

# TUTORIAL FOR APPLICANTS USING ETF'S ONLINE GRANT APPLICATION SYSTEM

## Welcome to ETF's Online Grant portal

This document is designed to provide applicants with step-by-step instructions about using East Tennessee Foundation's (ETF) online application system.

## Registration/Logon Page

**New Users:** Please "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your email address and password. If you forgot your password, please use the "Forgot your Password" link to reset your password.

**Not Sure?** If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Ashley Siferd Butler, Director of Competitive Grants at [abutler@etf.org](mailto:abutler@etf.org) for help.

**Returning users** logon by entering your email address and password.

If you have forgotten your password, click here.

**Log On** Create New Account

Forgot your Password?

Tennessee Foundation's online grant application  
this portal are administered by East Tennessee

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your credentials and login. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

**Questions?** Please contact Jan Elston, Vice President for Competitive Grant Programs, at [jelston@etf.org](mailto:jelston@etf.org), or Ashley Siferd, Program Officer, at [asiferd@etf.org](mailto:asiferd@etf.org), or call toll-free 877-524-1223.

## **Create New Account – for first-time users only**

Creating a new account is a multi-step process

- The first section collects **Organization Information**
- The second collects **User Information**
- Sections three and four collect **Executive Officer Information**

After **Organization Information** has been entered click on the “next” button.

Organization Information

Organization Name\* EIN / Tax ID (##-#####)\*

DUNS Number (#####) Web Site\*

Telephone Number (###-###-#### x###)\* Organization Email

Address 1 Address 2

City State

Postal Code Country

Next >

User Information

Executive Officer Question

Additional Executive Officer Information

Password

- The next section is the “**User Information**” section, or *YOUR* information.
  - If your address is the same as your organization’s, you may use the “**Copy Address from Organization**” button to automatically pull the address information from the organization address fields into the address fields in this section.
  - Please note: The email address entered in the **email/username** field becomes the Applicant’s (*your*) **email address on the Logon Page**.
- Once the fields on the “**User Information**” section are completed, click on the “**Next**” button.
  - Please note: If you need to return to the previous section in the registration process, you must use the “**Previous**” button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using your browser's “back” button you will lose all registration information entered.
- In the final section, you will indicate whether you are the **Organization Executive Officer**.
  - If you *are* the executive officer, select “**Yes**.” You are taken to a section of optional fields that includes only the fields that were not required in the “User Information” section.
  - If you *are not* the executive officer, select “**No**,” and complete the Executive Officer’s fields.

Once the executive officer’s information is entered, click on the “**Next**” button.

## Create New Account

To complete your registration, you will be taken to the **Create New Account** page.

1. Enter a password with at least 6 characters, which include upper case, lower case, numbers, and special characters. Special characters are !@#\$%^&\*()\_
2. Enter password again to confirm.

The screenshot shows the 'Create New Account' page. At the top right is a 'Cancel Account Creation' button. Below the title, there is a message: 'If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page'. A yellow warning box states: 'Using the browser's back button will delete your registration information.' A blue information box says: 'This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (\*) are required.' The form has sections for 'User Information' and 'Password'. The 'Password' section has two fields: 'Password\*' and 'Confirm Password\*'. A callout box points to the first password field with the text: 'Create and enter password of at least 6 characters.' At the bottom left is a '< Previous' button and at the bottom right is a 'Create Account' button. A larger callout box points to the 'Create Account' button with the text: 'Once you have confirmed your password, click "Create Account." You will be taken to the Email Confirmation screen.'

The screenshot shows the 'Email Confirmation' page. At the top is the title 'Email Confirmation'. Below it is a blue information box: '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, 'East Tennessee Foundation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'East Tennessee Foundation (administrator@grantinterface.com)' from your spam filter, use the link below. Click Here for a tutorial about removing email addresses from spam filters.' Below this are three radio button options: 'I have received the email', 'Continue without checking', and 'I have not received the email'. A 'Send Email Again' button is to the left of these options. A callout box points to the 'Continue without checking' option with the text: 'Select "Continue without checking" and then click on "Continue" on the right side of the screen.' To the right of the page is a 'Continue' button. A callout box points to this button with the text: 'Click "Continue." This will take you to the Apply page.'

