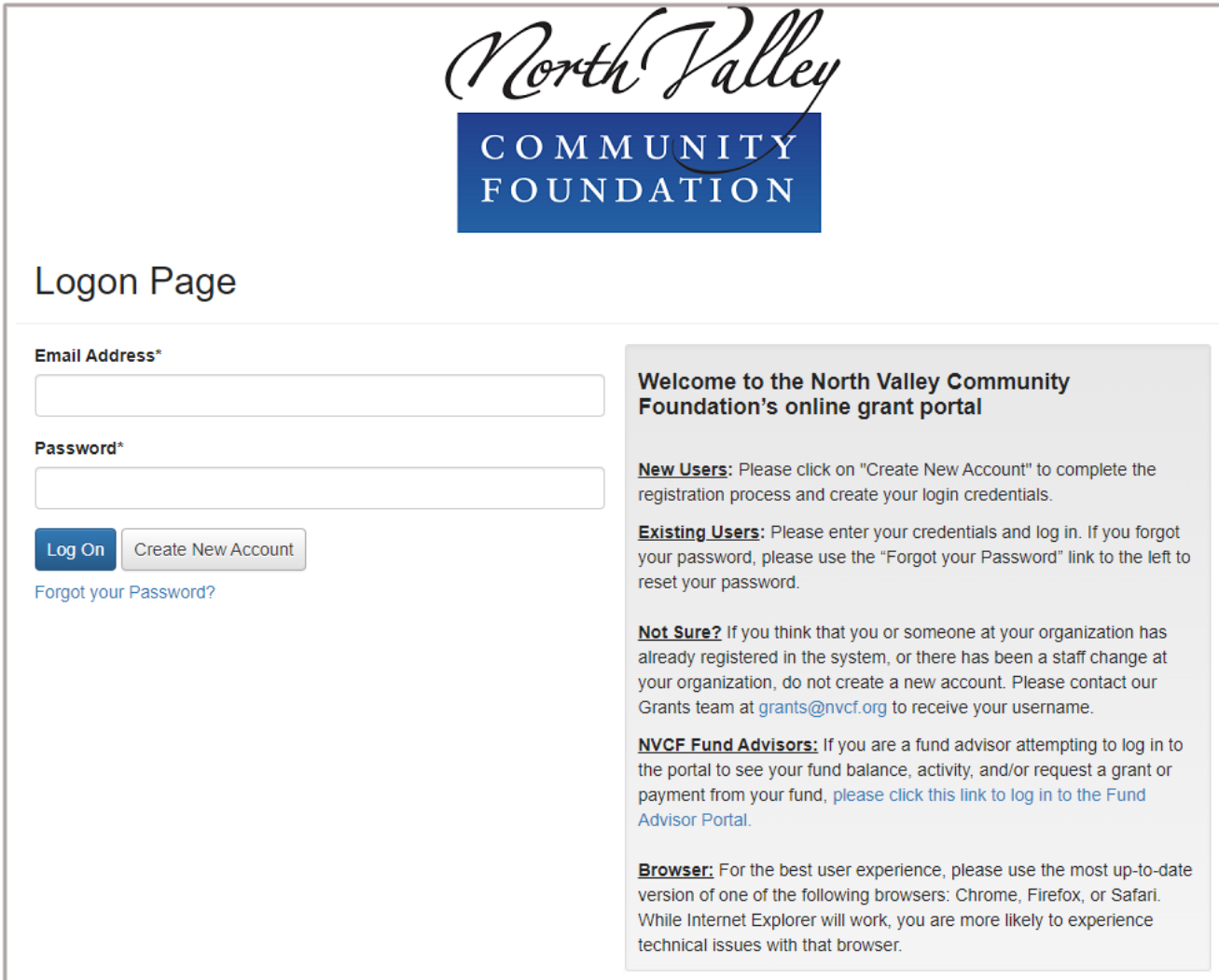


# How to Apply for a Grant

In order to apply for a grant through the North Valley Community Foundation's Grant System, you must first have a user account. If you need help setting up a user account, check out our document: [How To Create a User Account](#).

