



# Online Application Instructions & Tips

## Rum River Community Foundation

### Step 1 – Visit Our Website

[https://www.grantrequest.com/SID\\_1411?SA=SNA&FID=35052](https://www.grantrequest.com/SID_1411?SA=SNA&FID=35052)



Delano Area Community Foundation  
Greater Pine Area Endowment  
Isle Area Community Foundation  
Little Falls Education Foundation  
Longville Area Community Foundation  
Morrison County Area Foundation  
Pillager Education Foundation  
Rum River Community Foundation  
Sauk Rapids-Rice Education Foundation  
Staples Motley Area Community Foundation  
Three Rivers Community Foundation

**Please Sign In**

Welcome to your *MY ACCOUNT* login page. Below are some helpful tips:

- Be sure cookies are enabled on your internet browser. View [Instructions](#) on how to enable cookies.
- Use the log out function instead of closing the window when you are done.
- Your password must contain between 5 - 25 characters. Please note that Initiative Foundation staff do not have access to your password so you will need to keep track of it.

E-mail

Password

*Please note: Before you open the application, you may need to clear your cookies/cache to ensure your browser does not default to the Initiative Foundation's main application.*

If you need to create an account you do it here. Once you enter your E-mail and Password, you will know you're in the right application if you see the **Rum River Community Foundation** logo at the top. (See below) If you have any questions or need help troubleshooting, please call our office at (320) 632-9255.



A Partner Fund of the Initiative Foundation | [ifound.org](http://ifound.org)

## Step 2 – Complete the Application



[Contact Us](#) | [Exit](#)

1 Organization Information    2 Proposal Information    3 Authorization to Apply for Funding    4 Attachments    5 Review My Application


### Organization Information

[Printer Friendly Version](#) | [E-mail Draft](#)

\* Required before final submission

- The system will time-out after 30 minutes of inactivity. Any unsaved changes will be lost. To save your application and return at a later time click "Save and Finish Later" at the bottom of the page.
- Do not use your browser's "back" button. To navigate from page to page, click the tabs at the top of the page or click "Next" at the bottom of the page. Using your browser's "back" button may result in lost work!

#### Organization Information

\* Legal Name of Organization 

*As stated on 501(c)(3) letter and Form 990*

Popular Name of Organization

*AKA, DBA, Formerly known as*

\* Federal Tax ID Number (EIN)

*Format as xx-xxxxxx*

\* Organization Type

<Select One>

## Step 3 – Final Page of Application

- You are required to submit the following attachments:
  1. Project Budget. You can download the Project Budget template or upload your own
  2. IRS 501(c)(3) Tax Determination Letter OR
  3. If utilizing a fiscal host, attach both the IRS 501(c)(3) Tax Determination Letter AND a letter from the fiscal host accepting responsibility for this grant.

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### Attachments

Printer Friendly Version

E-mail Draft

#### THE FOLLOWING ATTACHMENTS ARE REQUIRED FOR ALL APPLICANTS:

- Project Budget (If needed, download and save a [Project Budget template](#).)
- IRS 501(c)(3) Tax Determination Letter (if applicable), OR
- If utilizing a fiscal host, attach BOTH the fiscal host's IRS 501(c)(3) Tax Determination Letter AND a letter from fiscal host accepting responsibility for this grant

#### Steps to upload documents:

**Note: we accept doc, docx, xls, xlsx and pdf file formats**

1. Choose the appropriate document "Title" from the drop-down menu below.
2. Click "Browse" to locate the desired document from your computer files.
3. Once located select the desired document and click "Open" (file path will appear next to "File Name").
4. Click "Upload" to attach the file to this application.

Repeat these steps to individually attach each document. A list of properly uploaded documents will appear at the top of your screen.

#### Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: A copy of your IRS tax-exempt determination letter or proof of 501(c)(3) status ▾

File Name:  No file selected.

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### Step 3 – Review and Submit an Inquiry

If you are unable to complete the entire application, you have the option of saving your work and completing the application at a later time. Select “Save & Finish Later”.

If you are finished and ready to submit your inquiry you will need to select “Review & Submit. This will take you to the “Review Application” page and click on “Submit” at the bottom of the page. You will receive a confirmation email, please ensure [grants@ifound.org](mailto:grants@ifound.org) is on safe list.

Repeat these steps to individually attach each document. A list of properly uploaded documents will appear at the top of your screen.

#### Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: A copy of your IRS tax-exempt determination letter or proof of 501(c)(3) status ▾

File Name:  No file selected.

### Retrieving a Saved Application

Visit [https://www.GrantRequest.com/SID\\_1411](https://www.GrantRequest.com/SID_1411) or select “Account Login” on our website and login. After logging in, you will be brought to the “My Account” page where you can manage applications that are in progress or have been submitted. That page should look something like this:

Greater Pine Area Endowment  
Iste Area Community Foundation  
Longville Area Community Foundation  
Morrison County Area Foundation  
Rum River Community Foundation  
Staples Motley Area Community Foundation  
Three Rivers Community Foundation  
Sauk Rapids-Rice Education Foundation  
Pillager Education Foundation

**Applications** **My Account**

**Applications**

The applications listed are either "In Progress Applications" or "Submitted Applications" from your organization. To view a different list, use the "Show" drop down menu on the right side of the screen. You will not be able to make any changes to your submitted applications. You may view your application by clicking on the Application Name of the record you would like to view.

Show **In Progress Applications** ▾

Application Name	Project Title	Requested	ID	Last Updated	Action
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If you see multiple instances of the same application and you are NOT submitting a proposal for multiple programs, you probably initiated a new one when there was already one started. To delete an application, click on the garbage can located under the “Action” column.

### General Reminders

- Remember to upload your attachments before submitting your application.
- If you wish, print a copy of your application for your records. A copy also will be included in the confirmation email you’ll receive upon submitting your inquiry or application.

### Button/Link Descriptions

- **Save & Finish Later** - At the bottom of any page of the application you can click “Save & Finish Later.” By selecting this button, it will save your data and you will be able to return later to complete your application.
- **Review My Application** - Fields from all pages of the application are listed on one page. You may change the data in any field.
- **Printer-Friendly Version** - Print the application, including all questions and answers in the order in which they appear on the application form.
- **Review & Continue** - Review your application and then submit it.
- **Submit** - Do not click on the “Submit” button until you are completely done with your application and have uploaded the required attachments. You will not be able to retrieve or edit your application once it has been submitted.

### Questions?

If you have questions about our online grant application system, or if you experience technical issues, please contact an Initiative Foundation staff member at [grants@ifound.org](mailto:grants@ifound.org) or call (320) 632-9255.