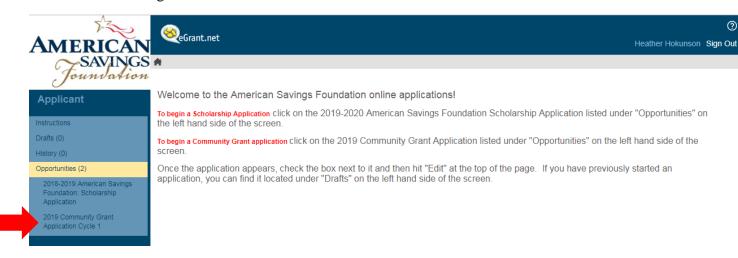**Notes about completing the Community Grants application.**

READ and PRINT this information for reference **before** you proceed.

Registering your account

1. The first page of the ONLINE APPLICATION is the **Login Page**. The first time you visit, you must **Register**. This will allow you to create a user name and password. Once you have registered as a user and started an application, you will be able to save your work and return to the ONLINE APPLICATION later.

2. SAVE your Login and Password. You will need the same Login and Password to submit a final report. You will also need it to apply for future Community Grants. If you already have an account, DO NOT create a new one. If you cannot remember your existing login or password, you can retrieve it through eGrant. If you are not able to retrieve your Login and Password e-mail grant@asfdn.org.

3. Once you have logged in using your new ID and password, you will reach the Welcome Page.

4. To access the online application, click on "Opportunities," located in the *Applicant* column on the left hand side of the screen. Choose "2019 Community Grant Application Cycle 1, to begin.

5. If you decide to save and continue your application at a later date, you will find your saved application under "Drafts" located in the *Applicant* column on the left hand side of the screen. Select the current application and click the "Edit" button on the top of the screen. You can also double-click on the application you wish to work on.

Reporting Outcomes to the Foundation

1. The Project/Program Outcomes page (page three) of the Community Grants Application is designed to help the Foundation understand what your program will achieve during the grant period. If you receive an award, you will have to log back into eGrant to show your results as compared to these anticipated outcomes.

2. The top of the Project/Program Outcomes page tells us how many individuals you intend to serve through your program during the grant period. Use the same grant period reported on the application you submitted.

   If your program is not designed to serve individuals based on age group, you may use the "Individuals of All Ages" category.

Project/Program Outcomes

How many people will this project/program serve? 25

Complete the following table to show how many people will be served in each category. If your program is not age-specific, chose "Individuals of all ages" only. The total of all lines must equal the number above. DO NOT count anyone twice

Early Childhood (ages 0-4):		Elementary School (ages 5-10):	
Middle School (ages 11-13):	10	High School (ages 14-17):	15
Young Adults (ages 18-24):		Adults (ages 25-64):	
Older Adult (ages 65+):		Individuals of All Ages:	

3. The second half of the Project/Program Outcomes page allows you to describe program specific outcomes.
   1. Begin by selecting a measure from the dropdown menu.
   2. Use the "How many #" column to tell us your target or goal
   3. Use the "Describe the outcome you expect to achieve" column to provide us with context we need to understand the outcome.

   See some examples below.

How many #	Select a measure	Describe the outcome you expect to achieve
600	Nights of Shelter ▾	Total nights of shelter provided in a calendar year
150	Audience size (# attending) ▾	Students will attend the annual concert
89	Report a percentage (on a scale of 1-100) (e.g. % of participants who will show improvement.) ▾	Percent of students who will show improvement in reading
60	Average Daily Attendance ▾	On average, 60 students will attend daily
	▾	

Contact Cierra Stancil at 860.827.2556 or cstancil@asfdn.org if you have any questions, or issues with the online application.