

# Wayne County Community Foundation Online Grant Proposal Application Tutorial

The Wayne County Community Foundation is pleased to offer an online grant proposal application process for our competitive grant cycles.

This tutorial will provide step-by-step instructions on how to submit your organization's grant proposal application.

To begin the online grant proposal application process:

1. Click on the provided link (ie. Spring 2013 WCCF Grant Application).
2. If you are a new applicant, use the "New Applicant?" link, on the sign-in page, to create an account login, which will require an email address and password. Click "Continue".
3. If you already have an account, login using your email address and password.



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## Please Sign In

### Welcome to the Wayne County Community Foundation Online Application System!

1. If you are a new applicant, please use the link below to create an account login.
2. If you are a returning applicant, please enter your email and password to access your saved and completed applications.
3. If you are creating an online proposal on behalf of the project's primary contact, please use their account login to ensure proper distribution of future correspondence concerning the proposal.

E-mail

[New Applicant?](#)

Password

[Forgot Password?](#)

Login

4. Once you are logged in, you will be asked to enter your organization's EIN/Tax ID number.



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To begin the WCCF grant application process, please enter your EIN/Tax ID below, in this format xx-xxxxxxx.

Please enter your EIN/Tax ID:

5. After clicking OK, the Pre-Proposal Screening Page appears.



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**Pre-Proposal Screening**

Are you a non-profit, tax-exempt, charitable organization or a qualified governmental agency?

Will this project benefit the residents of Wayne County, Ohio?

Which best describes how this grant would be used?

I certify that the information contained in this application is factual and that I have read the terms and conditions and agree to comply with them or my application will be denied.



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### Pre-Proposal Screening

Are you a non-profit, tax-exempt, charitable organization or a qualified governmental agency?

Will this project benefit the residents of Wayne County, Ohio?

Which best describes how this grant would be used?

I certify that the information contained in this application is factual and that I have read the terms and conditions and agree to comply with them or my application will be denied.

6. Answer the three questions by selecting an answer from the drop down options under each question and certify your information.
7. After clicking the “Submit” button, if the proposal meets our funding guidelines, the “Organization Information” screen will appear. If the proposal does not meet our funding guidelines, a message will appear and you will not be able to submit your proposal.



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[Contact Us](#) | [Help](#)

**1 Organization Information**   **2 Contact Information**   **3 Proposal Information**   **4 Attachments**   **5 Review My Application**

### Organization Information

Printer Friendly Version

♦ Required before final submission

♦ Organization Name  
Please list exact legal name.

♦ Address   ♦ Address2  
  

♦ City   ♦ State   ♦ Zip Code  
     

♦ Work Phone   ♦ Fax  
Please use this format (xxx) xxx-xxxx   Please provide in this format (xxx) xxx-xxxx  
  

Web Site

♦ Date Incorporated   ♦ EIN/Federal Tax ID  
Please enter in this format xx/xx/xxxx. If exact date unknown, enter date as 01/01 and then include the year /xxxx.   Please provide in this format xx-xxxxxxx  
  

Grantee Type  
☒ None   ☐ Arts Related   ☐ Civic   ☐ Education Related   ☐ Conservation/Environment   ☐ Government Entity   ☐ Health   ☐ Historical Preservation   ☐ Hospital  
☐ Human Service   ☐ Other   ☐ Religious   ☐ Youth Program

[Printer Friendly Version](#)

☒ None
 ☐ Arts Related
 ☐ Civic
 ☐ Education Related
 ☐ Conservation/Environment
 ☐ Government Entity
 ☐ Health
 ☐ Historical Preservation
 ☐ Hospital
 ☐ Human Service
 ☐ Other
 ☐ Religious
 ☐ Youth Program

8. Fill in your organization's information. (Please note items marked with a red diamond are required fields.)
9. Continuing down the page, provide the contact information for the individual who is considered the head of the organization, as shown below.

Please enter E-mail Address again

10. Then, as shown on the next page, provide the requested information about your organization. (Please note items marked with a red diamond are required fields.)

