



# GRANT SUPPORT CENTER

## FAQs + GLOSSARY

getting started, applying, and glossary of common terms

## REPORTING

the grant reporting process and recommendations for submitting an impactful report

## RESOURCE LIBRARY

sample budget and grant budget form

## TECH SUPPORT

troubleshooting, password recovery, software usage, accessing your account, creating an account, and adding attachments to your application

**YOUR GUIDE FOR A SUCCESSFUL APPLICATION PROCESS**

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# FAQs + GLOSSARY

## GETTING STARTED

**What is the link for the grant portal?**

[gscf.org/grantapplication](https://gscf.org/grantapplication)

**Can I email or fax my proposal?**

No. Our grant applications are only available online. Please contact [grants@gscf.org](mailto:grants@gscf.org) if you have questions.

**Who can apply?**

The Community Foundation will consider grant requests from all 501(c)(3) charitable organizations, government/public entities, educational institutions, and religious organizations.

Other organizations will only be considered if the request is for a charitable community grant. We encourage all other organizations to find a non-profit fiscal partner. If that is not possible, you will need to practice expenditure responsibility which includes submitting receipts.

**Is an EIN or Tax ID Number required?**

Yes. In order for The Community Foundation to consider your request, you must have an EIN or Tax ID number. If you do not have either, please contact [grants@gscf.org](mailto:grants@gscf.org) before you apply.

## APPLYING

### **Can my organization apply for more than one project at a time?**

Yes. The online grant portal allows you to start multiple applications within the grant cycle.

### **Can I submit the same application to multiple foundations?**

No. It is not possible to submit the same application to multiple foundations. If you wish to apply for the same project to multiple foundations, you will need to fill out a separate application for each foundation for which you are applying.

### **Do I have to complete my application all at once?**

No. At the bottom of the application page, is a "Save as Draft" button. We recommend saving your application often and before logging out. You can go in at a later time to continue working on your application. We recommend that you cut and paste your application answers after each question into a Word document to save as backup.

### **Is it better to submit applications early?**

Yes. The earlier you submit your application the more time staff has to review it and follow up with you for clarification before the committee meets to review your application submission.

### **What time do I need to submit my application by?**

All applications must be submitted by 11:59 (CST) on the day of the deadline. You will be unable to submit your application after that.

### **Is there a step-by-step tutorial for applying?**

Yes. A step-by-step tutorial can be found on the Community Foundation's website.

## Do I have to use the provided budget page?

Yes. Your application will not be considered if you submit any other budget form.

## When does my grant cycle open and close? What funds are available?

You can check the opening and closing dates of the grant cycle by visiting the Community Foundation's website and clicking on the Grants tab on the top bar. This page lists the application window and provides information on the available funds for each grant cycle.

## REPORTING

### When is the grant report due?

Your final report is due within one year from the date your organization receives notification of the grant award OR 30 days from the completion of your project- whichever comes sooner. Please note that your organization will not be eligible to receive grant funding if you have an overdue grant report.

### What if my project gets delayed? May I request a grant extension?

If you need to request an extension to your grant period, please submit a formal, brief (one page at most) explanation, including the length of the extension (with a firm end date) to [grants@gscf.org](mailto:grants@gscf.org). Extension requests should be sent as soon as circumstances indicate one is needed, and well before the original final report due date. If your request is approved, the final grant report will then be due 30 days following the agreed upon, revised end date.

### What is required within the grant report?

When filling out a grant report, you will be asked to state how the funds were specifically spent. You will also be asked to submit three photos of your project. Consider submitting before and after photos or a photo showing the project or program in action. Take a photo that showcases what is exciting about your project or program. Please ensure that your photo is taken in suitable lighting and avoid submitting screenshots in your grant report. If your photos include faces of minors, please ensure you have parental permission to use the photograph. In addition to photographs, you will be asked to share a brief report of your project's story.

## What if I have extra money left over at the end of the project?

If following the completion of your grant period you have unspent grant funds, the following actions can be taken. In either case, please also note the additional funds in the budget section of your final report.

- Extra funds can be remitted to the Greater Salina Community Foundation in the form of a check addressed to P.O. Box 2876, Salina, KS 67402-2876. Please contact us at [grants@gscf.org](mailto:grants@gscf.org) with the amount and estimated date of return. Along with the returned funds, please include a letter that states the organization name and which grant project the funds are from.

## GLOSSARY

### In-Kind

In-kind support refers to items or services provided for your project at no cost and items your organization will contribute to the project. However, you should still list the fee normally charged for the same service. For example, if a landlord donated office space to your organization, you should list the market value of the rent.

### EIN

EIN refers to the Employer Identification Number. It is assigned by the IRS for tax identification purposes.

**All further questions can be directed to the Grants and Scholarships department at [grants@gscf.org](mailto:grants@gscf.org) or 785-823-1800.**

# TECH SUPPORT

## What internet browser should I use?



Google Chrome 14 or higher is recommended. You may use Internet Explorer or Firefox, but you may experience some technical issues and we do not recommend them.

At present, users of Safari 5.1x may experience some technical issues. You should revert to Safari 5.0 or upgrade to Safari 6.

