

How to Apply to The Diane Ruby Memorial Hope Fund Grant

In order to apply for a grant through the North Valley Community Foundation's Grant System, you must first have an account. If you need help setting up an account, check out our document "How To Create an Account" on the NVCF Nonprofit and Agency Grant page.

1. In order to apply for a grant, you must first navigate to the "Apply" page. If you are not taken there automatically after logging in, click the Apply link at the top.

2. On the Apply page, if you followed the link from the NVCF Grant Program page, you will see an application (as seen below). If for any reason you do not see the application, look to the top right of the page and find the box labeled "Enter Access Code". Type in **hope** (it is not case sensitive) Click "Apply".

- Once you click apply, you will now be taken to the actual application. Please fill in the application completely and note that all fields with an asterisk (*) are required. At the bottom there are three buttons, "Abandon Request" will delete your application, "Save Application" will save the application so that you may log in later and finish it, and "Submit Application" will submit the application when you are completely finished.

- If your application was successfully submitted, you will see this page. You will also receive an email stating that we have received it.

Confirmation Page

- Once you click "Continue", you will be taken back to the Applicant Dashboard, but now you see your application under "Active Requests". It will show the status of the application (submitted) and the status of the decision (undecided). You can also view your application and print it for your records.

Applicant Dashboard

Request Name	Status	Date	Action
Eligibility - Camp Fire Relief Request	Submitted	01/07/2019	View Eligibility Quiz
Process: Camp Fire Relief Request Application: Submitted Decision: Undecided			

At this point, the committee evaluating your application will be notified. Once they have made a decision you will receive an invitation to complete a full application or a denial letter. If you have any questions please contact NVCF at todd@nvcf.org.