

Elmina B. Sewall

FOUNDATION



# Online Application Guide

# Getting started *What program are you applying to? . .*

The online application is available on the grant program page for which you are applying.

*\*\*Please note, the application is only available for the three months prior to the application deadline.*

The screenshot displays the Elmina B. Sewall Foundation website. On the left is a yellow vertical navigation bar with the following links: Home, About, Application Process, **Grant Programs** (circled in red), Animal Welfare, Healthy People Healthy Places, Legacy, Grant Reporting, Grant History, Loan Fund, News & Learning, Contact, and Sitemap. The main content area features a decorative header with four windows, each containing a different icon: a cat, a person digging, a person with a dog, and a lightbulb. Below this header are three large windows representing grant programs: 'Animal Welfare' (with a cat and dog), 'Healthy People Healthy Places' (with a person digging and another person), and 'Legacy' (with a framed picture). At the bottom, there is a copyright notice: '© 2014 Elmina B. Sewall Foundation. All rights reserved. Website design by Moonlight Gardeners Designs' and a link for 'Privacy Policy | Sitemap'.

# Getting started *Where to find the application . . .*

Click on the link to go to the appropriate program page for you request. The application will be towards the bottom of the page.

## *Animal Welfare*

[Reducing the Unwanted Cat Population Grants](#)

[Capacity Building Grants](#)



## *Healthy People Healthy Places*

[Integrated Well-Being Grants](#)

[Basic Human Needs Grants](#)



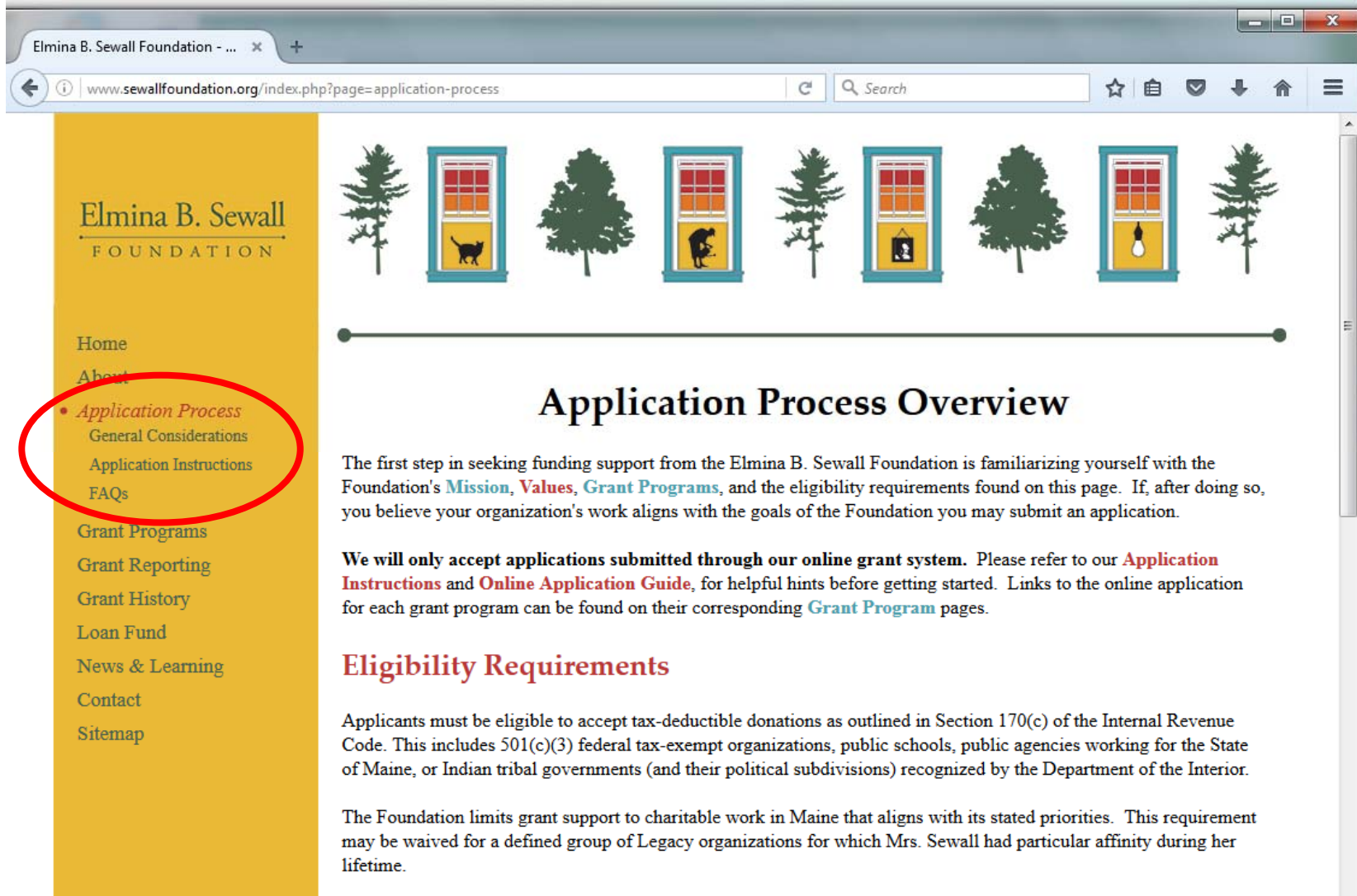
## *Legacy Grants*

[Legacy Grants](#)



