Grants Portal & Online Application

Step-by-Step Instructions

V 1.2

For Frequently Asked Questions (FAQ's) please visit the FAQ webpage:
https://www.clevelandfoundation.org/grants/grantmaking-faqs/

Last Updated: 8.10.2023

Part 1: Determining Eligibility

The Cleveland Foundation is the community foundation serving Greater Cleveland, **including Cuyahoga, Lake and Geauga counties**. It is made up of more than 1,300 funds representing individuals, families, organizations and corporations. Its mission is to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grantmaking, and provide leadership on key community issues.

The Cleveland Foundation is a community trust. Community trusts are designed to serve the charitable and educational needs of tax-exempt organizations in a local community. As such, our scope of activities is limited to organizations that carry an IRS designation of 501(c)3 - Public Charity and government agencies.

In order to apply for a grant from the Cleveland Foundation, organizations must meet the following eligibility requirements:

1. **Serve Cuyahoga, Lake, and/or Geauga counties in Ohio**
2. **Hold a 501(c)3 tax-exempt status from the IRS**

   a. Organizations that do not hold a 501(c)3 status may choose to apply through a fiscal sponsor. The fiscal sponsor must hold a 501(c)3 tax-exempt status and apply on behalf of the organization they are sponsoring.

More information on our grantmaking guidelines can be found on the Apply for a Grant page on the Cleveland Foundation's website: https://www.clevelandfoundation.org/grants/apply-for-a-grant/

Part 2: Grant Gateway Login

On The Cleveland Foundation's website (www.clevelandfoundation.org) you can access the Grants Portal at any time by clicking login at the top right of the screen.

You can also access the Grants Portal by hovering over "Grants & Programs" and clicking on "Grants Login."
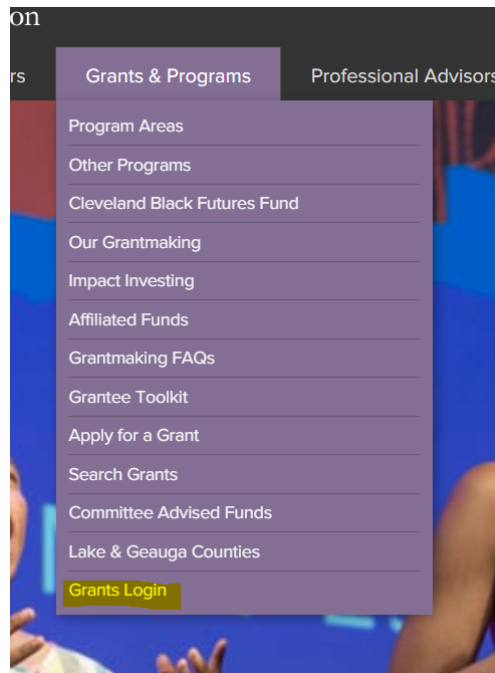
To begin, enter your User ID and Password (most User IDs are email addresses). If you can't remember your password, click **Forgot Password** and follow the steps to retrieve your login information. For further assistance, email grantsmgmt@clevefdn.org with your username and indicate that you require a password reset.

Part 3: Registering to Use TCF's Grants Gateway Portal

If you are not yet a registered user and want to apply for a grant, select "Click Here to Register" under "Nonprofits/Grantees."

Information On How To Register

Donors and Organizational Fund Partners	Nonprofits/Grantees	Scholarships/Internships/Fellowships
	Grants Gateway	**First Time Applicant**
	Click Here to Register	**Click here** to register
		Returning? Sign in on left.
Contact: DonorHelpDesk@CleveFdn.org 216.685.2006	Contact: GrantsMgmt@CleveFdn.org 216.615.7254	Contact: TCFscholarships@CleveFdn.org 216.615.7164

The next page will review the requirements necessary to be eligible to apply for a grant from the Cleveland Foundation.

The first step is to register yourself as an Individual User by filling out the required fields:

GRANTS / GRANT REGISTRATION PART ONE

Grant Registration Part One

Grants

Grant Registration Part One

Grant Registration Part One

To begin, you must first create an account for yourself as a grant administrator. **Once you have entered the information below, you will be sent by email a single use, time limited link to complete your registration.**

Registered users are limited to:

- 501(c)(3) **public charity**, or other charitable organizations able to receive a tax-deductible contribution, such as schools, faith-based organizations and other public entities.
- Organizations with **programs or projects serving residents of Cuyahoga, Lake or Geauga County**.

