



Frequently Asked Questions for Online Application Submission

Q: How do I create an account in order to submit an application?

- Click on the [“My Grants Account”](#) icon in the top right-hand corner of the website.
- Click on “Go to My Grants Account now.”
- Click on “New Applicant?”
- You will be prompted to enter an email address and password to create your account. Please be sure to save your login information; you will need it in the future to access your in-process applications and your online application history.
- Share this information with everyone who needs access to your online application. Applications can be accessed only via the account in which they were started.

Q: How do I save my application so I can return and finish it later?

- You have the option of saving your work and submitting the application at a later time. To exit the application and keep the information you have entered, press “Save and Finish Later” at the bottom of any page of the application.

Q: I have answered all the questions for the eligibility quiz but cannot access the application.

What should I do?

- To make the best use of your time, these questions are used to determine if your organization’s work meets the basic requirements to be considered for funding from Community Foundation Sonoma County.
- If you are unable to proceed with the grant application after answering the questions, please contact us.

Q: How can I access my saved, in-progress application?

- Click on [“My Grants Account,”](#) which will take you to the login page.

Q: How do I attach the required documents?

- To upload an attachment to the application form, click on the drop-down menu next to the “Title” field to view all of the required attachments. Select one by name to upload.
- Click the “Browse” button to find the attachment on your computer that corresponds with the attachment that you wish to upload and click open.
- Once selected it will show in the “File Name” in the application screen. Click “Upload.”
- Please note that only the following formats are accepted for attachments:
 - .doc, .docx
 - .pdf
 - .xls, .xlsx