

# Anne Arundel Women Giving Together 2021 Grant Applicant Workshop

*November 17, 2020*



## *Introducing Ourselves...*

- x Anne Arundel Women Giving Together (AAWGT) is a women's giving circle founded in 2006.
- x We support initiatives that **improve the quality of life for women and families in Anne Arundel County.**
- x We work to accomplish our mission in three ways:
  - x Grantmaking programs that support women and families in Anne Arundel County;
  - x Engaging and educating women about issues affecting women and families in Anne Arundel County; and
  - x Building the power of collective philanthropy in Anne Arundel County.
- x A Fund of the Community Foundation of Anne Arundel County

## *The Focus is on Our Mission*

- x Your proposal should focus on improving the quality of life for **women and families**.
- x Women and families should be the **only beneficiaries** of your proposal.
- x All persons benefitted by the grant proposal must be located **in Anne Arundel County**.
- x Make sure your proposal involves **multiple beneficiaries**; we do not fund grants that only benefit a single person, and grants that benefit a small number of persons are not favored.

# Our Call for Applications: Introduction

- x This Call for Applications launches AAWGT's 15th year of grantmaking. Since our founding in 2006, Anne Arundel Women Giving Together has invested more than \$1.2 million in grants that have supported the work of 44 different nonprofit organizations across the county.
- x With our goal to improve the quality of life for Anne Arundel County women and families, AAWGT's funding focuses on three specific areas: education, health and welfare, and the prevention and/or treatment of violence and abuse. We are proud to have had the opportunity to partner with so many fine nonprofits and we look forward to continuing that work in the coming year.
- x This year, in addition to seeking proposals for our traditional grants, we are also exploring how our grantmaking might begin to address racial inequities. We see this as a critical factor in our efforts to improve the quality of life for Anne Arundel County women and families. Therefore, this year our Call includes a new \$20,000 Racial Equity Grant that invites all interested organizations to consider the impact of these inequities on their communities and their work and to propose strategies that can begin to address some of the core issues underlying them.
- x We understand that nonprofits are under a great deal of pressure due to the impact of Covid-19, and we thank you for *all* that you are doing. We hope you will answer our Call and that together we can continue to make a difference in the lives of women and families across our community.



# Our 2021 Grant Program

- x This funding cycle we are offering our **Regular Grant** program plus two additional special focus grants:
  - x **Fundamental Needs Grant**
  - x **Racial Equity Grant**
- x An organization may submit only **one** application and may receive only **one** grant.
- x You may apply for different types of grants in the same application.
- x Don't overlook a key resource: see our **webpages** at [givingtogether.org](http://givingtogether.org), click on **Grants**. It will walk you step by step through the process.

## From our Call: Regular & Fundamental Needs Grants

- × **Regular Grants** are those that improve the quality of life for women and families in Anne Arundel County and may be requested from \$5,000 to \$20,000. We anticipate awarding multiple grants in this category.
- × **Fundamental Needs Grant** We encourage applications from Anne Arundel County-based nonprofits that have not previously been funded by AAWGT and whose IRS Gross Receipts for the most-recently completed fiscal year do not exceed \$100,000. The program to be funded should address critical needs of women and families in Anne Arundel County such as food insecurity, parenting support, or the needs of children from birth to five years. Organizations may request between \$5,000 and \$10,000. Organizations not selected for this grant will automatically also be considered under our Regular Grant program in the same amount.

## The Details: Regular & Fundamental Needs Grants

- x **1. Regular Grant** \$5,000 - \$20,000 Seeks to improve the quality of life for women and families in Anne Arundel County.
- x **2. Fundamental Needs Grant** \$5,000 - \$10,000
  - x Applicant organization based in AA County
  - x Applicant organization not previously funded by AAWGT
  - x Gross Receipts for last fiscal year cannot exceed \$100,000
  - x Addresses critical needs such as food insecurity, parenting support, or the needs of children from birth to 5 years
- x An application for a Fundamental Needs Grant will also automatically be considered for funding under our Regular Grant program in the same amount.