## Apply Page

- The Apply page allows you to review the list of grant programs as well as any relevant deadlines and other information related to them.
- You can preview the application without having to save any work by clicking on the “Preview” button.
- To begin working on the application, click on the blue “Apply” button beneath the grant program for which you would like to apply.

The screenshot shows the 'Apply' page for the Pat Summitt Foundation Fund - 2019. The page features a search bar at the top left, a list of grant programs, and an 'Apply' button. Callouts point to various elements: 'Name of grant program' points to the grant title, 'Relevant deadline information' points to the submission dates, 'Click here to preview the application.' points to the 'Preview' button, 'Link to grant information page' points to a link in the description, and 'Click here to apply.' points to the 'Apply' button.

The screenshot shows the East Tennessee Foundation website. The header includes the logo and the tagline 'THOUGHTFUL GIVING FOR STRONGER COMMUNITIES AND BETTER LIVES'. The navigation menu includes 'OUR COUNTIES, YOUR COMMUNITY', 'SCHOLARSHIPS & GRANTS', and 'DONORS'. The sidebar on the left lists various grant-related pages. The main content area features the title 'ECONOMIC DEVELOPMENT FUND OF EAST TENNESSEE' and a description of the fund. A callout points to the page as a 'Sample grant program information page on ETF's website'.

## Application Form:

Once in the application, note that your contact and organization information automatically populate the top of the form. You may return to your application as many times as you wish prior to submitting it.

As you work your way through the form answering each question, please note:

- Any questions with an asterisk (\*) must be completed before you submit your application.

- Some questions have character limits. A character is any space, punctuation mark, or letter. As you type, the “character count” will decrease in accordance with that limit.
  - An error message will appear, informing you if the limit has been exceeded.
- As you complete the form, the system will auto-save after every 100 characters are typed or every time you move to another question.

Part II: Project Information

**Explanation of Funding Priorities**

- **Equal opportunities.** Disparity may result from: 1) biased treatment of ethnic and racial minority youth; 2) socioeconomic inequality; or 3) real or perceived obstacles to accessing opportunities.
- **Life, career, and financial skills.** Skills essential to help youth become independent and employed.
- **STEM educational opportunities.** The Department of Labor's Occupational Outlook Handbook predicts that over 50% of jobs created in the future will require a background in math, science, and technology.

**Funding Priority\***

Having read the explanation of funding priorities, please select the funding priority that best describes your organization's proposed project/program.

Equal opportunities  
 Life, career, and financial skills  
 STEM educational opportunities

**Project Description\***

Describe the project, program, or activities for which your organization is requesting Youth Endowment grant support and what you plan to accomplish during the two-year grant period.

3,000 characters left of 3,000

## Uploading Documents

- Some applications require uploaded documents, such as project budgets, financial statements, and lists of board members and staff. Upload files have size limits in Megabytes – MiB.
- If the document exists in an electronic format (Word, Excel, PDF, jpeg, etc.), you may search for it on your computer using the “Upload a file” button inside the application. Simply find the relevant document on your computer and select it to be uploaded.
- An uploaded file can be deleted by clicking on the red **X** next to the file name. Once deleted, a new file can be uploaded.

REQUIRED ORGANIZATIONAL DOCUMENTS

Required Organizational Documents must be uploaded to this application by clicking on the "Upload a file" button beneath each question and selecting that document from your computer files.

**Organization's 501(c)(3)\***

Confirmation that your organization is a 501(c)(3) nonprofit organization.

Upload a file [1 MiB allowed]

**Current Organization Operating Budget\***

Include all revenues and expenses.