1. To apply for a grant, begin at our website, <https://www.nvcf.org/>.
2. From our website navigate to the fund or program that you want to apply to and click the "Apply" button for that process..
3. Next you will either see the **Logon page** or be taken directly to the grant **Application**.

**Logon Page:** At the Logon Page enter your email address and password and click "Log On".



*North Valley*  
COMMUNITY  
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## Logon Page

**Email Address\***

**Password\***

[Forgot your Password?](#)

**Welcome to the North Valley Community Foundation's online grant portal**

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

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

**Not Sure?** If you think that you or someone at your organization has already registered in the system, or there has been a staff change at your organization, do not create a new account. Please contact our Grants team at [grants@nvcf.org](mailto:grants@nvcf.org) to receive your username.

**NVCF Fund Advisors:** If you are a fund advisor attempting to log in to the portal to see your fund balance, activity, and/or request a grant or payment from your fund, [please click this link to log in to the Fund Advisor Portal](#).

**Browser:** For the best user experience, please use the most up-to-date version of one of the following browsers: Chrome, Firefox, or Safari. While Internet Explorer will work, you are more likely to experience technical issues with that browser.

**Application Page:** If you have saved your logon information in your browser or you are already logged in on a different browser tab, then you will be taken directly to the **Application**.

North Valley  
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Home Apply Organization History

# Application

Collaborate 0

Process: (Grant Process you are applying for will show here)

Contact Info Request

**Applicant:** **Organization:**

(Your name and information will be listed here) (Your organization's information will be listed here)

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Application Question List

Fields with an asterisk (\*) are required.

▼ Dixie Grant Program

## Eligibility Requirements

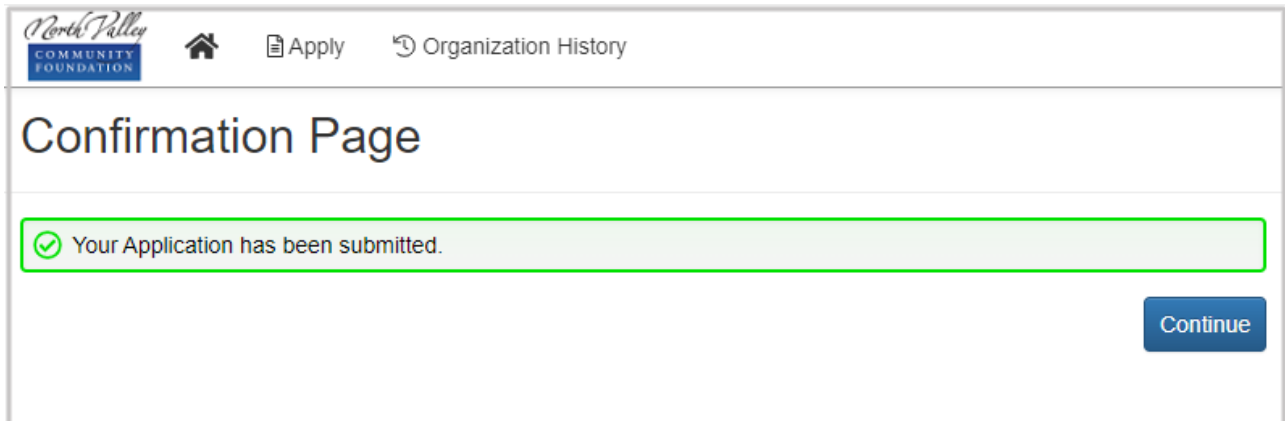
An organization applying for a project or program grant from the Dixie Grant Program must meet the following criteria to apply:

**Tax Status:** Be qualified as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code, be fiscally sponsored by a 501(c)(3), or be classified as a unit of local government (including public schools). Qualified entities include churches that serve congregations of at least 100 people and the proposed projects or programs that