We are not able to fund individuals or businesses directly, labor unions or other 501(c)(4), 501(c)(5) and 501(c)(6) organizations.

For questions, please email GrantsMgmt@Clevefdn.org. If you are applying to one of our **SCHOLARSHIP, FELLOWSHIP or INTERNSHIP** opportunities, please USE THIS LINK to access the registration and do not complete the below information.

First Name: _____

Last Name: _____

Email Address: _____
Your email address will be used as your login.

Re-Type Email Address: _____

Submit

Click "Submit" to continue.

NOTE: If you receive the following **error message…**

First Name:	Sarah
Last Name:	Testing
Email Address:	grantsmgmt@clevefdn.org

Your email address will be used as your login.

Re-Type Email Address:	grantsmgmt@clevefdn.org

(!) It appears you already exist in our system. Please log in now. If you have forgotten your password, you may reset it here.
\n
\nIf you do not know your login information, please contact us for assistance.

…This means that your email address is already registered in our system. You may either:

1. Attempt to reset your password using the link provided in the error message, or

2. Email Grants Management at grantsmgmt@clevefdn.org for assistance.

- Be sure to include the following information in your email for expedited assistance:
  - Name
  - Role
  - Email Address
  - Organization's Legal Name
  - Organization's EIN
  - Organization's Address

If your email address is not yet in our system, you will be redirected to the following page. Review the information on this page:

GRANTS / GRANT REGISTRATION PART ONE
Grant Admin Registration Instructions

Grants

Grant Registration Part One

Grant Registration Part 1 - LINK EMAILED
Sarah Testing: grantsmgmt@clevefdn.org

Thank you for registering as a Grant Contact with The Cleveland Foundation. A single use, time-sensitive link will be sent to the above email address.

Please follow the instructions in the email to complete the registration process.

Once you receive the email, click on the time-sensitive link to:

1. Complete your user account verification by creating a password and security questions
2. Connect your individual account with an organization. You can search our database and request to be connected to an existing organization or create a new organization.

You must connect your individual account to an organization to be able to submit on behalf of that organization.

If our system recognizes your email address but you are not able to complete the registration process, please send an email to Grantsmgmt@Clevefdn.org for help resolving the issue.

Within a few minutes, you will receive an email with a time-sensitive link. Click this link to continue:

Registration for Sarah Testing:grantsmgmt@clevefdn.org

TC The Cleveland Foundation (Inc.) <GrantsMgmt@Clevefdn.org>
To ◯ grantsmgmt

↩ Reply ↩ Reply All → Forward ⊺ …
Wed 6/21/2023 9:26 AM

Dear Sarah,

Thank you for registering as a grant administrator with The Cleveland Foundation. Click the following link to continue the registration:

https://www.iphiview.com/tcf/Grants/BecomeaRegisteredGranteeOrganization/GrantAdminRegistrationPartTwo/tabid/642/dispatch/customfor1272-4311-a502-3ca194ca3730/Default.aspx

If you do not receive this email within a few minutes, check your "Junk" or "Spam" folders first. Then email grantsmgmt@clevefdn.org indicating the following information:

1. The Username you created
2. Legal name of your organization
3. EIN of your organization
4. Address of your organization
5. Executive Director's name and email address

Grants Management will then help you connect with and/or create your organization's account after verifying eligibility.

The link will open in a web browser and direct you to **Part Two** of the registration process.

Fill out all required fields (in bold) as well as any other information you can provide.

Click "Submit" to continue.

NOTE: Your registration is not yet complete, and you will not yet be able to apply for a grant. You have successfully created an Individual Account. Now you must connect to or register an Organization Account in order to access the Grants Gateway.

Part 4: Connecting to an Organization

The next step is to connect your newly-created Individual Account to your **Organization Account**.

First, use the search bar to search for your organization using your organization's legal name.

GRANTS / GRANT REGISTRATION PART ONE
Organization Search

Grants

Grant Registration Part One

User Registration Complete
You are now a registered user with Login ID: .

