Community
Foundation
for
Cloud County

An affiliate of the
Greater Salina Community Foundation

GRANT SUPPORT CENTER

FAQs + GLOSSARY

getting started, applying, attachments, finance and budgets, and need-to-know words

REPORTING

requesting letters of recommendation, writing essays, choosing applications, and more

RESOURCE LIBRARY

sample budgets, grant budget form

TECH SUPPORT

troubleshooting, password recovery, software usage, accessing your account, and creating an account

YOUR GUIDE FOR A SUCCESSFUL APPLICATION PROCESS

Community Foundation for Cloud County

An affiliate of the
Greater Salina Community Foundation

TABLE OF CONTENTS

FAQs + GLOSSARY

GETTING STARTED

What is the link for the grant portal?

gscf.org/grantapplication

Can I email or fax my proposal?

No. Our grant applications are only available online. Please contact grants@gscf.org if you have questions.

Do I need to be a 501(c)(3) in order to apply?

No. The Community Foundation will consider grant requests from all 501(c)(3) charitable organizations, government/public entities, educational institutions and churches.

Other organizations such as for-profit entities and volunteer groups will only be considered if the request is for a charitable community grant. We encourage all other organizations to find a non-profit fiscal partner. If that is not possible, you will need to practice expenditure responsibility including submitting receipts.

Is an EIN or Tax ID Number required?

Yes. In order for The Community Foundation to consider your request, you must have an EIN or Tax ID number. If you do not have either, please contact grants@gscf.org before you apply.

APPLYING

Can I apply for more than one project at a time?

Yes. The online grants manager portal allows you to start multiple applications to the grant cycle for which you want your proposals to be considered.

Can I submit the same application to multiple grant cycles?

No. It is not possible to submit the same proposal to multiple grant cycles.

Do I have to complete my application all at once?

No. At the bottom of the application page, is a "Save as Draft" button. We recommend saving your application often and before logging out. You can go in at a later time to continue working on your application. We recommend that you cut and paste your application answers after each question into a Word document to save as backup.

Will the Foundation follow-up if my proposal needs clarification?

Yes. Although, we suggest that you ask a friend or colleague to review your application before submission. Do they understand the project/request?

Is it better to submit applications early?

Yes. The earlier you submit your application the more time staff has to proof it and follow up with you for clarification, before the committee meets to reviews your application submission.

What time do I need to submit my application by?

All applications must be submitted by 11:59 (CST) on the day of the deadline. You will be unable to submit your application after that.

Is there a step-by-step tutorial for applying?

Yes. A step-by-step tutorial can be found here.

Do I have to use the provided budget page?

Yes. Your application will not be considered if you submit any other budget form.

REPORTING

When is the grant report due?

Your final report is due within one year from the date your organization receives notification of the grant award OR 30 days from the completion of your project- whichever comes sooner. Please note that your organization will not be eligible to receive grant funding if you have an overdue grant report.

What if my project gets delayed? May I request a grant extension?

If you need to request an extension to your grant period, please submit a formal, brief (one page at most) explanation, including the length of the extension (with a firm end date) to grants@gscf.org. Extension requests should be sent as soon as circumstances indicate one is needed, and well before the original final report due date. If your request is approved, the final grant report will then be due 30 days following the agreed upon, revised end date.

What if I have extra money left over at the end of the project?

If following the completion of your grant period you have unspent grant funds, the following actions can be taken. In either case, please also note the additional funds in the budget section of your final report.

- Extra funds can be remitted to the Greater Salina Community Foundation in the form of a check addressed to P.O. Box 2876, Salina, KS 67402-2876. Please contact us at grants@gscf.org with the amount and estimated date of return.

- You can also request to utilize the remaining funds for continuing or separate projects that support the original intent of the application. Requests should be brief (one page at most) and sent to grants@gscf.org with the amount of funds and an explanation of how they will be used to support this intent. The decision will be sent via email.

GLOSSARY

In-Kind

In-kind support refers to items or services provided for your project at no cost and items your organization will contribute to the project. However, you should still list the fee normally charged for the same service. For example, if a landlord donated office space to your organization, you should list the market value of the rent.

EIN

EIN refers to the Employer Identification Number. It is assigned by the IRS for tax identification purposes.

All further questions can be directed to Natalie Wood, Grants and Scholarships Coordinator, at grants@gscf.org or 785-823-1800.

TECH SUPPORT

What internet browser should I use?

Google Chrome 14 or higher, or Safari 4 or higher. You may use Internet Explorer or Firefox, but you may experience some technical issues and we do not recommend them.

At present, users of Safari 5.1x may experience some technical issues. You should revert to Safari 5.0 or upgrade to Safari 6.

What do I do if I forgot my password?

Click the "Forgot your Password?" button underneath the login fields. From there, you will be prompted to enter your email. A recovery email will be sent to that address.

How do I reset my username?

Your username is your email address. If you have self-registered and forgot your username, please email grants@gscf.org or call 785-823-1800 for assistance.

How do I update my contact information?

You may update your contact information by clicking on the pencil icon to the left of your screen after you login to the grant portal. Please do not overwrite contact names if a new staff member joins your organization. Please notify grants@gscf.org and a staff member can create a new contact record with a new username and password as appropriate.

How do I update my organization's contact information?

Please contact grants@gscf.org or call 785-823-1800.

How do I create an account?