◆ Summarize your organization's history.

Word count 0 of 275

◆ State your organization's mission and goals.

Word count 0 of 75

◆ List any agencies with which your organization is affiliated.  
If you are not affiliated with any organizations please enter "None".

Word count 0 of 120

◆ Briefly describe current programs, activities, accomplishments for your organization.

Word count 0 of 275

◆ List the Trustees and Officers of your organization.

Word count 0 of 120

Save & Finish Later

Next

11. Once you have completed the Organization Information page, you may “Save & Finish Later” or click “Next” for the next page.

Each of these boxes have a word counter and spell check is available by clicking on the purple check mark.

Please note that once the Organization Information page is completed and saved, this information will appear automatically in future grant proposal applications for your organization (if the same login is used) and only updating may be needed.



1 Organization Information

2 Contact Information

3 Proposal Information

4 Attachments

Contact Information

♦ Required before final submission

Proposal Primary Contact

Please provide the primary contact or the "day-to-day" contact for this project.

Prefix Examples: Mr., Mrs., Ms. <input type="text"/>	♦ First Name <input type="text"/>	Middle Initial <input type="text"/>	♦ Last Name <input type="text"/>	Suffix Examples: Sr., Jr., III <input type="text"/>
Title Please choose the correct title <None> <input type="button" value="v"/>	♦ Phone Please use the format (xxx) xxx-xxxx <input type="text"/>	Extension <input type="text"/>		
♦ E-mail Address <input type="text"/>				
Please enter E-mail address again <input type="text"/>				

Save & Finish Later

Next

12. After you clicked "Next", the Contact Information page appears. This is the contact information for the grant proposal's primary contact (ie. who we call to ask questions about the grant proposal).

Be sure to enter the email address twice, as indicated, or it will not let you continue.

13. Once you have completed the Contact Information page, you may "Save & Finish Later" or click "Next" for the next page.

Please note that once this page is completed and saved, this information will appear automatically in future grant proposal applications for your organization, (if the same login is used) and only updating may be needed.

14. Clicking "Next" will open the Proposal Information page, as shown on the next page of this tutorial.

For the Project Name, give your grant proposal a Title. This is the Title you would find on your "My Account" page to resume entering this application if you decide to "Save & Finish Later" at some point.

Please note some boxes have word counts and spell check available, as well as some helpful format hints on how to enter certain information. All items are required fields as noted by the red diamond.

Once you have completed the Proposal Information page, you may "Save & Finish Later" or click "Next" for the next page.

This page will need to be filled out each time in any future grant proposal applications for your organization.



1 Organization Information

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Proposal Information

♦ Required before final submission

♦ Project Name  
 State a brief title of your project.

♦ Provide a brief project description.

Word count 0 of 120

♦ Please indicate the percentage of exclusive benefit for Wayne County, Ohio residents.  
 Please use this format xxx%.

♦ Amount Requested  
 Please use this format \$xxx,xxx.xx

♦ Total Cost of Project  
 Please use this format \$xxx,xxx.xx

♦ Amount Requested from Other Funders  
 Please use this format \$xxx,xxx.xx

♦ Describe the specific need and population to be addressed.

Word count 0 of 75

♦ Describe the project goals and objectives.

Word count 0 of 275

♦ Describe the project activities that are proposed.

Word count 0 of 275

♦ Describe how this project differs from other programs that address the same problem.

Word count 0 of 275

♦ Project Start Date

♦ Project End Date

♦ State the long-term strategies for funding this project beyond this grant period.

Word count 0 of 75

♦ List other funding sources (foundations, corporations, others) solicited for this project for the current year, and if this is not a new project, for previous years (indicate the amounts requested and status of your proposal with each one).

Word count 0 of 75

♦ List the percentage of funding commitment for this project by members of your organization's Board.  
 Please use this format xxx%.

♦ Program area of project.

