

# CommunityGrants.org

## WCHO Funding Application

4 May 2011

Nonprofit Enterprise at Work

Washtenaw Community  
Health Organization

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### Requesting a Login

From <http://www.communitygrants.org/> click the **Request a Login** button in the navigation panel on the left-hand side of the screen. Fill out the information form in its entirety.

#### CommunityGrants.org Login Request

##### Agency Information

Community Grants only allows one account per agency. If an account already exists for your organization, an "Agency name is not unique" error message will be received when you attempt to save this login request. If you receive this error, please contact us at [help@communitygrants.org](mailto:help@communitygrants.org) for assistance with gaining access to your organization's account.

\* Agency Name



Agency Short Name



Each organization is issued **one login**, but you can share that login with multiple people at your organization. Also, the email address you enter on this form will become your CommunityGrants.org user name. One option that works well is to use a generic account, such as [info@youragency.org](mailto:info@youragency.org).

When you are finished, click Save. Your agency information will be reviewed, and you will receive your login information by email.

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## Resetting Your Password

If you have forgotten your password, click on the **Password Help** button at <http://www.communitygrants.org> on the left navigation panel. From there, you will be directed to a page where you can enter your CommunityGrants account email address. A link will be emailed to you that will allow you to enter a new password for your account.

### Forgotten Your Password?

QuickBase's security model prevents us from disclosing your current password. However, the next few pages will let you change your account's password. Once you've verified the change, you can sign in using the new password. First, enter below the email address (or screen name) you use to sign into QuickBase.

Enter your email address (or screen name)

## Logging In

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

## Working with Your Agency Profile

To create your first agency profile, click the link [Entering your agency profile](#) at the top the screen. During subsequent CommunityGrants sessions, you can continue working with your agency profile by clicking the Edit button next to your agency in the My Agency Profile section.

My Agency Profile	
FULL REPORT   EMAIL ▼   PRINT   OTHER ▼	
Agency Name ▲	Agency Exe
<a href="#">EDIT</a> Training 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.

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## Starting a Grant Application

[Select](#)

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



## 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. There are two modes.

Edit Mode:

A screenshot of a web application interface in Edit Mode. At the top, there is a dark blue header bar with two buttons: 'SAVE' and 'CANCEL'. Below the header, the main content area has a white background with the title 'Navigation - standard application' in bold blue text. At the bottom of the content area, there are three buttons: 'Print Application', 'E-Mail Application', and 'Reports', all in a light blue box with dark blue text.

View Mode:

A screenshot of a web application interface in View Mode. At the top, there is a dark blue header bar with three buttons: 'EDIT', 'EMAIL', and 'PRINT'. Below the header, the main content area has a white background with the title 'Navigation - standard application' in bold blue text. At the bottom of the content area, there are three buttons: 'Print Application', 'E-Mail Application', and 'Reports', all in a light blue box with dark blue text.

To switch from Edit to View mode, click Save. To switch from View to Edit mode, click Edit.

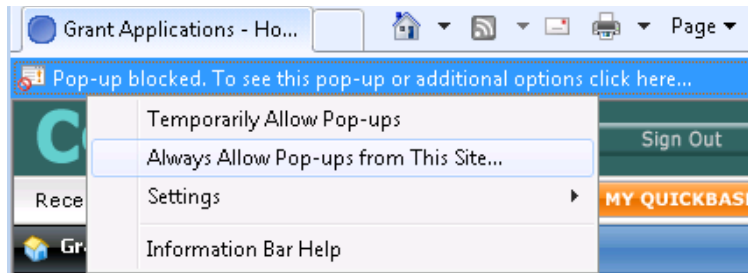
Before clicking buttons that will take you to a new page such as Print Application or E-Mail Application, you should **Save your form**.

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## Entering Your Grant Application

Most of the fields on the form are **narrative responses**. Note that WCHO is looking for specific information in each response. Please check the RFP for specific guidelines on how to respond to each section. Instructions for accessing the RFP (though MITN) are posted on the CommunityGrants home page ( <http://www.communitygrants.org> ).