## *From our Call: New Racial Equity Grant*

### **Racial Equity Grant**

Our new Racial Equity Grant seeks to fund initiatives that could prevent the hardships that disproportionately affect women and families of color such as childhood hunger, higher mortality rates, early childhood education disparities, higher unemployment, homelessness and poor mental health. While our Regular Grants fund programs/projects that address the consequences of these problems, this grant seeks to fund initiatives designed to impact the underlying causes of these hardships rather than correcting them after they occur. In addition to programs/projects, we will also consider funding initiatives such as research, professional development, consultants, and focus groups. One or more grants between \$5,000 and \$20,000 will be awarded with a total of \$20,000 available. Applications for this grant will not be considered for the other two grant categories.



## *The Details: Racial Equity Grant*

- x **3. Racial Equity Grant** A new grant program that seeks to fund initiatives that could **prevent** the hardships that disproportionately affect women and families of color.
- x Designed to impact the **underlying causes** of hardships such as childhood hunger, higher mortality rates, childhood education disparities, homelessness, and poor mental health.
- x **Addresses the underlying causes, not the hardships themselves.**
- x **For this grant type only** in addition to programs/projects we will also consider funding **initiatives** such as **research, professional development, consultants, and focus groups.**
- x One or more grants between \$5,000 and \$20,000 will be awarded. A total of \$20,000 is available.

## Grant Process and Dates

- x Applications are due **Friday, January 15 at 11:59 pm**
- x **No** additions or deletions may be made to your application after it is electronically submitted.
- x Grant applications are carefully evaluated by specially-trained AAWGT members using the criteria discussed today.
- x Successive committee votes are taken to determine which applications should advance to the final membership ballot.
- x In **mid-May, all AAWGT members vote** to determine which organizations will be funded.
- x Funding period is **July 1, 2021 – June 30, 2022.**
- x You may request a debriefing on all applications that do not advance to the ballot. Requests should be made May 1-31, 2021 by email to [grants@givingtogether.org](mailto:grants@givingtogether.org).

## *Important: Items We Do Not Fund*

- x Purchase or lease of **vehicles**
- x Housing Development - but we DO fund proposals that offer rental or foreclosure prevention assistance
- x Capital Improvements
- x Endowments
- x Sponsorships or fundraising drives or events
- x Banquets, receptions or **conferences** - but we DO fund educational components necessary for your program/project
- x Political activities or lobbying
- x Sectarian religious activities
- x Individual grants (single beneficiary); note proposals that benefit only a small number of beneficiaries are not favored.
- x **Careful!** If you seek funding for a Do Not Fund item that exceeds 25% of your total grant request your entire application will be denied.

## *Summary: Organizational Requirements*

- x **Federally recognized nonprofit:** we can only award grants to federally recognized nonprofits. This usually means you are your own 501(c)(3) but there are other ways.
- x **Maryland Charity Registration:** you must be registered and in compliance with the requirements of the Maryland Secretary of State.
- x **Maryland Department of Assessments & Taxation:** you must be registered and in Good Standing with **MDAT**.
- x Your organization **cannot discriminate** by race, creed, gender, sexual orientation, age, religion, disability or national origin.

## Are You a Federally-Recognized Nonprofit

- x You must be a **federally recognized nonprofit**:
  - x Are you your own **501(c)(3)**?
  - x A federally recognized tax-exempt nonprofit is **not the same** as a not-for-profit entity like the government, school, or church.
  - x However, many not-for-profit organizations have established a related **charitable organization** that is a 501(c)(3) -- you need to be applying through them (eg. 21<sup>st</sup> Century Foundation).
  - x Your church is probably **not** its own 501(c)(3) – it may be operating under a **Group Exemption** in the name of the parent church. If so, you need a letter dated this year from your parent church stating that.
  - x Organizations related to **churches** usually need to form their own 501(c)(3).
  - x Fiscal sponsorship is an option that is legally available but should be carefully analyzed.

