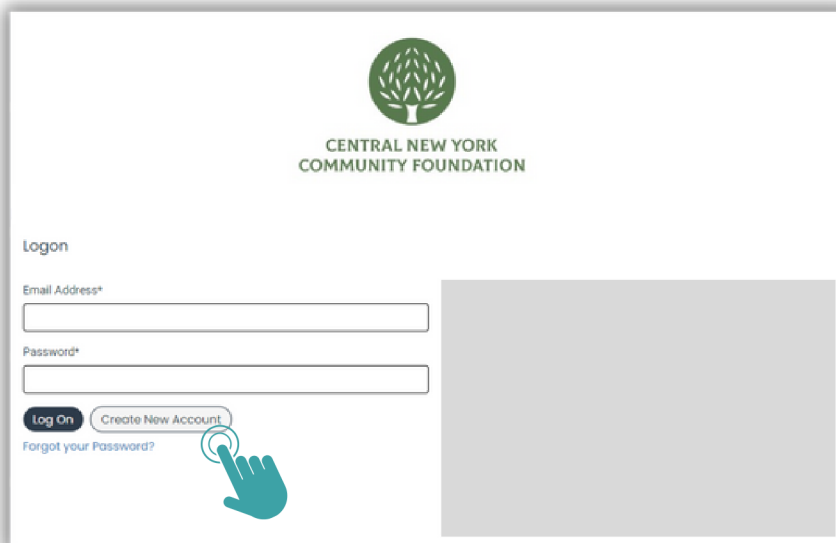


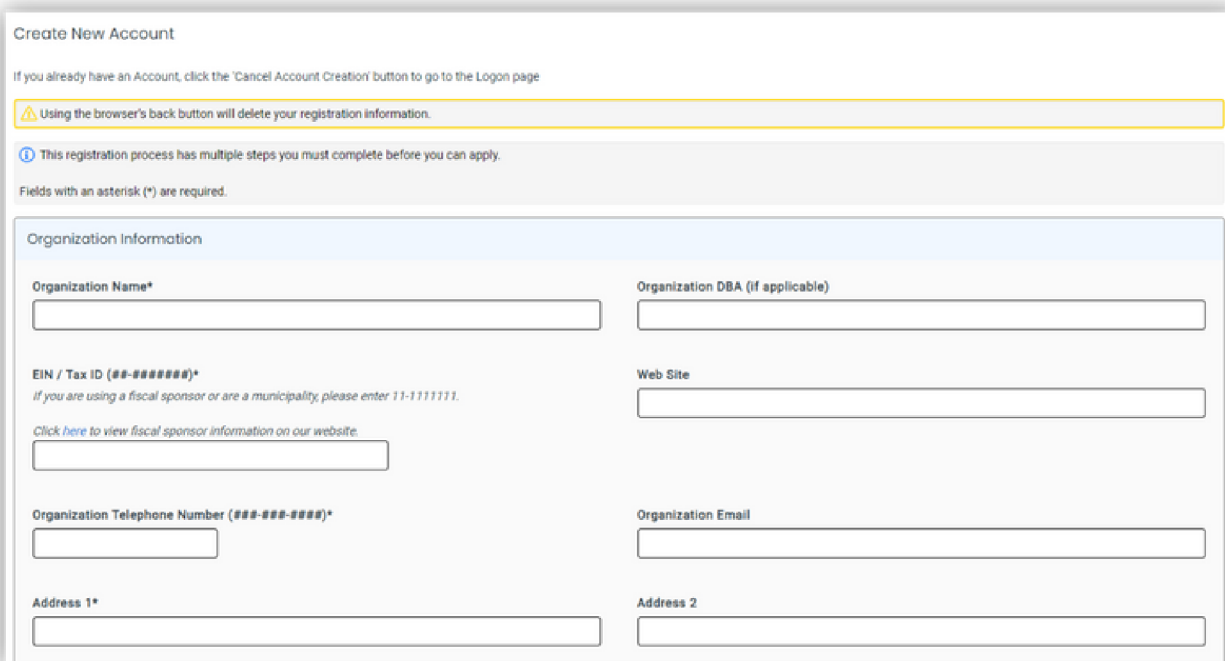
STEPS TO CREATE AN ACCOUNT

You will access the system via the log on page. It's recommend that you bookmark this page in your internet browser for ease of access. Select the **Create New Account** button. If at any time after creating an account, you can't remember your password, you may click on the **Forgot Your Password** button, enter your email address and will be sent a link to reset your password.

