How to Register & Apply for CFNIL Grants

Please note: These instructions apply to the Community Grants, Carroll H. Starr Endowment Challenge, Club Blue, Blanche Martin Mini Grants, and Community Opportunities Grant Programs.

If you have previously registered for the Web Portal, you do not need to register again. You can access the Web Portal using the "Apply Now" icon found at the top of every page on CFNIL.org.

· How to Register ·

Stage One: Your **Organization Admin** must register for the Web Portal. Your **Organization Admin** is the person in charge of managing permissions to create, edit, and/or view grant applications for your organization.

∗∗PLEASE NOTE: **The Organization Admin may also potentially be the Grant Applicant (the person who will be completing the grant application).** However, the Grant Applicant could be someone other than the Organization Admin (i.e. the Grant Applicant could be another staff member, a board member, a volunteer, or a professional grant writer.) If the Grant Applicant is someone other than the Organization Admin, the Grant Applicant should skip to Stage Four of these instructions.

1) Organization Admin: Visit www.cfnil.org and click Grants, then click on the "Apply Now" icon. The "Apply Now" icon is also on the header of every page on www.cfnil.org and links to http://cfnil.spectrumportal.net/ . Congratulations, you've made it to the Web Portal.
2) Complete the requested profile information. An asterisk next to the field denotes that the field is required. We would appreciate it if you would complete all the requested contact information; this will help us keep our records up to date.
3) When choosing a password, choose one 6-8 characters long, including one number. Please do not use special characters (i.e. #, $, &)
4) In the "Portal Access" section, un-select "Scholarship Applicant" and then select "Organization Admin".
5) If the Organization Admin is the same person who will be completing the online grant application, also select "Grant Applicant". *If someone else will be completing the grant application, that person must proceed to Stage Four and register separately as Grant Applicant.*
6) Click "Register". (Do not press "Enter"; you must click "Register".)
7) A message will appear saying that a confirmation code has been e-mailed to you. Check your e-mail (including your spam folder) for your confirmation code and write it down.

Stage Two: CFNIL will approve the Organization Admin's registration. This may take up to 24 hours during the week. No registrations can be processed on weekends or holidays.

Stage Three: Upon CFNIL's approval of your registration:

1) Access the Web Portal as you did in step 1.
2) Click the blue "Log On" hyperlink.
3) Enter your e-mail and password, and click the "Log In" button.
4) Enter your confirmation code on the Email Confirmation screen and click "Log In".
5) You should receive the message "Welcome to the Spectrum Web Portal". This means you are logged in.
6) If you (Organization Admin) are also the Grant Applicant, you can proceed to the "Grant Applicant" section of the Web Portal to begin your application. You can also save your application and log back into the Web Portal to re-access it at any time.
7) If someone else is the Grant Applicant, they must proceed to Stage Four of these instructions and register separately for the Web Portal. The Organization Admin must proceed to Stage Seven of these instructions to give the appropriate application access level to the Grant Applicant.

Stage Four (Grant Applicants Only): Register for the Web Portal.

1) On the web page of the grant program for which your organization is applying, click on the "Apply Now" icon.
2) Click on the blue "Register" hyperlink.
3) Complete the requested profile information. You should select "Default" for the "Website" field. An asterisk next to the field denotes that the field is required. We would appreciate it if you would complete all the requested contact information; this will help us keep our records up to date.
a) If the Grant Applicant is submitting applications for one organization, use an e-mail address that is affiliated with that organization if possible.
b) If the Grant Applicant is submitting applications for more than one organization (i.e. in the case of a professional grant writer or volunteer), use an e-mail address that is not affiliated with any of these organizations. Use a personal or unrelated business e-mail address instead.
4) When choosing a password, choose one 6-8 characters long, including one number. Please do not use special characters (i.e. #, $, &)
5) In the "Portal Access" section, un-select "Scholarship Applicant" and then select "Grant Applicant".
6) In the "My Organizations" section, you can search for and select your organization, or create a new organization. PLEASE NOTE: if you will be submitting applications for more than one organization, see Stage Seven for instructions to add additional organizations to your Web Portal account.
7) Click "Register". (Do not press "Enter" to register; you must click "Register".)
8) A message will appear saying that a confirmation code has been e-mailed to you. Check your e-mail (including your spam folder) for your confirmation code and write it down.

Stage Five (Grant Applicants Only): CFNIL will approve the Grant Applicant's registration. This may take up to 24 hours during the week. No registrations can be processed on weekends or holidays.

Stage Six (Organization Admins Only): Set the appropriate application access level for the Grant Applicant.

1) Log onto the Web Portal.
2) Hover your mouse over the "Organization Admin" menu and click "Manage Members".
3) Choose the appropriate application access level for the Grant Applicant. You will find further details about the application access levels on the "Manage Members" page.

Stage Seven (Grant Applicants Only): Upon CFNIL and Organization Admin approval of your registration:

1) Access the Web Portal as you did before.
2) Click the blue "Log On" hyperlink.
3) Enter your e-mail and password, and click "Log In". (Do not press "Enter"; you must click "Log In".)
4) Enter your confirmation code on the Email Confirmation screen and click "Log In". (Do not press "Enter; you must click "Log In".)
5) You should receive the message "Welcome to the Spectrum Web Portal". This means you are logged in. You can then do the following:
   a) Proceed to the "Grant Applicant" section to begin your application.
   b) You can save your application and log back into the Web Portal to re-access it at any time.
   c) If you will be submitting applications for more than one organization, log in and visit the "My Profile" section and click "Add an Organization". Select or create an organization and click "Save Profile".
   B1) Stages Five and Six will need to be repeated for each organization you add.
   B2) The next time you log in, you will need to select the organization for which you want to submit an application before clicking the "Log In" button.
   B3) If you are logged in with Organization #1 and you want to submit an application for Organization #2, you will have to log out and then log back in with Organization #2. Your Web Portal account only gives you access to applications for one organization at a time.

· Using the Web Portal ·

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 re-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.

Web Portal Usage Tips:
1) We HIGHLY recommend saving your work every 3-5 minutes.
2) Navigate the application by clicking the buttons (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 with registering, logging in, or saving/submitting your applications, try the following troubleshooting suggestions first:
1) Log off the web 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 or Opera)
5) Try a different computer, or a computer on another network
6) If none of these solutions fix the problem, contact:
   a. Scholarships & In Youth We Trust: Ciara Stahly at cstahly@cfnil.org or 779-210-8209.
   b. Community Grants, Blanche Martin Mini Grants, Club Blue Grants, & Neighborhood Grants: James Patterson at jpatterson@cfnil.org or 779-210-8206.