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

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: Email grants@conncf.org if you are not sure which application to use.

3. Completing the Application

   a. Once you have started the application you can save it at any time and come back to it
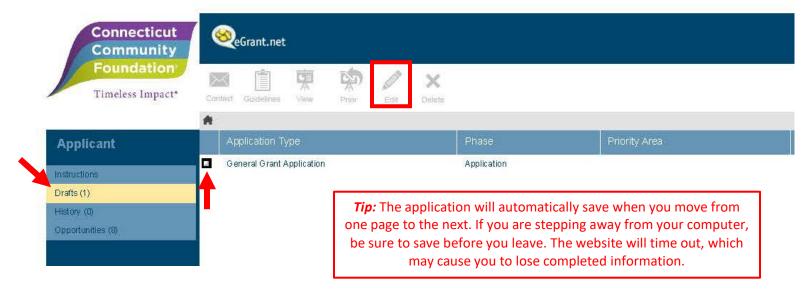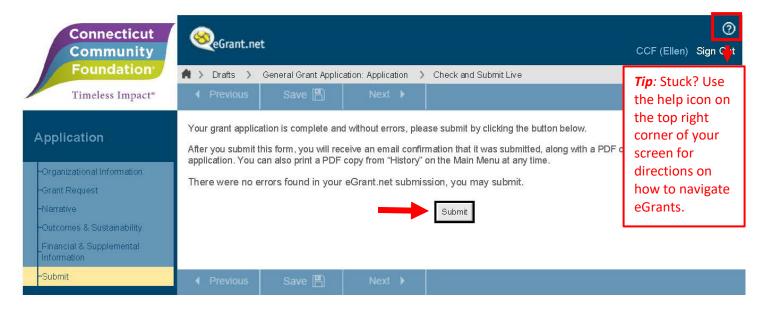
   b. To continue your work on a draft application:

      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

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

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

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

   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

6. <u>Reporting on an Awarded Grant:</u> 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.

Look for the Phase "Interim" or "Final Report"