

NEW, IN PROGRESS, and SUBMITTED APPLICATIONS

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NEW

To begin a **NEW** application for the **CURRENT** grant cycle, please follow the below steps to access this year's application.

1. Go to <http://swiowafoundations.org>
 - This takes you to the Iowa Affiliates page for the Omaha Community Foundation
2. Scroll down and click on **County Listing**
3. Scroll down and **select your affiliated county**
 - Audubon, Cass, Crawford, Fremont, Harrison, Mills, Montgomery, Page, or Shelby
4. Once on your county page, scroll down to access full application details, the grant program fact sheet, and links to view previous grant recipients.
5. Click **Apply Now** at the bottom of the page (also accessible to the right of the county header)
6. The Welcome Page will open (Fig. 1)
7. **Select your county** from the drop-down (Fig. 2) and click **Submit**
8. **Log in with your previously used E-mail and Password** (Fig. 3)
 - *If this is your organization's first time applying and you do not have an account, create a new account by selecting **New Applicants***
9. You may now complete and submit the application. Be sure to select **Save & Finish Later** to save your progress if you need to return to complete and submit at a later time. Refer to the IN PROGRESS section on Page 3 for steps on how to access your current, unsubmitted application.

Figures 1-3 on next page

Figure 1

Welcome to the Community Foundations of Southwest Iowa grant portal!

Please note our annual grant cycles below:

- [Spring Cycle](#) opens **December 15th** and closes **February 1st** at 11:59 p.m. CST.
- [Fall Cycle](#) opens **July 15th** and closes **September 1st** at 11:59 p.m. CST.

NOTE: Crawford and Page Counties only accept proposals during the Spring cycle.

To access your **SAVED** application or check its status, click [My Account](#).

To start a **NEW** application, select your county from the menu below. Submitting this page will create a new, blank application form in your account.

-Select One-
▼

[Submit](#)

Figure 2

To start a **NEW** application, select your county from the menu below. Submitting this page will create a new, blank application form in your account.

-Select One-

- Audubon County, Iowa
- Cass County, Iowa
- Crawford County, Iowa (SPRING ONLY)
- Fremont County, Iowa
- Harrison County, Iowa
- Mills County, Iowa
- Montgomery County, Iowa
- Page County, Iowa (SPRING ONLY)
- Shelby County, Iowa
- My county is NOT listed.

Figure 3

Please Sign In

- **RETURNING** applicants, login with the email address and password used to create your account. **DO NOT** create a new account.
- **NEW** applicants, select the "New Applicant" button on the login page to create your account.
- Creating an account allows you to access saved and submitted applications; however, you cannot edit a submitted application.

E-mail

[New Applicants: Click Here to create an account!](#)

Password

[Forgot Password?](#)

[Login](#)

IN PROGRESS


1. To return to your in-progress application, please log in with your organization's E-mail and Password here: https://www.grantrequest.com/SID_2367?SA=AM
2. Once logged in, you should be automatically directed to this page:

Account: email@email.com | Change E-mail/Password
Last Log in: 8/26/2019 11:57 AM GMT-04:00









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Applications

Use the "Show" drop-down located to the right to display In Progress or Submitted applications.

Show In Progress Applications 

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
SWI - Audubon County			33428	8/26/2019	Owner	   
SWI - Shelby County			33261	8/15/2019	Owner	   

3. Click on the **Application Name** (i.e.; SWI – Your County) to open your in-progress application and continue from where you last saved.
4. **Note:** You may see multiple blank in-progress applications listed; these are created every time you start a new application by following the process for NEW on Page 1 above. You can delete any in-progress applications listed that were accidental duplicates and will not be submitted. Simply click on the trash can icon . *If you do this, make sure you are not deleting the application you are intending to finish and submit.*

SUBMITTED

1. To view submitted applications, please log in with your organization's E-mail and Password here: https://www.grantrequest.com/SID_2367?SA=AM
2. Once logged in, select **Submitted Applications** from the Show drop-down on the right, as seen in the figure below:









Account: email@email.com | Change E-mail/Password
Last Log in: 8/26/2019 11:57 AM GMT-04:00

Contact Us | Exit

Applications

Use the "Show" drop-down located to the right to display In Progress or Submitted applications.

Show In Progress Applications
Submitted Applications
 Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
SWI - Audubon County			33428	8/26/2019	Owner	   
SWI - Shelby County			33261	8/15/2019	Owner	   

3. On this page, you can view your submitted applications. A general summary, including project title, requested \$ amount, and date submitted will show, as seen in the figure below:

Account: email@email.com | Change E-mail/Password
Last Log in: 8/26/2019 11:57 AM GMT-04:00




Contact Us | Exit


Applications

Use the "Show" drop-down located to the right to display In Progress or Submitted applications.

Show Submitted Applications

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
SWI - Mills County	Example Project Title	3,600	33155	8/12/2019	Owner	  

4. If you want to view your entire submitted application, click on the Application Name (i.e.; SWI – Your County). You may also send an email of the application to yourself by selecting the email button  under Action.