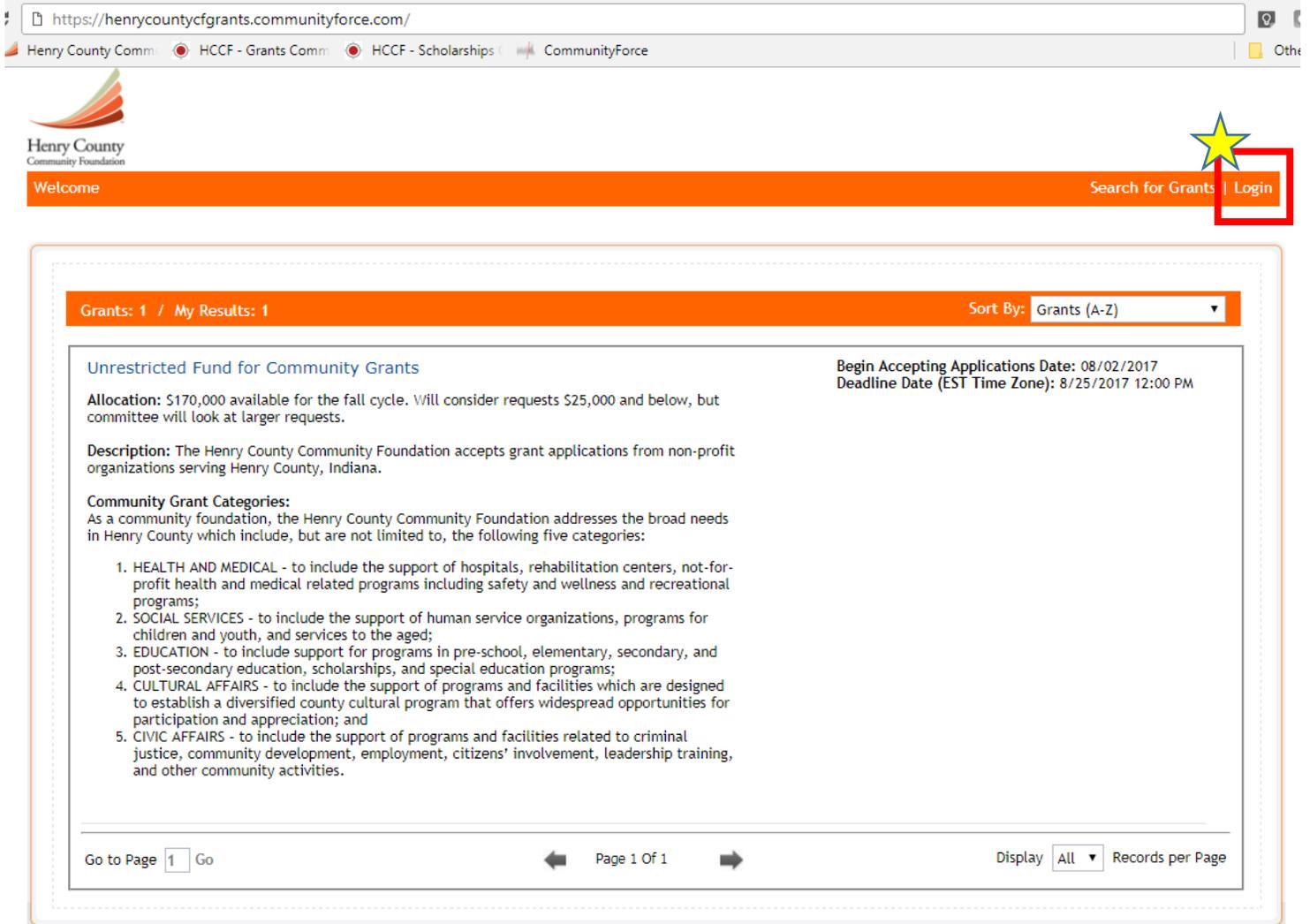


How to Access the Online Grant Application

1. Follow the link from the Foundation’s website to <https://henrycountycfgrants.communityforce.com/>

You will be taken to HCCF’s online grant website. This is what the landing page will look like below, where you will see all the available grants along with the date applications open and their due dates. All applicants will need to **Login**.



https://henrycountycfgrants.communityforce.com/

Henry County Comm HCCF - Grants Comm HCCF - Scholarships CommunityForce

Welcome Search for Grants Login

Grants: 1 / My Results: 1 Sort By: Grants (A-Z)

Unrestricted Fund for Community Grants

Allocation: \$170,000 available for the fall cycle. Will consider requests \$25,000 and below, but committee will look at larger requests.

