

## Application Tutorial

### Application Page

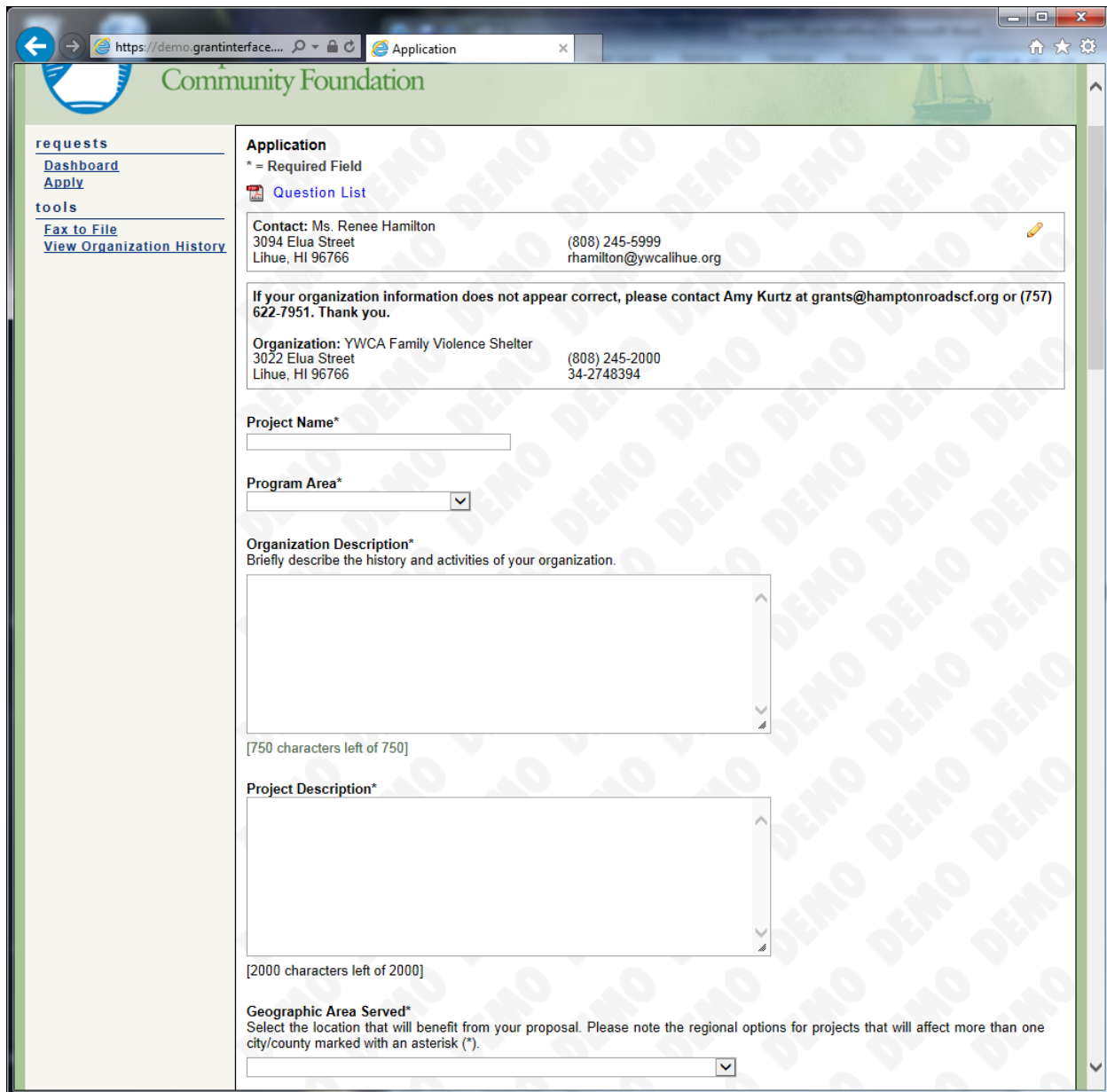
After you have registered your account you will be directed to the Application Page which lists current grant opportunities. Be certain you have reviewed the Foundation's [grant guidelines](#) before you begin the application process.