# Getting started *Application instructions . . .*

Before you begin your application, review the “Application Process” section of the website for instructions, eligibility, and frequently asked questions



The screenshot shows a web browser window with the URL [www.sewallfoundation.org/index.php?page=application-process](http://www.sewallfoundation.org/index.php?page=application-process). The page features a yellow sidebar with a navigation menu. The menu items are: Home, About, **Application Process** (circled in red), General Considerations, Application Instructions, FAQs, Grant Programs, Grant Reporting, Grant History, Loan Fund, News & Learning, Contact, and Sitemap. The main content area has a decorative header with a row of icons: a tree, a window with a cat, a tree, a window with a dog, a tree, a window with a person, a tree, a window with a lightbulb, and a tree. Below this is the section header 

## Application Process Overview

. The text below the header reads: "The first step in seeking funding support from the Elmina B. Sewall Foundation is familiarizing yourself with the Foundation's **Mission, Values, Grant Programs**, and the eligibility requirements found on this page. If, after doing so, you believe your organization's work aligns with the goals of the Foundation you may submit an application." Below this is a paragraph: "We will only accept applications submitted through our online grant system. Please refer to our **Application Instructions** and **Online Application Guide**, for helpful hints before getting started. Links to the online application for each grant program can be found on their corresponding **Grant Program** pages." The next section is titled 

### Eligibility Requirements

 and contains two paragraphs: "Applicants must be eligible to accept tax-deductible donations as outlined in Section 170(c) of the Internal Revenue Code. This includes 501(c)(3) federal tax-exempt organizations, public schools, public agencies working for the State of Maine, or Indian tribal governments (and their political subdivisions) recognized by the Department of the Interior." and "The Foundation limits grant support to charitable work in Maine that aligns with its stated priorities. This requirement may be waived for a defined group of Legacy organizations for which Mrs. Sewall had particular affinity during her lifetime."

# Getting started *Login or create an account . . .*

If you have an **existing account** from a previous grant round enter your **email** and **password**

If this is your **first time applying** to the Foundation, create an account here

## **\*\*Helpful Tip\*\***

Your organization should only have one account, that you use each year. We recommend an “info@. . .” email address.

**Please Sign In**

Please log in below using the email and password for your organization's account to our online grant system.

If your organization does not yet have an account you may create one by using the 'New Applicant' link below. Before establishing a new account, please be sure that an account has not been previously established by someone else in your organization. Each organization should have only one account that is attributed to a monitored email address.

E-mail  Password

[New Applicant? Establish your account here](#) [Forgot Password?](#)

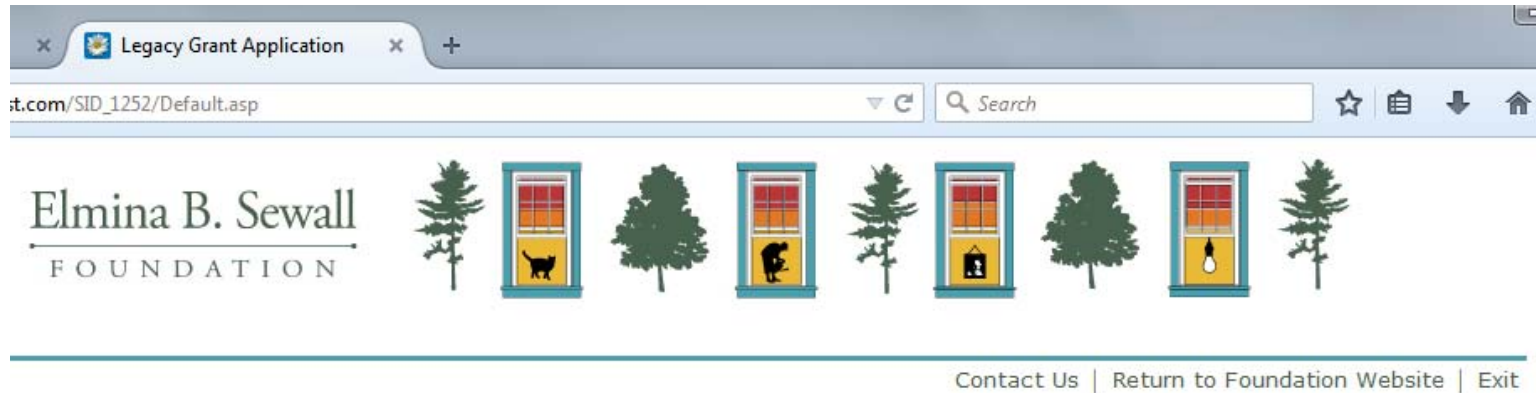
Click **Login** to start your new application

What if you **forgot your password**? Click here to receive an email with a new password.