Before you can apply for a grant, you must be affiliated with an organization. Please use the search below to see if your organization already exists in our system. If you find your organization, please click the "Add Myself as Grant Admin" link beside the organization's information. **Note:** If you add yourself as an administrator at an existing organization, you will need to be approved by The Cleveland Foundation. We will notify you as soon as possible. Once approved, you will be able to log into the Grants Gateway Homepage and apply for a grant.

If you are a new organization and do not find your organization in our list, click the "Add a Grantee Organization" button at the bottom of the page. Please contact Grants Management if you have any questions.

Search Organizations:
Charity Name: [   ]   **Search**   **Cancel**
☐ Pre-approved Charities Only

OPTION 1: If your **organization is already registered** in our system, your organization's name will appear in the search results. Click on "Add Myself as Grant Admin" to continue.

Search Organizations:
Charity Name: staff test   **Search**   **Cancel**
☐ Pre-approved Charities Only

Organization Results:

ORGANIZATION NAME	ADDRESS	TAX ID	ACTION – REQUESTS
Staff Test Organization	1234 Avenue Street , Cleveland, OH 44102	12-3456789	Add Myself as Grant Admin

Grants Management will receive your request to become a Grant Administrator on behalf of this organization by sending an email to the organization's Executive Director asking for their permission to approve your request.

While waiting for this approval, you may explore your profile via the Grants Gateway but you will not be able to apply for a grant or view previous applications until your Grant Admin status has been activated by Grants Management.

Search Organizations:

Charity Name: staff test   **Search**   **Cancel**

☐ Pre-approved Charities Only

Organization Results:

ORGANIZATION NAME	ADDRESS	TAX ID	ACTION – REQUESTS
Staff Test Organization	1234 Avenue Street , Cleveland, OH 44102	12-3456789	Your registration is complete. Click here to go to Grants Gateway Home.

OPTION 2: However, if no search results appear when looking for your organization, this means that **your organization is not yet registered** within the Grants Gateway.

You will need to register your organization in the Grants Gateway at this time.

Click on "Add a Grantee Organization" at the bottom of the page:

GRANTS / GRANT REGISTRATION PART ONE

Organization Search Results

Grants
____

Grant Registration Part One

User Registration Complete
You are now a registered user with Login ID: .

Before you can apply for a grant, you must be affiliated with an organization. Please use the search below to see if your organization already exists in our system. If you find your organization, please click the "Add Myself as Grant Admin" link beside the organization's information. **Note:** If you add yourself as an administrator at an existing organization, you will need to be approved by The Cleveland Foundation. We will notify you as soon as possible. Once approved, you will be able to log into the Grants Gateway Homepage and apply for a grant.

If you are a new organization and do not find your organization in our list, click the "Add a Grantee Organization" button at the bottom of the page. Please contact Grants Management if you have any questions.

Search Organizations:
Charity Name: testing organization   [Search] [Cancel]
☐ Pre-approved Charities Only

Organization Results:

ORGANIZATION NAME	ADDRESS	TAX ID	ACTION – REQUESTS
No records to display.			

[**Add a Grantee Organization**]

If you are a new grantee to the Cleveland Foundation and have not previously registered with us, please enter your organizational information below. Required fields are in **bold font**.

GRANTS / GRANT REGISTRATION PART ONE
Add Grantee Organization

Grants
_____

Grant Registration Part One

Add Grantee Organization
If you are a new grantee to the Cleveland Foundation and have not previously registered with us, please enter your organizational information below. If you have any questions, please contact Grants Management 216.861.3810.

Organization's Legal Name:	
EIN #:	
Street:	
City:	
State:	Ohio ▾
Zip Code:	
Country:	UNITED STATES OF AMEF ▾
Phone:	
Email:	
Website:	

Submit

Click "Submit" to continue.

You will be directed to the following page.

Grantee Organization Confirmed

Grantee Organization Confirmed
Your organization, (Testing Org), has been created as a grantee.

Go to Grants Gateway Home

NOTE: Grants Management will now manually review your organization's registration to verify that you are eligible to apply for a grant from the Cleveland Foundation. Organizations residing outside our geographical focus area may be denied access.

