

NEW, DRAFT, and SUBMITTED APPLICATIONS

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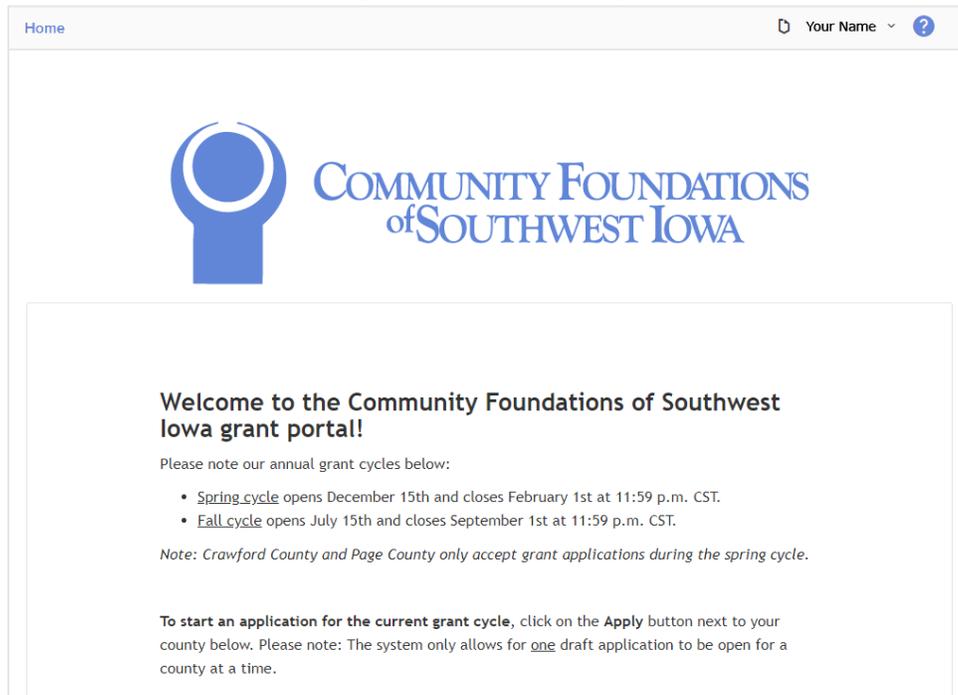
NEW

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. **Find your county name** from the list of open applications and click **Apply**. (Fig. 2)
8. **Sign in with your email and password**. (Fig. 3)
 - Forgot your password? Click *Forgot?* and follow the prompts for retrieval.
 - If this is your **first time applying** and you do not have an account, create a new account by clicking the *Sign Up* tab and following the prompts.
 - **IMPORTANT: All system notifications will be sent to the email used to sign in and start an application. Please ensure the email used is that of the preferred contact for your current grant request.**
9. You can now complete and submit the application. Be sure to click **Save Draft** at the bottom of the application to save your progress if you need to return to complete and submit at a later time. Refer to the **DRAFT** section on Page 3 for steps on how to access your current unsubmitted application.

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Figure 1 – Welcome Page



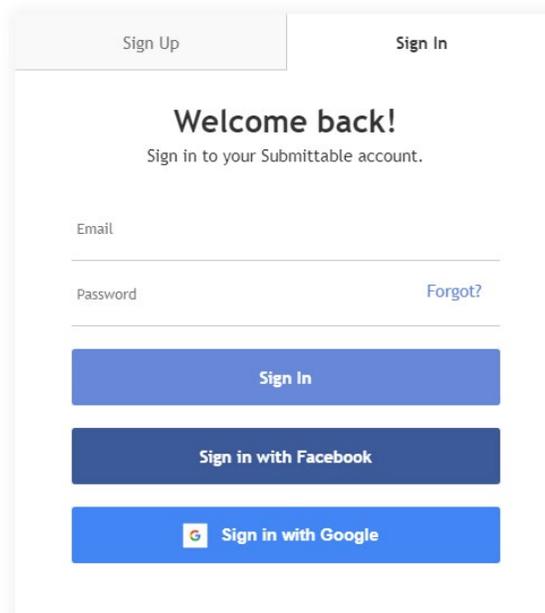
The screenshot shows the top navigation bar with "Home" on the left and "Your Name" with a dropdown arrow and a help icon on the right. The main content area features the organization's logo and name. Below the logo, a heading reads "Welcome to the Community Foundations of Southwest Iowa grant portal!". A paragraph follows: "Please note our annual grant cycles below:". A bulleted list contains two items: "Spring cycle opens December 15th and closes February 1st at 11:59 p.m. CST." and "Fall cycle opens July 15th and closes September 1st at 11:59 p.m. CST.". A note states: "Note: Crawford County and Page County only accept grant applications during the spring cycle.". A final paragraph instructs users: "To start an application for the current grant cycle, click on the Apply button next to your county below. Please note: The system only allows for one draft application to be open for a county at a time."