*(If you have registered previously, you will be directed to your Dashboard when logging on; click the Apply button in the left column to access the page shown below. More information on your Dashboard and the functionality of the tools in the left column found on page 4.)*



Select the grant that fits your needs. You will be directed to the corresponding application which has about 20 questions (depending on the grant for which you are applying).

## Application



**Application**

\* = Required Field

[Question List](#)

Contact: Ms. Renee Hamilton  
3094 Elua Street  
Lihue, HI 96766  
(808) 245-5999  
rhamilton@ywcallihue.org

If your organization information does not appear correct, please contact Amy Kurtz at [grants@hamptonroadscf.org](mailto:grants@hamptonroadscf.org) or (757) 622-7951. Thank you.

Organization: YWCA Family Violence Shelter  
3022 Elua Street  
Lihue, HI 96766  
(808) 245-2000  
34-2748394

**Project Name\***

**Program Area\***

**Organization Description\***  
Briefly describe the history and activities of your organization.

[750 characters left of 750]

**Project Description\***

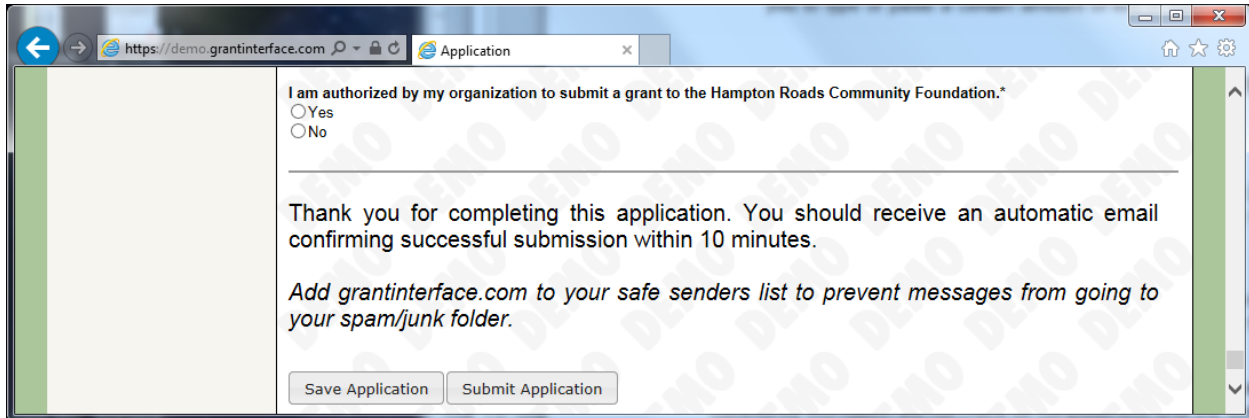
[2000 characters left of 2000]

**Geographic Area Served\***  
Select the location that will benefit from your proposal. Please note the regional options for projects that will affect more than one city/county marked with an asterisk (\*).

