ONLINE GRANT APPLICATION INSTRUCTIONS

Your account will continue to be accessible for future grant applications so be sure to **save your username and password.**

* Make sure you are using an updated web browser. Google Chrome and Firefox work best.

1.) To begin a new application, click the "Apply" tab provided on www.centralkansascf.org
2.) Once on the Grants page click "Click here for more information" This will take you to the login page https://centralkansascfgrants.communityforce.com/.
3.) In the upper right-hand corner click "Login"
4.) Follow the instructions on the page to sign in. If you are a new user, click the *"Create New Account"* button. Your account will be created and tied to your email address. When creating your account, be sure you do not add a space at the end of your first or last name. *(The way you enter your name will be the way it shows up in the signature line of your application.)*
5.) This will direct you into the Application Portal. Select the grant you would like to apply for.
6.) After answering the threshold questions, the application will pull up with three sections to complete on the dashboard. When each section is completed click the *"Save and Exit"* button at the bottom of each page. *(WARNING!!! The system will time out after an hour so be sure to save.)*
7.) Once finished with all four sections, click the *"Final Review and Submit"* button at the top left of the screen. It will give you an option to print the application prior to submitting, please do this or save as a PDF. You will not be able to go back and make changes once the application is submitted. **Make sure you complete this stage of the application because your application will not be submitted for review.** After the submission you will receive a verification email stating that your application was submitted for review. If you do not get this, please login to the application and try again to submit.
8.) If you forget to print or save the application before submission, you can log back into your account and print or save.
9.) **The system will NOT accept applications after the posted deadline.**

If you have questions or need further information, please contact Michelle Critchfield, Program Officer ~ Grants, at michelle@centralkansascf.org or 316.283.5474.

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