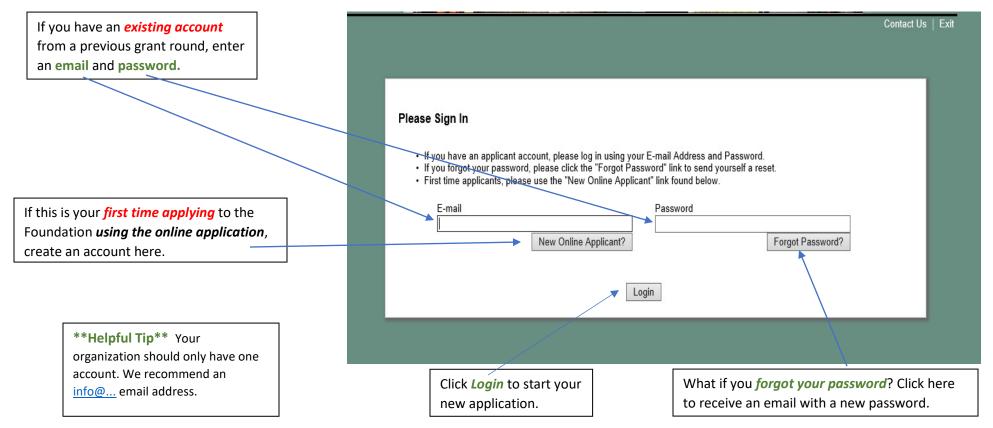
# **Davis Family Foundation**



# Online Application Guide

#### Getting started Login or create an account...

Please note: If you have applied to the Davis Conservation Foundation you should use the same login information for Davis Family Foundation.



#### The *email address* associated with your online account will receive notification when:

You create an account You save a draft of your application You submit your application You click "Forgot Password" Your grant completion report is due You save a draft of your grant report You submit your grant completion report

#### **Before You Begin**

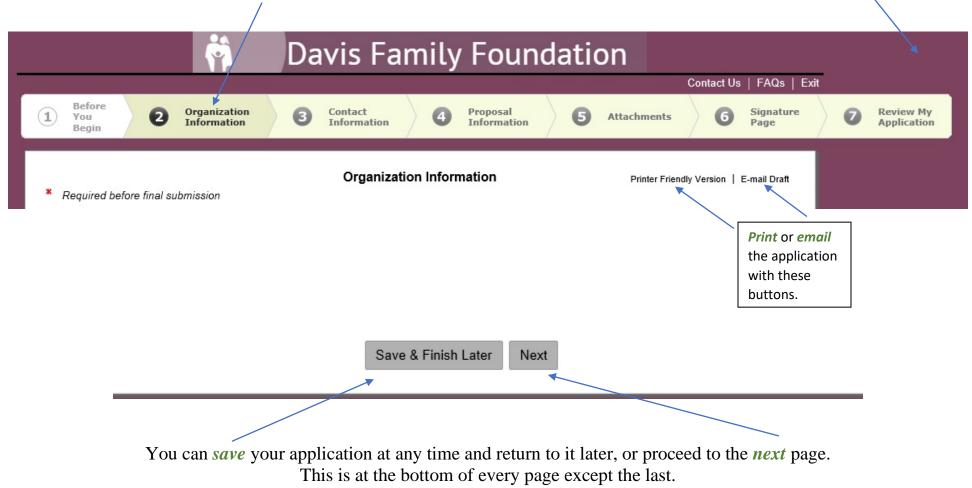
This is the page you will see when you log in. Please review these instructions carefully.

