



Online Application Instructions

The Online Application Process

The Community Foundation of Middle Tennessee welcomes you to our online, internet-based grant application process for Discretionary Grants. The directions below and our Frequently Asked Questions should answer most of your questions about the online application process and submission. If you have further questions, please contact the Grants Coordinator by email at grants@cfmt.org or at 615-321-4939 or toll-free 888-540-5200.

The Online Application Process has four steps:

1. Establish/Update a GivingMatters.com Profile
2. Create a Login
3. Fill out the Application
4. Complete and Attach the Work Plan Form
5. Review and Submit your Application

To access and complete the online application for Discretionary Grants, click the link provided on our website at www.cfmt.org/grants-scholarships/grants/.

SYSTEM REQUIREMENTS/COMPATIBLE BROWSERS

We recommend using the newest version of any browser for optimal performance of the software. More specifically, here are the following browsers the software supports:

- **Google Chrome**
- **Mozilla Firefox**
- **Safari**
- **Internet Explorer**

BROWSER SETTINGS

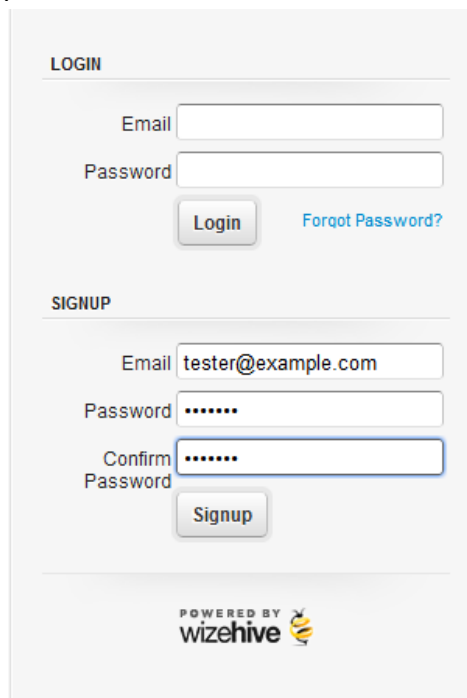
Make sure that JavaScript and Flash are both enabled on your browser and that you do not have a Firewall or pop-up blocker that is interfering with the software. To enable JavaScript, see the appropriate help file for your browser below:

- [Chrome](#)
- [Mozilla Firefox](#)
- [Internet Explorer](#)
- [Safari](#)

To install flash, go to: <http://get.adobe.com/flashplayer/>

Step 1: Creating a Login

The very first time you visit the form, you'll need to create a username and password. You can do that by entering a valid email address and password in the SIGNUP box on the right side of the homepage of the application, as shown below:



The screenshot shows a web form with two sections: LOGIN and SIGNUP. The LOGIN section has fields for Email and Password, a Login button, and a link for Forgot Password?. The SIGNUP section has fields for Email (containing 'tester@example.com'), Password (masked with dots), and Confirm Password (masked with dots), and a Signup button. At the bottom of the form is the logo 'POWERED BY wizehive'.

Make sure you use a valid email address that you can easily access. Once you've done this, click Signup, and you'll be taken to the application form. You do not have to complete the entire application at one time. You may save your application and return later to complete. To save an application as a draft so that you may return to it later, scroll to the bottom and click the Save Draft option.



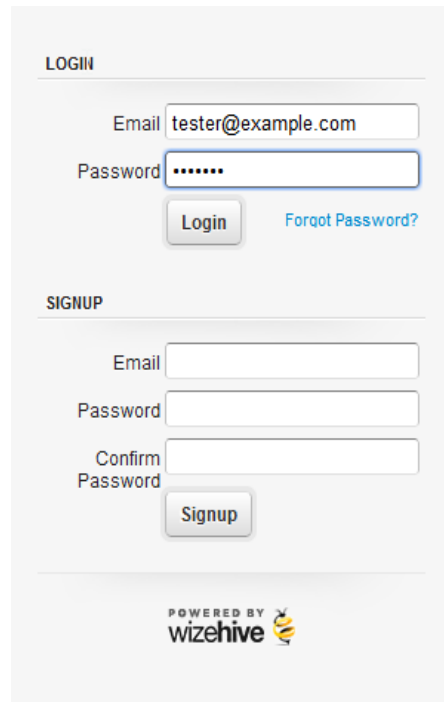
[Return to Menu](#)

If you ever access the application from a shared computer, you might find that someone else was on the site before you. If you load the application form and don't see the Login/Signup box displayed above,

immediately scroll down, click Return to Menu, and then click Logout. After that, you can log in with your own credentials.

