## Completing your ETF Grant Application

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Welcome and Important Information

Thank you for joining East Tennessee Foundation in the effort to make our region a better place. Your grant application is critical to helping ETF achieve our philanthropic goals. When reviewing and completing a grant application please keep the following in mind:

- Each grant program has its own set of guidelines and application.
- Each grant program has its own application deadline and grant term.
- Dates and information about grant programs are subject to change. Please visit our website regularly for updated information or contact a member of our program team.

Registration and Logging In

- If you are a new applicant and have never logged on before, choose Create New Account.
- If you are a returning user enter the email address and password you used to create your account and choose Log On. Forgot your password? Choose Forgot your Password and then check your email for a link to reset your password.

Tip: If you are unsure of whether your organization already has an account, please reach out to an ETF staff member who will be happy to assist you. Their contact information is on Page 9 of this tutorial.
Create a New Account (first time users only)

**Organization Information**

Enter your organization’s information on the screen titled *Organization Information*. Then choose the *Next* button at the bottom right of the screen.

**User Information**

Enter your personal contact information when you arrive on the *User Information* screen. Use the **Copy Address from Organization** button if your address is the same as your organization. If not, enter the appropriate information in each field.

Use the **Previous** button if you need to return to the previous registration page. If you navigate away from the page using your browser’s **Back** button, the information you have already entered will be lost.

**Tip:** The email address you enter in the email/username field will be the email address you use to log in to the grant application system in the future.
Organization Executive Officer

If you are your organization’s executive officer, select Yes on the Executive Officer page to complete additional questions on the User Information page. If you are not your organization’s executive officer, select No and complete the fields with up to date information on your organization’s officer. Choose Next at the bottom of the page to arrive at the Password page.

Creating a Password

After you enter your contact information on the Registration page you will be taken to a Password page (screenshot below). Next, enter a password with at least 10 characters. Your password must include upper case, lower case, numbers, and special characters. The special characters accepted by the system are !@#$%^*()_.

Enter the password a second time to confirm.

Email Confirmation

Choose Continue Without Checking and then choose Continue on the right side of the screen.
Viewing Grant Applications and Relevant Information

The Apply Page allows you to review the list of grant programs, relevant information, and application deadlines.

The hyperlinked Grant Program name will take you to the Grant Information Page on the ETF website. Visiting the Grant Information Page is another way to determine if your organization may be suitable for a particular grant. Choose the Preview button to preview the application without entering any of your organization’s information. Choose the blue Apply button beneath the grant program to begin your application.

Completing the Grant Application

Your contact and organization information will automatically appear at the top of the application. Keep the following guidelines in mind while completing the application:

- You may be able to answer all the application questions at once, but if you need to pause and come back to the application choose Save, then log back in later to complete the questions. You may return to your application as many times as you wish prior to submitting it.
- Answer each question to the best of your ability.
- Questions with an asterisk (*) must be completed before you submit the application.
- A red box will open beneath the text box if your answer is too long. Edit your response until it fits the character limit because the grant selection committee will not be able to read any words that go beyond the limit. A character is any space, punctuation mark, or letter.
Some questions require you to upload a document – you can find more instructions on uploading documents in the section of this document titled *Uploading Documents*.

**Uploading Documents**

Some grant programs require applicants to upload project budgets, financial statements, lists of board and staff members, or other related documents.

**Guidelines**

- You can only upload one document per question, so combine documents with multiple pages into one file. If you upload the pages individually, each page you upload will replace the one before it.
- An uploaded document can be deleted by choosing the red X next to the file name. Once deleted, a new file can be uploaded in its place.
- Only upload documents with the following file types: .pdf, .doc, .docx, .jpg, .png, .xlsx.

To upload a document that is already in an electronic format on your computer or thumb drive:

1. Check to be sure that anyone can open the document without a password
2. Choose the *Upload a File* box.
3. Browse your computer and click on the document.
4. Create a smaller version of your document if the one you upload exceeds the megabyte (MiB) limit.

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**Tip:** The grant software will auto-save your work every 100 characters you type. If you step away from your application for more than 90 minutes, you’ll be automatically logged out.
Submitting your Grant Application and Next Steps

Before submitting your grant application, the system will prompt you to certify the submission by typing your full name, title, and choosing the appropriate answer to the certification question.

When all your answers are complete and within the character limit, choose the blue Submit Application box. If you have forgotten to answer one of the required questions (those with an *) the system will direct you to those questions so that you can complete them. You will be able to see your submission but not edit it once you choose the Submit Application box.

Confirmation Page

When your application has been successfully submitted you will be taken to the Confirmation Page.

Choose the blue Continue box to continue be returned to your Applicant Dashboard.
Applicant Dashboard

After you register and log in for the first time, whenever your return, you will be automatically directed to the Applicant Dashboard. Any time you want to return to the Applicant Dashboard choose the icon in the grey bar toward the top of the screen. From the Applicant Dashboard you can:

- Edit an application that has not yet been submitted.
- View an application that has already been submitted.
- Edit your contact information.
- Submit required follow up documents if your grant request is approved.

Logging Out of the Portal

When you are finished working in the site, click on your name from the upper right hand of any screen and choose Sign Out.
Submitting Required Follow-Up Forms after Grant Request Approval

If the grant panel approves your request for funding you will receive a grant award letter and check via United States Postal Service. To acknowledge your acceptance of the grant award and check please sign, scan, and upload both pages of the signed award letter to the Signed Grant Award Letter Report space on the ETF grant portal.

To submit your signed Signed Grant Award Letter log in, and from the Applicant Dashboard scroll to the Follow Up Forms section under the name of the program for which you received funding. Choose the blue edit button on the Signed Grant Award Letter Report line to upload a copy of your signed grant award letter.

Return to the Applicant Dashboard to submit the other required grant documents by the due date. If you are awarded grant money for a one-year grant cycle, the only other document you must submit after the Signed Grant Award Letter is the Final Report. If you are awarded money for a two-year grant cycle, you must also submit a Progress Report halfway through the grant cycle.

Tip: Plan ahead for the Progress Report or Final Report by choosing the Preview option in blue. By Previewing the reports you can note what information your organization should track throughout the grant cycle.
Link to Grant Portal, Contact Information, and Deadlines

Use this link to access ETF Grant portal:
https://www.grantinterface.com/Home/Logon?urlkey=easttennesseefoundation

Incomplete or late applications will not be accepted.

Questions? Feel free to contact us for help:

Ashley Siferd Butler
Director of Competitive Grants
abutler@etf.org
865-524-1223

Rachel Cosby
Program Officer
rcosby@etf.org
865-524-1223

Traci Sisson
Fundholder Services Officer & Contact for the Affordable Housing Trust Fund
tsisson@etf.org
865-524-1223

ETF grants are administered in compliance with ETF’s equal opportunity, diversity, and non-discrimination policy.