Click "Go to Grants Gateway Home" to begin exploring your profile.

Part 5: Grants Portal Homepage

Review your **Grants Gateway Homepage**.

Use the left-hand side menu to navigate through your profile or use the Quick Links on the homepage.

GRANTS / GRANTS GATEWAY HOME

Grants Gateway Home

Grants

Grants Gateway Home
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My Applications
Organization Profile
   Associated Individuals
My Profile
Forms/Resources
Contact Us
Organization Payment History

Testing Org
123 First St., , OH 44113
Tax Id: 12-1234567

Testing Org

Testing Org   Party Id 427155

Welcome to the Cleveland Foundation's Grants Gateway. Our general inquiry and all applications can be found on our **APPLY FOR A GRANT** page. Be sure to scroll down to see all available applications and deadlines.

Quick Links for other grant-related activities:

- Update my Organization Profile **(Review & update BEFORE beginning an Inquiry or Application)**

- Start a new inquiry or application

- Continue working on an inquiry or application. "In Process" status indicates that it has not yet been submitted.

- If invited, complete the full application or upload documents to the application

- Review a submitted inquiry, application or award letter.

- Complete the ACH Enrollment Form

- Complete a grant report

For help navigating the online system or to report any system problems, please contact the Grants Management Team at grantsmgmt@clevefdn.org or 216.615.7254. The Grants Application User Guide is also available for your reference.

First, review your individual profile by clicking on "**My Profile**" on the left-hand side menu.

Navigate through the Personal and Communications tabs to verify or add information.

Be sure to click "Save" to save your changes.

Next, fill out or update your **Organization Profile**. Click on "Review & Edit Profile" to make changes and save your work. Your Organization Profile includes the following fields to complete:

- Organization Mission
- Organization History
- Staff and Volunteers
- Consultants/Contractors
- Key Programs/Services
- Optional Logo Upload

Important Note: Be sure to <u>always</u> update your Organization Profile BEFORE beginning an inquiry or application. If you begin an inquiry before updating your Organization Profile, any changes you make to your Organization Profile after that time will NOT be reflected in your inquiry.

Be sure to navigate through the Addresses, Communications, and Associated Individuals tab. If you need any changes made to these tabs, please email grantsmgmt@clevefdn.org indicating your organization's name and the changes you require.

GRANTS / ORGANIZATION PROFILE

Organization Profile

Grants

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Organization

| Testing Org | ▼ |

Testing Org   Party Id 427155

If you would like to make changes to your address or communications information please email us at grantsmgmt@clevefdn.org.

| Organization Profile | Addresses | Communications | Associated Individuals |

The Organization Profile is used by The Cleveland Foundation to provide details about your organization to our staff and donors. It is important that you keep your information clear and concise. You can update your profile by clicking the "Edit this Profile" button below.

Testing Org
123 First St., , OH 44113
Tax Id: 12-1234567

Review & Edit Profile

Please select the area that best describes the programs or service you provide.

| Interests | |

INTEREST	ACTIONS
No records to display.	
	Add

Save

Other items to review on your Organization's account include the **Forms/Resources** page, your **Organization Payment History**, and a dashboard view of **My Applications**.

Forms/Resources

Grants

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Title	Description
ACH Enrollment Form	ACH Enrollment Form
Grants User Guide	Guide to help you navigate the application process
Grant Modification Form	Grant extension or budget reallocation
Grant Inquiry/Application Preview	Grant Inquiry and Application questions
Project Narrative Form	Narrative form (full application)
Project Budget Form	Line item project budget form
Supporting Org Application Preview	Supporting Organization application questions
Grant Report Form – Standard	Grant Report Form – Standard
Designated-Donor Advised Grant Report Form	Report for grant from a Designated or Donor Advised grant
Scholarship Grant Report Form	Report for Scholarship grant dollars
Terms and Conditions of Grant	Terms and Conditions of Grant
Capital Grant Guidelines	Guidelines for major capital requests

Organization Payment History

Grants

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Organization Payment History

Organization

Testing Org

Testing Org   Party Id 427155

Search

Range Last Year

Organization Payment

PAYMENT ID	PAYMENT TYPE	AMOUNT	ISSUED DATE	CLEARED DATE	DETAILS
No records to display.					