## *What is a Fiscal Sponsorship*

- x Fiscal sponsorship means that you team up with an established nonprofit who becomes your financial sponsor.
- x Your fiscal sponsor is a tax-exempt entity that provides your program/project with administrative, accounting and financial services.
- x In return, they sometimes require a fee usually calculated by a percentage of the grant amount.

## Maryland Charity Number

- x Maryland Charity Number: you must have a currently-valid **registration number** or have filed an **Exempt Organization Fundraising Notice** with the Secretary of State.
- x Note: whether you need a Maryland Charity Number is not a decision you get to make on your own!
- x Check your status and get more information at [SOS.Maryland.gov/Charity](https://SOS.Maryland.gov/Charity).
- x There is a narrow exception for the church itself; it does not necessarily cover related organizations.
- x The legal requirements are set forth in the Maryland Solicitations Act available on the SOS website.

## Maryland Dept of Assessments & Taxation

- x You need to **register** with the Maryland Department of Assessments and Taxation (MDAT).
- x You must be in **Good Standing** with MDAT
- x See [dat.Maryland.gov](http://dat.Maryland.gov)
- x All organizational requirements are applicable at the time you apply, when the grant is awarded, and throughout the funding period.



## Organizational Details for the Application

- x Know your **IRS tax identification** number and verify on the IRS website that you are a recognized nonprofit at [irs.gov/charities-and-nonprofits](https://irs.gov/charities-and-nonprofits).
- x Know whether your organization has ever filed a **IRS 990** and if so, when and which version.
- x Know the amount of your organization's **Gross Receipts** (as defined by IRS) – see your most recently-filed 990.
- x Know your **Maryland Charity Number** and verify you are **currently** in compliance with the Secretary of States' charity regulations. [SOS.Maryland.gov/Charity](https://SOS.Maryland.gov/Charity)
- x Know your **MDAT number** and if you are in Good Standing. [dat.Maryland.gov](https://dat.Maryland.gov)
- x Your organization **cannot discriminate** by race, creed, gender, sexual orientation, age, religion, disability or national origin.

## Beginning the Application

- x All applications must be submitted **online**; we'll provide software guidance later in this presentation.
- x Before you begin, **read the webpages** that detail our grant application process at [givingtogether.org](http://givingtogether.org), click on **Grants**.
- x Make sure your organization is **eligible** to apply for a grant this cycle. You may be funded by us for up to **3** grant cycles in a row, after which you will need to take **2** grant cycles off.
- x We accept applications for **projects or programs**:
  - x A **project** is a single, focused endeavor.
  - x A **program** could refer to the main function of your organization OR to a collection of projects that complement each other in enabling the program to meet its goal.
- x The Racial Equity Grant has additional types of **initiatives** that can be funded in addition to programs/projects.
- x Yes we fund **operating expenses** as part of an organization's core program or as a separate, free-standing project.

## Our Application Questions

- x Remember to focus on clear and concise answers; each question is specific to a particular area of inquiry.
- x Avoid repetition (yes, we do read every word!)
- x Citations to a URL as part of your answer to a question is not accepted; textual responses only please.
- x Our application questions will guide you through a description of your grant proposal:
  - x Purpose
  - x Description
  - x Participants
  - x Outcomes
  - x Supporting Research
  - x Organizational Capacity
  - x Partnerships
  - x Tell Us A Story

## What Is Your Program/Project Purpose

- x Here we are looking for a discussion of the **need** for your grant proposal:
  - x the **issue or need** your proposal addresses
  - x why is it **significant** that the issue or need be addressed
- x How do you know there is **community need or interest** in what you propose?
- x Is there a **duplication** of services in the area of your project; why or why not.
- x If your proposal has multiple parts, do those parts fit together as a **cohesive** program/project?
- x Why is your organization **uniquely able** to meet the need you are addressing?

