



CFWG GRANT APPLICATION ONLINE PORTAL – APPLY FOR A GRANT

- Register by visiting the Grant Application Online Portal Login Page:
<https://www.grantinterface.com/Home/Logon?urlkey=cfwg>
- You can also access the link to the Online Portal by visiting the [CFWG website](#) and clicking “Apply Here” under the grant you want to apply for.
- Registering with the new system is a multi-step process:

 [Watch the tutorial video here!](#)

1. Click **Apply** to reach the Apply page, which lists the available grant opportunities and details about each.



- If you were provided with an access code, enter it in the upper right-hand corner and click **Enter Code**.



- Click **Preview** for any grant opportunity on the page if you'd like to view the first form without starting a grant request.

The screenshot shows the top of the grant application page. At the top, there is an 'Apply' button with a document icon, followed by two input fields for 'Enter Access Code'. Below these is a search bar labeled 'Quick Search'. The main content area features a card for 'Summer Grant Process' with the text 'This is an example grant cycle.' At the bottom of this card, there are three buttons: 'Preview' (highlighted with a yellow arrow), 'Send to GrantHub', and an information icon.

2. Click **Apply** for a grant opportunity when you're ready to start a request.

This screenshot is identical to the previous one, but the yellow arrow now points to the 'Apply' button located at the top right of the 'Summer Grant Process' card.

3. You'll arrive at the first form for the request, which is usually an LOI or application.

- If there's a deadline to submit the form, it's listed at the top of this page.

The screenshot shows the 'LOI' form. At the top left is a document icon labeled 'LOI'. Below it, a yellow arrow points to a blue-bordered box containing two lines of text: 'Due by 08/31/2022 05:00 PM CDT.' and 'Fields with an asterisk (*) are required.'

- Click **Question List** to download a copy of the form.

This screenshot shows the LOI form with the 'Question List' button highlighted by a yellow arrow. The form includes a 'Project Name*' field with the text 'Name of Project.' and 'Community Outreach Program' entered. At the top right, there are two buttons: 'LOI Packet' and 'Question List'.

- Click **LOI Packet** or **Application Packet** to download a PDF copy of the form once you've completed it.

The screenshot shows the top portion of a web form. At the top right, there are two buttons: 'LOI Packet' and 'Question List'. A yellow arrow points to the 'LOI Packet' button. Below the buttons, there are two informational messages: 'Due by 08/31/2022 05:00 PM CDT.' and 'Fields with an asterisk (*) are required.'. Below these messages is a dropdown menu with a downward arrow. Underneath the dropdown, there is a section titled 'Project Name*' with a sub-label 'Name of Project.' and a text input field containing the text 'Community Outreach Program'.

4. Complete the questions on the form.
 - Required questions are marked with an asterisk.
 - The system auto saves your work every 100 characters you type and when you click out of a question. You can also click **Save** at any time.

The screenshot shows a section of the form titled 'Supporting Document'. It includes an 'Upload a file' button with '[2 MIB allowed]' next to it. Below this is a large text input field. A yellow arrow points to the 'Save LOI' button at the bottom right of the input field. To the left of the 'Save LOI' button is an 'Abandon Request' button. Above the input field, there is a message: 'Due by 08/31/2022 05:00 PM CDT.'.

5. Click **Submit** when you're ready to submit the form.

This screenshot is identical to the previous one, showing the 'Supporting Document' section. A yellow arrow now points to the 'Submit LOI' button, which is located to the right of the 'Save LOI' button. The 'Abandon Request' button and the 'Due by' message remain visible.

- If you decide to withdraw your application before submitting it, click **Abandon Request** instead.

The screenshot shows the same 'Supporting Document' section. A yellow arrow points to the 'Abandon Request' button, which is located to the left of the 'Save LOI' button. The 'Submit LOI' button and the 'Due by' message are also visible.

6. The system notifies you of any required questions that were missed. Complete those questions and then click **Submit** again on the form.
 - The form cannot be edited once it's submitted.
7. You'll receive a confirmation message when your form is successfully submitted.

Click **Continue**.

Confirmation Page

