



## Grant Application Portal

### Registration and Application Tutorial

The grant application portal can be accessed by clicking on the  icon in the top right hand corner of the Community Foundation Sonoma County website.

- New users must first register by clicking "Create New Account" on the Logon page.
- Returning users Logon to the portal using your e-mail address and the password. If at any time after creating an account, you can't remember your password, you may click on the [Forgot your Password?](#) link, enter your email address, and you will be sent a link to reset your password.



### Logon Page

<p>Email Address*</p> <input type="text"/>	<p><b>Welcome to the Community Foundation Sonoma County online grant application portal.</b></p> <p>We're excited to introduce you to our new grant application portal. If you had an account on our previous portal, you will need to create new account here. Please click "Create New Account" to complete the registration process.</p> <p>We also invite you to contact Annette Williams at <a href="mailto:awilliams@sonomacf.org">awilliams@sonomacf.org</a> or <a href="tel:707/303-9639">707/303-9639</a> if you have any questions.</p>
<p>Password*</p> <input type="password"/>	
<p><input type="button" value="Log On"/> <input type="button" value="Create New Account"/></p> <p><a href="#">Forgot your Password?</a></p>	

### Registration Process

The registration process has four sections: (1) organization information, (2) your individual user information, (3) Executive Director information, and (4) choosing your individual user password. During the registration process, you cannot save partial information; therefore, you should gather all required information before beginning the registration process.

The registration process is straightforward; however, in some cases, it may be more complex when certain factors apply:

The first person to register enters the organization's information, which creates the organization profile. It is important to enter this information accurately at registration, because after this point the organization profile can only be edited by Community Foundation staff. For an organization to easily view its full history of grants and requests, we recommend consolidating all applications into one user account. If you are unsure whether your organization already has an account or if you need to be added to an existing account, please contact [grants@sonomacf.org](mailto:grants@sonomacf.org) to discuss your options. (Additional users can be added by Community Foundation staff.)

If you are applying as a Fiscal Sponsor for another organization, or a Fiscal Sponsor is sponsoring your organization, you will need to enter the information of the Fiscal Sponsor organization in the registration page.

Should you need to navigate to a previous section in the registration process, you must use the **Previous** button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section using the browser's "back" button, you will lose all registration information entered.

Your user account ID is your e-mail address. Please remember, this is an account you will use for both present and future applications.

### Updating Your Registration Information

To update user and account information, click on your name at the top right corner of the screen and select "Edit Profile" from the drop-down menu.

To update organization or Executive Director information, please contact Annette Williams at [grants@sonomacf.org](mailto:grants@sonomacf.org).

### The Application Page

After completing registration, you will be directed to the **Apply** page. This page will show our currently open Program grant opportunities, as well as any relevant deadlines.

To start a request, click on the  button attached to the opportunity you would like to apply to.

The  button at the top left corner of the page will direct you to the Applicant Dashboard. This screen is your homepage where you can check the status of your current and historical requests.

The  tab houses all current requests. These requests still require action, are awaiting a decision, and/or have not yet been marked closed by the site

administrator. Within each request, you can see applications, application status, submission dates, and deadlines.

You may continue working in a saved (but not submitted) application by clicking the [Edit Application](#) button. You may view applications that have been submitted but cannot edit them.

Flight Lessons			
<b>Process:</b> Example Process			
Application	Draft	07/08/2019	<a href="#">Edit Application</a>
Decision	Undecided		

If your application is approved you may be assigned Follow Up reports to be completed and submitted through the system.

### Helpful Tips

Users will be automatically logged out of the online system after 90 minutes of inactivity. The user will receive a warning message 10 minutes before time out.

Please remember to regularly save your work. The system will auto save every 20 minutes.

We recommend you prepare your response in a Word document first, then copy and paste the text into the online form.

Please download copies of all your submitted applications to your computer.

Only one file can be uploaded per question. If there are multiple files, they can be combined into one file.

An application can only be submitted when all required questions have been answered and all required files have been uploaded.

Once your application has been submitted, it is no longer available for editing. If you need to make a correction to a submitted form, contact Program Coordinator Annette Williams at [awilliams@sonomacf.org](mailto:awilliams@sonomacf.org).