

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

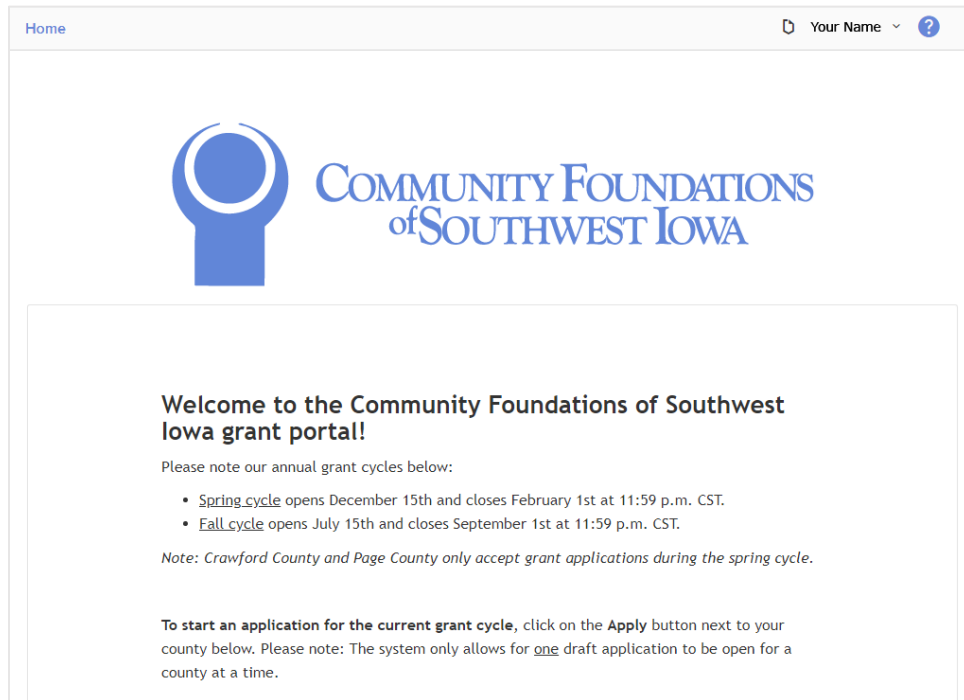


Figure 2 – County Name List

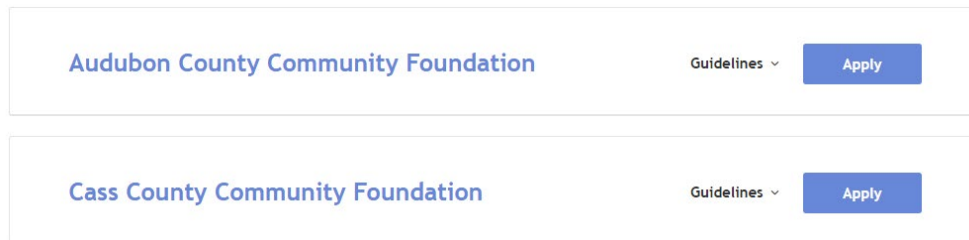
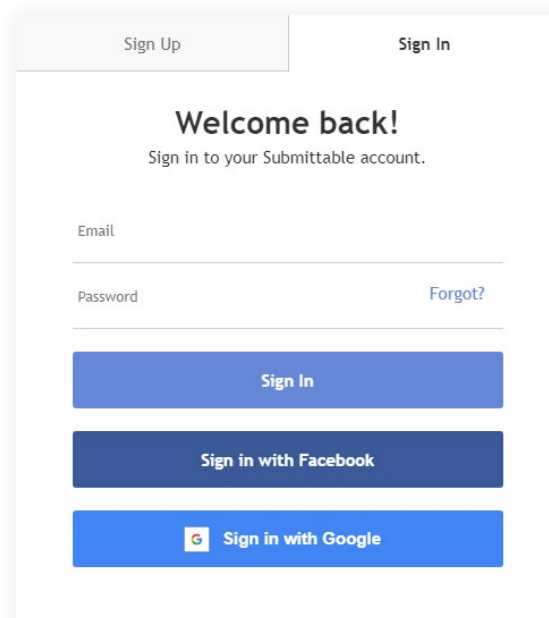
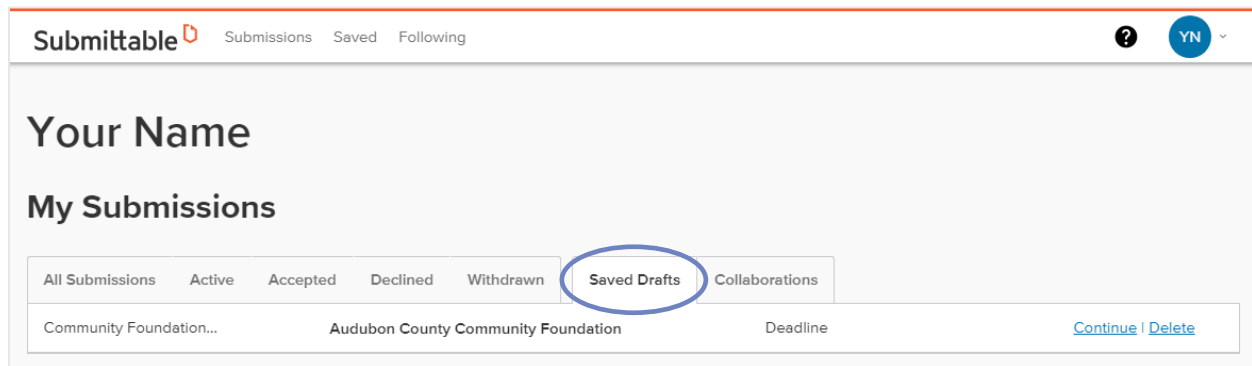