Figure 2 – County Name List



The screenshot displays two rows of county information. The first row is for "Audubon County Community Foundation", with a "Guidelines" dropdown menu and an "Apply" button to its right. The second row is for "Cass County Community Foundation", also featuring a "Guidelines" dropdown menu and an "Apply" button to its right.

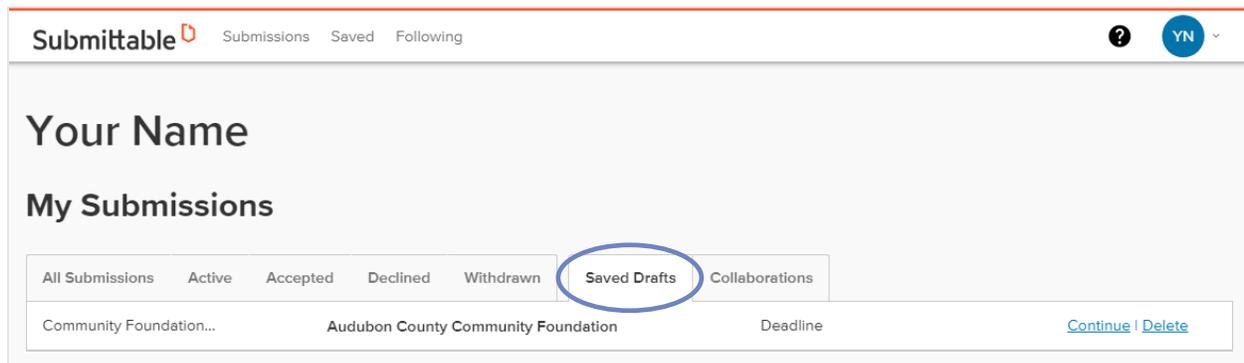
Figure 3 – Sign In Page



The screenshot shows the sign-in interface. At the top, there are two tabs: "Sign Up" and "Sign In", with "Sign In" being the active tab. The main heading is "Welcome back!" followed by the sub-heading "Sign in to your Submittable account.". Below this are two input fields: "Email" and "Password". A "Forgot?" link is positioned to the right of the password field. At the bottom, there are three buttons: a blue "Sign In" button, a dark blue "Sign in with Facebook" button, and a blue "Sign in with Google" button with the Google logo icon.

DRAFT

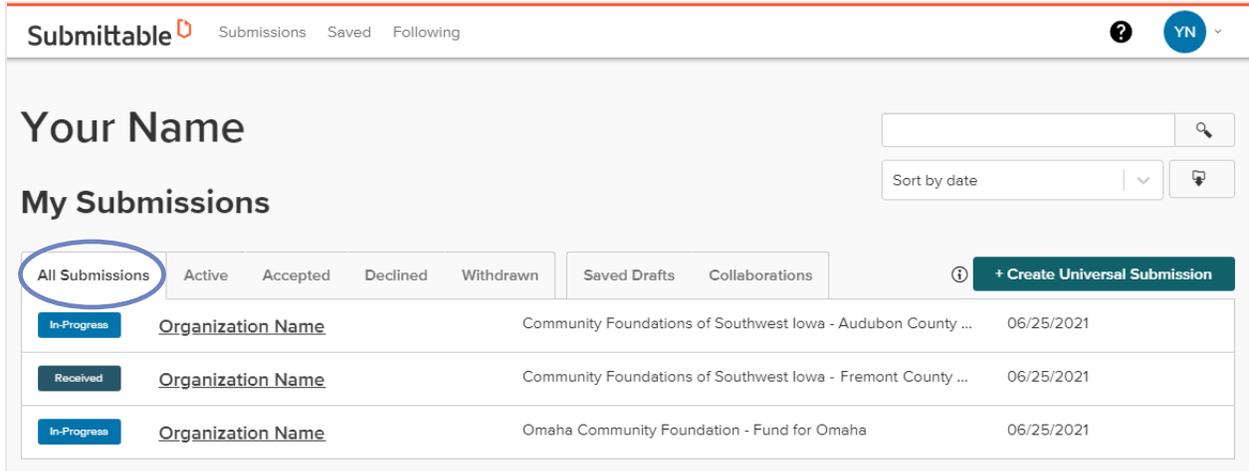
1. **To return to your draft application**, please log in with the appropriate email and password here:
<https://swiowafoundations.submittable.com/user/submissions>
 - As a reminder, the email you use to log in and submit is the email where all system notifications will be directed for your grant request.
2. Once logged in, you should be automatically directed to the My Submissions page. Click on the **Saved Drafts** tab (circled below).



