1100 NORTH MAIN ST. SUITE 100, ANN ARBOR, MI 48104 734 998-0160 FAX 734 998-0163
4750 WOODWARD AVE. SUITE 303, DETROIT, MI 48201 313 887-7788 FAX 734 998-0163

CommunityGrants.org

Coordinated Funding Grant Application

28 Jan 2011

Nonprofit Enterprise at Work   Office of Community Development

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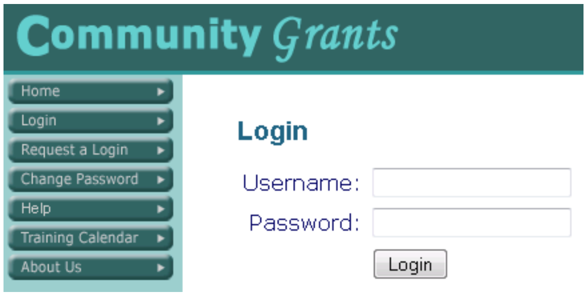
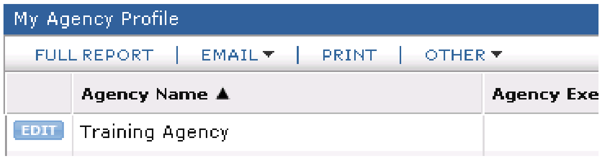
Logging In

Click the Login button on the left navigation panel at http://www.communitygrants.org/



Working with Your Agency Profile

In the My Agency Profile section, click the Edit button next to your agency.



To attach an **agency budget**, use Excel, Word, or PDF formats. If you need a template, click on the "Instructions to Add Agency Financials" link.

Add **board members** by clicking the Add Board Member button. Enter the required information and click Save at the top of the form. Edit board members by viewing them and then switching to Edit mode.

Starting a Grant Application

To begin, click the Add Grant Application button next to your agency. On the next screen, select Coordinated Funding from the list of funders.

Select

Coordinated Funding Human Services Programs: For the City of Ann Arbor, Washtenaw County, Urban County, and the United Way.

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Navigating Edit and View Modes

To complete this form, you will navigate through several screens. When you leave one screen for another, the site attempts to keep track of where you were and return you to that spot later. However, at times you may need to switch modes at the top of the form.

Edit Mode

View Mode

To switch from Edit to View mode, click Save.
To switch from View to Edit mode, click Edit.
Note that Print and Email options are available only in View mode after saving your form.

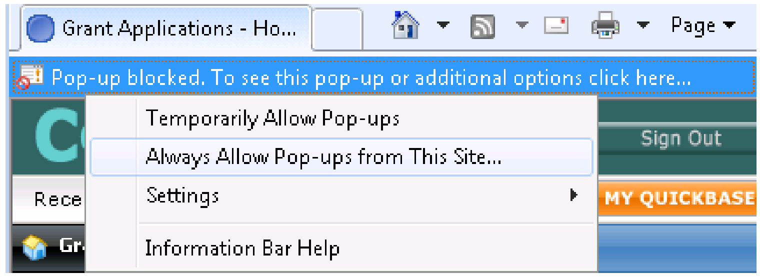
Entering Your Grant Application

Most of the fields on the form are **narrative responses** and have character limits. You are welcome to compose your responses directly in the online form. However, it may be easier to compose them in a word processor so you can track your character count as well as save your responses if you temporarily lose your Internet connection.

Adding **Collaborative Applicants** (near the top of the form) and **Key People** (section #10) is just like adding board members in the Agency Profile. Click the appropriate Add button, enter the required information, and click Save.

When adding a **Program Budget** (section #8), first download the template to your computer. After you have completed and saved the template, click Add Program Budget to upload your file. If you need to make adjustments later, upload a new version by clicking Edit next to your previously uploaded program budget file.

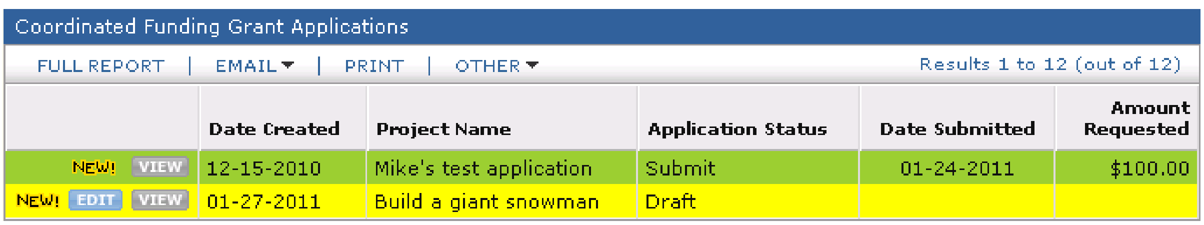
To add **Program Outcomes** (section #4), you must first choose a Human Services Priority in section #1. After clicking on the Add Outcome button, you will be presented with a screen where you must select from the list of potential outcomes. Once you click < Browse Choices… > to see the list of available outcomes, you must enable pop-ups to see the list. If you do not see the pop-up list, then look in your web browser right below the address bar for a warning. Click on the warning message to allow pop-ups from this site.



Saving a Draft

To save your form as a draft and return to it later, first click the Save button at the top or bottom of the form. If you are not returned to the main page, you can always get there by clicking on the Grant Applications – Home button in the upper-left hand corner of the screen.

To return to your application from the home screen, scroll down to the Coordinated Funding Grant Applications section. Then click Edit or View next to your application.


Coordinated Funding Grant Applications

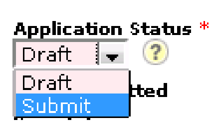
FULL REPORT | EMAIL | PRINT | OTHER — Results 1 to 12 (out of 12)

	Date Created	Project Name	Application Status	Date Submitted	Amount Requested
NEW! VIEW	12-15-2010	Mike's test application	Submit	01-24-2011	$100.00
NEW! EDIT VIEW	01-27-2011	Build a giant snowman	Draft		

Submitting Your Application

Before you can change the status of your application to Submit, you must fill out all **required fields**. In addition, ensure the **percentages** in Target Population (#2) and Participant Income Level (#3) sections total properly. Finally, enter your **electronic signature** certifying that you have completed the form completely and in good faith.

When you are done, the Application Status field will turn into a drop-down menu where you can select Submit. Save your form with Submit status and an email will be sent to the record owner confirming your submission.



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Getting Help

If you need help, scroll to the top of the form for contact information. In general, for information about the RFP, contact the funder. For technical assistance, contact help@communitygrants.org.