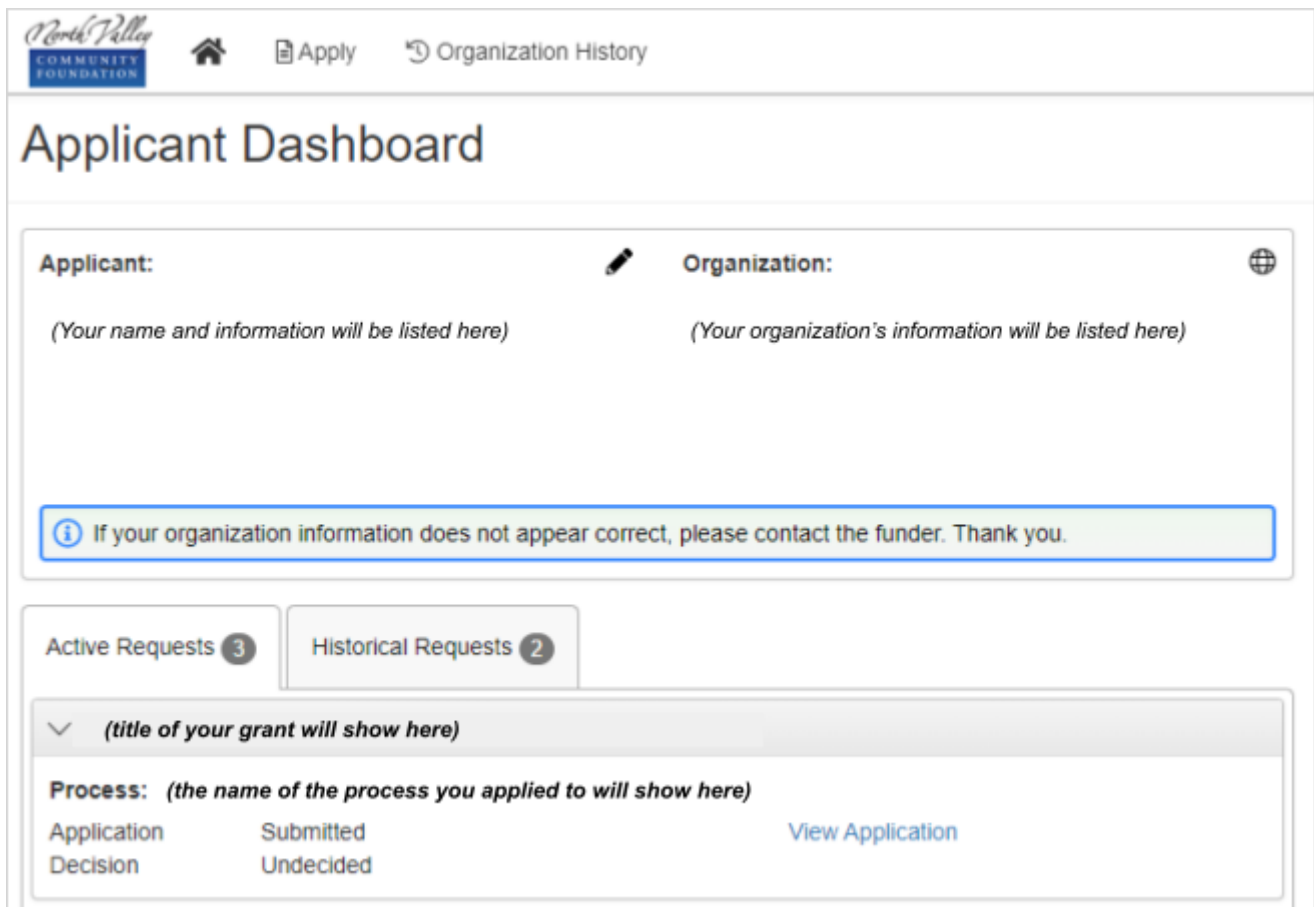
4. Scroll down, read through the application, and fill in the application fields completely. All fields with an asterisk (\*) are required.
5. At the bottom there are three buttons, “**Abandon Request**” will delete your application, “**Save Application**” will save the application so you may log in at a later time and finish it, and “**Submit Application**” will submit the application when you are completely finished.

Abandon Request Save Application Submit Application

6. If your application was successfully submitted, you will see the “**Confirmation Page**”. You will also receive an email stating that we have received your application.



7. Once you click “**Continue**”, you will be taken back to the Applicant Dashboard. Your submitted application can be viewed 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.



8. At this point, the committee evaluating your application will be notified. Once they have made a decision you will be contacted regarding any next steps. If you have any questions please reach out to [grants@nvcf.org](mailto:grants@nvcf.org).