NEW, DRAFT, and SUBMITTED APPLICATIONS

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 the current grant cycle.** Ex: Spring 2024

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 the current grant cycle application** (ex: Spring 2024) and click **Apply**. (Fig. 2)

8. **Sign in with your email and password**. (Fig. 3)
   o Forgot your password? Click *Forgot?* and follow the prompts for retrieval.
   o 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

Community Foundations of Southwest Iowa

Growing good, together.

Questions? Contact Southwest Iowa staff at 402-342-3458 or visit Submittable's Help Center at submittable.com/help/submitter.

Figure 1 – Welcome Page

Community Foundations of Southwest Iowa

Growing good, together.

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 County and Page County only accept grant applications during the spring cycle.

To start a new 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.

To access a saved draft, go to https://swiowafoundations.submittable.com/user/submissions.

Figure 2 – Current Grant Cycle Application

Spring 2024 Grant Cycle: Community Foundations of Southwest Iowa
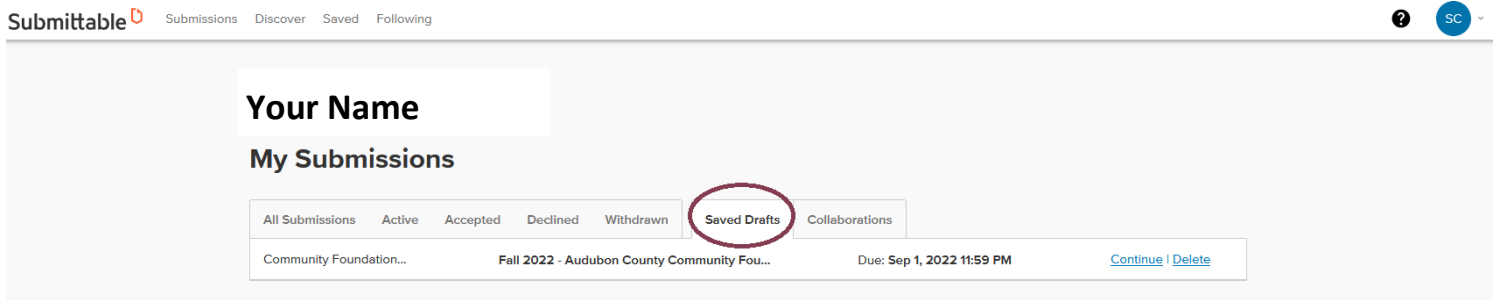
Ends on Thu, Feb 1, 2024 11:59 PM

Guidelines ∨   **Apply**

Figure 3 – Sign In Page

Sign Up   **Sign In**

Welcome back!

Sign in to your Submittable account.

Email

Password   Forgot?

