

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.

Figures 1-3 on next page

Figure 1 – Welcome Page



Figure 2 – County Name List

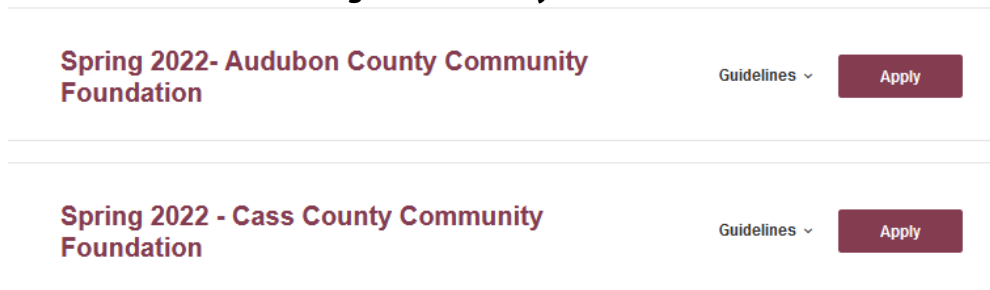
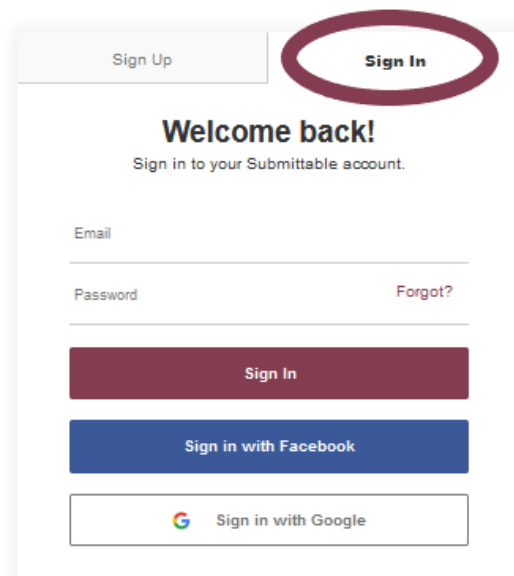
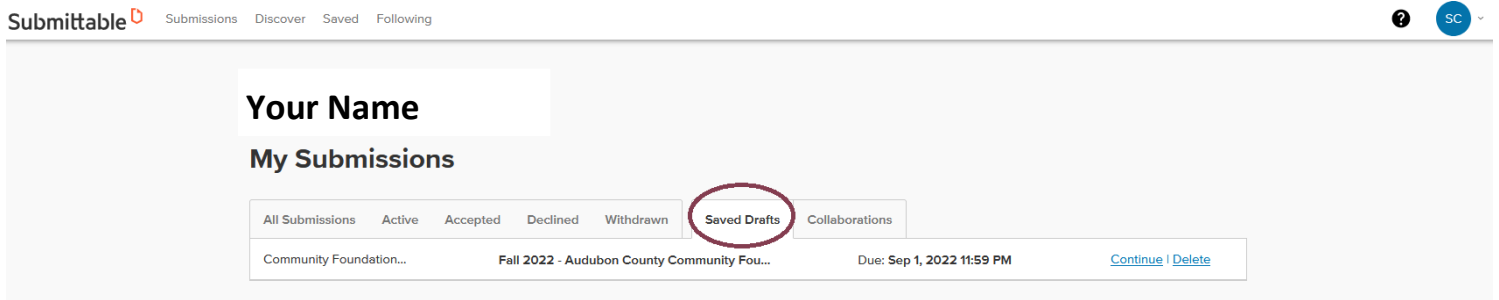


Figure 3 – Sign In Page



DRAFT

1. **To return to your draft application**, please log in with the appropriate email and password here: <https://swiowafoundations.submittable.com/user/submissions>
 - 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).