Description: The Henry County Community Foundation accepts grant applications from non-profit organizations serving Henry County, Indiana.

Community Grant Categories:
As a community foundation, the Henry County Community Foundation addresses the broad needs in Henry County which include, but are not limited to, the following five categories:

1. HEALTH AND MEDICAL - to include the support of hospitals, rehabilitation centers, not-for-profit health and medical related programs including safety and wellness and recreational programs;
2. SOCIAL SERVICES - to include the support of human service organizations, programs for children and youth, and services to the aged;
3. EDUCATION - to include support for programs in pre-school, elementary, secondary, and post-secondary education, scholarships, and special education programs;
4. CULTURAL AFFAIRS - to include the support of programs and facilities which are designed to establish a diversified county cultural program that offers widespread opportunities for participation and appreciation; and
5. CIVIC AFFAIRS - to include the support of programs and facilities related to criminal justice, community development, employment, citizens' involvement, leadership training, and other community activities.

Begin Accepting Applications Date: 08/02/2017
Deadline Date (EST Time Zone): 8/25/2017 12:00 PM

Go to Page 1 Go Page 1 Of 1 Display All Records per Page

Click the **Login** button at the top right of the screen.

2. You will be brought to the Login page, which will allow you to return to the site to work on your application once you have already created an account. **If you are a New Applicant/First Time User**, you will need to click on the **Create New Account** button in the bottom middle of the screen. If you have submitted a grant application before, please use the Login fields to the left. If you have forgotten your password, you can click on the blue "Forgot Password?" link or contact the administrator via email.



Welcome

Search for Grants | Login

Login

Sign in

*Email

*Password

Password is case sensitive.

Login Cancel

[Forgot Password?](#)

Welcome to the Henry County Community Foundation Grant Site

New Applicants:
To begin a new application click the "Create New Account" button below. Your account will be created and tied to your email address.

Existing Applicants:
Enter your Username and Password to complete the application. *(This is your email address and password used to set up your account.)*

Forgot Password:
Click on "Forgot Password" and enter your Login email address to reset the password. An email will be sent to you to reset your password. After you reset your password another email will be sent to confirm the change.



3. You will now be asked to create a user account in order to begin your first grant application. Your Login ID is simply an email address and unique password that you provide to the system. Hit **SUBMIT** when complete.

Registration

Please provide the information requested below to create your user account. Be sure to remember your login email address and password for future use. Once you have registered, you may return to the system at any time to begin or complete an application.

* Organization:	Henry County Community Foundat
* First Name:	Katina
* Last Name:	Reedy
* Login Id (Email Format):	katina@henrycountycf.org
* Password:	<input type="password"/>
* Confirm Password:	<input type="password"/>



4. After creating your user account, you can now begin your application.

[Return to Search List](#)

Unrestricted Fund for Community Grants

Begin Accepting Applications Date: 07/11/2017

Deadline Date (EST Time Zone): 8/25/2017
12:00 PM

[Apply](#)

Description:

[Grant Guidelines, Policies and Application Process](#)

In order to most effectively fulfill its philanthropic responsibilities in Henry County within the limits of its resources, the Henry County Community Foundation's grant program will emphasize change-oriented and focused types of grants. The grants program will be operated in accordance with the following guidelines and polices.

1. GRANT GUIDELINES

- a. That the Foundation's grants program will strive to anticipate the changing needs of the community and be flexible in responding to them:

5. Each application is divided into different sections, or modules, to gather information about your organization for the committee. Depending on the grant, some applications may require you to provide more data than others, such as the Community Grant application.

BE SURE TO SAVE YOUR WORK AS YOU GO. THERE IS A “SAVE” or “SAVE & RETURN TO DASHBOARD” BUTTON IN EACH SECTION.

Example: Unrestricted Fund for Community Grants Application (Spring or Fall Cycle)

a. Once you select the grant you’re applying for, you will be taken to the dashboard and see the different sections that need to be filled out. Each section will need to read 100% in order to submit.

My Applications > Unrestricted Fund for Community Grants

Deadline for Submission: 8/25/2017 12:00 PM

Preview Application Import Responses from Existing Applications Add Collaborator **Final Review and Submit**

Thank you for your interest in the **Henry County Community Foundation** grant opportunity and welcome to your dashboard.

