

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED!

Grantee Benefits:

- Maintain the organization's grant history
- Reference point in case of staff turnover
- Once received by Foundation staff, requirement is automatically marked as received. No more sending emails.
- You can access requirements and applications from anywhere that has an internet connection.
- The system tells you when you've missed a required question and/or document (but you need to make sure you attach the correct document).

Setting Up or Maintaining Your Account:

Each organization should set up and maintain only **ONE** account. The email address on the account should be your Executive Director's email or a generic email (e.g., grants@nonprofit.org). If using a generic email address, please be sure a staff member is monitoring the email account since notifications will be sent to that address. Create a unique password accessible to all staff members that are involved in the grant application and/or reporting processes. It is very important that each organization has one account to receive automated reminders and access historical and reporting grant documents.

To Prepare for Completing an Application:

You can preview the grant application narrative questions within the grant guidelines on our website (foellinger.org) under "*Grants > How to Apply.*" All narrative questions will be answered from within the grants management system and **no** external download/upload of narrative answers are necessary.

[Application Link on the Foundation Website: Foellinger.org > How to Apply](#)

To access the application link, scroll down on this page of our website to the section titled, “**Visit the Online System.**” Choose the grant you want to apply for by clicking on the appropriate category button. The system will require you to login or set up an account in the portal.

[To Upload Attachments:](#)

To attach a file to your application, navigate to designated boxes within the application labeled, “*Drop file here to upload or Select File,*” browse to find the file on your system, and select the PDF document.

[Portal Link on the Foundation Website: foellinger.org > Grants > Portal Login or Grants > How to Apply > Resources > Portal Link](#)

You can access your portal account from either of these two places on our website. You will be able to view submitted applications, complete in-process applications, or connect to reporting requirements from the grantee portal. Applications that have not been submitted/approved will remain in the **Active Applications** tab on the portal until their expiration date. You may begin an application and then return to it later to finish/submit. The grants management system will automatically and continually save your changes.

[PDF Information](#)

Purchase Adobe Acrobat at Tech Soup - Nonprofit pricing is approximately \$160.

PDFBinder - free site to combine PDFs into one document.

[How to combine and merge files into one PDF \(using Adobe Acrobat\):](#)

1. Within Acrobat, click on the **Tools** menu and select **Combine Files**.
2. Click **Add Files** to select the files you want to include in your PDF and click **Open**.

3. Click, drag, and drop to reorder the files and pages. Double-click on a file to expand and rearrange individual pages. Press the **Delete** key to remove unwanted content.
4. When finished arranging files, click **Combine**.
5. Click **File, Save As**, give the document a name, and browse to your file location. We recommend setting up a *Foellinger Foundation* file on your organization's network server for storing combined PDFs and governance documents.
6. Upload the PDF to the application.