

# Using the Grant Portal

## How to Apply

If you or someone from your organization has not yet created an account, you will need to do so by clicking on the *Create New Account* button. If you or someone from your organization already has account, you can go ahead and login.

Kosciusko County  
**COMMUNITY FOUNDATION**  
*Where Donor Dreams Shine.*

Logon Page

Email Address\*

Password\*

Log On Create New Account

Forgot your Password?

**Welcome to our Grant Portal!**

**First time here?** Please click on the "Create New Account" button. When creating your account, be sure to use an e-mail address you check regularly as this is how we will communicate with you throughout the grant process.

You may also want to check out some video tutorials to help you get started:  
Video #1: Applying for Funding  
Video #2: Your Applicant Dashboard

**Been here before?** Simply enter your credentials and login! If you forgot your password, click on the "Forgot your Password?" link to the left.

**Not Sure?** If you think that you or someone at your organization has already created an account in the system and you are unsure of the login credentials, do not create a new account. Doing so could result in the loss of historical information for your organization. Please contact our Database Administrator at [cheryl@kcfoundation.org](mailto:cheryl@kcfoundation.org) or call 574-267-1901 for assistance.

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Upon logging in, you will be taken directly to your dashboard pictured below. To start a new application, click on the **Apply** tab at the top of your screen.

Kosciusko County Community Foundation

Annie Applicant

Apply Organization History Fax to File

Applicant Dashboard

Public Profile

**Applicant:** Ms. Annie Applicant  
574-267-1901  
123 Any Street  
Warsaw, IN 46580  
Contact Email History

**Organization:** Any Organization  
574-267-1901  
123 Any Street  
Warsaw, IN 46580

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

Active Requests 1 Historical Requests 0

Books for second grade classroom - 20190000

**Process:** Community Funds: July 2019 Cycle

Application	Submitted	07/01/2019	<a href="#">View Application</a>
Decision	Approved	09/09/2019	

**Follow Up Forms**

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Community Funds Grant Agreement	Annie Applicant	Overall Award		Submitted	<a href="#">View</a>
Community Funds Request for Payment	Annie Applicant	Overall Award	09/09/2020 12:00 AM EDT	Assigned	
Community Funds Final Report	Annie Applicant	Overall Award	09/09/2020 12:00 AM EDT	Assigned	

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## Using the Grant Portal

Scroll through the page to find the grant process to which you want to apply; paying special attention to the grant cycle listed in the process name. The deadline for each application will be listed in the description and in the upper right corner of the box.

To start a new application, click on the **Apply** button.

Kosciusko County Community Foundation

Apply Organization History Fax to File

### Apply

Quick Search

Community Funds: November 2019 Cycle Accepting Submissions until 11/01/2019 **Apply**

Grants from **Community Funds** are awarded based on a competitive grant application process. Charitable organizations serving Kosciusko County residents are eligible to apply in seven areas of interest: arts & culture, human services, civic projects, recreation, environment, health, and education. Applications are accepted three times per year. Grant awards are announced approximately ten weeks after each deadline.

For more information, including [Grant Guidelines](https://kcfoundation.org/community-funds) go to <https://kcfoundation.org/community-funds> or contact the Community Foundation at 574-267-1901.

After clicking on the **Apply** button, you will be asked to submit a **Pre-Grant Inquiry**. The pre-grant inquiry must be approved by Community Foundation staff before you can complete a full application. Please allow **two business days** for staff to review your pre-grant inquiry. To be considered for our **November 2019** cycle, this application must be submitted with all required signatures and attachments by **November 1 at 4:30 p.m.** Funding notifications will be sent via mail in January.

Preview

KREMC Operation Round Up: November 2019 Cycle Accepting Submissions until 11/01/2019 **Apply**

Kosciusko REMC encourages its members to "round up" their electric bills to the nearest whole dollar. The extra cents are deposited into the **Kosciusko REMC Operation Round Up Fund**, which supports a variety of charitable causes in communities served by Kosciusko REMC. Charitable organizations serving those communities are eligible to apply. Applications are accepted four times each year. Grant awards are announced approximately six weeks after each deadline.

For more information, including [Grant Guidelines](https://kcfoundation.org/kremc), go to <https://kcfoundation.org/kremc> or contact the Community Foundation at 574-267-1901.

After clicking on the **Apply** button, you will be asked to submit a **Pre-Grant Inquiry**. The pre-grant inquiry must be approved by Community Foundation staff before you can complete a full application. Please allow **two business days** for staff to review your pre-grant inquiry. To be considered for our **November 2019** cycle, this application must be submitted with all required signatures and attachments by **November 1 at 4:30 p.m.** Funding notifications will be sent via mail in December.

Preview

KEYS Grant Application: January 2020 Cycle Accepting Submissions until 01/15/2020 **Apply**

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To continue with an application you have already started, return to your Dashboard by clicking on the **Home** icon at the top of the screen.

Click on the 'Edit Application' link within the correct process under the **Active Requests** tab. Please note that your active requests are listed by **Project Name**.

Kosciusko County Community Foundation

Apply Organization History Fax to File

### Applicant Dashboard

Public Profile

**Applicant:**  
Ms. Annie Applicant  
shaks22@gmail.com  
574-267-1901  
123 Any Street  
Warsaw, IN 46580

**Organization:**  
Any Organization  
574-267-1901  
123 Any Street  
Warsaw, IN 46580

Contact Email History

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

Active Requests 3 Historical Requests 1

Supplies for nonprofit workshop **Project Name**

**Process:** KREMC Operation Round Up: November 2019 Cycle

LOI	Submitted	10/31/2019			View LOI
Application	Draft	10/31/2019	Due on 11/01/2019 04:30 PM EDT		Edit Application
Decision	Undecided				

Support for youth philanthropy program

**Process:** Community Funds: November 2019 Cycle

LOI	Submitted	10/31/2019			View LOI
Application	Submitted	10/31/2019			View Application
Decision	Undecided				

Books for second grade classroom - 20190000

**Process:** Community Funds: July 2019 Cycle

Application	Submitted	10/14/2019			View Application
Decision	Approved	09/09/2019			

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