

HOW TO APPLY -- USING THE ONLINE GRANT APPLICATION

Background

Beginning in January 2012, East Tennessee Foundation (ETF) embarked on a transition to a web-based online grant application system for all competitive grants of the Foundation. The goal of this change is to make the grant application process simpler, more efficient, and more user-friendly for applicants, reviewers, and ETF staff.

With the new online process, applicants can:

- Save a draft of their application and return to it as needed to update and edit prior to submission.
- Upload all the required attachments to the application.
- Obtain, through the system's "Fax to File" feature, an electronic version of important documents you only have in paper form.
- Eliminate the need to make multiple copies of the application.
- Submit the application electronically, eliminating the need to mail or hand-deliver a paper packet to us.

During the transition, only applicants to a limited number of grant programs can use the new online system. Currently, applicants for the *Affordable Housing Trust Fund* (which serves only the City of Knoxville) and the *Johnson County Community Foundation* (serving Johnson County only) may apply through the new system. We strongly encourage all applicants to use these programs to apply using this new system. If for some reason, this is not feasible for your organization, during the transition, we will still accept and process paper copies of applications; contact ETF staff for details and hard-copy application forms.

Instructions for Applying

General Instructions

Before you begin your application, please read this entire document **and** review the step-by-step instructions in the Applicant Tutorial link below. You may want to print both this document and the Applicant Tutorial prior to beginning your application.

For step by step instructions to the online application process, click on the link below:

[Applicant Tutorial](#)

If you have Adobe Flash Player 10, you can also view a video tutorial (click on the link below). If you do not have Flash Player, don't worry – this is not essential.

[Video Tutorial](#)

Additional Specific Instructions

On the Registration Page:

- All questions marked with an "*" must be completed. You will not be able to proceed to the next page until they have been answered.
- Be sure to provide complete contact information for both the person completing the application and for the organization's President/CEO.

Available Applications

Currently, only these applications may be completed using the online system:

- Affordable Housing Trust Fund
- Johnson County Community Foundation – Grants.

Completing the Application

- The application can be completed in one sitting *or* you may begin the application and complete it at another time. You may return to your application as many times as you wish prior to submitting it. Either way, all of your work can be saved as a draft.
- *Each time* you return to work on your application, you will be required to logon, using the email address and password that you used when you created your account, but you will not have to complete the Registration Page again.

Uploading Documents

- Some questions will require you to upload documents. The instructions within the application will explain which document should be uploaded for each question.
- To upload a document:
 - If the document exists in an electronic format (Word, Excel, PDF, jpeg, etc), you may search for it on your computer using the Browse button inside the application. Simply find the relevant document on your computer and select it to be uploaded.
 - If the document to be uploaded is a required form, the instructions will include a link to the blank form, which you must download to your computer, complete, and save before uploading.
 - If you do not have an electronic version of the document, you may use the “Fax to File” feature of the application system to create an electronic version. You must then save the document to your computer, so that you can upload that file to the application form. Simply click on “Fax to File” in the left margin of the application under “Tools” and follow the directions provided. You must have access to both a fax machine and a computer at approximately the same time to utilize this feature.
 - ***Please note:*** *Your uploaded document will not show as uploaded until you have saved your application as a draft.*

Certifications and Electronic Signature

- You must complete this section to verify that all information entered in your application is correct.

Submitting the Completed Application

- Once you have completed your application, uploaded the required attachments, and carefully reviewed your work, click on the “Submit” button to submit your application.

Accessing the Online Grant Application

To access the *new* online applications, click on the link below:

[APPLY ONLINE](#)

Questions?

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

- **Johnson County Community Foundation:**
 - Jan Elston, Senior Program Officer, at jelston@etf.org
- **Affordable Housing Trust Fund:**
 - Jeanette Kelleher, Housing & Financial Officer, at jkelleher@etf.org
- All staff can be reached by telephone at (865)524-1223 or *toll-free* at (877)524-1223