



Using the Web Portal to Apply for Grants

To begin your grant application:

- 1) Hover your mouse over the "Grant Applicant" menu and click "Available Grants".
- 2) Click the blue hyperlink for the grant application you wish to complete.

To access your saved grant application:

- 1) Hover your mouse over the "Grant Applicant" menu and click "My Saved Applications".
- 2) Click the link for the application you want to access.

For In Youth We Trust Grants Please Note:

- 1) Adults/Organization Admins may view the grant application and may help the student with it, but the student should be the primary writer and submitter of the application.
- 2) Only one person may have access to the started application at a time. In other words, both the Adult/Organization Admin and Student/Grant Applicant may be logged in at the same time, but only one may have access to the started application.

Web Portal Usage Tips:

- 1) Save your work every 3-5 minutes.
- 2) Navigate the application by clicking the buttons within the application (i.e. "Next", "Previous", "Log Off", etc.). Do not use the "Enter" key, keyboard shortcuts, or exit by clicking the "x" at the top right of the screen; doing so may cause errors with your application.

If you experience any technical issues, try the following troubleshooting suggestions first:

- 1) Log off the portal, close your browser window, open a new browser window, and log in.
- 2) Type in your password each time you log in (the system sometimes does not accept auto-filled passwords).
- 3) Log off the web portal, restart your computer, and log in.
- 4) If you are using an older web browser, try a different browser (i.e., Chrome, Safari, Firefox, etc.)
- 5) Try a different computer, or a computer on another network.
- 6) If none of these work, contact James Patterson at jpatterson@cfnil.org or 779-210-8206.