TUTORIAL FOR APPLICANTS USING ETF’S ONLINE GRANT APPLICATION SYSTEM

For: Letters of Intent (LOI) and Applications

This document is designed to provide applicants with step-by-step instructions about using East Tennessee Foundation’s (ETF) online application system.

Logon Page

Welcome to ETF’s Online Grant portal

New Users: Please “Create New Account” to complete the registration process and create your logon credentials.

Existing Users: Please enter your email address and password. If you forgot your password, please use the “Forgot your Password” link to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Jan Elston, VP for Competitive Grant Programs at ETF: jelston@etf.org for help.

Create New Account – for first-time users only

Creating a new account is a multi-step process

- The first section collects Organization Information
- The second collects User Information
- Sections three and four collect Executive Officer Information
After **Organization Information** has been entered click on the “next” button.

- The next section is the **User Information** section, or *YOUR* information.
  - If your address is the same as your organization’s, you may use the “Copy Address from Organization” button to automatically pull the address information from the organization address fields into the address fields in this section.
  - Please note: The email address entered in the email/username field becomes the Applicant’s *(your)* email address on the Logon Page.

- Once the fields on the **User Information** section are completed, click on the “Next” button.
  - Please note: If you need to return to the previous section in the registration process, you must use the “Previous” button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using your browser’s “back” button you will lose all registration information entered.

- In the final section, you will indicate whether you are the **Organization Executive Officer**.
  - If you *are* the executive officer, select “Yes.” You are taken to a section of optional fields that includes only the fields that were not required in the “User Information” section.
  - If you *are not* the executive officer, select “No,” and complete the Executive Officer’s fields.

Once the executive officer’s information is entered, click on the “Next” button.
Create New Account
To complete your registration, you will be taken to the Create New Account page.
1. Enter a password with at least 6 characters.
2. Enter password again to confirm.

Create and enter password of at least 6 characters.

Once you have confirmed your password, click on “Create Account.” You will be taken to the Email Confirmation screen.

Select “Continue without checking” and then click on “Continue” on the right side of the screen.

Click “Continue.” This will take you to the Apply page.
Apply Page

- The Apply page allows you to review the list of grants programs as well as any relevant deadlines and other information related to them.
- You can preview the LOI or application without having to save any work by clicking on the “Preview” button.
- To begin working on completing the LOI or application, click on the blue “Apply” button beneath the grants program for which you would like to apply.
- Please note: Several of ETF’s grants programs begin their application process with a LOI (Youth Endowment, Arts Fund, for example.) “Apply” will take you directly to the LOI in those circumstances. When a LOI is not used, you will be taken directly to the Application.
Application/LOI Form:
Once in the LOI or application, note that your contact and organization information automatically populate the top of the form. You may return to your LOI/application as many times as you wish prior to submitting it.

As you work your way through the form answering each question, please note that:

- Any questions with an asterisk (*) must be completed before you submit your LOI/application.
- Some questions have character limits. A character is any space, punctuation mark or letter. As you type, the “character count” will decrease in accordance with that limit.
  - An error message will appear, informing you if the limit has been exceeded.
- As you complete the form, the system will auto-save after every 100 characters are typed or every time you move to another question.
Uploading Documents

- Some applications require uploaded documents, such as project budgets, financial statements, and lists of board members and staff. Upload files have size limits (in Mega Bytes – MB).
- If the document exists in an electronic format (Word, Excel, PDF, jpeg, etc.), you may search for it on your computer using the “Upload a file” button inside the application. Simply find the relevant document on your computer and select it to be uploaded.
- An uploaded file can be deleted by clicking on the red X next to the file name. Once deleted, a new file can be uploaded.

When your LOI/application is completed, click the blue “Submit” button. Once submitted, no changes can be made!

You will be taken to the Confirmation Page, verifying that your application/LOI has been saved or submitted.

Click the blue “Continue” button to get to your home page - the Application Dashboard.
Applicant Dashboard (“Home” icon)

You can get to your Applicant Dashboard at any time, by clicking on the Home icon at the top of the screen, next to the ETF logo. Once you have registered the first time, whenever you logon, you will automatically be directed to your Applicant Dashboard.

Important Information about ETF’s Grants Programs

1. Each grants program has its own set of guidelines and application.
2. Each grants program has its own application deadline and grants cycle.
3. Dates and information about grants programs are subject to change, so visit our website on a regular basis for updated information.

Questions?
If you have questions about the online application, please contact the appropriate staff person:

Field-of-Interest Funds: Jan Elston, Vice President for Competitive Grants at jelston@etf.org
Affiliate Funds: Samantha Amick, Advancement Associate, samick@etf.org
Affordable Housing Trust Fund: Anna Wiggins, Financial & Administrative Officer, at awiggins@etf.org

All staff can also be reached by telephone at (865)524-1223 or toll-free at (877)524-1223

CLICK HERE to APPLY

ETF grants are administered in compliance with ETF’s Diversity and Non-Discrimination Policy.