3. Locate the appropriate saved draft and click on **Continue** to open your unsubmitted application and continue from where you last saved.
4. **Note:** If you no longer plan to submit an application within your *Saved Drafts* tab, please remove it by clicking **Delete**. *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 the appropriate email and password here:
<https://swiowafoundations.submittable.com/user/submissions>
2. Once logged in, you should be automatically directed to the My Submissions page. If not already there, click on the **All Submissions** tab (circled below).

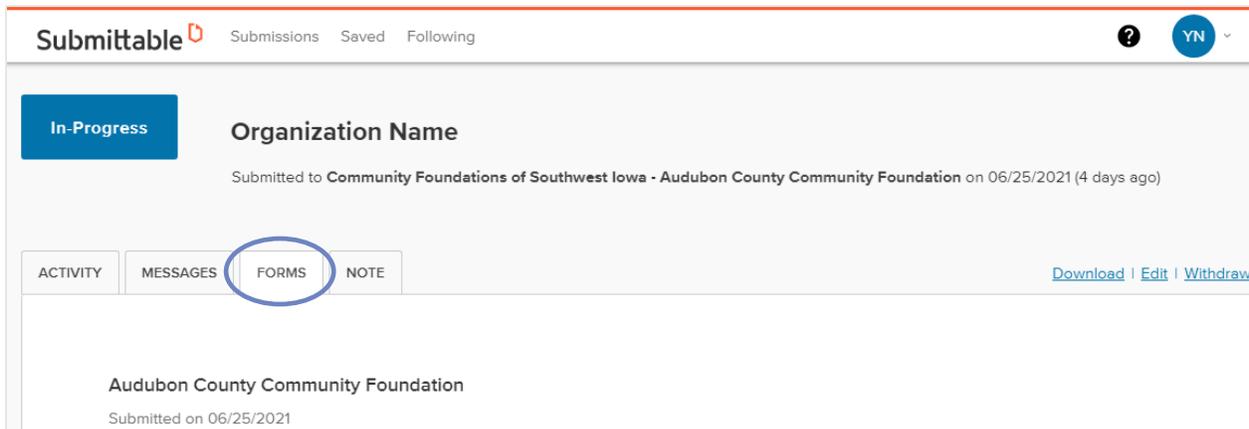


The screenshot shows the Submittable user interface. At the top, there are navigation links for 'Submissions', 'Saved', and 'Following'. A search bar and a 'Sort by date' dropdown are visible. The 'My Submissions' section has several tabs: 'All Submissions' (circled in blue), 'Active', 'Accepted', 'Declined', 'Withdrawn', 'Saved Drafts', and 'Collaborations'. A '+ Create Universal Submission' button is on the right. Below the tabs is a table of submissions:

Status	Organization Name	Submission Date
In-Progress	Community Foundations of Southwest Iowa - Audubon County ...	06/25/2021
Received	Community Foundations of Southwest Iowa - Fremont County ...	06/25/2021
In-Progress	Omaha Community Foundation - Fund for Omaha	06/25/2021

On this page, you can view a list of all applications you've submitted using the Submittable platform, including those for other organizations.

3. To access a specific submitted application, click on your **Organization Name**. (Double-check the grant program and submission date to the right to ensure you are selecting the correct application.)
4. Next, click the **Forms** tab (circled below) to review your entire submitted application. A PDF of application responses can also be saved to your computer via the Download button at the right.



The screenshot shows the details of a submitted application. The 'In-Progress' status is shown in a blue box. The organization name is 'Community Foundations of Southwest Iowa - Audubon County Community Foundation', and it was submitted on 06/25/2021 (4 days ago). Below this, there are tabs for 'ACTIVITY', 'MESSAGES', 'FORMS' (circled in blue), and 'NOTE'. On the right, there are links for 'Download', 'Edit', and 'Withdraw'. The main content area shows the organization name and submission date.

Submittable's Help Center provides complete details on viewing past submissions online [here](#).