

How to Apply for a Grant

In order to apply to for a grant through the North Valley Community Foundation's Grant System, you must first have an account. If you need help setting up an account, check out our document [How To Create an Account](#). To log in, go to <https://www.grantinterface.com/Home/Logon?urlkey=nvcf>.

1. In order to apply for a grant, you must first navigate to the the "Apply" page. If you are not taken there automatically after logging in, click the Apply link at the top.

2. On the Apply page, the publicly available grant programs will appear directly on that page. Once you find the program you are looking for, click on "Start Eligibility Quiz". **Note: If you have been given an access code for a grant program that is not public, enter your access code in the top right.** If this is the case or if the program does not have an eligibility quiz (such as the Butte Strong Fund), there will not be an eligibility quiz and you can skip to Step 5 in this document.

- For the purposes of this document, we will use the Camp Fire Relief Request as an example. Click “Start Eligibility Quiz” and you will be redirected to a small set of questions that will determine if you are eligible to apply to the selected program. Fill in the fields and click “Submit Eligibility”. **Note: If you fail the eligibility quiz, you will not be able to apply for the grant unless your account is manually reset.** To request a reset, contact the organization you are applying for the grant through.

The screenshot shows the 'Eligibility' page for a 'Camp Fire Relief Request'. At the top left is the 'Camp Fire Relief' logo. Navigation links include 'Home', 'Apply', and 'Fax to File'. The page title is 'Eligibility' with a subtitle 'Eligibility - Camp Fire Relief Request'. On the right, there are buttons for 'Eligibility Packet' and 'Question List'. A blue information box states: 'Fields with an asterisk (*) are required.' Below this is a 'Question Group' section. The first question is 'Will your request provide direct assistance to those affected by the Camp Fire?' with radio buttons for 'Yes' (selected) and 'No'. The second question is 'How much are you requesting?' with a text input field containing '25000' and a note: 'Requests for the Camp Fire Relief Fund grant program may not exceed \$25,000 at this time'. At the bottom right, there are 'Save Eligibility' and 'Submit Eligibility' buttons. A red arrow points to the 'Submit Eligibility' button.

- Once you pass the Eligibility Quiz, you will be taken to a Confirmation Page that tells you that you may apply. Click “Continue” to move forward.

The screenshot shows the 'Confirmation Page'. At the top left is the 'Camp Fire Relief' logo. Navigation links include 'Home', 'Apply', and 'Fax to File'. The page title is 'Confirmation Page'. A green success message box says: 'Your Eligibility has been submitted.' Below this, it states: 'Based on your answers, you are eligible for the following: Camp Fire Relief Request'. A blue information box says: 'Click 'Continue' to view the Apply page.' At the bottom right, there is a 'Continue' button. A red arrow points to the 'Continue' button.

- This will take you back to the Apply page, but now instead of “Start Eligibility Quiz”, the blue box now says “Apply”

- Once you click apply, you will now be taken to the the actual application. Please fill in the application completely and note that all fields with an asterisk (*) are required. At the bottom there are three buttons, “Abandon Request” will delete your application, “Save Application” will save the application so that you may log in later and finish it, and “Submit Application” will submit the application when you are completely finished.

- If your application was successfully submitted, you will see this page. You will also receive an email stating that we have received it.

- Once you click “Continue”, you will be taken back to the Applicant Dashboard, but now you see you application under “Active Requests”. It will show the status of the application (submitted) and the status of the decision (undecided). You can also view your

application and print it for your records.

Applicant Dashboard

Applicant: MR How to create an account firerelief@nvcf.org 530-891-1500 240 Main Street Chico, CA 95928	Organization: How To- Create an account 530-891-1500 240 Main Street Chico, CA 95928
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[Contact Email History](#)

[If your organization information does not appear correct, please contact the funder. Thank you.](#)

Active Requests **1** Historical Requests **0**

Eligibility Quizzes			
Eligibility - Camp Fire Relief Request	Submitted	01/07/2019	View Eligibility Quiz
test			
Process: Camp Fire Relief Request			
Application	Submitted	01/07/2019	View Application
Decision	Undecided		

At this point, the committee evaluating your application will be notified. You will be notified of their decision, whether it is an approval decision or a denial decision. If you have any questions please contact NVCF's Director of Grants Logan Todd at ltodd@nvcf.org.