## Description of Your Program/Project

- x Here we are seeking a clear, concise but **full description** of your proposal.
- x What is your **action plan**?
- x Describe your **strategies**.
- x Discuss the **timeline** you propose.
- x Have you **done this before**? If so, please tell us about it. What did you learn?
- x Is your proposal **financially viable** – is adequate funding being requested for the proposal you describe.
- x If appropriate to the proposal, did your organization's thinking on racial disparities have any impact on your proposal?

## Program/Project Participants

- x Here we are looking to find out more about your planned **participants**;
  - x How do you plan to select them?
  - x What will you be looking for?
  - x Do you anticipate any **issues** that need to be addressed?
- x Are there any **barriers** to participation? If so, how do you plan to address them?
- x Will you be **involving the participants** in the development of the program or the evaluation of outcomes? If so, how?
- x If you've done this before, did you have any problems with **locating or retaining** participants?

## Program/Project Outcomes

- x Evaluating **outcomes** is how we analyze what positive results are expected as a result of the execution of your proposal.
- x How your program/project **benefit** participants, their families, or the community as a whole?
- x **Clearly** state the anticipated outcomes.
- x What is the **qualitative impact** you are hoping your program/project will have on the lives of the participants.
- x How are you going to **measure** or specifically evaluate whether your proposal achieves the desired results?
- x If outcomes are not measurable, **how will lives be affected** or improved?
- x Discuss any **research** that supports your analysis.

## *Is There Research Supporting Your Proposal?*

- x We are **always** interested in research that supports **any** aspect of your program/project.
- x If so, please identify and summarize it.
- x The research may address the purpose of the proposal, the type of program/project, or the measurement of outcomes.
- x If applicable, discuss how research supports your identification of need, or how what you propose will make a dramatic improvement in someone life.



## Organizational Capacity

- x This is an opportunity for you to explain why you are the **best organization** to execute this program/project.
- x What **prior experience** does your organization have with this kind of program/project?
- x Have you specifically identified the **staffing** you will need for your proposal?
- x Do you have suitable staff **already in place**, will you need to **hire**, or do you have someone already in mind.
- x Are your staff, board members and volunteers **engaged and invested** in your programs.
- x Does the application demonstrate support from or experience working with the **targeted population**?

## *Program/Project Partnerships*

- x Does your organization have existing partnerships with other organizations that support your current proposal?
- x Partnerships can also strengthen your organizational capacity; they can support and amplify the impact of your program. If that is true with your proposal, explain.

## Now the Financial Details ...

- x In general, what are we looking for?
  - x Is your organization **financially stable**?
  - x Does it have **diverse income sources**?
  - x Does it have revenue sources that have **continued over time**?
  - x Are there any **gaps or significant changes** in income or expenses? If so, why?
  - x Always be transparent!

## Required Financial Documents

- x Larger organizations may have a **Financial Review** or an **Audited Financial Statement** that they will need to provide (most recent one you have).
- x Smaller organizations will need to provide:
  - x A **Statement of Financial Position, and**
  - x A **Statement of Financial Activity**
  - x Both should be the **most recently completed FY** regardless of whether you have filed your 990 or completed a financial review/audit for that year.
- x All organizations will need to provide their **Operating Budget** for the **current FY**.

STATEMENT OF FINANCIAL POSITION		Organization C
As of most recently completed fiscal year		
<b>WHAT YOU OWN</b>		
<b>ASSETS</b>		
Cash and Cash Equivalents		10,000
Accounts Receivable		1,000
Contributions Receivable and Grants Receivable		3,000
Prepaid Expenses		2,000
Vehicles		15,000
Real Estate		200,000
Furniture and Fixtures		5,000
<b>TOTAL ASSETS</b>		<b>236,000</b>
<b>WHAT YOU OWE</b>		
<b>LIABILITIES</b>		
Accounts Payable		5000
Accrued Expenses		1000
Payroll Taxes		5000
Vehicle Loan		10000
Mortgage		160000
Note Payable		2000
<b>TOTAL LIABILITIES</b>		<b>183000</b>
<b>NET ASSETS</b>		
Restricted		10000
Unrestricted		13000
Endowment & investments		30000
<b>TOTAL NET ASSETS</b>		<b>53000</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>		<b>236000</b>

