

North/East Lexington Neighborhood Mini-Grants Application Instructions

ACCESSING THE GRANTS:

- Grant information can be accessed by going to the BGCF website and then clicking on Grant Opportunities under the Learn What We Do tab:
<https://bgcf.org/learn/grantopportunities>
- Look for “**Grants Available for North/East Lexington**”
- Beneath the grant description is a link that says **Click here to apply**. Clicking on this link will take you directly to the application web portal.

REGISTERING:

- When you click on **Click here to apply**, you will be taken to the page pictured below. If you have applied online in the past, you can enter your Login ID (which is your email address) and your password. New users will need to click **Register**. Once you have registered, you will be an existing user and will Log On using your Login ID and password.



WELCOME TO BGCF'S ONLINE APPLICATION PORTAL

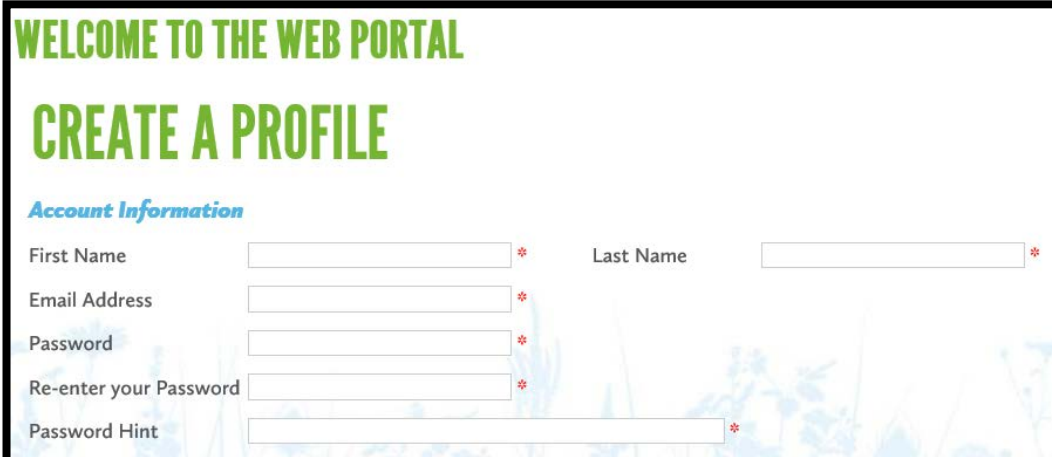
LOG IN

Login ID (Email address)

Password

Use this link to [Register](#)

- New registrants will be asked for registration information. The fields are all required. **Note that your email address becomes your Login ID.**



WELCOME TO THE WEB PORTAL

CREATE A PROFILE

Account Information

First Name * Last Name *

Email Address *

Password *

Re-enter your Password *

Password Hint *

- Registrants will be asked to select the portal access they need. If you are applying for a grant on behalf of an organization, you will select “Organization Applicant” and “Organization Admin.” If you are applying as an individual, you will select “Individual Applicant”. You will also need to click to accept the terms & conditions.

	<input type="checkbox"/>	I accept the terms & conditions *
Portal Access*	<input type="checkbox"/>	Scholarship Applicant Apply for sholarships
	<input type="checkbox"/>	Individual Applicant Apply for grants on behalf of an individual
	<input type="checkbox"/>	Organization Grant Applicant Apply for grants on behalf of an organization
	<input type="checkbox"/>	Organization Admin Control the level of access for portal users who register with the organization

- If you are applying on behalf of an organization, you will now need to enter the organization. Please search for your organization to see if it already exists as an approved organization. If it is not found, you will need to click on “Create a new organization” and enter the required organizational information. ***(Please note that if you are intending to apply on behalf of an organization, you must enter the organization information)***

Organization Information

Search approved organizations by name

Select an organization from the search results or select 'Create a new organization'

Create a new organization

New organizations must be approved by the back office before you can use them to log in

