## Step by step video for new applicants:

https://player.vimeo.com/video/1026297399?badge=0&autopause=0&badge=0&autopaus e=0&player\_id=0&app\_id=58479

## HOW TO APPLY FOR A GRANT

1. Click **Apply** to reach the Apply page which lists the available grant opportunities and details about each.



 If you were provided with an access code, enter it in the upper right-hand corner.



• Click Preview for any grant opportunity on the page if you would like to view the first form without starting a grant request.



2. Click **Apply** for a grant opportunity when you are ready to start a request.



• You will arrive at the application form. The deadline to submit the form is listed at the top of this page.



• Click Question List to download a copy of the form.



• Click Application Packet to download a .pdf copy of the form once you have completed it.

- 3. Complete the questions on the form.
  - Required questions are marked with an asterisk.
  - The system automatically saves your work every 100 characters you type and when you click out of a question. You can click Save at any time.

1,000 characters left of 1,000	
① Due by 11/30/2024 11:59 PM CST.	
Abandon Request	Save LOI Submit LOI

4. Click **Submit** when you are ready to submit the form.

① Due by 11/30/2024 11:59 PM CST.	
Abandon Request	Save LOI Submit LOI

• If you decide to withdraw your application before submitting it, click Abandon Request instead.

I,UUU Characters left of I,UUU	
() Due by 11/30/2024 11:59 PM CST.	
Abandon Request	Save LOI Submit LOI

- The system notifies you of any required questions that were missed. Complete those questions, and then click Submit again on the form.
  - The form cannot be edited once it is submitted unless reopened by staff for edits.
- 5. You will receive a confirmation message when your form is successfully submitted. Click **Continue**.

Confirmation				
Your LOI has been submitted.				
				Continue