

## On the Table Grant Online Application Instructions

### ACCESSING THE GRANT APPLICATION:

- Visit Blue Grass Community Foundation website:  
<https://www.bgcf.org/learn/grantopportunities>
- Scroll Down to the heading that says Grants Available for Franklin County. 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.
- Or simply click this link to be directed to the application on the BGCF Grant Portal: <https://bgcf.spectrumportal.net/ProposalApplicants/Application/0/67>

### REGISTERING:

- When you click on **Click here to apply**, you will be taken to the page pictured below. 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**

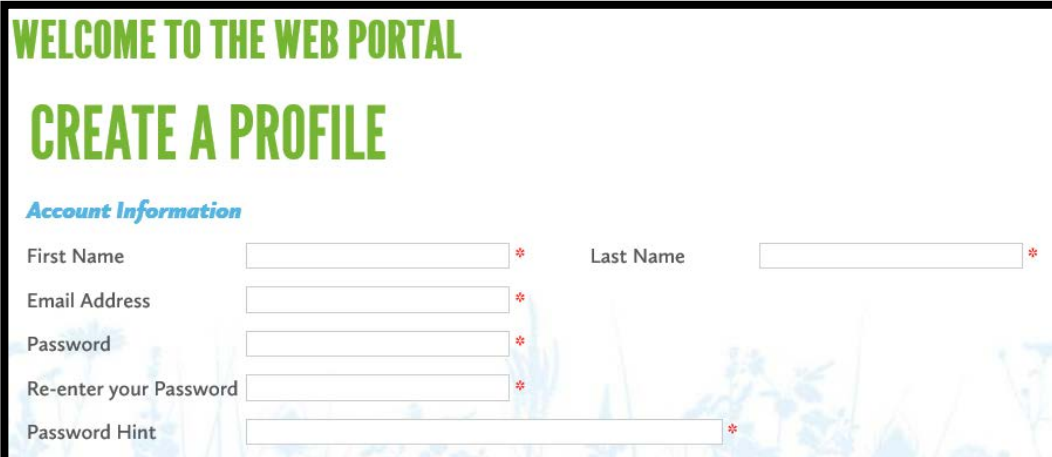
**LOG IN**

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. As a grant applicant on behalf of an organization, you will select “Organization Applicant.” If you are the primary user of this portal for an organization, you may also select “Organization Admin,” which will allow you to control the access for other users who register with your organization. You will also need to click to accept the terms & conditions.

I accept the [terms & conditions](#) \*

Portal Access\*

<input type="checkbox"/>	Scholarship Applicant	Apply for sholarships
<input checked="" type="checkbox"/>	Organization Grant Applicant	Apply for grants on behalf of an organization
<input checked="" type="checkbox"/>	Organization Admin	Control the level of access for portal users who register with the organization

\*Some access requires approval. Please do not select access that you do not need!

- 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 you are unable to apply for any grants without entering any 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  \*

Tax ID  \*

Address (line 1)

Address (line 2)

City  \*

State  ▼ \* Zip

Phone #  \*

Website

- You will then enter contact information for yourself. You can select to copy the address information from the organization, rather than entering your personal contact information if you prefer.

**Personal Information**

Copy Address Information From Organization

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>
- As a new Organization Grant Applicant, you will not have immediate access to the grant application. Blue Grass Community Foundation staff must link your individual account to the organization to fully register your account. **Please note that this process can take up to two hours on a weekday. All organization registrations made over the weekend will be processed the following Monday. If you have difficulty accessing the application after you initial register your organization, contact Kristen Tidwell at [kristen@bgcf.org](mailto:kristen@bgcf.org).**

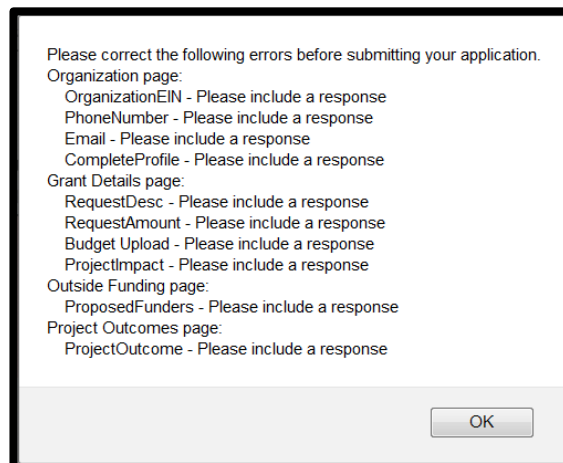
#### FILLING OUT THE APPLICATION:

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



- The **Applicant Information** tab includes basic information for the organization for which you are applying. Much of this will be pre-populated from the information you entered when you registered. This is also the tab where you will enter the information for the fiscal sponsor if you are using one to apply.

- The **Project Information** tab includes fields for describing the project for which you are requesting funding, including the amount requested, the total cost of the project, as well as the overall impact and sustainability of the proposed project. Please note that when filling out the narrative fields, you are able to copy and paste your text from another program. However, please be sure to proof-read the narrative for erroneous symbols and characters which can occur when using incompatible programs.
- The **Require Attachments** tab includes all of the required documents to upload with your application. This includes a project budget, organizational budget, letters of support, financial statements, etc.
- **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 Login, 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, Director of Grants & Scholarships, at Bluegrass Community Foundation, [kristen@bgcf.org](mailto:kristen@bgcf.org) or (859) 721-2347.