Greater Northwest Kansas
COMMUNITY FOUNDATION

Applicant Submission Process
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This is an overview of how to apply online for a grant through Greater Northwest Kansas Community Foundation.

NOTE: The online grant portal works best in **CHROME browsers**. The following internet browsers are supported by the vendor for this website: Chrome, FireFox or Internet Explorer. If you are using other browsers and encounter issues, please switch to one of these supported browsers to complete your application. This site is not completely compatible with Safari (Mac / Apple browsers).

Online Application Portal: Access via www.gnwkcf.org/grants or
https://www.grantinterface.com/Home/Logon?urlkey=greaternwkansas

Create an Account:

- To submit a grant, you must first create an account. At the logon page, click the "Create New Account" button.
- Complete all information required.

  o You will need the Organization's **Federal Tax ID Number** when creating a new account.
  o For the Organization Information, use the mailing address and phone number for the organization, not you as the personal contact for writing the grant.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ⓘ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

Legal Name of Organization*	EIN / Tax ID (##-#######)*
Web Site	Telephone Number (###-###-#### x###)*
Organization Email	Mailing Address*
City*	State*
Postal Code*	

Next >

User Information

Executive Officer Question

Additional Executive Officer Information

Password

  o The **Username** will be the same as the **Email account** you use to create the new account. If you write grants for more than one organization, you will need a unique email address for each account. Another option is to use the Collaborator feature (see separate document available on the logon page).
    ▪ All correspondence will be made to the email address entered for the username. Be sure to add Greater NW Kansas Community Foundation administrator@grantinterface.com to your email's safe sender list.

Eligibility Quiz:

- The next step is to take an **Eligibility Quiz**. This will determine which grant(s) you can apply for within GNWKCF's grant system.
- Click *Start Eligibility Quiz*
- Select the primary county in which your organization serves. If your organization serves more than one county, select all others that apply in the secondary county section.
- Click *Submit Eligibility*
- A list of eligible grants will be listed.
  - If you believe you are eligible to apply for an application that does not show up in the list, please call GNWKCF at 785-734-2406.
- Click *Continue*

Apply for a Grant:

- After taking the Eligibility Quiz, you should see a list of grants available. Click *Apply* on the right-hand side of the grant listed to start the process.
  - Grants may open and close at different times. Only those grants currently open for accepting applications will be listed when you first create your account. After an account is created, you can click on the APPLY button at the top of the dashboard to see if any new grant opportunities have become available to apply.
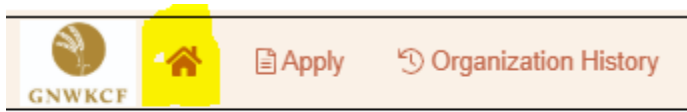

- Answer all questions and upload any documentation requested. Note that there are file type and size limitations for uploads.
- Notes regarding information required:
  - Eligible organizations must be either a 501(c)(3) Public Charitable Organization, Government Entity (Local, State, Federal), Educational Entity (school, college, university), or Religious Entity (church).
  - All 501(c)(3) eligible applicants MUST upload a copy of their **IRS Determination Letter**. The Federal Tax ID or Secretary of State Letter of Good Standing is NOT the same as the IRS Determination Letter.
  - The Budget Justification Spreadsheet is a specific Excel form that is required to be attached to most applications. Follow the link in the application to download this form from GNWKCF's website.
  - Letters of Support are generally optional, but HIGHLY encouraged.
  - Each area where a file can be uploaded is limited to ONE file and the size limited is noted on the application. If you have multiple documents to upload, you will need to combine those into a single file before uploading.
  - The "President or Board Chair" name in the application should be the person with signing approval for your organization. It is important, especially with schools, that the person with signing authority is aware you are making a request for financial resources and approves you to submit this application.
- Click *Submit Application*
- Click *Continue* to return to the Dashboard.

Grant Portal Dashboard:

- After submitting your application, be sure to note your username / password and the grant portal link.
- The Dashboard is where you will be able to view the status of your application, the Award Letter if approved, and access follow up forms if awarded.
- Click the house icon (Home Button) at the top of the grants portal to access the Dashboard.

Follow Up Action:

- It is important for you to complete follow ups in a timely manner. **Failure to complete follow ups could result in your organization being placed on probation for future grants**.
- From the Dashboard, you will see the list of grant applications in the "Active Requests" Tab.
- Each application you have submitted will have its own section.

  1. Click the **> (arrow)** next to the grant name to expand the section if it is not already expanded.
  2. The Follow Up Form section will have a Final Report included. Click the "Edit" button on the far-right side of the Final Report Line to access the final report.

- All follow ups require receipts or an accounting of how the grant funds were utilized and at least one photo of the project / impact of the project. When you share a photo with GNWKCF, you are automatically granting permission for GNWKCF or our Affiliated Foundation to use that photo for marketing including social media.

GNWKCF Staff are available Monday – Thursday from 8:30 a.m. – 4:30 p.m. Central Time to assist by calling 785-734-2406 or by emailing grants@gnwkcf.org.