

How to Apply for a Grant

In order to apply to 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](#). To log in, go to <https://www.grantinterface.com/Home/Logon?urlkey=nvcf>.

1. In order to apply for a grant, you must first navigate to the 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, the publicly available grant program will appear directly on that page. Once you find the program you are looking for, click on "Start Eligibility Quiz". **Note: If you have been given an access code for a grant program that is not public, enter your access code in the top right.** If this is the case, there will not be an eligibility quiz and you can skip to Step 5 in this document.

3. For the purposes of this document, we will use the Camp Fire Relief Request as an example. Click “Start Eligibility Quiz” and you will be redirected to a small set of questions that will determine if you are eligible to apply to the selected program. Fill in the fields and click “Submit Eligibility”. **Note: If you fail the eligibility quiz, you will not be able to apply for the grant unless your account is manually reset.** To request a reset, contact the organization you are applying for the grant through.

The screenshot shows the 'Eligibility' page for the 'Camp Fire Relief Request'. At the top, there is a navigation bar with the 'Camp Fire Relief' logo, a home icon, and links for 'Apply' and 'Fax to File'. Below the navigation bar, the page title 'Eligibility' is displayed, followed by the subtitle 'Eligibility - Camp Fire Relief Request'. The main content area features a 'Question Group' with the following questions and options:

- Fields with an asterisk (*) are required.
- Will your request provide direct assistance to those affected by the Camp Fire?
 - Yes
 - No
- How much are you requesting?
 - Requests for the Camp Fire Relief Fund grant program may not exceed \$25,000 at this time
 - # 25000

At the bottom right of the form, there are two buttons: 'Save Eligibility' and 'Submit Eligibility'. A red arrow points to the 'Submit Eligibility' button.

4. Once you pass the Eligibility Quiz, you will be taken to a Confirmation Page that tells you that you may apply. Click “Continue” to move forward.

The screenshot shows the 'Confirmation Page' for the 'Camp Fire Relief Request'. At the top, there is a navigation bar with the 'Camp Fire Relief' logo, a home icon, and links for 'Apply' and 'Fax to File'. Below the navigation bar, the page title 'Confirmation Page' is displayed. The main content area features a green checkmark icon and the text 'Your Eligibility has been submitted.' Below this, it states 'Based on your answers, you are eligible for the following:' and lists 'Camp Fire Relief Request'. A blue box contains the instruction 'Click 'Continue' to view the Apply page.' At the bottom right, there is a 'Continue' button. A red arrow points to the 'Continue' button.

5. This will take you back to the Apply page, but now instead of “Start Eligibility Quiz”, the blue box now says “Apply”

The screenshot shows the 'Apply' page for the 'Camp Fire Relief Request'. At the top, there is a navigation bar with the 'Camp Fire Relief' logo, a home icon, and links for 'Apply' and 'Fax to File'. Below the navigation bar, the page title 'Apply' is displayed, followed by an 'Enter Access Code' field and an 'Enter Code' button. The main content area features a blue box with the instruction 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below this, there is a 'Quick Search' field. The page is divided into two sections: 'Eligibility - Camp Fire Relief Request' and 'Eligibility - Butte Strong Fund Request'. The 'Camp Fire Relief Request' section contains a blue box with the instruction 'Based on your answers, you are eligible for the following:' and a list of 'Camp Fire Relief Request' with an 'Accepting Submissions' status and an 'Apply' button. A red arrow points to the 'Apply' button. The 'Butte Strong Fund Request' section contains a 'Preview' button and a 'Start Eligibility Quiz' button.

- Once you click apply, you will now be taken to the 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.

- Once you click “Continue”, you will be taken back to the Applicant Dashboard, but now you see you 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.

At this point, the committee evaluating your application will be notified. You will be notified of their decision, whether it is an approval decision or a denial decision. If you have any questions please contact NVCF’s Director of Grants Logan Todd at ltodd@nvcf.org.