Sign In

Sign in with Facebook

G   Sign in with Google
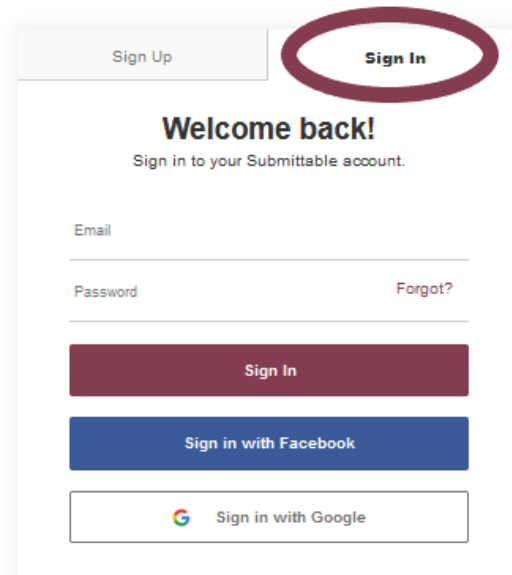
DRAFT

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).
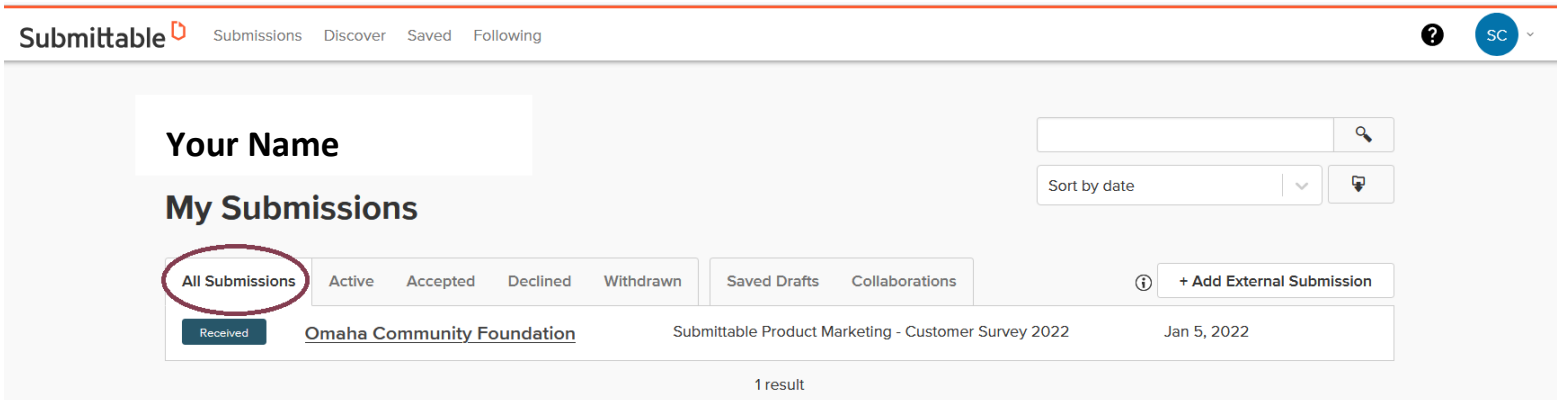
SUBMITTED

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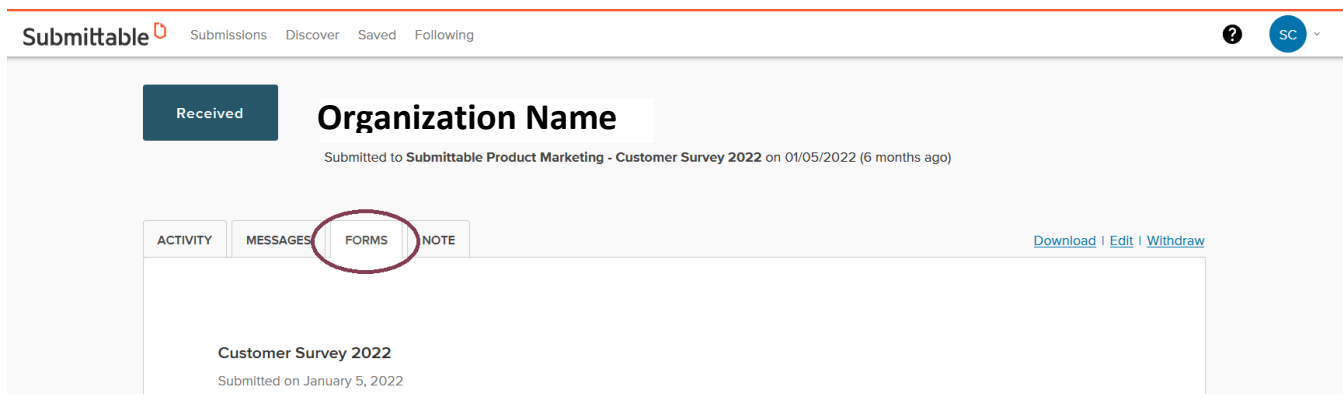
On this page, you can view a list of all applications you've submitted using the Submittable platform, including those for other organizations.

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's Help Center provides complete details on viewing past submissions online here.