



# Online Application Instructions & Tips

## Step 1 – Visit Our Website

## Step 2 – Create an Account and Login

- You are required to create an account (with an email address and password) to access your organization’s applications and monitor submission.
- Keep a record of your account login ID and password. **Your login information will be used for all future requests and reporting. We do not have access to your password, only the username that is associated to a specific request.**
- You may have multiple accounts for each organization, but please realize that each application will be tied to the account from which it was submitted. When there is staff turnover, you may want to contact us to have their account transferred to another staff member.

## Step 3 – Create, Save and Submit an Application

If you are unable to complete the entire application, you have the option of saving your work and completing the application at a later time.

1. At the bottom of each page is a button to “Save & Finish Later.” Click on the button.
2. You will be brought to your “My Account Page” where you will see the name of the application and the date it was last updated.
3. There is no “log out” button. You will be automatically logged out when you close your web browser or when you click the “Exit” button on the top right corner of the screen.
4. To submit your application you will go to the “Review Application” page and click on “Submit” at the bottom of the page. You will receive a confirmation email, please ensure [grants@ifound.org](mailto:grants@ifound.org) is on safe list.

### Retrieving a Saved Application

Select “Account Login” on our website and login. After logging in, you will be brought to the “My Account” page where you can manage applications that are in progress or have been submitted. That page should look something like this:



Greater Pine Area Endowment  
Isle Area Community Foundation  
Longville Area Community Foundation  
Morrison County Area Foundation  
Rum River Community Foundation  
Staples Motley Area Community Foundation  
Three Rivers Community Foundation  
Sauk Rapids-Rice Education Foundation  
Pillager Education Foundation

[Change E-mail/Password](#)

[Contact Us](#) [Exit](#)

[Applications](#) [Requirements](#)

#### Applications

The applications listed are either "In Progress Applications" or "Submitted Applications" from your organization. To view a different list, use the "Show" drop down menu on the right side of the screen. You will not be able to make any changes to your submitted applications. You may view your application by clicking on the Application Name of the record you would like to view.

Show

Application Name	Project Title	Requested	ID	Last Updated	Action
------------------	---------------	-----------	----	--------------	--------

If you see multiple instances of the same application and you are NOT submitting a proposal for multiple programs, you probably initiated a new one when there was already one started. To delete an application, click on the garbage can located under the "Action" column.

### General Reminders

- Remember to upload your attachments before submitting your application.
- If you wish, print a copy of your application for your records. A copy also will be included in the confirmation email you'll receive upon submitting your inquiry or application.

### Button/Link Descriptions

- **Save & Finish Later** - At the bottom of any page of the application you can click "Save & Finish Later." By selecting this button, it will save your data and you will be able to return later to complete your application.
- **Review My Application** - Fields from all pages of the application are listed on one page. You may change the data in any field.
- **Printer-Friendly Version** - Print the application, including all questions and answers in the order in which they appear on the application form.
- **Review & Continue** - Review your application and then submit it.
- **Submit** - Do not click on the "Submit" button until you are completely done with your application and have uploaded the required attachments. You will not be able to retrieve or edit your application once it has been submitted.

### Questions?

If you have questions about our online grant application system, or if you experience technical issues, please contact Jolene Howard at [jhoward@ifound.org](mailto:jhoward@ifound.org) or (320) 632-9255, extension 2054.