## What do I do if I forgot my password?



Click the "Forgot your Password?" button underneath the login fields. From there, you will be prompted to enter your email. A recovery email will be sent to that address.

## How do I reset my username?



Your username is your email address. If you have self-registered and forgot your username, please email [grants@gscf.org](mailto:grants@gscf.org) or call 785-823-1800 for assistance.

## How do I update my contact information?



You may update your contact information by clicking on the pencil icon to the left of your screen after you login to the grant portal. Please do not overwrite contact names if a new staff member joins your organization. Please notify [grants@gscf.org](mailto:grants@gscf.org) and a staff member can create a new contact record with a new username and password as appropriate.

## How do I update my organization's contact information?



Please contact [grants@gscf.org](mailto:grants@gscf.org) or call 785-823-1800.

### How do I create an account?



Click the "Create New Account" button underneath the login fields. You will be prompted to fill out your information and create a password.

### Why did my work not save?



Save your work frequently using the "save" button at the bottom of the page. If your progress gets lost, most likely your internet connection was disrupted. Check your connection and log back in to see if your browser cache saved your work.

### How do I find the applications I'm working on?



After logging into the grant portal, you will be taken to the homepage. There, is a tab titled "Active Requests" where you will be able to see all of your live applications.

### Can I see my past applications?



After logging into the grant portal, you will be taken to the homepage. There, is a tab titled "Historical Requests" where you will be able to see all of your old applications.

### Is there a spell check feature?



Yes. The system will check for misspelled words but will not check for grammatical mistakes.

### What file formats will be accepted for attachments?



We prefer that you attach files in a PDF format (.pdf). We will also accept files in Microsoft Word (.doc or .docx) or Excel (.xls or .xlsx). Unacceptable formats include files with "exe", "com", "vbs", and "bat" extensions.



## Why am I having problems uploading files?



Double check that there are no symbols in the file name, the file type and size are OK, then try one or more of these suggestions:

- Sometimes the problem can be a corrupt file. Try saving a new, renamed version of the document.
- Try saving your file as a different type. For instance, if you tried to upload a (.pdf) file, try uploading the original Word or Excel version of this document. If it is a Word (.doc or .docx) or Excel (.xls or .xlsx) document, try saving it as a (.pdf) file and then uploading that version. If you scanned a document to create a (.jpg) file, convert it to a (.pdf) format instead.
- Use a different computer to do the upload.

# RESOURCE LIBRARY

## SAMPLE BUDGET SHEET

Project Budget Form				
<b>Organization: XYZ Organization Inc.</b>				
<b>Project name: Camping with At-Risk Youth</b>				
List project expenses (be specific)	Price per Unit	Total Expense		
6 NTK Cherokee GT Tents	\$149.99	\$899.94		
6 10 x 12 Dry Top Brown/Green Poly Tarp (to be placed under tents)	\$11.01	\$66.06		
4 - 2 Pack Portable Outdoor LED Lantern Flashlights	\$12.99	\$51.96		
1 pkg. AA Performance Alkaline Batteries (48 pack)	\$13.67	\$13.67		
2 Coleman Propane Elite Perfectflow Propane Lantern	\$39.99	\$79.98		
2 - 2 Pack 16.4 oz Propane Bottle	\$21.48	\$42.96		
1 Igloo Polar Cooler (120 Quart)	\$73.45	\$73.45		
2 - 5 gallon Igloo Jug	\$24.99	\$49.98		
1 Camp Chef 2 Burner Grill	\$108.00	\$108.00		
1 Carry Bag for 2 Burner Grill	\$23.97	\$23.97		
1 20 Pound Propane Cylinder	\$41.93	\$41.93		
1 Lodge 5 Piece Cast Iron Cookware Set	\$130.99	\$130.99		
1 Lodge 5 Qt Dutch Oven	\$46.87	\$46.87		
5 Coleman 5 Gallon Collapsible Water Containers	\$9.79	\$48.95		
5 Rome Sets of Hot Dog Roasting Forks	\$19.99	\$99.95		
10 Rome Pie Iron Cookers	\$16.99	\$169.90		
Trailer Rental	\$500.00	\$500.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
<b>*Total Project Expenses</b>		<b>\$2,448.56</b>		
Project Revenue	Secured	Applied-for	Earned	In-kind
	<i>Budgeted funds, gifts received, etc</i>	<i>(Grants, Pending donations)</i>	<i>(Fees, ticket sales, etc)</i>	<i>(Volunteer labor, equipment)</i>
Community Foundation Request		\$1,000.00		
XYZ Foundation Inc.	\$498.56	\$0.00	\$0.00	\$0.00
Youth Fundraising Efforts	\$0.00	\$250.00	\$0.00	\$0.00
Use of Trailer	\$0.00	\$0.00	\$0.00	\$500.00
Participation Fee for 20 youth (\$10)	\$0.00	\$0.00	\$200.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$498.56</b>	<b>\$1,250.00</b>	<b>\$200.00</b>	<b>\$500.00</b>
		<b>*Total Project Revenue</b>	<b>\$2,448.56</b>	
		<b>*Revenue and Expense totals should match.</b>		