Figure 3 – Sign In Page



DRAFT

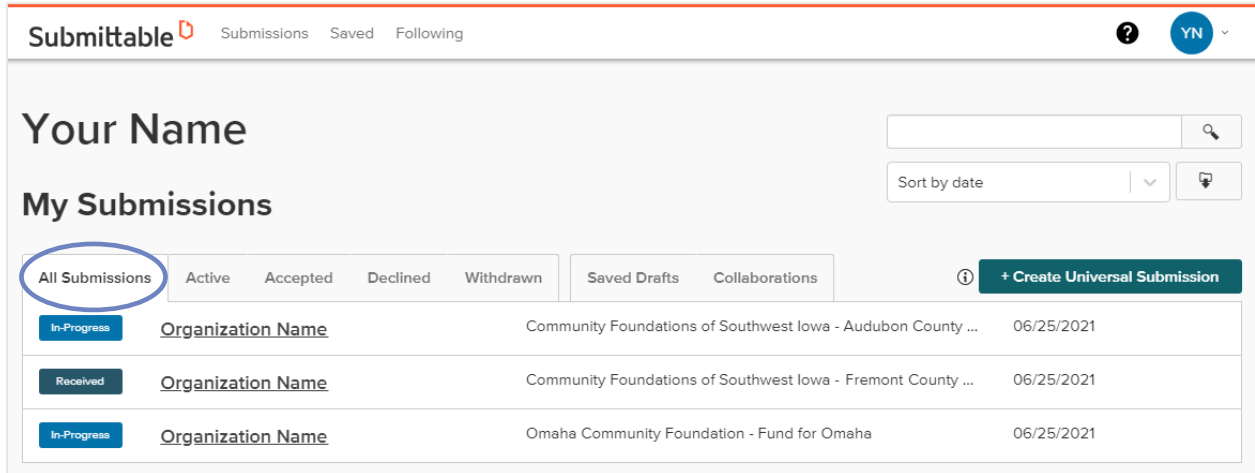
1. To return to your draft application, please log in with the appropriate email and password here:
<https://swiowafoundations.submittable.com/user/submissions>
 - o As a reminder, the email you use to log in and submit is the email where all system notifications will be directed for your grant request.
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).

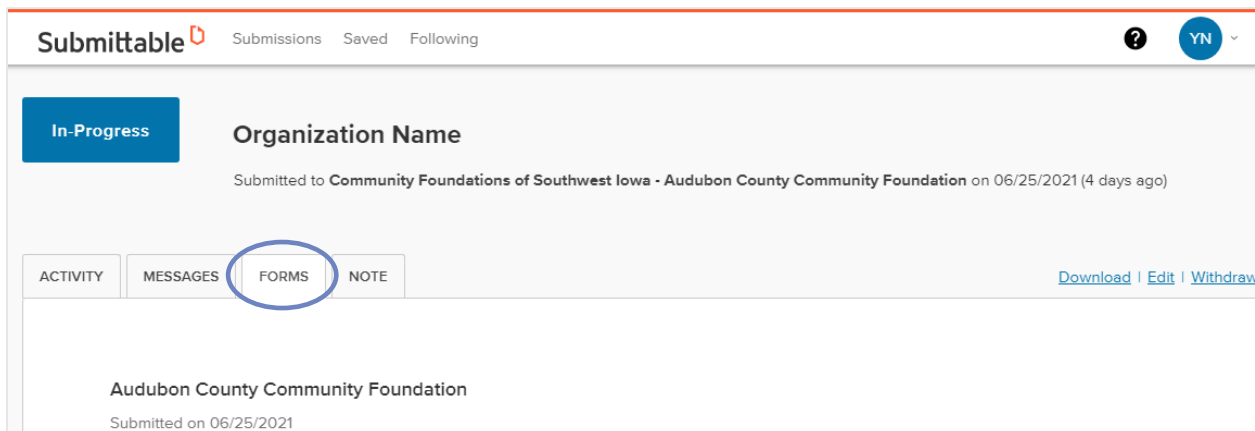


The screenshot shows the Submittable user interface. At the top, there are navigation links for 'Submissions', 'Saved', and 'Following'. A search bar and a 'Sort by date' dropdown are visible. The main section is titled 'My Submissions' and features several tabs: 'All Submissions' (circled in blue), '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 'Organization Name', and it was submitted to 'Community Foundations of Southwest Iowa - Audubon County Community Foundation' on 06/25/2021 (4 days ago). Below this, there are tabs for 'ACTIVITY', 'MESSAGES', 'FORMS' (circled in blue), and 'NOTE'. A 'Download | Edit | Withdraw' link is on the right. The main content area shows 'Audubon County Community Foundation' and 'Submitted on 06/25/2021'.

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