

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, Vice President for Competitive Grant Programs at jelston@etf.org, or Ashley Siferd Butler, Program Officer at asiferd@etf.org for help.



Returning users logon by entering your email address and password.

Logon Page

Address*

Password*

Log On

Create New Account

Forgot your Password?

If you have forgotten your password, *click here*.

East Tennessee Foundation's online grant application
in this portal are administered by East Tennessee

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and login. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Questions? Please contact Jan Elston, Vice President for Competitive Grant Programs, at jelston@etf.org, or Ashley Siferd, Program Officer, at asiferd@etf.org, or call toll-free 877-524-1223.

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.

Organization Information

Organization Name* EIN / Tax ID (##-#####)*

DUNS Number (#####) Web Site*

Telephone Number (###-###-#### x###)* Organization Email

Address 1 Address 2

City State

Postal Code Country

Next >

User Information

Executive Officer Question

Additional Executive Officer Information

Password

- 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.

The screenshot shows the 'Create New Account' page. At the top right is a 'Cancel Account Creation' button. Below the title, there is a message: 'If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page'. A yellow warning box states: 'Using the browser's back button will delete your registration information.' An information box says: 'This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (*) are required.' The form has sections for 'User Information' and 'Password'. The 'Password' section contains two input fields: 'Password*' and 'Confirm Password*'. A callout bubble points to the first password field with the text: 'Create and enter password of at least 6 characters.' At the bottom left is a '< Previous' button, and at the bottom right is a 'Create Account' button. A larger callout bubble points to the 'Create Account' button with the text: 'Once you have confirmed your password, click on "Create Account." You will be taken to the Email Confirmation screen.'

The screenshot shows the 'Email Confirmation' page. At the top is the title 'Email Confirmation'. Below it is an information box: 'You will be receiving emails from this system about your request. To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'East Tennessee Foundation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'East Tennessee Foundation (administrator@grantinterface.com)' from your spam filter, use the link below. Click Here for a tutorial about removing email addresses from spam filters.' Below this are three radio button options: 'I have received the email', 'Continue without checking', and 'I have not received the email'. A 'Send Email Again' button is located below the options. A 'Continue' button is at the bottom right. A callout bubble points to the 'Continue without checking' radio button with the text: 'Select "Continue without checking" and then click on "Continue" on the right side of the screen.' Another callout bubble points to the 'Continue' button with the text: 'Click "Continue." This will take you to the Apply page.'

Apply Page

- The Apply page allows you to review the list of grant 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 grant programs begin their application process with an LOI (Youth Endowment, Arts Fund, for example.) “Apply” will take you directly to the LOI in those circumstances. When an LOI is not used, you will be taken directly to the Application.

The screenshot shows the 'Apply' page for the Pat Summitt Foundation Fund - 2019. The page includes a search bar, a list of grant programs, and an 'Apply' button. Callouts point to various elements: 'Name of grant program' points to the program title; 'Relevant deadline information' points to the submission dates; 'Click here to preview the LOI or application.' points to the 'Preview' button; 'Link to grant information page' points to the 'Send to GrantHub' button; and 'Click here to apply.' points to the 'Apply' button.

The screenshot shows the 'Wildlife Preservation Fund' page on the East Tennessee Foundation website. The page features the ETF logo, a navigation menu, and a sidebar with links to various grant programs. A callout points to the 'Wildlife Preservation Fund' page, highlighting it as a 'Sample grant program information page on ETF's website'.

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.

Part II: Project Information

Explanation of Funding Priorities

- **Equal opportunities.** Disparity may result from: 1) biased treatment of ethnic and racial minority youth; 2) socioeconomic inequality; or 3) real or perceived obstacles to accessing opportunities.
- **Life, career, and financial skills.** Skills essential to help youth become independent and employed.
- **STEM educational opportunities.** The Department of Labor's Occupational Outlook Handbook predicts that over 50% of jobs created in the future will require a background in math, science, and technology.

Funding Priority*

Having read the explanation of funding priorities, please select the priority that best describes your organization's proposed project/program.

Equal opportunities

Life, career, and financial skills

STEM educational opportunities

Project Description*

Describe the project, program, or activities for which your organization is requesting Youth Endowment grant support and what you plan to accomplish during the two-year grant period.

3,000 characters left of 3,000

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 Megabytes – MiB.
- 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.

REQUIRED ORGANIZATIONAL DOCUMENTS

Required Organizational Documents must be uploaded to this application by clicking on the "Upload a file" button beneath each question and selecting that document from your computer files.

Organization's 501(c)(3)*

Confirmation that your organization is a 501(c)(3) nonprofit organization.

Upload a file [1 MiB allowed]

Current Organization Operating Budget*

Include all revenues and expenses.

Upload a file [2 MiB allowed]

Most Recent Audit or Financial Statement*

Provide a copy of your organization's most recent audited financial statements. If audited statements are not available, provide the financial statements compiled by the organization's CPA for the most recent fiscal year. If compiled statements are not available, provide internally prepared financial statements for the most recent fiscal year.

Upload a file [5 MiB allowed]

Board Members*

Include name and city/state of residence of each member.

▼ Certifications and Electronic Signature

Enter your full name and business title.

Final section to complete, verifying that all information is correct

Full Name*

Business Title*

Confirmation*

By entering your signature information above and clicking "I Agree" below, you certify to the best of your knowledge that:

- I am (or am authorized to sign on behalf of) the Primary Contact Person listed on this LOI
- All information entered on this LOI is correct
- The tax-exempt status of this organization is still in effect

I Agree

I Do Not Agree

Click here to Save LOI/application work. You can continue working now or at a later date.

Click here to submit!

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.

Confirmation Page

✓ The Application has been submitted.

Click the blue “Continue” button to get to your home page - the **Applicant Dashboard**.

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.

ASHLEY SIFARD

EAST TENNESSEE FOUNDATION Apply Fax to File Role (Applicant) East Tennessee Foundation Last Login: 03/22/2019

“Home” icon

Applicant Dashboard

Public Profile

Applicant: Jan Elston
jelston@etf.org

Organization: East Tennessee Foundation
62-0000000

[Contact Email History](#)

Info: If your organization information does not appear correct, please click the edit (pencil) icon.

Process	Status	Date	Action
YOUTH DEVELOPMENT PROGRAMS			
Wachs Youth Leadership Fund	Draft	02/19/2017	Edit Application
xxx			
Butterfly Fund 2017	Submitted	02/19/2017	View Application

This application has been saved and has not yet been submitted. It can still be edited.

This submitted application can only be viewed.

Logging Off

When you're ready to log off, click on "Sign Out" in the upper right corner to end your session.

The screenshot shows the Applicant Dashboard for the East Tennessee Foundation. The user is Ashley Siferd, with email asiferd@etf.org, and is associated with the East Tennessee Foundation (ID: 62-0000555). The dashboard includes a 'Sign Out' button in the top right corner. A callout box highlights this button with the text: "At any time, you can click on your name to 'sign out.'"

Important Information about ETF's Grant Programs

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

Questions?

If you have questions about the online application or process, please contact the appropriate staff person:

Field-of-Interest Funds:

Jan Elston, Vice President for Competitive Grant Programs at jelston@etf.org OR
Ashley Siferd Butler, Program Officer at asiferd@etf.org

Affiliate Funds:

Ashley Siferd Butler, Program Officer at asiferd@etf.org OR
Trudy Hughes, Vice President for Regional Advancement at thughes@etf.org

Affordable Housing Trust Fund:

Jeanne Campbell, Financial & Administrative Officer, at jcampbell@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.