



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

### New Users

#### 1. Create an Account

- Go to the eGrant home page: <https://ccf.egrant.net>
- Create a new user account by choosing the “create an account” link
- Once you have created an account, an email will be sent to you with your username and password

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.

ccf.egrant.net/login.aspx?PIID=147&OID=133

**Connecticut Community Foundation**  
Timeless Impact®

**eGrant.net**

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.

To download a guide on how to use the eGrant system [click here](#).

Please login to begin the grant application process.

Login:

Password:

Login

If you do not remember your account information, [click here](#).

**PLEASE NOTE:** If you have not yet created an egrant.net account, you will need to [create one here](#).

If you need any assistance using this grant portal, contact [grants@connctf.org](mailto:grants@connctf.org).

Connecticut Community Foundation, 43 Field St., Waterbury, CT 06702  
[www.connctf.org](http://www.connctf.org)

**eGrant.net**

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#### 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: Email [grants@connctf.org](mailto:grants@connctf.org) if you are not sure which application to use.**

**Applicant**

- Instructions
- Drafts (37)
- History (0)
- Opportunities (4)**
- 2021 General Grant Application Round 1
- 2021 Whittemore Travel Scholarship Fund for Youth
- 2021 Older Adults: Pathways Mini-Grants (up to \$3,000)
- Mini-Grant Final

**Grant Opportunities**

Connecticut Community Foundation serves the people of Greater Waterbury and the Litchfield Hills. Grants, available to nonprofit organiza 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 progress on a grant, use the report link that appears under Drafts. For Pathways Mini-Grant reports, select that form from C

If you have any questions on grants applications or reporting, please contact us at [grants@connctf.org](mailto:grants@connctf.org).

Priority Area (click to apply)	Deadline(s)
<a href="#">Building Equitable Opportunity</a>	February 15, 2021
<a href="#">Health and Environmental Justice</a>	February 15, 2021
<a href="#">Older Adults (Over \$3,000)</a>	February 15, 2021
<a href="#">Older Adults (Mini-grants up to \$3,000)</a>	February 15, 2021
<a href="#">Older Adults (Town Conversations on Aging)</a>	Rolling

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

### 3. Completing the Application

- 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

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Contact Guidelines View Prior **Edit** Delete

Applicant

- Instructions
- Drafts (1)**
- History (0)
- Opportunities (8)

Application Type Phase Priority Area

General Grant Application Application

**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. Submitting Your Application: 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

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CCF (Ellen) Sign Out

Home > Drafts > General Grant Application: Application > Check and Submit Live

Previous Save Next

**Application**

- Organizational Information
- Grant Request
- Narrative
- Outcomes & Sustainability
- Financial & Supplemental Information
- Submit**

Your grant application is complete and without errors, please submit by clicking the button below.

After you submit this form, you will receive an email confirmation that it was submitted, along with a PDF of your application. You can also print a PDF copy from "History" on the Main Menu at any time.

There were no errors found in your eGrant.net submission, you may submit.

**Submit**

Previous Save Next

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

5. Accessing Your Submitted Grant:
  - a. Log into eGrant.net 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

The screenshot shows the eGrants.net interface. In the top navigation bar, the 'View' icon (represented by a monitor) is highlighted with a red box. In the left sidebar, the 'History (1)' option is highlighted with a red box and a red arrow pointing to it. The main content area displays a table with the following data:

Application Type	Phase	Status	Priority Area	Project Name
<input checked="" type="checkbox"/> General Grant Application	Application	Submitted	Healthy Communities	sdf

6. Reporting on an Awarded Grant: All reports can be completed using the log-in to eGrants.net that was used to submit the original grant application. To submit an *Interim* or a *Final Report*:

- a. Go to *Drafts* on the sidebar
- b. Click on the draft of the report to edit and submit

**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.**

The screenshot shows the eGrants.net interface. In the top navigation bar, the 'View' icon (represented by a monitor) is highlighted with a red box. In the left sidebar, the 'Drafts (3)' option is highlighted with a red box and a red arrow pointing to it. The main content area displays a table with the following data:

Application Type	Phase	Priority Area	Project Name	Requested Amount	Due Date	Last
<input type="checkbox"/> General Grant Application Round 1	Application				2/15/2021 11:...	
<input type="checkbox"/> General Grant Application Round 1	Application				2/15/2021 11:...	12/11
<input type="checkbox"/> General Grant Application Round 1	Application				2/15/2021 11:...	12/11

A red box with the text "Look for the Phase 'Interim' or 'Final Report'" is positioned below the table, with a red arrow pointing to the 'Phase' column header.