Important Instructions:

- **When you see a blue information icon ⓘ, just hover over it to view the tip.**
- Click on any section and fill in the answers to questions, as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.
- When you are ready to submit, click the “**Final Review and Submit**” button to verify your attachments have uploaded correctly and the application contains all necessary information.

Note: The file size for each document uploaded should not exceed 10mb/upload. Time given is in Eastern Time Zone (EST).

Section	Progress	Deadline
General Information ⓘ	6%	8/25/2017 12:00PM
Required Attachments	0%	8/25/2017 12:00PM
Program Narrative	0%	8/25/2017 12:00PM
Grantee Signature	0%	8/25/2017 12:00PM

b. In the “General Information” section it will ask you to provide your EIN Number **only** if you are a 501c3 nonprofit. This is found on your IRS determination letter, which you will also be asked to provide in the “Required Attachments” section, but only if you are a 501c3 or are being sponsored by a 501c3. If you are being sponsored by a 501c3, you must use their EIN Number and upload their IRS determination letter.

**Indicates required field*

General Information

*Name of the Organization: Henry County Community Foundation

*Type of Organization: 501 c 3 Government Entity School Entity Other

*EIN Number: 311170412 ⓘ

*Do you require a sponsoring organization? Yes No

c. If you require sponsorship from another organization, use their EIN number and determination letter (if they are a 501c3), but the rest of the contact information will be **your organization's** information.

General Information

Sponsored Organization

*Name of the Organization: ABC Group

*Type of Organization: 501 c 3 Government Entity School Entity

Sponsoring Organization's Information

*EIN Number: 311170412

*Do you require a sponsoring organization? Yes No

Sponsoring organization (if applicable): Henry County Community Foundation

Contact Details

Sponsored Organization

*Name: ABC Contact

*Email: abc@abc.org

*Title: ABC Director

When you fill in all the remaining contact information, be sure to **SAVE**.

d. In the “Required Attachments” section, you will be asked to upload additional documents for your application such as quotes for project items, financial statements, your board of directors list, and IRS determination letter (for 501c3 organizations). This section also contains the budget section.

My Applications > Unrestricted Fund for Community Grants

Deadline for Submission: 8/25/2017 12:00 PM

Preview Application Import Responses from Existing Applications Add Collaborator **Final Review and Submit**

Thank you for your interest in the **Henry County Community Foundation** grant opportunity and welcome to your dashboard.

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Note: The file size for each document uploaded should not exceed 10mb/upload. Time given is in Eastern Time Zone (EST).



General Information
16%
Deadline
8/25/2017 12:00PM



Required Attachments
0%
Deadline
8/25/2017 12:00PM



Program Narrative
0%
Deadline
8/25/2017 12:00PM



Grantee Signature
0%
Deadline
8/25/2017 12:00PM

**Indicates required field*

Required Attachments

Please upload the below followings in pdf, doc, docx, xls, xlsx, pages:

Upload Two (2) competitive quotes (*highly recommended*): 
Book Quotes.pdf
[Delete File](#)

*Upload List of members of governing board:
2017 HCCF Board of Directors.pdf
[Delete File](#)

*Upload Current month financials (*last full month*): 
Financials.pdf
[Delete File](#)

*Upload Year-to-date financial statement: 
Financial Statement.pdf
[Delete File](#)

*Most recent financial audit OR year-end financial statement (990 Tax Return): 
HCCF 990 Form.pdf
[Delete File](#)

*Copy of 501(c)(3) tax exemption ruling letter from IRS:
Tax exempt 501c3 letter.pdf
[Delete File](#)

e. To the left you can see an example of what documents you are required to upload as part of the **Community Grant** application.

--Two (2) Competitive Quotes (recommended)

--List of Governing Board (required)

--Current month financials (last full month in that year, required)

--Year-to-date financials (required for Fall)

--Year-end financial statement (last full calendar year, required)

--501c3 tax ruling letter from IRS (required for 501c3 organizations only)

When you have uploaded your documents, be sure to **SAVE**.

f. In the “Required Documents” section, you will also be asked to fill-in information regarding your project’s budget. You **must** use the Grant Project Budget Form provided in this section. It is a simple Excel sheet that calculates project totals as you add in line items.