Export to Excel

My Applications tab:

On this page, you can view all your In Process, Submitted, and Past Applications to the Cleveland Foundation.

> **Tip**: If you are searching for an application created over two years ago, use the Search function to change the range to "Before" today's date. You can also use the Advanced Search function.

In the "Actions" column, click on "Details" next to an application to view/edit this specific application.

Part 6: Submitting an Inquiry

In this section, we will review step-by-step how to Submit an Inquiry.

To begin, click on "Apply for a Grant" in the left-hand side menu. Review the information on this page and click "Apply (General Inquiry)" to begin.

> **Note**: If you are looking to begin an application to a Supporting Organization or other specific funding opportunity, <u>do not begin a General Inquiry</u>. Instead, scroll down on this same page to find the application for that funding opportunity and click that button to begin your application.

GRANTS / APPLY FOR A GRANT

Apply for a Grant

Grants

Grants Gateway Home
Apply for a Grant
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Grant Applications - Scroll down to view all open applications

General Inquiry/Application (Preview Questions)

The foundation requires all grant applicants to first submit an online grant inquiry outlining basic information about a proposed project. Inquiries may be submitted at any time and will be reviewed on a rolling basis according to the process and timelines listed below. We recommend submitting one inquiry per proposed project. If it is determined that your project fits within the foundation's guidelines, you will receive an email requesting a full application.

Please note that an invitation to submit a full application does not guarantee funding at any level.

PLEASE NOTE THE FOUNDATION WILL NOT HAVE ANY DECISIONS IN JULY AND AUGUST.

Monthly Submission Process Timeline

| Inquiry submitted at any time * | Full Application invited OR Inquiry Declined | DECISION: 8-10 weeks from receipt of Application ** |

* You will receive an email notification when you have been invited to submit a full application or when your inquiry has been declined. As staff are reviewing many requests, this email may take up to three weeks.

**Applications that involve complex or new programs, or those that have significant unanswered questions, may require a longer review period.

Over $250,000 (Quarterly Decision)
Requests that are over $250,000 will be reviewed on a quarterly basis:

Inquiry	Full Application	Decision Date
January 1	January 31	End of March
April 1	April 30	End of June
July 1	July 31	End of September
October 1	October 31	Mid December

Apply (General Inquiry)

To begin your Inquiry, complete the eligibility questionnaire. Click "Next" to continue.

Important Note: If you answer "No" to the first question, stop and update your "Organization Profile" before proceeding. If you begin an inquiry _before_ updating your Organization Profile, any changes you make to your Organization Profile after that time will NOT be reflected in your inquiry.

GRANTS / APPLY FOR A GRANT
Submit an Inquiry

Grants

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My Profile
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Your organization profile was last updated on (if date is blank, your profile has not been completed):

Is this current? If no, please update your Organization Profile before continuing.
   ○ Yes
   ○ No

Does your organization provide service in Cuyahoga, Lake or Geauga county?
   ○ Yes
   ○ No

Are you applying to an Affiliated Fund of the Cleveland Foundation ? (Higley Fund, Thatcher Family Fund, Frank Hadley & Cornelia Root Ginn Foundation, Legacy Village Lyndhurst Community Fund)
   ○ Yes
   ○ No

[Cancel] [Next]

Next, type in your Project Title for which you are seeking funding. Click "Start Inquiry" to continue.

GRANTS / APPLY FOR A GRANT
Inquiry / Application / Grant

Grants

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Project Title:

Test Project Title

(Limit 50 Characters, Descriptive of your project)

[**Start Inquiry**]

You will then be directed to the summary page of your Inquiry.

Click on "**Section 1: Contact Information**" to begin.

GRANTS / APPLY FOR A GRANT

Inquiry / Application / Grant

Grants

Grants Gateway Home

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On this page, you can...

Begin your Grant Inquiry – Complete the three sections below which include a brief overview of your project. Submit your inquiry for staff review. You will be notified by email in a few weeks whether to complete a full application.

Complete or Review Applications – Required Documents are listed in the table below. Click on the Details link to upload the document to complete the full application or review documents you have previously uploaded.

