



Applying for Grants Online—Technical FAQs

The Community Foundation of Central Wisconsin administers a wide variety of grant programs using an online application system. This document will help answer technical questions that you may have while using the system.

What information do I need in order to set up a grantee account with the Community Foundation?

- You will need the organization's name, complete address and telephone number, and at least one organizational contact.
- You will need the organization's Federal Tax Identification Number.
- Groups or projects with a fiscal agent must use the fiscal agent's online account to apply for a grant (see below)

What if our organization does not have a Federal Tax Identification Number?

An organization must have its own Federal Tax Identification Number to apply for funding. Projects with fiscal agents may apply using the Federal Tax Identification Number of the fiscal agent. For example, if your project is operating under the umbrella of a church, use the church account login and Federal EIN Number.

What if our organization does not have Guidestar Account?

If you do not have a Guidestar account, please use the narrative section to explain. For more information or to find out if your organization is on Guidestar, [click here](#).

May our organization have more than one user?

Yes. Your organization is allowed to have multiple users but is only allowed to have one organization account per Federal Tax Identification Number.

My organization has different offices. Can I create more than one account so that each office can have its own login and password?

No, only one account is permitted per Federal Tax Identification Number. The system will alert you if the EIN is already in use. If you get this warning, please call the Community Foundation's office at 715-342-4454 for assistance.

What if we are not sure if we have an online account?

When you set up your login, follow the steps to set up an account. If you receive notification that an account for your organization already exists, call the Community Foundation during business hours to verify if you have an active account and verify the primary user.

We misplaced our login and password. Should we create a new account?

Please use the "Forgot your password" link at the sign in page to get started on retrieving/editing your organizational information.

We have had a staff change. How do we delete that person from our account?

First, we recommend that you change your password. Contact the Community Foundation to update the users associated with your organization.

I have applied before. Do I use the same user name and password?

Yes. If you have ever applied for any online grants administered by the Community Foundation you have an active online account. Use the same user name and password. If you have misplaced or lost your login information, use the password recovery service.

Will the Community Foundation have access to my password?

No. The Community Foundation does not have access to your password.

How do I submit multiple grant applications for my organization? Do I have to create a new account for each application?

No. All applications from your organization use the same organizational account no matter what grant program you are applying for.

Is there an internet browser that you recommend?

Google Chrome, Safari and Mozilla Firefox are recommended for best results. The Community Foundation does not recommend using Internet Explorer if possible.

Will the system save my work automatically?

Yes, the system is designed to save your work per character as you enter information.

How can I make sure that I don't lose my work while working on the online application?

The Community Foundation's online application system will auto save your work. However, you may find it more convenient to write and edit your proposal in word processing software and then copy and paste into the online application.

Can I make changes to my application?

Yes, you may edit your answers as often as you like until you submit your application.

I have submitted my application before the deadline and I just realized that I made an error. Can I make changes?

Prior to the deadline, please contact the Community Foundation during business hours to request to reopen your application so that you can make changes and resubmit your application. Please understand that we may not be able to respond immediately.

Can I make changes to my grant application past the Grant deadline?

The Community Foundation will not reopen applications once deadline passes.

Will I know if I have missing fields on my application before I submit it?

You will receive a notice if required fields are missing information. Some applications include optional fields. You will not receive an automatic notice if optional fields are missing information.

How will I know my submitted application was received?

You will receive an immediate confirmation on your screen and an email from our server when your application has been received. You also can view the status of your application when you log in, by clicking on the link on the left side of the page that reads "Requests" and click the link "Status." If your application was successfully submitted, the "Status" page will have the comment "Awaiting Foundation Action."

Will I have access to my online account after I submit an application?

Yes. When you create an organizational account, you are creating an account that will be used for both the application process and grant reporting. If you are awarded a grant, you will be also be accessing this account to submit reimbursement requests and support documentation.

Can I print a copy of my completed application?

Yes. After you save your draft application, a "Print Packet" button will appear at the top right of your application. Click on this link and use the "Print" button on your web browser to print the application.

Can I print a copy of the questions on the application?

Yes. At the top of the application, you will find a link labeled "Print Question Legend." Click on this link and then use the "Print" button in your web browser to print the questions. *It is helpful to print out the application questions before completing the online application to ensure you have all the required data.*

Can I submit a paper application?

No. Only electronically submitted applications will be considered.

Can I print out documents from our organizational account?

Yes. All documents may be printed from your account; this includes applications, follow up forms, grant agreements, etc. Click on the "view" link to open the document and then open and print the document using your browser print controls.