Grant Project Budget

Note: Please do not use commas for your financial figures.
Typically, Total Program Income = Pending Income + Secured Income

*Amount Requested from HCCF:

Budget dates for grant period:
(When is the project taking place)

*From Date: 
Please click on the calendar icon to enter date in (MM/dd/yyyy e.g., 07/25/2017 format).

To Date: 
Please click on the calendar icon to enter date in (MM/dd/yyyy e.g., 07/25/2017 format).

Please download the Grant Project Budget Form and upload it back once filled.

[Grant Project Budget Form.xlsx](#) ←

*Upload your filled Grant Project Budget:
Grant Budget.pdf
[Delete File](#)

*List in Kind (non-cash) contributions:
(Example, donated food or building materials)

Once you have uploaded your budget and information, be sure to **SAVE**.

g. Below is an example Budget Form using the one provided for the Community Grant application. Be sure to list the HCCF Grant as a “pending” source of income on your budget sheet.

INCOME				
<i>Be sure to list "HCCF Grant" as income pending</i>				
Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.				
Source	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
Fundraiser	\$1,000.00		\$1,000.00	Completed
Donations	\$500.00	\$250.00	\$250.00	Awaiting \$250 in pledges
HCCF Grant	\$500.00	\$500.00		Applying for grant cycle
TOTAL INCOME	\$2,000.00	\$750.00	\$1,250.00	
**Remember, Total Income should equal Total Expenses for this project in order for you to complete it.				
INCOME = EXPENSES				
EXPENSES				
List where your <u>project</u> expenses are going to. <i>Be sure to list HCCF Grant in "This Request" (add additional lines if needed)</i>				
Source	This Project (\$)	This Request (\$)	Notes	
Books	\$500.00	\$500.00	Asking for HCCF grant to cover books	
Food	\$500.00			
Games/Prizes	\$100.00			
T-shirts	\$250.00			
Backpacks	\$650.00			
TOTAL EXPENSES	\$2,000.00	\$500.00		

<<HCCF Grant Pending

<<Be sure to specify on the budget what you want the HCCF Grant to pay for in “This Request” (can cover multiple items)

Remember, **Total Income = Total Expenses** for your project in order for you to complete it.

h. In the “Program Narrative” section you will be asked more in-depth questions about your organization’s mission, who the project will reach, ect.

My Applications > Unrestricted Fund for Community Grants

Deadline for Submission: 8/25/2017 12:00 PM

Preview ApplicationImport Responses from Existing ApplicationsAdd CollaboratorFinal Review and Submit

Thank you for your interest in the **Henry County Community Foundation** grant opportunity and welcome to your dashboard.

Important Instructions:

- **When you see a blue information icon ⓘ, just hover over it to view the tip.**
- Click on any section and fill in the answers to questions, as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.
- When you are ready to submit, click the “Final Review and Submit” button to verify your attachments have uploaded correctly and the application contains all necessary information.

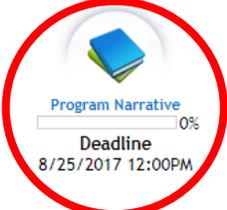
Note: The file size for each document uploaded should not exceed 10mb/upload. Time given is in Eastern Time Zone (EST).



General Information
Deadline 6%
8/25/2017 12:00PM



Required Attachments
Deadline 0%
8/25/2017 12:00PM



Program Narrative
Deadline 0%
8/25/2017 12:00PM



Grantee Signature
Deadline 0%
8/25/2017 12:00PM

***Other Funds:** Do you have funds within your budget to help with the cost of the project? Who has given or pledged funds for your project? Where else are you seeking funds? (5-250 words)

<<You will also be asked about funding options you may be pursuing to help with this project, such as other funders, donations, or even using some of your own money to partially cover expenses.

***Future Funds:** How will this project be financed in the future? (5-250 words)

<<Future Funds: If you plan to keep this project going, we want you to share how you intend to do that.

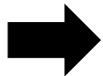
If you are at a loss for other funders, please consider utilizing the **Directory of Indiana Grantmakers**, an online search tool that you can access at the New Castle-Henry County Public Library. Visit our [website](#) for more information.

The **Indiana Youth Institute** also has a collection of grants and fundraising resources online. Visit <https://www.iyi.org/grants-fundraising/> for more information.

