

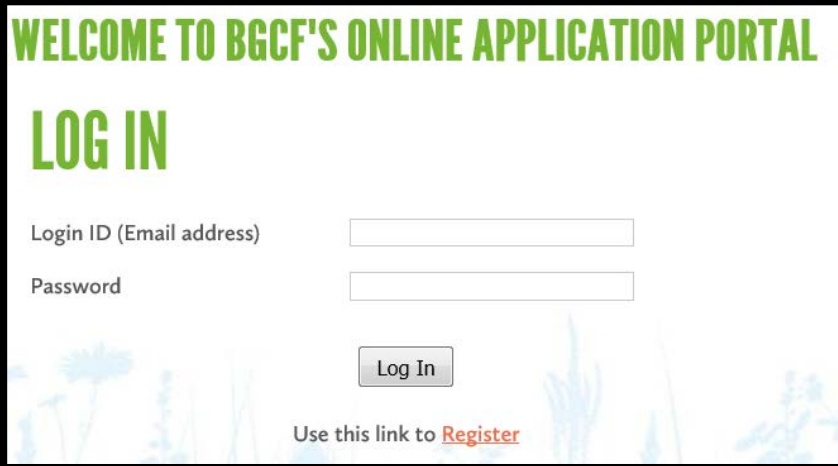
What You Do Matters Grant Online Application Instructions

ACCESSING THE GRANT APPLICATION

- The grant application is accessed by going to the BGCF application portal:
<https://bgcf.spectrumportal.net/Accounts/LogOn>

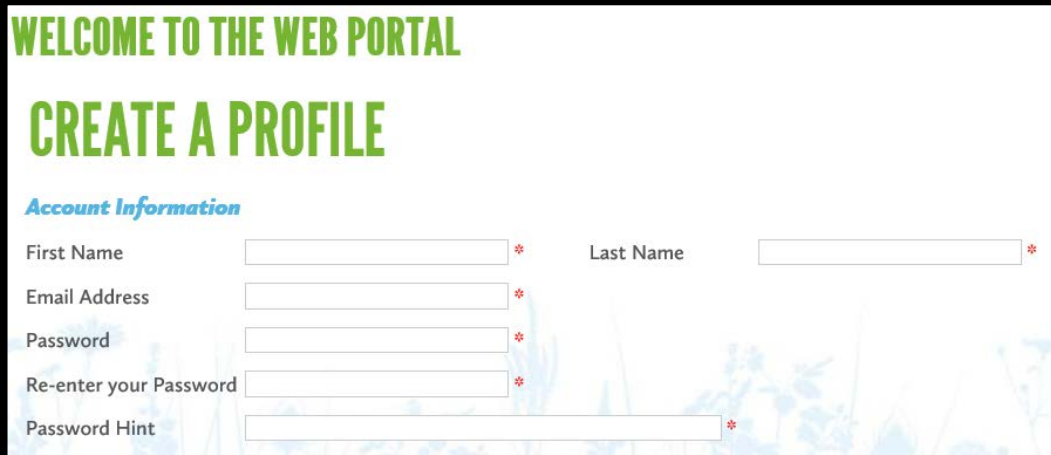
REGISTERING:

- If you have applied for a BGCF grant 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.



The screenshot shows the login page of the BGCF Online Application Portal. At the top, it says "WELCOME TO BGCF'S ONLINE APPLICATION PORTAL" in green. Below that is the heading "LOG IN" in large green letters. There are two input fields: "Login ID (Email address)" and "Password". Below the fields is a "Log In" button. At the bottom, there is a link that says "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.**



The screenshot shows the "CREATE A PROFILE" page on the BGCF Web Portal. At the top, it says "WELCOME TO THE WEB PORTAL" in green. Below that is the heading "CREATE A PROFILE" in large green letters. Underneath is the section "Account Information" in blue. There are five input fields, each with a red asterisk indicating it is required: "First Name", "Last Name", "Email Address", "Password", and "Re-enter your Password". There is also a "Password Hint" field.

- 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.

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

Portal Access*

<input type="checkbox"/> Scholarship Applicant	Apply for scholarships
<input type="checkbox"/> Organization Grant Applicant	Apply for grants on behalf of an organization
<input type="checkbox"/> Organization Administrator	Control the level of access for portal users who register with your organization
<input type="checkbox"/> Individual Applicant	Apply for grants as an individual or FCPS Teacher

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

- 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 *

Tax ID *

Address (line 1)

Address (line 2)

City *

State * Zip

Phone # *

Website

- 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 ▼

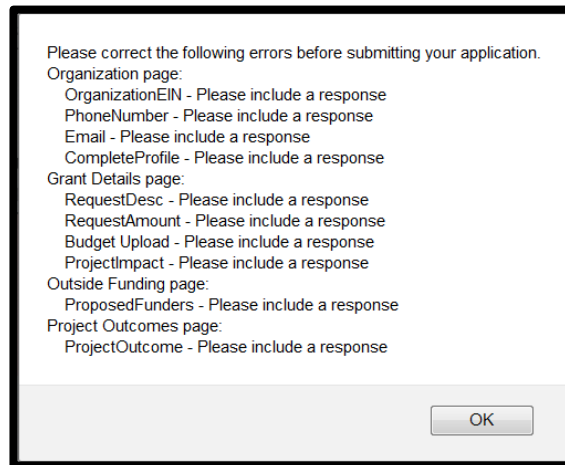
Use this link to [Log In](#)

- 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”. If you are an Individual Applicant, you will be able to immediately start working on the grant application. **If you have registered a new organization, your organization registration will need to be approved before you will have access to the application. A new organization registration is usually approved within 24 hours during the work week. It will take longer if the organization is registered on a weekend.**
- When you login, you will see “Available Applications” and you will see the **What You Do Matters Grant** application listed. Please notice that there are 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 at the top of the application form
- Fill out all of the required fields as indicated.

- Be sure to upload your video as a **.mov**, **.mp4**, and **.avi**, which are all standard formats used by video apps on any smartphone.
- 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 your 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