STATEMENT OF FINANCIAL ACTIVITIES		Organization A
As of most recently completed fiscal year (please indicate dates)		
<b>REVENUES</b>		<b>2020</b>
Individual Donations		20000
Government Grants		15000
Corporate Donations		5000
Interest Income		500
Fundraising Events		7000
Fees for Service		5000
Inkind Labor		5000
<b>Total Revenue:</b>		<b>57500</b>
<b>EXPENSES</b>		
Payroll		15000
Inkind labor		5000
Rent		12000
Marketing		3000
Insurance		1000
Office Supplies		2000
Postage and Shipping		1000
Legal Fees		1000
Accounting Fees		2000
Bank Fees		100
Printing and Publications		3000
Dues and Subscriptions		200
Utilities		2000
Repairs and Maintenance		500
Phone and Internet		1000
<b>Total Expenses</b>		<b>48800</b>
<b>NET OPERATING REVENUE</b>		<b>8700</b>

## Statement of Financial Position

- x A statement of a nonprofit's **assets, liabilities**, and net assets as of a specified date.
- x Also called a balance sheet or a statement of changes in fund balance.
- x Is a quick guide to the solvency of an organization – whether the organization can meet its obligations on time.
- x Do not include **contributions or grants** unless they are expected to be received within one year.
- x Explain if any of the funds you list are **restricted** or if you have a lot of money in **cash reserves**.



STATEMENT OF FINANCIAL POSITION		Organization C	SAMPLE										
As of most recently completed fiscal year													
<b>ASSETS</b>													
	Cash and Cash Equivalents		10,000										
	Accounts Receivable		1,000										
	Contributions Receivable and Grants Receivable		3,000	→	Any contributions receivable (ex: pledge paymts expected but not made yet) or grants receivable should not be included unless they are expected to be received within one year								
	Prepaid Expenses		2,000										
	Vehicles		15,000										
	Real Estate		200,000	→	If your organization owns real estate, the value of that real estate should be the value your accountant uses. If they have depreciated it, use the depreciated value								
	Furniture and Fixtures		5,000										
	<b>TOTAL ASSETS</b>		<b>236,000</b>										



LIABILITIES			
Accounts Payable		5000	
Accrued Expenses		1000	
Payroll Taxes		5000	
Vehicle Loan		10000	
Mortgage		160000	
Note Payable		2000	
<b>TOTAL LIABILITIES</b>		<b>183000</b>	
NET ASSETS			
Restricted		10000	→
Unrestricted		13000	→
Endowment & investments		30000	→
<b>TOTAL NET ASSETS</b>		<b>53000</b>	
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>		<b>236000</b>	

**GENERAL REMINDERS**

1. It doesn't matter if you have a lot of money or not! AAWGT wants to know:  
 What are you trying to do?  
 Can you do it?  
 Are you stable?  
 Are you nimble?
2. When in doubt, concisely explain in the narrative section
3. Be transparent

- Grants or other restricted money you have but haven't spent yet
- Cash that you have that you haven't used yet
- Endowments go here because you can't spend it immediately so, in a way, it's restricted



## Statement of Activities

- x Reveals where your money came from, where it went, and how your nonprofit has operated during a given time period.
- x All grants, contributions, interest income, and gains on the sale of stock – the money you bring in – are **revenue** line items.
- x All expenses – any money you spend for salaries, new programs, events, or anything else – are **expense** line items.
- x At the end of the statement is the calculation of whether you have a surplus (**net profit**) or deficit (**net loss**).
- x Reminder: **in-kind labor** is both a revenue and an expense.
- x If you have **large cash reserves**, explain why.