Organization	<input type="text"/>	*	
Tax ID	<input type="text"/>	*	
Address (line 1)	<input type="text"/>		
Address (line 2)	<input type="text"/>		
City	<input type="text"/>	*	
State	<input style="border-bottom: none; border-top: none; border-left: none; border-right: none; height: 20px;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px; width: 20px; text-align: center; font-size: 8px;">▼</div> <input style="border-bottom: none; border-top: none; border-left: none; border-right: none; height: 20px;" type="text"/>	*	Zip <input type="text"/>
Phone #	<input type="text"/>		
Website	<input type="text"/>		

- You will then enter contact information for yourself.

Personal Information

Address (line 1) * **Please enter an address**

Address (line 2)

City *

State * Zip

Primary Phone # * Phone Type

Secondary Phone # Phone Type

Use this link to [Log In](#)

- After successfully registering, you will receive an email that welcomes you to the Blue Grass Community Foundation’s Online Application Portal. This email will include a link to the application web portal that you can use to directly access your application(s) in the future. <http://bgcf.spectrumportal.net/Accounts/LogOn>
- At this point, you should automatically be approved as an “Organization Applicant” or an “Individual Applicant” and be able to immediately start working on the grant application. If have entered a new organization, your registration will need to be approved and you will have access within 24 hours.
- When you login, you will see “Available Applications” and you will see the **North/East Neighborhood Mini-Grants** application listed. Please notice that there is a separate applications for those applying on behalf of an **organization** and those who are applying as an **individual**. Select the application that pertains to your situation.

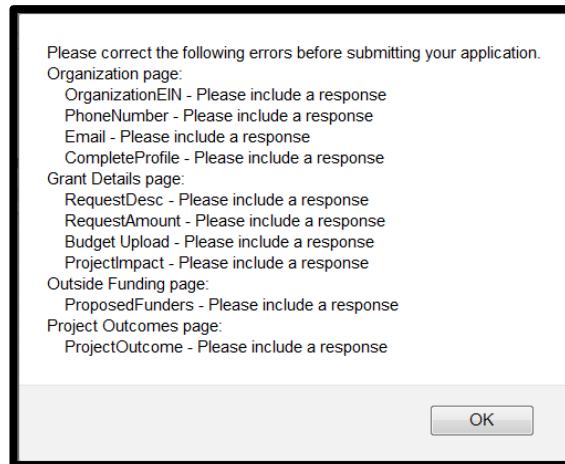
FILLING OUT THE APPLICATION:

- When you click on the Grant Application for which you want to apply, you will see a description, as well as the applicant qualifications required.
- Applications consist of two parts that are represented in these two tabs:

Contact Information

Project Information

- The **Contact information** tab includes basic information for the organization/individual who is applying for the grant. Much of this will be pre-populated from the information you entered when you registered. Also included on this prompt that will ask you in what neighborhood you live and work and in what neighborhood your project serves.
- The **Project Information** tab includes fields for describing the grant request, the amount requested, and the budget information.
- **Please note that you should click SAVE every 15 minutes while working on the application.**
- You do not have to complete the application in one session. You can save your work, logout and return at a later time to complete the application. You can directly access the application portal by going to:
<http://bgcf.spectrumportal.net/Accounts/LogOn>
- When you Log In, you can click the **My Saved Applications** tab and see the application(s) you have started. Simply click on the name of the application and you will be able to continue your work.
- Once you have completed the application and filled in and uploaded all required information, click **Submit** at the bottom of the page. If you have failed to provide any required information, you will be alerted of this error and the application will not be submitted. The alert will notify you of exactly what information is missing.



- Once the required information is included, you will be able to successfully submit your application.
- After successfully submitting your online application, you will receive an email confirming the receipt of you application by Blue Grass Community Foundation.
- For any questions regarding the online application process, please contact Kristen Tidwell at Bluegrass Community Foundation:
kristen@bgcf.org • (859) 721-2347