Click the "Create New Account" button underneath the login fields. You will be prompted to fill out your information and create a password.

Why did my work not save?

Save your work frequently using the "save" button at the bottom of the page. If your progress gets lost, most likely your internet connection was disrupted. Check your connection and log back in to see if your browser cache saved your work.

How do I find the applications I'm working on?

After logging into the grant portal, you will be taken to the homepage. There, is a tab titled "Active Requests" where you will be able to see all of your live applications.

Can I see my past applications?

After logging into the scholarship portal, you will be taken to the homepage. There, is a tab titled "Historical Requests" where you will be able to see all of your old applications.

Is there a spell check feature?

Yes. The system will check for misspelled words but will not check for grammatical mistakes.

What file formats will be accepted for attachments?

We prefer that you attach files in a PDF format (.pdf). We will also accept files in Microsoft Word (.doc or .docx) or Excel (.xls or.xlsx). Unacceptable formats include files with "exe", "com", "vbs", and "bat" extensions.

Why am I having problems uploading files?

Double check that there are no symbols in the file name, the file type and size are OK, then try one or more of these suggestions:

- Sometimes the problem can be a corrupt file. Try saving a new, renamed version of the document.
- Try saving your file as a different type. For instance, if you tried to upload a (.pdf) file, try uploading the original Word or Excel version of this document. If it is a Word (.doc or .docx) or Excel (.xls or .xlsx) document, try saving it as a (.pdf) file and then uploading that version. If you scanned a document to create a (.jpg) file, convert it to a (.pdf) format instead.
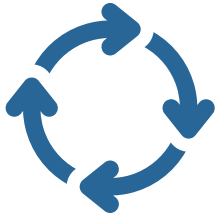- Use a different computer to do the upload.

RESOURCE LIBRARY

SAMPLE BUDGET SHEET

Project Budget Form				
Organization: XYZ Organization Inc.				
Project name: Camping with At-Risk Youth				
List project expenses (be specific)	**Price per Unit**	**Total Expense**		
6 NTK Cherokee GT Tents	$149.99	$899.94		
6 10 x 12 Dry Top Brown/Green Poly Tarp (to be placed under tents)	$11.01	$66.06		
4 - 2 Pack Portable Outdoor LED Lantern Flashlights	$12.99	$51.96		
1 pkg. AA Performance Alkaline Batteries (48 pack)	$13.67	$13.67		
2 Coleman Propane Elite Perfectflow Propane Lantern	$39.99	$79.98		
2 - 2 Pack 16.4 oz Propane Bottle	$21.48	$42.96		
1 Igloo Polar Cooler (120 Quart)	$73.45	$73.45		
2 - 5 gallon Igloo Jug	$24.99	$49.98		
1 Camp Chef 2 Burner Grill	$108.00	$108.00		
1 Carry Bag for 2 Burner Grill	$23.97	$23.97		
1 20 Pound Propane Cylinder	$41.93	$41.93		
1 Lodge 5 Piece Cast Iron Cookware Set	$130.99	$130.99		
1 Lodge 5 Qt Dutch Oven	$46.87	$46.87		
5 Coleman 5 Gallon Collapsible Water Containers	$9.79	$48.95		
5 Rome Sets of Hot Dog Roasting Forks	$19.99	$99.95		
10 Rome Pie Iron Cookers	$16.99	$169.90		
Trailer Rental	$500.00	$500.00		
	$0.00	$0.00		
	$0.00	$0.00		
	$0.00	$0.00		
*Total Project Expenses		**$2,448.56**		

Project Revenue	**Secured**	**Applied-for**	**Earned**	**In-kind**
	Budgeted funds, gifts received, etc	*(Grants, Pending donations)*	*(Fees, ticket sales, etc)*	*(Volunteer labor, equipment)*
Community Foundation Request		$1,000.00		
XYZ Foundation Inc.	$498.56	$0.00	$0.00	$0.00
Youth Fundraising Efforts	$0.00	$250.00	$0.00	$0.00
Use of Trailer	$0.00	$0.00	$0.00	$500.00
Participation Fee for 20 youth ($10)	$0.00	$0.00	$200.00	$0.00
	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00
TOTALS	**$498.56**	**$1,250.00**	**$200.00**	**$500.00**
	*Total Project Revenue	**$2,448.56**		
	*Revenue and Expense totals should match.			

Project Budget Form				
Organization:				
Project name:				
List project expenses (be specific)	**Price per Unit**	**Total Expense**		
*Total Project Expenses		$0.00		
Project Revenue	**Secured**	**Applied-for**	**Earned**	**In-kind**
	Budgeted funds, gifts received, etc	(Grants, Pending donations)	(Fees, ticket sales, etc)	(Volunteer labor, equipment)
Community Foundation Request				
TOTALS	$ 0.00	$ 0.00	$ 0.00	$ 0.00
*Total Project Revenue	$0.00			
*Revenue and Expense totals should match.				

January 2- February 1

February 2- March 1

March 2- April 1

April 2- May 1

May 2- June 1

June 2- July 1

July 2- August 1

August 2- September 1

September 2- October 1

October 2- November 1

November 2- December 1

December 2- January 1

Cloud County Economic Development Fund

Cloud County Public Health Fund/Kansas Health Foundation for Cloud County

Gelvin-Ingersoll Medical Education Fund

Impact Fund for Cloud County

Youth Activity Fund