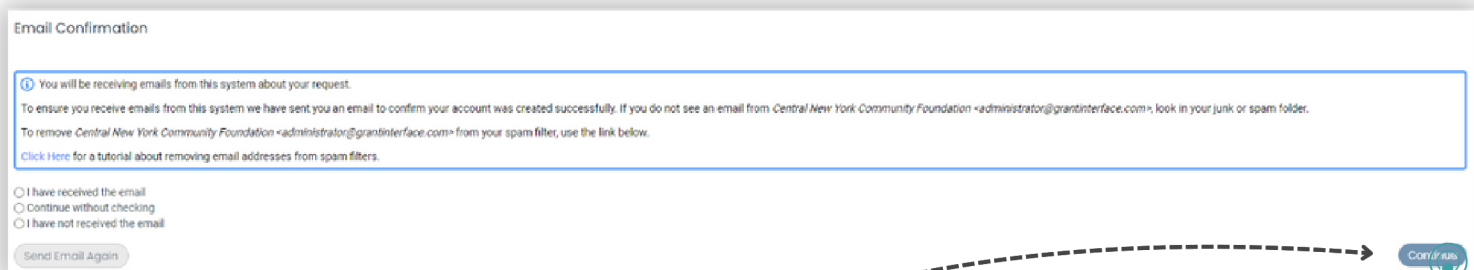
- 1 Begin by creating an account in the Grants Portal, start by visiting our logon page.
- 2 Click the **Create New Account** button.



- 3 Complete the Registration Form for yourself and your organization. After filling out all the information, click **Create Account**.



- 4 The next page asks you to verify that you received your confirmation email. This helps ensure that you will receive other communications from this organization about your application.



Email Confirmation

i You will be receiving emails from this system about your request.
To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from Central New York Community Foundation <administrator@grantinterface.com>, look in your junk or spam folder.
To remove Central New York Community Foundation <administrator@grantinterface.com> from your spam filter, use the link below.
[Click Here for a tutorial about removing email addresses from spam filters.](#)

☐ I have received the email
☐ Continue without checking
☐ I have not received the email

[Send Email Again](#)

[Continue](#)

- 5 Click **Continue** to finish the registration process.

Now you have an account in this system, and remember, this is an account that you will use for both present and future applications.

Click here to view a Foundant walkthrough video tutorial

<https://support.foundant.com/hc/en-us/articles/4479853059991-GLM-Applicant-Tutorial>

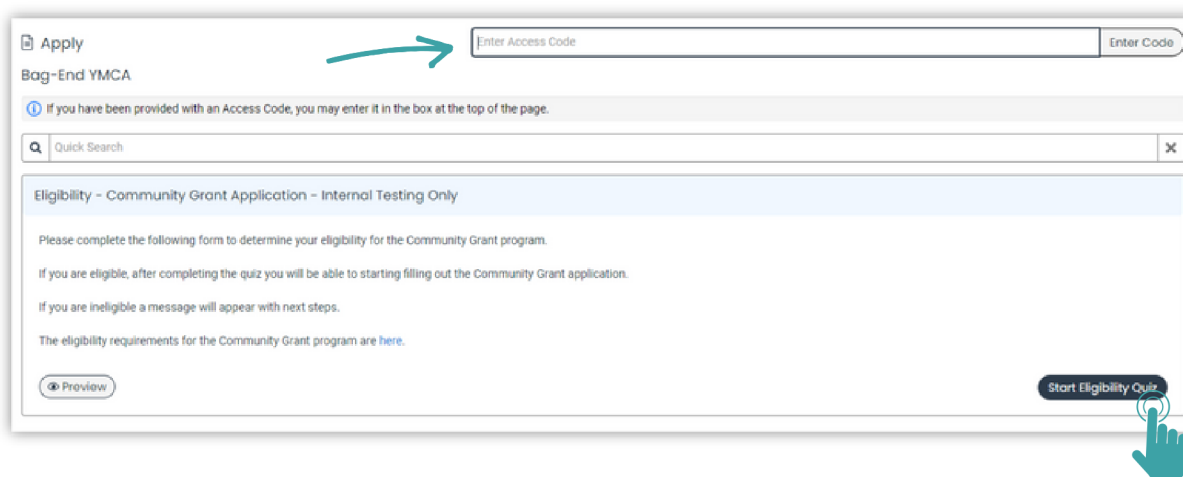
Other options for logging in:

- If you have already created an account, enter your information and click Log On.
- If you have already created an account but have forgotten your password, click Forgot Your Password to reset it.

APPLY FOR FUNDING

Upon confirming your email address and creating your CNYCF Grants Portal account, you will be immediately taken to the **Apply** page. On this page, you will see any open grant opportunities listed under the **Quick Search** bar. This page will also show you any relevant deadlines and other applicable information related to them.

You can preview an application without having to complete any work by clicking on the **Preview** button. If the application has an eligibility quiz, you will not be able to preview the application until you have passed. To start a request, click on the blue **Apply** button under the opportunity you'd like to apply to. If you have an access code for a specific application, you can enter that in the field at the top.



Apply

Bag-End YMCA

i If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Q Quick Search

Eligibility - Community Grant Application - Internal Testing Only

Please complete the following form to determine your eligibility for the Community Grant program.
If you are eligible, after completing the quiz you will be able to start filling out the Community Grant application.
If you are ineligible a message will appear with next steps.
The eligibility requirements for the Community Grant program are [here](#).

[Preview](#) [Start Eligibility Quiz](#)

NAVIGATE THE APPLICANT DASHBOARD

To access your organization's Applicant Dashboard, click the  icon at the top of your page.



On the Applicant Dashboard page, you are able to review your contact information, your organization's information, and all active and historical grant application requests. If your organization's information is incorrect, you can correct it here or by emailing grants@cnycf.org for assistance.

If you wish to edit your account information or change your password, click your name in the type right. This will expand a drop-down menu. If you click [Edit my Profile](#) or [Edit Organization](#), you will be able to update your user information, your organization's address, or change your password. Be sure to click save in the bottom right once you've finished.

The **Active Requests** tab houses all current requests. These are the requests still requiring action, awaiting a decision and/or requests that have not yet been marked closed by the site administrator. Within each request you can see forms, form statuses and submission dates and, if applicable, form deadlines.

Community Parks Program				
Process: Community Grant Application - Internal Testing Only				
Application	Draft	05/16/2024	Due by 09/06/2024 11:59 PM EDT	Edit Application
Decision	Undecided			

Within an active request:

- Continue working on saved application or follow-up forms by clicking the edit option next to the form.
- View forms that have been submitted (once submitted you cannot edit them).
- View the request's decision status.
 - The status will be **Undecided** until the site administrator posts a decision. Timing on decision status updates varies depending on the application and review committee.

If your request is approved, you may be assigned **Follow Up Forms** to be completed and submitted through the Grants Portal. The Applicant Contact will receive an email for each follow up assigned from the Grants Portal.

- The Grants Portal considers all these to be Follow Up Forms:
 - Grant Agreements
 - Pre-Award Form
 - Progress Reports
 - Final Reports
- Follow Up Forms are completed and submitted like other forms/applications.
 - You will receive an email notification for each Follow Up Form from the administrator@grantinterface.com email
 - Due Dates for certain forms will be communicated in the notification email.
- Follow Up Forms that are past due will be marked as such.
 - If the past due message is reflected in **orange**, you may still submit the form.
 - If the past due message is reflected in **red**, you no longer have the option to submit the form.

Denied requests and requests marked closed by the site administrator are housed in the **Historical Request** tab.