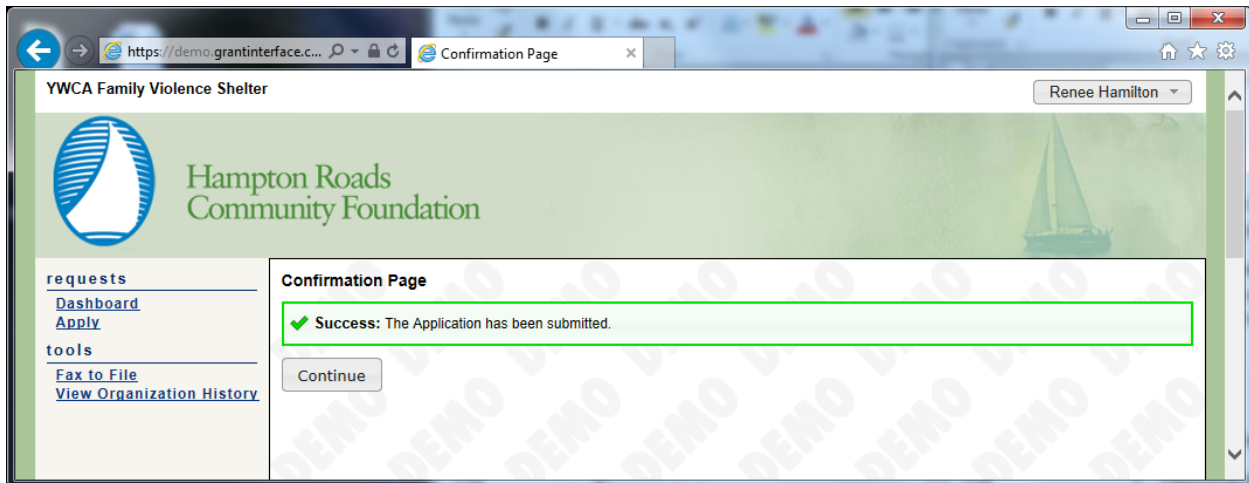
## Filling out the Application

1. Enter all the applicable information paying close attention to the instructions and character limitations on each question.
2. Certain types of questions have limitations set by the community foundation. Text questions will have a character limit which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This limit will be in Mega Bytes (MB). The size of file you are uploading must be under the amount of MB's allowed on the question.

- Applicants can save the application as a draft and come back to the form to complete it (accessible on the Dashboard). The community foundation will not check for completeness until the form is submitted.



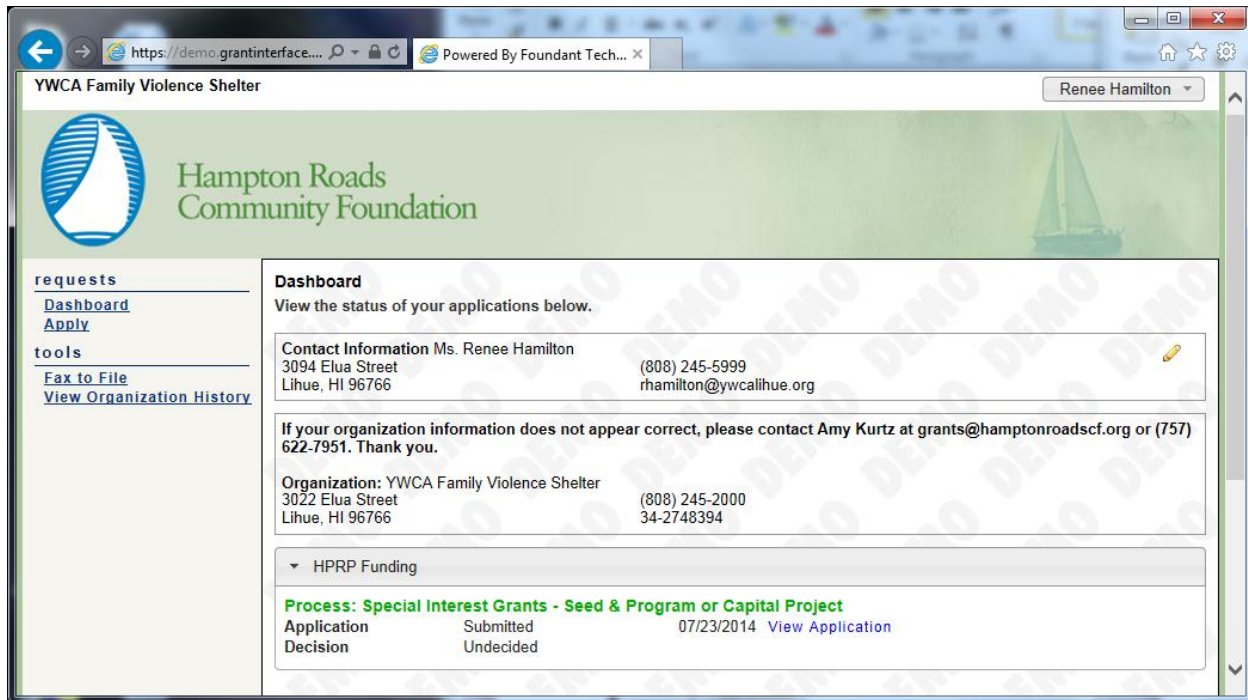
- When complete, select Submit Application; you will be directed to the screen below. Once you submit an application you can no longer edit it.



