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
   o 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
   o 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)
   o 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**
email@email.com

**Password**
**********

Forgot Password?

New Applicants: Click Here to create an account!
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](https://www.grantrequest.com/SID_2367?SA=AM)

2. Once logged in, you should be automatically directed to this page:

   ![Applications Table]

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Project Title</th>
<th>Requested</th>
<th>ID</th>
<th>Last Updated</th>
<th>My Role</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWI - Audubon County</td>
<td></td>
<td>33428</td>
<td>8/26/2019</td>
<td>Owner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWI - Shelby County</td>
<td></td>
<td>33261</td>
<td>8/15/2019</td>
<td>Owner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

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:

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.