Returning to Complete an Application in Progress

Most people will need to come back to the application at some point. If you have started an application and saved it as a draft, it's now associated with the email address and password you entered the very first time. Enter your email address and password in the LOGIN section. This will take you right back to the application you had saved as a draft.

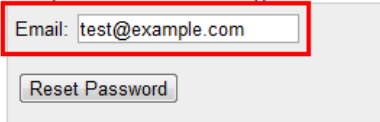


The screenshot shows two sections: LOGIN and SIGNUP. The LOGIN section has an Email field with 'tester@example.com' and a Password field with masked characters. Below these are a 'Login' button and a 'Forgot Password?' link. The SIGNUP section has three fields: Email, Password, and Confirm Password, followed by a 'Signup' button. At the bottom, it says 'POWERED BY wizehive' with a logo.

Recovering a Forgotten Password

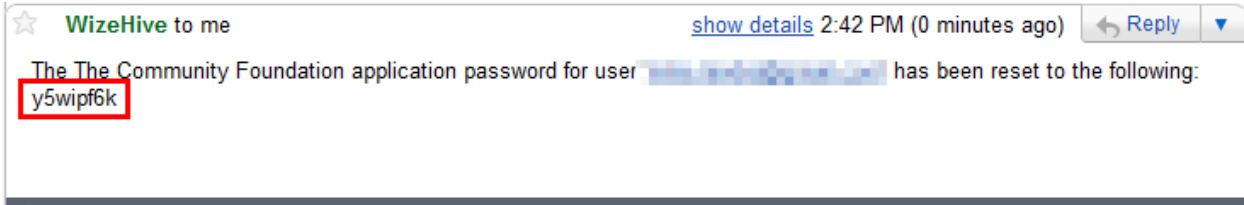
If you've forgotten your password, you'll need to click the 'Forgot Password' link to recover it. That will take you to a screen where you'll be asked for the email address you used when you first created an account. Enter that as shown below and click Reset Password:

Your password is stored encrypted in our database. In order to login, your password must be reset and the new password will be emailed to you.



The screenshot shows a form with an Email field containing 'test@example.com' and a 'Reset Password' button. The email field is highlighted with a red border.

The system will send you an email which has a new, temporary password. An example of one of those emails is shown below. The item circled in red is your new password.



Back on the application homepage, click the “Back to Login” link, shown below:

Password reset has been requested. You should receive an email shortly.

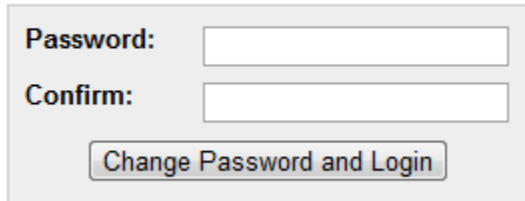
[Back to Login](#)

This will return you to the main login screen. At this screen, type in your email address and the temporary password from your email:

On your screen, the password will only show up as black dots. We’re showing it here just so it’s clear that you should use the one from the email you received.

This will take you to a screen where you'll be asked to supply a new, personalized password to replace the temporary one. Enter a password that you can easily remember in the boxes shown below, then click "Change Password and Login".

Your password was reset, please choose a new password for your account:



The image shows a web form for password reset. It consists of two text input fields. The first is labeled "Password:" and the second is labeled "Confirm:". Below these fields is a button with the text "Change Password and Login".

This will take you right back to the application you had in progress. The next time you return to the login screen, you'll use your email address and the new password.

STEP 2: Fill out the Application

Answer all the questions as outlined. In most sections, you will see that word limits are associated with your answers. We placed limits on the amount of text you can submit so that we can fairly evaluate the many applications for funding that we receive. You will see a word counter displayed below the entry field. This will actively tell you how many words you have entered and will let you know when you have gone over the limit.

REQUIRED FIELDS (*): Red asterisks next to questions (*) mean that you **MUST** answer those particular questions. You will not be able to complete your application if any required field is left blank.