Submittable Submissions Discover Saved Following

Your Name

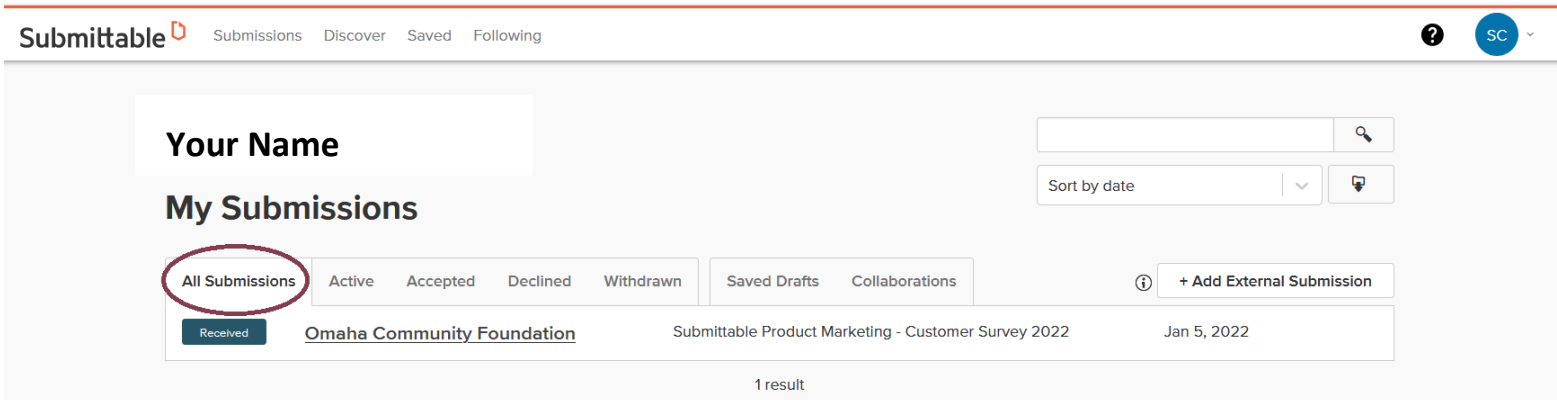
My Submissions

All Submissions Active Accepted Declined Withdrawn **Saved Drafts** Collaborations

Community Foundation...	Fall 2022 - Audubon County Community Fou...	Due: Sep 1, 2022 11:59 PM	Continue Delete
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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).



Submittable Submissions Discover Saved Following

Your Name

My Submissions

Sort by date

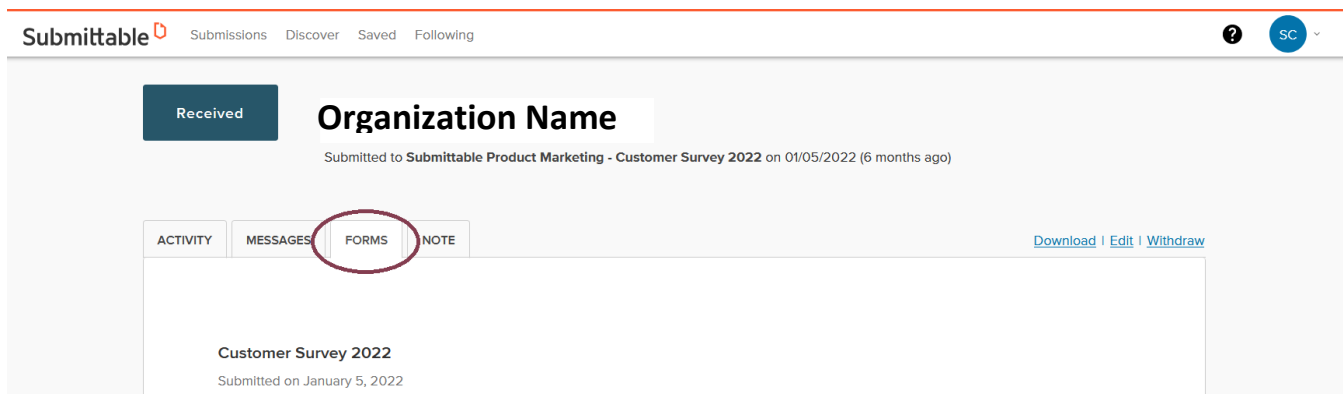
All Submissions Active Accepted Declined Withdrawn Saved Drafts Collaborations + Add External Submission

Received Omaha Community Foundation Submittable Product Marketing - Customer Survey 2022 Jan 5, 2022

1 result

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.



Submittable Submissions Discover Saved Following

Received Organization Name

Submitted to Submittable Product Marketing - Customer Survey 2022 on 01/05/2022 (6 months ago)

ACTIVITY MESSAGES FORMS NOTE Download | Edit | Withdraw

Customer Survey 2022
Submitted on January 5, 2022

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