Upload a file [2 MiB allowed]

**Most Recent Audit or Financial Statement\***

Provide a copy of your organization's most recent audited financial statements. If audited statements are not available, provide the financial statements compiled by the organization's CPA for the most recent fiscal year. If compiled statements are not available, provide internally prepared financial statements for the most recent fiscal year.

Upload a file [5 MiB allowed]

**Board Members\***

Include name and city/state of residence of each member.

Final section to complete, verifying that all information is correct.

Click here to **Save** your application work. You can continue working now or at a later date.

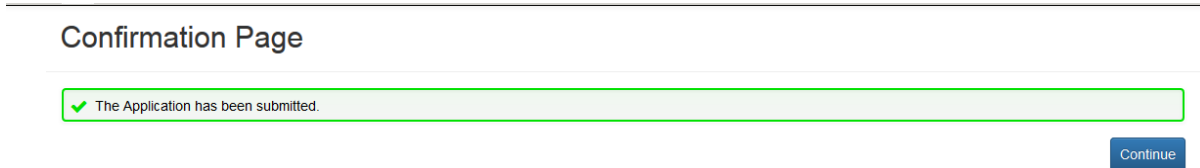
Click here to submit!

If you do not want to submit an application and remove it, click here to **abandon** your application.

Abandon Request   Save Application   **Submit Application**

When your application is completed, click the blue “Submit” button. **Once submitted, no changes can be made!**

You will be taken to the **Confirmation Page**, verifying that your application has been submitted.



Click the blue “**Continue**” button to get to your home page - the **Applicant Dashboard**.

You can get to your Applicant Dashboard at any time, by clicking on the “Home” icon at the top of the screen, next to the ETF logo. Once you have registered the first time, whenever you logon, you will automatically be directed to your Applicant Dashboard.

“Home” icon

Applicant Dashboard

Public Profile

Applicant: Jan Elston  
jelston@etf.org

Organization: East Tennessee Foundation  
62-0000000

Contact Email History

If your organization information does not appear correct, please click the edit (pencil) icon.

Process: Wachs Youth Leadership Fund	Application	Draft	02/19/2017	<a href="#">Edit Application</a>
Process: Butterfly Fund 2017	Application	Submitted	02/19/2017	<a href="#">View Application</a>

This application has been saved and has not yet been submitted. It can still be edited.

This submitted application can only be viewed.

## Logging Off

When you're ready to log off, click on "Sign Out" in the upper right corner to end your session.

Applicant Dashboard

Applicant:  
Ashley Siferd  
asiferd@etf.org

Organization:  
East Tennessee Foundation  
62-0000555

Contact Email History

At any time, you can click on your name to sign out.

East Tennessee Foundation  
Last Login: 03/22/2019  
Edit My Profile  
Sign Out

If your organization information does not appear correct, please contact the funder. Thank you.

You have not submitted any applications. Click [Apply](#) to begin the application process.

## Important Information about ETF's Grant Programs

1. Each grant program has its own set of guidelines and application.
2. Each grant program has its own application deadline and grant term.
3. Dates and information about grant programs are subject to change. Please visit our website on a regular basis for updated information or contact one of the individuals listed below.

## Questions?

If you have questions about the online application or process, please contact the appropriate staff person:

### Field-of-Interest and Affiliate Funds:

Ashley Siferd Butler, Director of Competitive Grants at [abutler@etf.org](mailto:abutler@etf.org)

Rachel Cosby, Program Officer at [rcosby@etf.org](mailto:rcosby@etf.org)

### Affordable Housing Trust Fund:

Edna Gibson, Financial & Administrative Officer, at [egibson@etf.org](mailto:egibson@etf.org)

All staff can also be reached by telephone at (865) 524-1223 or *toll-free* at (877) 524-1223

**[CLICK HERE to APPLY](#)**

ETF grants are administered in compliance with [ETF's Diversity and Non-Discrimination Policy](#).