



# *NextFifty Initiative® Online Application Tip Sheet*

## **Funding Guidelines:**

- Carefully review the [Funding Guidelines](#) on our Website **before** beginning the application process.

## **To start a new application:**

- Click on the link to the online application found on our website.
- Create your online account to access the application by clicking New Applicant under the e-mail field.

## **Creating an online account:**

- **Each applicant must use only one online account.** Each applicant's application(s) are saved together in one account which allows easy access to your online application history. If you create multiple accounts using multiple e-mails, it will be confusing for you to access your history/documents.
- **Organizations who have different people applying** for grants on behalf of the same Organization may wish to create one shared e-mail account to use for grants. Choose an e-mail account that is checked regularly.
  - In any given grant cycle, an eligible organization is limited to submitting two (2) grant applications for qualified projects.
- **Note the e-mail/password** used to create your account. Use this e-mail/password to login to your account on the grant portal to access your online grant history / applications in progress.
- **Add mail@grantapplication.com** to your safe senders list to ensure you receive all system communications.

## **Accessing an existing application:**

- Click on the Log in To My Account button on our website, or [CLICK HERE](#).

## **Things to remember when completing your application:**

- **Save your application often.** The system will time out after 30 minutes of inactivity, and unsaved data will be lost.
  - Save by clicking the “Save & Finish Later” button. Resume editing by selecting the Application from your Account page.
- **Late submissions will NOT be accepted** regardless of the reason (i.e., computer issues, power outage, Internet connectivity problems, etc.). Plan to fill out and **submit** before the deadline. In-process applications will be locked on **December 15, 2017, at 11:59 PM MDT.**
- Once your application is submitted, it is final, and you will not be able to make changes or additions.
- Please limit bullets and formatting in your application.
- When **uploading attachments**, browse to the file on your computer to select the desired document and click on the “Upload” button to attach your document. Only one file can be attached in each attachment field.
- Long text fields have a 64,000-character limit.

#### **Attachment check-list:**

- Upload all of the required and optional attachments before submitting your application.
  - IRS determination letter – required for all 501(c)(3), 501(c)(4), and 501(c)(6) organizations.
  - Certificate of Good Standing – required for all 501(c)(3), 501(c)(4), and 501(c)(6) organizations.
  - Non-discrimination Policy.
  - Resume for Director / Manager of project.
  - Current list of Board of Directors / Trustees – required for all 501(c)(3), 501(c)(4), and 501(c)(6) organizations.
  - Geographical Area Served Information (if applicable).
  - Organization’s Current Operating Budget (Must cover the project period) – This budget must be captured in our budget template which can be downloaded from our website.
  - Project Budget–Budget must be captured in our budget template which can be downloaded from our website.
  - Most recent Audited Financials (new non-profits which have not yet completed a year of operation or have not yet completed an annual audit will be limited to funding requests of \$25,000 or less).
  - Current Statement of Financial Position (Balance Sheet).
  - Current Statement of Activities (Profit & Loss Statement).

- Complete Form 990, including Schedule B.
- Additional Information – you may submit any additional documentation you would like NextFifty Initiative to know about your project or organization.

### **What happens after the application is submitted?**

- Remember - **late submissions will NOT be accepted** regardless of the reason (i.e. computer issues, power outage, Internet connectivity issues, etc.). Plan to fill out and **submit** before the deadline. In-process applications will be locked on **December 15, 2017 at 11:59PM MDT.**
- Once your application is submitted it is final, and you will not be able to make any changes or additions.
- After submitting your application, you will receive an email indicating the success of your submission. Save this email as it will contain the application number, a link to your account, and other important information.
- If necessary, someone from NextFifty Initiative may contact you requesting additional information.
- Grant awards will be announced in early February 2018.