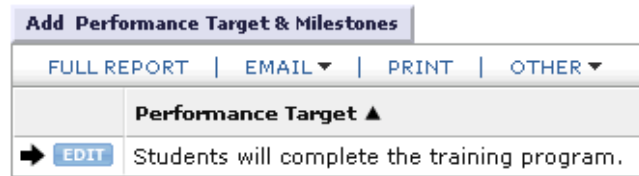
To select an **Investment Outcome (Funder Priority)**, choose an option in the Funder Priority / Investment Target field. Once you click on <Browse Choices...> in the drop-down menu to view the available outcomes, you must enable pop-ups to see the list. If you do not see the pop-up list, then look in your web browser right below the address bar for a warning. Click on the warning message to allow pop-ups from this site. Then, select one of the outcomes as your primary outcome, and refer to any others in the subsequent narrative response fields.



To complete the **Community Prevention Planning Grid** or the **Program Budget** sections, first click on the link in that section to download the template to your computer. After you have completed and saved the template, click Choose File to upload your file. The next time you save your application form, the file you specified will be uploaded with your application.

To add **Performance Targets** and Milestones, click the Add Performance Targets & Milestones button to begin. After you have saved your Performance Target, click the Add Milestone button to enter Milestones related to your Performance Target.

### Performance targets and milestones



### Year 1 Quarterly Results

	Quarter 1
Projected	<input type="text" value="10"/>
Actual	<input type="text"/>

When editing **Milestones**, enter your milestone text and review your projected numbers before checking the Milestone Approved box, which will lock in your milestone. Note that the projected numbers are not cumulative; each quarter's number will be totaled to calculate an annual total. When entering an application, leave the Actual numbers blank. You will complete these later to report your progress if your program is funded.

## Saving a Draft

To save your application as a draft and return to it later, click the Save button at the top or bottom of the form. To return to your application from the home screen, scroll down to the AAACF, Knight Foundation, and WCHO Grant Applications section. Then click Goto next to your application.

AAACF, Knight Foundation, and WCHO Grant Applications							
FULL REPORT   EMAIL ▼   PRINT   OTHER ▼				Results 1 to 14 (out of 14)			
GoTo	Project Name	Funder form - Funder and Fund	Amount Requested	Application Date	App Status	Add Report	
<b>Draft</b>				<b>13 Grant Application Records</b>			
<a href="#">GoTo</a>	WCHO Test for Walkthrough	WCHO - All Applications		03-18-2011	<b>Draft</b>	<a href="#">Grant Reports</a>	

## Submitting Your Application

When your application is complete, you will need to **print the cover sheet** to submit a hard copy with your application package. To do so, make sure you have saved your form since the last time you made any

changes. Then, at the top of the form, click the Print Application button. Click on the Print Cover Sheet Only button, and the cover sheet to sign will be delivered to your printer.

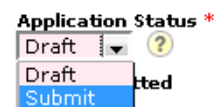
### Print Application

NOTE: WCHO requires a printed and signed copy of the cover sheet (as application to "Submit" before the deadline. You are not required to subr

[Print Cover Sheet Only](#)

[Print Complete Application](#)

The final step to submit your application is to **change the status from Draft to Submit**. Choose Submit from the Application Status drop-down menu at the bottom of the form and click Save. Once saved with Submit status, WCHO will be notified of your submission. Also, on the home screen, your application will show Submit in the App Status column.



## Reporting

If your application is funded, you will return to CommunityGrants to report on your progress in implementing the funded program. To begin, go to your grant application and click the **Reports** button at the top of the form.

### Milestones - Quarterly

FULL REPORT   EMAIL ▼   PRINT   OTHER ▼					
	Milestone	QTR 1 Projected	QTR 1 Actual	QTR 2 Projected	QTR 2 Actual
<b>Students will complete the training program.</b>					
➔ <b>NEW!</b> <a href="#">EDIT</a>	50 students will complete training phase A	15		13	

To **update milestones**, click Edit next to the milestone you wish to change. There you can enter the actual numbers for each quarter to compare with your projected numbers. Note that once the Submit Date passes, you will not be able to change your reported numbers. A good practice is to put a Submit Date one or two days in the future so that you can have time to review your numbers before they are locked in. After the Submit Date passes for each quarter, the next quarter's numbers can be entered.

### Year-End Report

**Do not create a year-end report until the end of the grant year.**

[Year-End Report](#)

### To create a year-end

**report**, click the Year-End Report button from the Reports screen. Note that

you must enter the Person Completing Report field at the bottom of the form before you will be allowed to save your report. When you are finished, change the Status field at the top of the report from Draft to Submit and save your form.

## 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](mailto:help@communitygrants.org).