Review & Report on Grants – Click on the 'Details' link to complete a Grant Report or review any of your submitted documents.

Project Title: Test Project Title

ID: 427158

Grant Inquiry

Section 1: Contact Information
Section 2: Project Budget & Timeframes
Section 3: Project Summary
Section 4: Organization Diversity Information

Delete

DESCRIPTION	MANDATORY?	DUE DATE	DATE COMPLETED	ACTIONS
No records to display.				

Fill out all required information in **Section 1: Contact Information**. Click "Save & Go Next" to proceed.

GRANTS / APPLY FOR A GRANT

Inquiry / Application / Grant

Grants

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Section 1: CONTACT INFORMATION

Project Title:

Test Project Title

(Limit 50 Characters, Descriptive of your project)

Applicant Contact/Project Person:

Name: Testing, Sarah

As the grant Contact for this request, you will receive communication regarding the status by email.

Phone Number: (123) 123-1234

xxx-xxx-xxxx

Email Address: grantsmgmt@clevefdn.org

Executive Director:

Name:

Email:

Is this information Correct? Yes ▾

Mailing address we have on file for your organization.

123 First St., OH 44113

Is this still the current address? Yes ▾

Organization's Website: www.website.com

[Save] [Save & Go Next] [Back] [Print]

Fill out all required information in **Section 2: Project Budget & Timeframes**. Click "Save & Go Next" to proceed.

Inquiry / Application / Grant

Grants

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Section 2: PROJECT BUDGET & TIMEFRAMES

Requested Amount [   ]
(Enter whole numbers, no $ or commas)

Total Project Budget: [   ]
(Enter whole numbers, no $ or commas)

Total Organizational Budget:
[$0.00   ]
(Enter whole numbers, no $ or commas)

Requested Grant Period
The foundation cannot fund projects already underway or projects that have already been completed. Please submit your request well in advance of your project's start date (The date entered must be greater than 10 days from today's date)

From: [   ] 🔳

To: [   ] 🔳

Have you previously spoken with a specific Foundation staff member regarding this submission?
○ Yes
● No

If you are applying to a specific fund, please list:
[   ]

[**Save**] [**Save & Go Next**] [**Back**] [**Print**]

Fill out all required information in **Section 3: Project Summary.** Click "Save & Go Next" to proceed.

Inquiry / Application / Grant

Grants

Grants Gateway Home

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My Profile

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Section 3: PROJECT SUMMARY

Which of the following categories best aligns with your request:

○ Arts & Culture
○ Economic & Workforce
○ Education
○ Environment
○ Health
○ Human Services
○ Leadership Development
○ Neighborhoods and Community
○ Racial Equity & Justice
○ Youth Development
○ Other

If you wish to identify with any other categories, please type below:

0 characters used out of a maximum of 50 characters.

Which county does your program/project primarily serve.

    ○ Cuyahoga
    ○ Lake
    ○ Geauga
    ○ Multiple Counties

If your request serves a specific city or Cleveland neighborhood, please indicate below:

Project Summary: Brief overview of the proposed project/program.

0 characters used out of a maximum of 5000 characters.

If you need ○Yes   ●No
additional space,
click Yes.

Budget: Summary of expenses to be supported by the requested funds (e.g., staff, supplies, travel, etc.).

0 characters used out of a maximum of 5000 characters.

Target Population: Describe the population served by this request and how your organization is positioned to meet their needs.

0 characters used out of a maximum of 5000 characters.

Is there any other information we might need to better understand your request and/or the unique needs of the community that this request will serve?

0 characters used out of a maximum of 2000 characters.

[Save] [Save & Go Next] [Back] [Print]

Fill out all required information in **Section 4: Organization Diversity Information**. Click "Save & Go Next" to proceed.

Once you have navigated through the entire Inquiry, you will be redirected to the Inquiry Summary Page. Green checkmarks will appear next to each section that is completed. If a section has a red exclamation point instead, click on that section to complete missing or incomplete information.

Click on "Next" to proceed:

On this page, you have the opportunity to View/Print a PDF of your Inquiry for your records.

When you have verified that all information is correct, **click "Submit Inquiry."**

Next Steps:

The applicant contact for this inquiry will receive an automated email indicating that your Inquiry has been submitted and will be reviewed by staff (see example on next page).

