Connecticut Community Foundation®

Timeless Impact®

Guide to Completing Connecticut Community Foundation Grant Applications on eGrants.net

New Users

1. Create an Account

   a. Go to the eGrant home page: https://ccf.egrant.net

   b. Create a new user account by choosing the "create an account" link

   c. Once you have created an account, an email will be sent to you with your username and password

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We welcome your ideas and grant applications!

Connecticut Community Foundation fosters creative partnerships that build rewarding lives and thriving communities in 21 towns in Greater Waterbury and the Litchfield Hills. Each year, thanks to the extraordinary generosity of donors over many decades, the Foundation awards hundreds of grants to nonprofit organizations that are addressing the most pressing challenges and opportunities in the region—and are making lives better.

Please login to begin the grant application process.

Login: [ ]

Password: [ ]

[Login]

If you do not remember your account information, click here.

If you are a new user, please create an account.

If you need any assistance using this grant portal, contact support@conncf.org.

Connecticut Community Foundation, 43 Field St., Waterbury, CT 06702
www.conncf.org

eGrant.net

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> Use this account for all grants and reports. Once a grant is approved, all reporting on that grant will be submitted through eGrant.net.
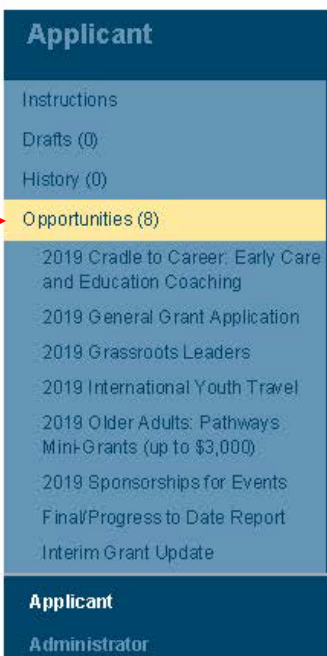>
> ***Tip:*** *If more than one staff member manages grants, for example one person submits applications and another writes reports, create one organization log in and share it.*

2. Starting a Grant Application

   a. Below is a screen shot of the welcome screen. From here you can start a grant application two ways:

      i. By clicking on the link to the area you would like to apply in the main screen **or** by choosing the application under "Opportunities" on the left sidebar

Tip: Call us 203.753.1315 ext.105 or email support@conncf.org if you are not sure which application to use.

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Connecticut Community Foundation   Sign Out

Applicant

Instructions

Drafts (0)

History (0)

Opportunities (8)

   2019 Cradle to Career: Early Care and Education Coaching

   2019 General Grant Application

   2019 Grassroots Leaders

   2019 International Youth Travel

   2019 Older Adults: Pathways Mini-Grants (up to $3,000)

   2019 Sponsorships for Events

   Final/Progress to Date Report

   Interim Grant Update

Applicant

Administrator

Scroll down to view more priority areas

Tip: If a priority area is not hyperlinked, the application form will be available later in the year.

Connecticut Community Foundation Grant Opportunities

Connecticut Community Foundation serves the people of Greater Waterbury and the Litchfield Hills. Grants, available to nonprofit organizations in our 21-town region, emphasize the priority areas below. We welcome your grant applications and look forward to partnering with you to help our region thrive!

   - To apply for a new grant, click the priority area below that is most relevant to your proposed project.

   - To report your progress on a prior grant from the Foundation, click on the appropriate report link in the Opportunities tab on the left of the screen.

Priority Area (click to apply)	Deadline(s)
Arts and Culture	March 1, 2019
Cradle to Career: Early Care and Education (birth-8) *Available August 2019*	October 4, 2019
Cradle to Career: Early Care and Education Coaching	Rolling
Cradle to Career: Youth Development (ages 9-21)	March 1, 2019
International Youth Travel	March 1, 2019
Economic Vitality	October 4, 2019

3. <u>Completing the Application</u>

   a. Once you have started the application you can save it at any time and come back to it

   b. To continue your work on a draft application:

      i. Choose the *Draft* folder from the sidebar

      ii. Check on the box of the grant you would like to keep working on

      iii. Choose *Edit* from the menu above

Tip: The application will automatically save when you move from one page to the next. If you are stepping away from your computer, be sure to save before you leave. The website will time out, which may cause you to lose completed information.

4. <u>Submitting Your Application:</u> Your application is not complete until you hit the *Submit* button

   a. A new screen will appear saying that you successfully submitted your application

   b. An email will be sent to you with a PDF copy of your submitted application and all your attachments

5. <u>Accessing Your Submitted Grant:</u>

   a. Log into eGrants and choose the *History* folder from the sidebar

   b. All your submitted grants and reports will be included here for your reference or download a PDF copy

   c. Simply select the grant you want and choose the *View* option from the top menu

6. <u>Reporting on an Awarded Grant:</u> All reports can be completed using one log-in into eGrants. To submit an *Interim, Final/Progress to Date Report,* or *Pathways Mini-Grant Final Report*:

   a. Go to *Opportunities* on the sidebar

   b. Choose the report from the menu and follow the same steps to complete and submit as you would a grant application

Note: If you are reapplying for funding for an existing project, you must submit a final report for that project before you can complete the new grant application.

Tip: Stuck? Use the help icon on the top right corner of your screen for directions on how to navigate eGrants.