After the application is submitted you will receive an automated confirmation email. If you do not receive this email within 10 minutes, contact the foundation. You can also refer to your Dashboard to see what stage the application is in, if in doubt.

Select the Continue button and you will be directed to your dashboard.

## Dashboard



The left column has the following options:

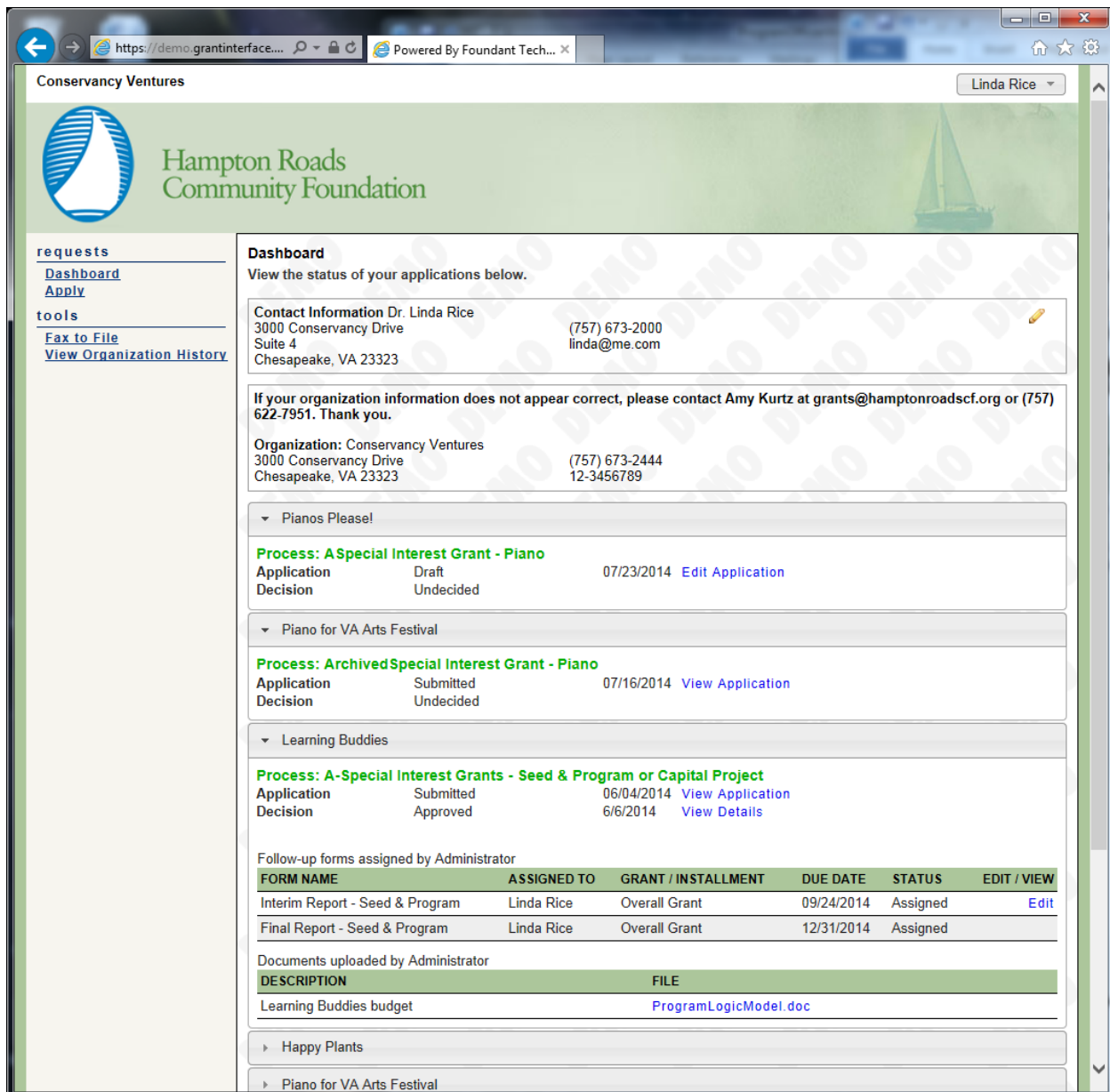
1. Dashboard – This is your homepage where you can check on the status of your grants. This page will display grants in progress, the status of your grants, and what the next form will be (e.g. Progress Reports). An example is below.
2. Apply – This allows you to review the available grants and apply.
3. Fax to File – Instead of scanning a document you can fax it to your computer. Using Fax to File helps shrink documents to a smaller file size. Instructions are provided once you click the link.
4. View Organization History – This shows:
  - a. All contacts associated with your organization
  - b. All grants that have been submitted by your organization to the foundation
  - c. The amount that has been granted for each, and
  - d. The total amount granted to your organization by the foundation