STATEMENT OF FINANCIAL ACTIVITIES		Organization A	SAMPLE											
As of most recently completed fiscal year (please indicate dates)														
<b>REVENUES</b>			<b>2020</b>											
	Individual Donations		20000											
	Government Grants		15000											
	Corporate Donations		5000											
	Interest Income		500											
	Fundraising Events		7000											
	Fees for Service		5000											
	Inkind Labor		5000											
<b>Total Revenue:</b>			<b>57500</b>											

**We are asking for a snapshot of one year for your recent FY**  
 \*It should match your 990, but if it doesn't, you need to explain in the budget narrative portion

When there is a big change, explain it in the narrative

**What are we looking for here in the Revenue section?**

1. Diverse income
2. Continued revenue sources
3. Can any items which significantly change from the year prior be explained?
4. Complete transparency. When in doubt, concisely explain in narrative section.



## Completing the Program Budgets

- x Download, fill in, and upload the 2 budget templates that will financially describe your grant proposal:
  - x What do you want AAWGT to fund?
  - x What will be funded by non-AAWGT sources? For non-AAWGT sources, indicate whether funding is received, committed, requested, projected, in-kind or identified.
- x Documents may be uploaded **only in Word or PDF format**.
- x Use the **Budget Narrative** field to explain budget details:
  - x **Unusual or high** expense items?
  - x Anything that might **change**?
  - x **Explain** how program expenses were calculated.
- x **Larger organizations** with multiple sources of revenue should clearly articulate why they need AAWGT funding. What about the proposal has made finding funding difficult? Explain in the Budget Narrative field.



PROGRAM/PROJECT BUDGET 2021				
AAWGT Requested Funding for Application				
NAME OF ORGANIZATION	ABC Nonprofit, Inc.			
NAME OF PROGRAM/PROJECT	Developing Healthy Young Children and Families			
PROGRAM/PROJECT START DATE				
AAWGT Funding will begin on 7/1/2021	7/1/2021			
PROGRAM/PROJECT END DATE				
AAWGT Funding will end on 6/30/2022	6/30/2022			
PERSONNEL COSTS				
Please list all participating positions	Hours Worked on Program/Project	Hourly Rate	Personnel Costs on Program/Project	Amount Requested from AAWGT
Director	1,000.00	\$25.00	\$25,000.00	\$10,000.00
Teachers (3)	5,000.00	\$15.00	\$75,000.00	\$5,000.00
<b>Total Personnel Costs</b>			<b>\$100,000.00</b>	<b>\$15,000.00</b>
OTHER PROGRAM/PROJECT COSTS				
Please provide a detailed breakdown of other program/project costs.			Additional Program/Project Costs	Amount Requested from AAWGT
Rent			\$24,000.00	\$0.00
Training (teachers and licensing)			\$8,000.00	\$0.00
Transportation (Pick-up food, materials)			\$1,500.00	\$0.00
Supplies			\$10,000.00	\$0.00
Utilities			\$8,000.00	\$0.00
Insurance			\$2,000.00	\$0.00
Administration costs - taxes, etc.			\$5,000.00	\$5,000.00
<b>Total Other Program/Project Costs</b>			<b>\$58,500.00</b>	<b>\$5,000.00</b>
<b>PROGRAM/PROJECT GRAND TOTAL</b>			<b>\$158,500.00</b>	<b>\$20,000.00</b>

Eg. Program Budget AAWGT Funding



Eg:  
Program  
Budget -  
Non-  
AAWGT

PROGRAM/PROJECT BUDGET 2021						
Non-AAWGT Sources of Funding for Application						
NAME OF ORGANIZATION	ABC Nonprofit, Inc.					
NAME OF PROGRAM/PROJECT	Developing Healthy Young Children and Families					
PROGRAM/PROJECT START DATE	AAWGT Funding will begin on 7/1/2021					
	7/1/2021					
PROGRAM/PROJECT END DATE	AAWGT Funding will end on 6/30/2022					
	6/30/2022					
SOURCE OF OTHER CONTRIBUTING REVENUE	Amount	Status				
		Please indicate with an X				
Examples: Other Grants (specify), AA County, Volunteer, Organization's Funds, etc.		Committed/Received	Requested	Projected Fees	In Kind	Identified Only
AACounty	\$50,000.00	X				
Federal Grant - USDE	\$25,000.00	X				
Foundation and Trust Grants	\$25,000.00	X				
Indirect Public Support (United Way, CFC, etc.)	\$15,000.00		X			
Special Events Auction, miscellaneous	\$5,000.00		X			
Business Organizations	\$20,000.00		X			
Charitable Organizations (including churches, Community Foundation, etc.)	\$20,000.00					X
Gifts-in-kind (Food, Baby Supplies, etc from AA County Food Bank)	\$25,000.00				X	X
<b>TOTAL</b>	<b>\$185,000.00</b>					



