



Weld Community  
Foundation

## **How to Apply for a Grant**

The Community Foundation recently implemented a new Online Grant Management system in an effort to make it easier for you to apply for and manage your grants online. Please read the instructions below before beginning an application. All Community Foundation grant applications should be made online unless otherwise noted.

### **How it Works:**

A grant applicant creates an account in the [Online Grants Manager](#), and then logs on to that account to start a new grant application. Your application can be saved as a draft, and when you log on again it's easy to return to that draft, make edits, and submit the application. Each account maintains a record of the application history that you can access at any time. Once a grant is awarded, the Online Grants Manager allows grantees an easy way to see the status of their grant, check due dates, and submit electronic grant reports right from their account. We recommend that you carefully read the instructions and reference materials found on this page before registering and starting your first application.

### **Creating your online account**

All applicants are required to create an account. We suggest creating your account well in advance of the grant deadline to avoid any last minute issues. At the time of registration you are required to enter the following information:

- A username that is an email address
- Your contact information
- Your organization's information, including the EIN/Tax ID number (required)
- Contact information for the organization's Executive Officer

## **Managing your online account – for organizations**

The first person to register enters the organization's information, which creates the organization profile. It's important to enter this information accurately at registration. For an organization to easily view its full history of grants and requests, we recommend consolidating all applications into one user account. (The Community Foundation will be adding historical grant information in the next few months). If you are unsure whether your organization already has an account or if you need to be added to an existing account, please contact the Foundation at [info@weldcommunityfoundation.org](mailto:info@weldcommunityfoundation.org) or 970-304-9970 to discuss your options. (Additional users can be added by Community Foundation staff.)

## **Managing your online account – for users**

Once your account is set up, your account dashboard is displayed on screen every time you log in. From the dashboard, you can do the following:

- Edit your contact information
- Begin the application process
- Access application drafts and submitted applications
- View details and complete the report process for grant awards

A user account can only be connected to one organization at a time. If you are a grantwriter for multiple organizations, please contact us to discuss your options.