The center of your Dashboard shows:

1. Your contact information
2. The organization contact information
3. Your grant history, including grants currently in progress and grants in draft form

## Accessing Forms After Save and Submit

You will be automatically directed to your Dashboard when you logon (except your initial logon after registration when you are taken directly to the Application Page). This is where you can check on the status of your applications (i.e. draft, submitted, undecided, approved, denied), and what, if any, progress reports have been assigned (i.e. interim & final reports).



The screenshot shows a web browser window displaying the 'Conservancy Ventures' dashboard. The page header includes the organization's logo and name. A sidebar on the left contains links for 'requests' (Dashboard, Apply), 'tools' (Fax to File, View Organization History), and a user profile for Linda Rice. The main content area is titled 'Dashboard' and provides a summary of applications. It includes contact information for Linda Rice and the organization, a list of applications with their status and dates, and a table of follow-up forms assigned by the administrator.

**requests**  
[Dashboard](#)  
[Apply](#)

**tools**  
[Fax to File](#)  
[View Organization History](#)

**Dashboard**  
View the status of your applications below.

**Contact Information** Dr. Linda Rice  
3000 Conservancy Drive (757) 673-2000  
Suite 4 linda@me.com  
Chesapeake, VA 23323

If your organization information does not appear correct, please contact Amy Kurtz at [grants@hamptonroadscf.org](mailto:grants@hamptonroadscf.org) or (757) 622-7951. Thank you.

**Organization:** Conservancy Ventures  
3000 Conservancy Drive (757) 673-2444  
Chesapeake, VA 23323 12-3456789

▼ Pianos Please!

**Process: A Special Interest Grant - Piano**  
Application Draft 07/23/2014 [Edit Application](#)  
Decision Undecided

▼ Piano for VA Arts Festival

**Process: Archived Special Interest Grant - Piano**  
Application Submitted 07/16/2014 [View Application](#)  
Decision Undecided

▼ Learning Buddies

**Process: A-Special Interest Grants - Seed & Program or Capital Project**  
Application Submitted 06/04/2014 [View Application](#)  
Decision Approved 6/6/2014 [View Details](#)

Follow-up forms assigned by Administrator

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT / VIEW
Interim Report - Seed & Program	Linda Rice	Overall Grant	09/24/2014	Assigned	<a href="#">Edit</a>
Final Report - Seed & Program	Linda Rice	Overall Grant	12/31/2014	Assigned	