The application contact will receive an email notification when they have been invited to submit a full application or when your inquiry has been declined. Please note that an invitation to submit a full application does not guarantee funding at any level.

As staff are reviewing many requests, this email may take up to three weeks to receive. Applications that involve new or complex programs, or those that have significant unanswered questions, may require a longer review period.

You may log into the Grants Gateway and click "My Applications" to view the status of this Inquiry at any time.

Example Automated Email received when Inquiry is Submitted:

From:	The Cleveland Foundation
To:	grantsmgmt
Subject:	Inquiry Submitted: 426260-Test Grant Organization
Date:	Monday, June 5, 2023 11:58:49 AM

Your grant inquiry has been submitted and will be reviewed by staff. The applicant contact listed below will be notified by email in approximately two weeks whether a full application is required.

You may login to the Grants Gateway and click "My Applications" menu option on the left to view the status of this inquiry at any time. A summary of your responses are listed below:

Organization:	Test Grant Organization
Project Title:	Test Project Title
Requested Amount:	$25,000.00
Total Project Budget	$100,000.00
Organization Budget	$500,000.00

Application ID:	426260	
Contact:	Testing, Sarah	(216) 615-7151
		grantsmgmt@clevefdn.org
Director	Testing, Karen	grantsmgmt@clevefdn.org
Up to Date	Yes New:	

Project dates: 7/1/2023 - 6/30/2024

Previous Communication (if any):

Special Fund Request (if any):

Which of the following categories best aligns with your request: Youth Development

If you wish to identify with any other organization type categories, please indicate below: Education

Which county does your program/project primarily serve: Cuyahoga

If your request serves a specific city or Cleveland neighborhood, please indicate: Answer Field

Project Summary:
Test Project Summary

Budget Summary:
Budget Summary Answer Field

Target Population:
Target Populations Answer Field

Additional Information:
Additional Information Answer Field

Organization Diversity Information

Racial demographic of your Executive Director: Answer Field

How does your organization's culture and practices promote diversity, equity, inclusion, and justice?

DEIJ Answer Field

The Cleveland Foundation
www.clevelandfoundation.org
GrantsMgmt@CleveFdn.org
6601 Euclid Ave.
Cleveland, Ohio 44103
Phone: 216.615.7254

Part 7: Completing a Full Application

If your organization is invited to submit a Full Application, the applicant contact will be notified via email. The full application consists of completing/uploading all the documents listed below:

- Project Narrative (Word document)
- Project Budget (Excel document)
- Organization Budget
- Organization Chart or list of key staff members
- Most recent Audit
- Additional Attachments pertinent to this project (optional)
- Certify & Submit Application to notify us you are complete

The Project Narrative and Project Budget forms can be downloaded from the Forms/Resources link in the Grants Gateway.

To review and upload the requirements, log in to your organization's account, then click on "My Applications" in the left-hand side menu. Find your invited application and click on "Details" to begin uploading all required documents.

To upload a document, click on "Details" next to that document. On this page:

1. "Select" the document you would like to upload from your device
2. "Upload" the document
3. Click "Back" to return to the list of Required Documents and continue uploading

When all your Required Documents are uploaded, the Submit button will appear. **Your application is not received until you have clicked the "Submit" button**.

You will receive an email notification **by the next business day** indicating that your application has been successfully submitted (example below). Once submitted, the application may take up to 10-12 weeks for review. Please understand that an invitation to submit a full application does not guarantee funding at any level.

From:	grantsmgmt@clevefdn.org
To:	grantsmgmt@clevefdn.org
Cc:	
Subject:	Cleveland Foundation - Application Submitted
Date:	Friday, July 21, 2023 12:39:52 PM

Date: 7/21/2023
Application ID: 123456

Test Organization

Thank you for completing your application for the Cleveland Foundation. A program officer or director will be assigned to review your application and you will be contacted by their office to set up a meeting or phone conversation to discuss the request.

To check your application status, login here (Select Menu Item: **My Applications.**)

If you have any questions or need additional information, please feel free to contact GrantsMgmt@CleveFdn.org.

Grants Management
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