# Using Our Online Foundant Software

- x We strongly recommend that you use **Google Chrome** to access our online application. Note Internet Explorer will **not** work with Foundant.
- x Before you begin, find out whether your organization already has a Foundant account (our accounts go back to 2007). An organization may have only **one** account.
- x If your organization already has an account, do **not** open a new one. (The software tracks by EIN.)
- x Note that your User name in Foundant is your email address.
- x Don't know if you already have an account or need the account transferred to a new email address?

Email [GrantAppHelp@givingtogether.org](mailto:GrantAppHelp@givingtogether.org).

## All About Foundant continued ...

- x Before you begin, decide who will be the **Primary Contact** for your organization; this is the person we will notify at important steps in the process including the grant award so it needs to be a real person, not a generic organizational email.
- x You may make other persons Users (called Contacts) on your account, but they will not be able to draft or edit the application unless you have added them as a Contact that you are collaborating with.
- x If you are the Primary Contact and would like other people to also be able to write or edit the Application, from the Apply screen, click on **Collaborate** at the top right to authorize other organizational users to View, Edit or Submit the Application. (You will need to enter the email addresses one at a time.)
- x Be careful with authorizing others to Submit the Application. Once the application has been electronically submitted no additions or deletions are allowed.



## Signing on to Foundant

- x To start, navigate to [www.givingtogether.org/grants](http://www.givingtogether.org/grants), click on the **Grantee** Portal link in the left sidebar, then click on Grantee Portal to access our online application. (Bookmark for easy return.)
- x This takes you to the **Logon Page** where you can create an account if you are **new** or sign in if you **already have an account**. If needed, click on **Forgot Your Password**.
- x **New user?** Click on **Create New Account** and enter the requested information, click **Proceed to Next Step**.
- x At this point, if you click on the Apply screen, you can authorize other Users to View, Edit, or Submit the application. You will need to enter the email addresses one at a time.
- x While you are online working on your application, the software will intermittently save your work. Because there can be a time delay in the automatic save function, you can also use the **Save Application** button at the bottom of the page to be sure your work is saved.
- x If there is no activity for 40 minutes, the software will save your work and log you off. When you log back in you will be able to continue your work.



## Working on the Application

- x **Calculating Character Count:** each answer field has a maximum character limit. Note that spaces and punctuation count as characters, although there is no need to use more than 1 space between sentences.
- x **Uploading Documents:** Documents can be uploaded in **Word or PDF format only.**
- x To complete the **Program/Project budgets:** first click on the template link to download, fill in each budget and save it, then upload to the application. Even if you don't have any non-AAWGT funding, you should state so on the non-AAWGT budget – do not submit a blank document.
- x Application questions marked with an \* are questions to which a response is required.
- x When your application is complete, click **Submit Application.** No changes are allowed after you submit your application.

## *Still Have Questions?*

- x This **PowerPoint presentation** will be available on our website at [givingtogether.org](http://givingtogether.org), click on **Events**.
- x See our detailed **webpages** at [givingtogether.org](http://givingtogether.org), click on **Grants**.
- x If you have a **technical or software question**, email [GrantAppHelp@givingtogether.org](mailto:GrantAppHelp@givingtogether.org). Include your phone number.
- x If you have a question about the **Grants program** email [grants@givingtogether.org](mailto:grants@givingtogether.org).