Documents uploaded by Administrator

DESCRIPTION	FILE
Learning Buddies budget	<a href="#">ProgramLogicModel.doc</a>

► Happy Plants

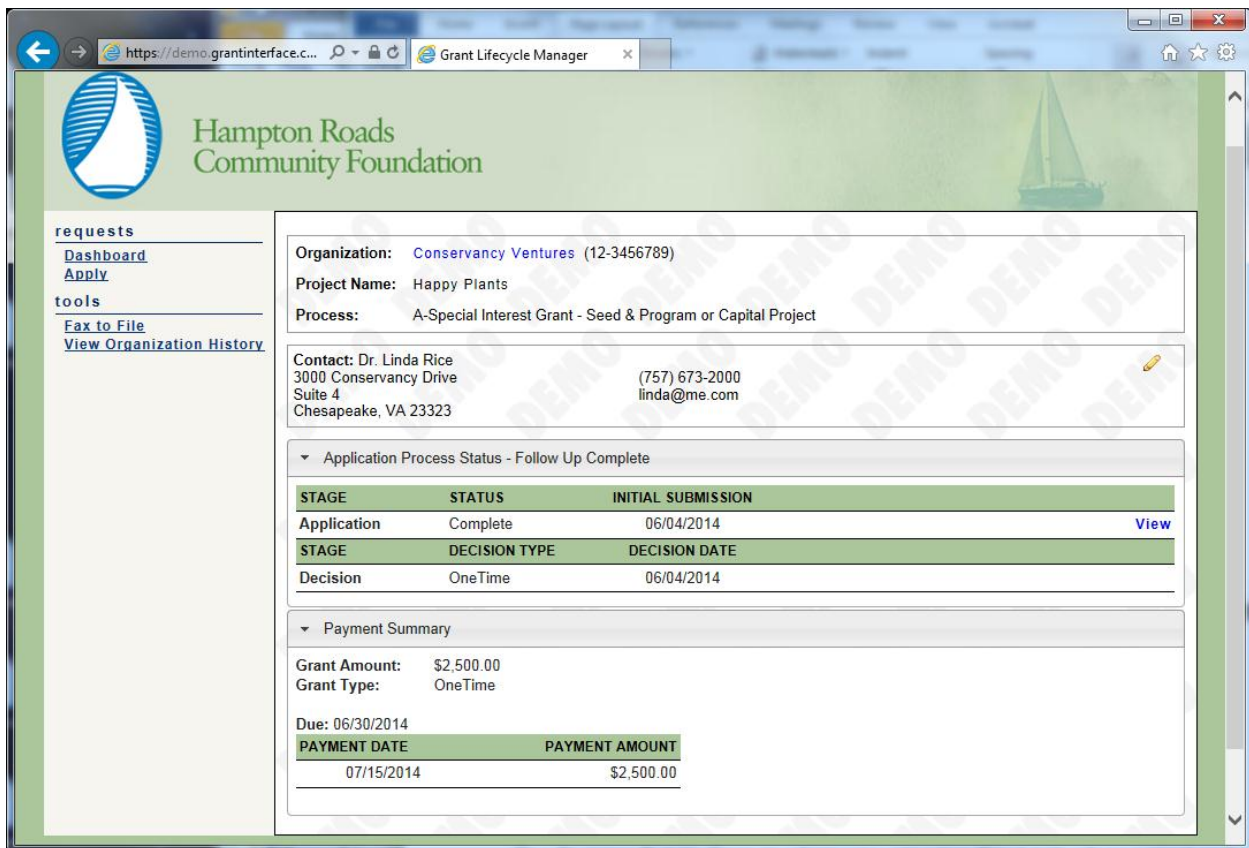
► Piano for VA Arts Festival



## Viewing Decision Details

The Decision Details Page is where you can view the details of your grant and payments that have been made. Click on the View Details hyperlink that appears once a grant has been approved or denied.

1. Please note that the decision will read “Undecided” until initial payment has been made. Payments will become visible only after they have been made.
2. If the request is Denied the Grant Amount will be \$0.00 and the Grant Type will be Denied.