(	Before You Begin	2	Organization Information	8	Contact Information	0	Proposal Information	5 Attachments	6 Signature Page		Review My Application
	Before You Begin     Printer Friendly Version   E-mail     Required before final submission						y Version   E-mail Draft				
	Submission Deadlines: Applications must be submitted by 5pm EST February 10, May 10, August 10, or November 10. Applications for deadlines that fall on a holiday or weekend must be received by 5 pm the next business day. Trustees meet in March, June, September, and December to consider requests. The Foundation normally notifies applicants of the Trustees' decision within one week of each regular meeting, and applicants receiving grants may expect to receive payment within a month of notification. Organizations that receive grants from the Foundation are required to submit completion reports.										
	If you have questions, please visit the Foundation website FAQs before contacting the Program Officer.										
	<ul> <li>Instructions:</li> <li>1. Navigate through the application with the "save and finish later" or "next" buttons at the bottom of the screen. You may also click on the page title tabs at the top of your screen to toggle between pages. (Do not use the brower's back or forward arrows at the top left of your browser. You will lose your information.)</li> <li>2. When cutting and pasting from a word document, bold, bullets, italics, underlining, colored text etc. will not carry over.</li> <li>3. Fields marked with a red * are required.</li> <li>4. When you save your work, you will receive an email notification with information on how to return to the saved draft.</li> <li>5. You will have the opportunity to review your completed application on the final page. Select the SUBMIT button to send your completed application to the foundation. You will receive an email confirmation with a copy of the application.</li> </ul>										
	Please remember to <b>SAVE</b> your work using the Save & Finish Later button at the bottom of the page.										

## **Navigating the Application**

*Navigation Tabs* guide you through the application. Select one to go to that page. The page you are on is **bold and highlighted**.

Click *Exit* to log out.



\*\*\*Helpful Tip\*\*\* Save your application often. This will not log you out, but will take you to your account homepage.

#### **Uploading Attachments**



Step 2 -- Click "Upload" to attach your document

\* 1. Current IRS determination letter clarifying applicant's 501(c)(3) and 509(a) status.
 Choose File No file chosen
 Upload

#### Step 3 – You will see the document name, date uploaded, and file size when it is attached

\* 1. Current IRS determination letter clarifying applicant's 501(c)(3)/and 509(a) status.

File Name	×	Uploaded 🦌	Size
Sample IRS Deter	mination Letter.docx	7/19/2017 3:07 PM	12KB
Remove			

#### **Your Account Homepage**

When you select the "Save and Finish Later" button, you are taken to your account page. You will also get to this page when you log into your account once your application is in process, and when you login to submit your completion report, if awarded.

When you log in to your account you land on the " <i>Applications</i> " page.	under the " <b>Re</b>	If awarded a grant, grant reports are posted under the " <i>Requirements</i> " page. Click the button to navigate to that page.				The <i>drop down menu</i> allows you to select to view your In Progress or Submitted applications or Requirements.		
Applications Requirements Applications Welcome to your Applicant Account parts	age! This is where you	will manage your work.						
<ol> <li>Select In-Progress or Submitt</li> <li>If you select In Progress, you w</li> <li>To delete an application you do</li> <li>You may e-mail drafts and trans</li> </ol>	ill be able to continue w not intend to submit, c	orking on your saved ap lick the trash icon next in	plication. the Actions c	olumn.		ss Applications Applications Only Applications		
Application Name F	Project Title	Requested	ID I	Last Updated	My Role	Action		

## **Tips for the Online Application:**

- We encourage you to cut and paste your narrative responses from a word processing application to ensure work is not lost. The Online Questions Preview document on the right side of the "Apply" page under "Downloads" can be used for this purpose.
- Save your work frequently as you are filling out the application.
- Click the "Next" button at the bottom of each page to move through the application. You may also click on the page title tabs at the top of the application to toggle between pages. Do not use your browser's back and forward arrows.
- The Foundation does not have access to your draft applications.
- After each deadline, any unsubmitted applications will be deleted.
- Click on the "Review My Application" tab at the top of any page to view the application in its entirety. The fields will be populated with your completed answers. You will have a final chance to review and amend your work prior to submission.

## Troubleshooting

Problem	Solution			
I am signed in to my account but I can't find where to start a new application.	Even if you have an existing account, all new applications MUST be started by clicking the "New Application" link found on the <i>Apply</i> page of the website.			
Our <b>staff has changed</b> , and we lost our login information.	Contact staff to update your account to a new email address. Using "info@" or a more generic account for your organization may help alleviate this problem in the future.			
One of my documents will not attach.	Chances are your file is too large. Sometimes using a PDF can help. If it continues to fail to attach, please contact staff for assistance.			

Contact:Katie Howard, Program Officer<br/>Lisa Smith, Grants Associatekhoward@davisfoundations.org(207) 846-9132 x 13<br/>lsmith@davisfoundations.org(207) 846-9132 x 16