SPELL CHECKER: You will see a red squiggly line under the word that is misspelled. You can make corrections accordingly.

INFORMATION BOX (?): You will also see a blue information box (?) next to some of the questions. These information boxes provide additional information or more clarification on the questions asked. Please take advantage of this tool.

SAVE & FINISH LATER: You do not have to complete the entire application at one time. You may save your application by clicking the **SAVE DRAFT** button at the bottom of the application form. Your form will automatically save approximately every ten minutes. But, you will still want to make sure to save your work periodically by pressing **Save Draft** to ensure your work has been saved. Remember that you will have to access your incomplete application through My Account which is accessed by going back to the grant page of our website and clicking the **MY ACCOUNT** button.

STEP 3: Complete the Work Plan Form

On the Work Plan page of the application, you will be supplied with the Work Plan Form. This is the only document that will be accepted as an attachment to your application. The Form is in a WORD Format. Complete the form and save to your computer. You will be asked to upload a copy of your completed Work Plan at the bottom of the Work Plan Page.

COMMUNITY FOUNDATION

2017 Discretionary Grant Application Program Implementation Work Plan

Using the table below, please outline the activities that will be most important in achieving your proposed objectives. Your completed Work Plan will show us: (1) what you are doing and when, (2) who is responsible for implementing the project, (3) costs associated with each proposed objective, and (4) the results you expect from each of your activities. **You may add or delete rows as necessary.**

Organization: [Please type your organization's name here] **Requested Amount:** [Enter amount here] **Program Budget:** [Enter amount here]

The program budget you will cover must match or be greater than your grant request. Your program budget should include the amount invested by your organization and this grant. **PLEASE NOTE: Permanent Staff, Administrative, Indirect and Overhead cost MAY NOT be requested under Use of Grant Funds, but can be shown under Your Organization's Contribution portion of the Financial Projection section.**

| Objective <i>The direct, tangible, and measurable result you are seeking to achieve (one objective per row).</i> | Action <i>How the project will be put into action to achieve each objective (you may enter more than one activity per row, as each objective may have multiple activities associated with it).</i> | Timeframe <i>The start date and end date of the period during which each activity will occur.</i> | Responsible Person <i>The person who is accountable for each project activity.</i> | Financial Projection Use of CFMT Grant Funds <i>What will the requested grant funds be used for to achieve the costs associated with this objective?</i> | Financial Projection Your Organization's Contribution <i>What is your organization contributing toward the costs associated with this objective?</i> | Proposed Measures of Success <i>How the success of the project will be assessed in reaching the objective.</i> | Outcomes <i>What will be different if you successfully implement this project?</i> |
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You may add rows to this chart as needed.

How to Attach Your Work Plan

After you have filled out and saved your Work Plan Form, you will need to upload the document to your application. Follow the directions below for uploading your document:

Upload Instructions:

1. Click the **SELECT A FILE** button to search your computer for the saved file you wish to upload. Click on the file you want to attach, then click **OPEN**.
2. The upload will begin. Once finished it, the document's name will appear in the box and will show **UPLOAD COMPLETE**.

STEP 4: Review and Submit Your Application

When you are satisfied that your application is complete, click the **Review and Submit** tab. Make sure that you've attached the Work Plan form. After you have reviewed your application, click the **Submit** button at the bottom of the page. You will receive an error message if any required field has been left blank.

You must complete all sections of the application, including the Work Plan attachment page in order to submit your application. If you are unable to attach the required attachment, please view the **Online Application Frequently Asked Questions** for suggestions or contact the Grants Coordinator.

An automated message will appear on the screen thanking you for your submission. Also, you should receive an automated email with the same message, including a timetable to the grant process.

You should receive this email rather quickly. If for any reason you do not receive the above mentioned email after you believe you've submitted your application, please contact The Community Foundation to ensure that we have your application.

It is YOUR responsibility to ensure that your application has been submitted correctly. The Community Foundation is not responsible for lost or misdirected applications or for your failure to push the SUBMIT button. If for any reason you do not receive an automated confirmation that your grant application was submitted, please contact us immediately or no later than August 1.

Discretionary Grant applications are due no later than 12:00mid CST on or before August 1.

If you have any questions or problems, please contact the Grants Coordinator by email at grants@cfmt.org or by phone at 615-321-4939 or toll-free 888-540-5200.