The screenshot shows a web browser window with the URL <https://demo.grantinterface.c...> and a tab titled "Grant Lifecycle Manager". The page header features the Hampton Roads Community Foundation logo and name. A left sidebar contains links for "requests" (Dashboard, Apply), "tools" (Fax to File, View Organization History), and "requests". The main content area displays the following information:

**Organization:** Conservancy Ventures (12-3456789)  
**Project Name:** Happy Plants  
**Process:** A-Special Interest Grant - Seed & Program or Capital Project

**Contact:** Dr. Linda Rice  
 3000 Conservancy Drive  
 Suite 4  
 Chesapeake, VA 23323  
 (757) 673-2000  
 linda@me.com

**Application Process Status - Follow Up Complete**

STAGE	STATUS	INITIAL SUBMISSION
Application	Complete	06/04/2014 <a href="#">View</a>

STAGE	DECISION TYPE	DECISION DATE
Decision	OneTime	06/04/2014

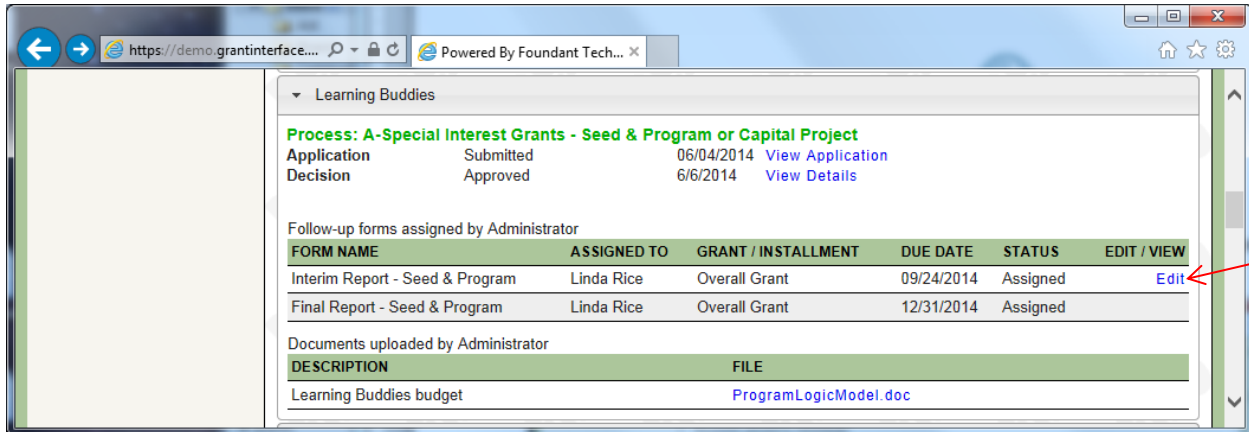
**Payment Summary**

**Grant Amount:** \$2,500.00  
**Grant Type:** OneTime  
**Due:** 06/30/2014

PAYMENT DATE	PAYMENT AMOUNT
07/15/2014	\$2,500.00

## Completing a Progress Report

To access and complete an interim and/or final report, click on the Edit hyperlink in the far right column below “Follow up forms assigned by Administrator”.



Learning Buddies

**Process: A-Special Interest Grants - Seed & Program or Capital Project**

Application Submitted 06/04/2014 [View Application](#)

Decision Approved 6/6/2014 [View Details](#)

Follow-up forms assigned by Administrator

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT / VIEW
Interim Report - Seed & Program	Linda Rice	Overall Grant	09/24/2014	Assigned	<a href="#">Edit</a>
Final Report - Seed & Program	Linda Rice	Overall Grant	12/31/2014	Assigned	

Documents uploaded by Administrator

DESCRIPTION	FILE
Learning Buddies budget	<a href="#">ProgramLogicModel.doc</a>

This will direct you to a form similar to the application which you are to complete. As with the application, you can save it as a draft to work on over time, or you can submit it for the foundation to review. Only the form that is due next will be accessible for viewing; final reports will be available after interim reports are submitted.