application.
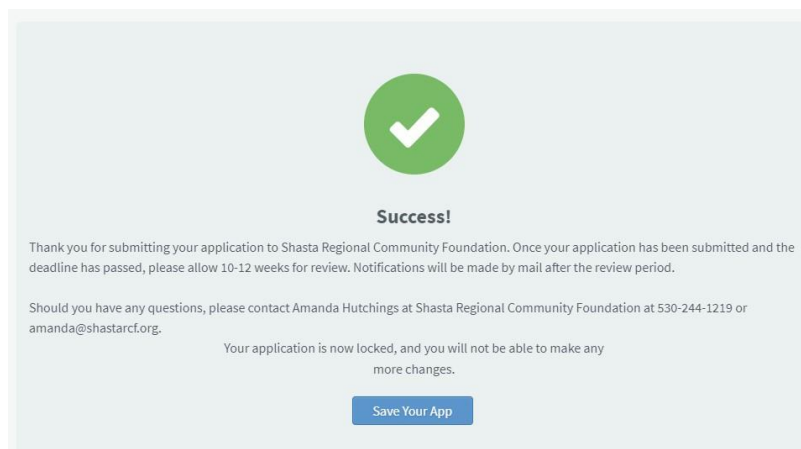

13. A confirmation box will pop-up, asking you to make sure you're ready to submit your application. Double check your work to ensure the right documents are uploaded into the right spaces and that you've answered each question as fully and accurately as possible. **You will not be able to make changes 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.

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.

Updated 8.14.2020

530.244.1219
1335 Arboretum Dr. Suite B
Redding, CA 96003

info@cfnorthstate.org
www.cfnorthstate.org