☐ ARTS & CULTURE
 ☐ EDUCATION
 ☐ CIVIC & COMMUNITY
 ☐ HEALTH & WELLNESS
 ☐ HUMAN SERVICES
 ☐ SCHOLARSHIP
 ☐ CONSERV. & ENVIRONMENT
 ☐ RELIGION

15. The next page in the online grant proposal application is the Attachments page. This is where all required and optional items are uploaded to the application from your computer.

Three documents are REQUIRED to be submitted with your proposal and they are:

A Detailed Income and Expense Budget for this project

Your organization's most recent Annual Financial Statement (audited, if available)

Your organization's IRS Determination Letter showing 501(C)(3) status or an explanation of your tax-exempt status

Optional items that may be submitted, if relevant to your proposal, are:

Most recent Annual Report

Brochure and/or Newsletter

Letter(s) of endorsement for your proposal

News article(s)

Letter(s) of support from other organizations involved (if this is a joint project)

- A. To begin attaching your documents, click on the arrow for the drop down menu in the Title line.
- B. Choose the Title of the attachment from the drop down menu that you wish to attach from your computer.
- C. To attach the required or optional item from your computer, click the Browse button to search for your file. Click the file you want to attach, then click the Open button. Your file name will appear in the "File Name" line.
- D. Click the Upload button to attach the file from your computer to the grant proposal application.
- E. Once your file is uploaded, repeat Steps B-D above until all of your documents are attached to the grant proposal application.

After you have attached all of your documents, you may click "Save & Finish Later" or "Review & Submit".

1 Organization Information

2 Contact Information

3 Proposal Information

4 Attachments

Attachments

INSTRUCTIONS TO INCLUDE ATTACHMENTS

Three documents are REQUIRED to be submitted with your proposal and they are:

A Detailed Income and Expense Budget for this project  
Your organization's most recent Annual Financial Statement (audited, if available)  
Your organization's IRS Determination Letter showing 501(C)(3) status or an explanation of your tax-exempt status

Optional items that may be submitted, if relevant to your request, are:

Most recent Annual Report  
Brochure and/or Newsletter  
Letter(s) of endorsement for your proposal  
News article(s)  
Letter(s) of support from other organizations involved (if this is a joint project)

- To begin attaching your documents, please click on the arrow for the drop down menu in the Title line below.
- Choose the Title of the attachment from the drop down menu that you wish to attach from your computer.
- To attach the required or optional item from your computer, click the Browse button to search for your file. Click the file you want to attach, then click the Open button. Your file name will appear in the "File Name" line below.
- Click the Upload button to attach the file from your computer to this proposal.
- Once your file is uploaded, repeat Steps 2-4 above until all of your documents are attached to this proposal.

After you have attached all of your documents, you may click "Save & Finish Later" or "Review & Submit".

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: Detailed Income and Expense Budget for this project (Required)

File Name:



16. After clicking “Review & Submit”, the last page will appear which is the “Review My Application” page. You can review the information in your application and if any required field is missing, there will be a prompt at the top of the page stating what is needed before you can continue.

**Once you have reviewed your application and everything is completed, click the “Submit” button at the bottom of the “Review My Application” page.**

**If you do not click the Submit button, we will not receive your application.**

After clicking the Submit button, you will receive an email confirmation of your application submission.

## HELPFUL HINTS

1. Required information is marked with a red diamond.
2. Spell check is available in boxes marked with a purple check mark.
3. Once you are in the application, you can click on the navigation bar at the top of the application to move from page to page.
4. On the Attachments page, the maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.
5. In the top right corner of the application screen, there is a “Contact Us” button. You can email the Wayne County Community Foundation by using this button.
6. Also in the top right corner of the application screen, there is a “Help” button. This button directs you to the WCCF Community Grants page, on our website, if you need to review our Grant Guidelines or access this Tutorial.
7. There is also an option available to print your grant proposal application. The “Printer Friendly Version” option is located on the right under the navigation bar.
8. If the proposal does not meet our grant guidelines on the Pre-Proposal Screening page, an application will not be able to be submitted for the proposal. If you have questions about why your proposal did not meet our guidelines, as listed on the WCCF Community Grants page of our website, please call us at (330) 262-3877.

### Wayne County Community Foundation

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