Once you have entered all your narrative information, be sure to **SAVE**.

are unanswered required question/
ploaded correctly and the applicati
ne (EST).

i. School and Government entities are also required to have to approval of Superintendent or Town Council Presidents for the **Community Grant**. From the dashboard you will click on the "Request" section which will take you to a list of instructions regarding how to contact the appropriate official. When you click on "Superintendent/Town Council President" you will be taken to a new screen



10. If the recipient declines this request, you will be sent an email indicating their denial. You must return to the "Request Section" icon and enter contact information for the new person receiving this request.

11. If your Recipient has not received the email request that was sent, it is possible the request went into their spam folder or was blocked by their mail server's firewall. Please ask them to check their spam folder. You may also resend the request by following step 10 above.

Request For	Requested From	Email	Status	Requested Date	Received Date
Town Council President			Not Requested		

Return To Dashboard ▶

10. If the recipient declines this request, you will be sent an email indicating their denial. You must return to the "Request Section" icon and enter contact information for the new person receiving this request.

11. If your Recipient has not received the email request that was sent, it is possible the request went into their spam folder or was blocked by their mail server's firewall. Please ask them to check their spam folder. You may also resend the request by following step 10 above.

Section: Town Council President

Name:

Email:

Optional: (Additional details provided here will be included in the email for this request.)

▶ ▶

You will then be given a place to type in that individual's contact information, including their name and email. You may also include an optional message for that person about the project, but if you don't the email they get will prompt them about what to do. Always contact them prior to sending out the email.

You'll want to give the person you're sending the request to plenty of time to respond, so don't wait until the last minute to send it out.

j. If you do not have a “Request” section, the final thing you need to do before submission is to make sure that you complete the “Grantee Signature” section. You access this from the dashboard.

In this section you will need to do three things. Check **Yes** to the statement “To the best of my knowledge the above information is true and valid. Type your name exactly as it is presented as your Electronic Signature. And select **Yes** to the final statement “As grantee, I attest HCCF grant funding will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.”

[My Applications](#) > [Unrestricted Fund for Community Grants](#) > [Grantee Signature](#)

Grantee Signature Auto Save in 9:54

Save your work as you go!!

You have the option to save your work and submit the application at a later time. Although each section has Auto Save, please be sure to click the “Save” button at the bottom of the section to save your work. There is a time-out feature for security purposes. If the page remains idle for 10 minutes, it will not save your work, and will require you to log back in.

Please complete the required fields. You may save and return to the application dashboard by clicking Save and Return to Application. You can return any time to complete the process.

**Indicates required field*

Grantee Signature

*To the best of my knowledge the above information is true and valid. Yes ←

Electronic Signature *Signature:

Enter your name as “Katina Reedy” to Confirm your Electronic Signature.

*As grantee, I attest HCCF grant funding will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders. Yes No ←

Save ▶

Save & Return to Dashboard ▶

Return to Dashboard ▶

Once you have completed these steps, be sure to **SAVE**.

k. After you have filled out all the sections completely, all your progress bars below the modules will now read 100%. If you have a “Request” section, once that comes back with the electronic signature that will also be at 100%. The final thing for you to do with your application is to click on the red **Final Review and Submit Button**. This allows you to check over things one last time and go back and make any needed changes.

My Applications > Unrestricted Fund for Community Grants

Deadline for Submission: 8/25/2017 12:00 PM

Preview Application | Import Responses from Existing Applications | Add Collaborator | **Final Review and Submit**

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 General Information 100% Deadline 8/25/2017 12:00PM	 Required Attachments 100% Deadline 8/25/2017 12:00PM	 Program Narrative 100% Deadline 8/25/2017 12:00PM	 Grantee Signature 100% Deadline 8/25/2017 12:00PM
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After you make any changes and your application is ready, you can hit the final submit button and it will be ready for administrative and then committee review. You will get an automated email sent to your inbox notifying you that your submission was successful.

Your application has been received

admin@communityforce.com <admin@communityforce.com> Jul 13

to kmreedy2

Dear Katina Reedy,

Your application for the Unrestricted Fund for Community Grants has been received. If you have questions regarding this application, please contact katina@henrycountycf.org.

This is an automatic notification from Henry County Community Foundation Grants. The contents of this email are intended for the named addressee(s) only. It contains information that may be confidential. If you received this email in error please email Application Administrator immediately and then kindly delete it. Unless you are the named addressee or an authorized designee, you may not use, copy or reproduce this email in any form or disclose it to another party.

If you have any questions, feel free to contact us at the office at 765-529-2235.