***The email address associated with your online account will receive notifications when:***

- You create an account
- You save a draft of your application
- You submit your application
- You click “Forgot Password”
- You save a draft of your grant report
- You submit your grant report

# Getting started *Woohoo! You are logged in . . .*



**Please enter the Federal Tax ID for the applicant organization.**

*If the applicant organization is eligible to accept tax-deductible donations as outlined in Section 170(c) of the Internal Revenue Code, but does not have a federal Tax ID number as in the case of tribal governments, public schools, and public agencies please enter '0'.*

*If the applicant organization is using a fiscal sponsor please enter '0'.*

Federal Tax ID:

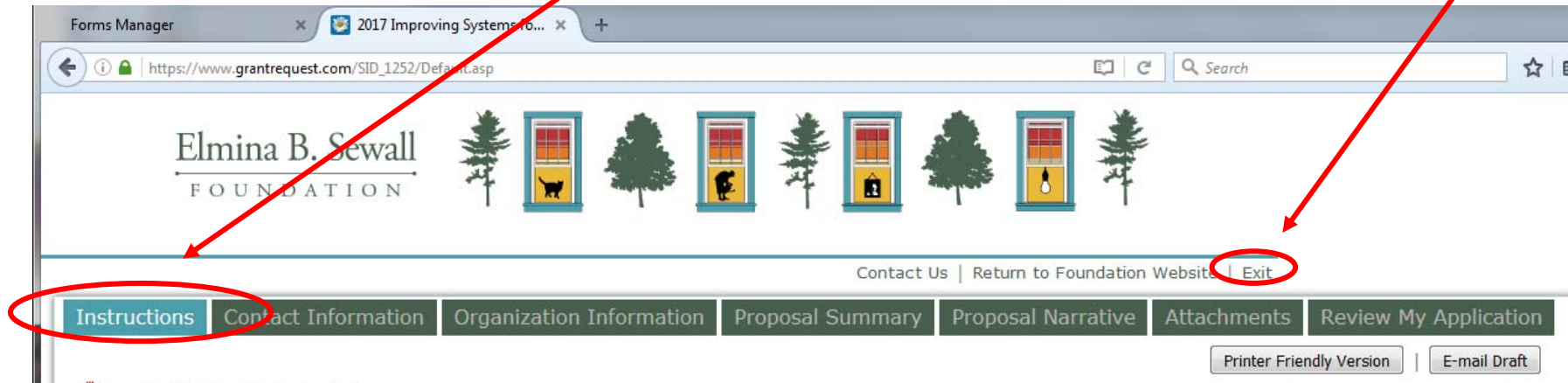
You will first be asked for your **Tax ID**



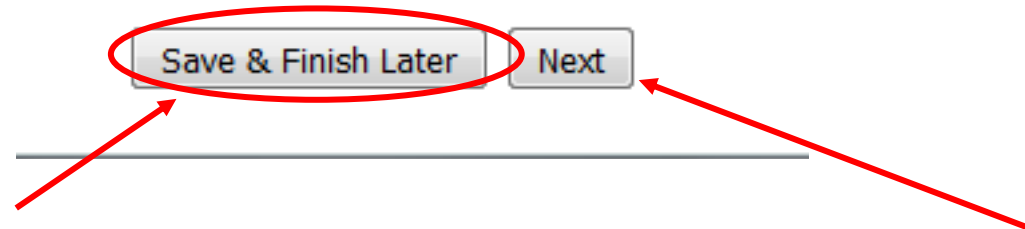
# Navigating the Application *The components of every page . . .*

**7 Navigation Tabs** guide you through the application. Select one to go to that page. The page you are on is **highlighted in turquoise**.

Click **Exit** to log out



**Email or Print** the application with these buttons



You can **Save** your application at any time and return to it later, or proceed to the **Next** page. This is at the bottom of every page except the last.

**\*\*\* Helpful Tip: Save your application often.** This will not log you out, but will take you to your account homepage

# Navigating the Application *Information requested by page . . .*

[Contact Us](#) | [Return to Foundation Website](#) | [Exit](#)

[Instructions](#)

[Contact Information](#)

[Organization Information](#)

[Proposal Summary](#)

[Proposal Narrative](#)

[Attachments](#)

[Review My Application](#)

[Printer Friendly Version](#)

[E-mail Draft](#)

## ***Instructions***

- ⇒ Please read carefully prior to starting your application

## ***Contact Information***

- ⇒ Organization contact information
- ⇒ Organization primary contact
- ⇒ Application contact person

## ***Organization Information***

- ⇒ Organization annual budget, size of staff and board
- ⇒ Narrative questions about the applicant Organization, and current grant updates

## ***Proposal Summary***

- ⇒ Details about your request including: request amount, timeline, budget, subject area, population served, and area served

## ***Proposal Narrative***

- ⇒ One to two paragraphs should be sufficient to answer most questions
- ⇒ Spell check is available for these questions

## ***Attachments***

- ⇒ Board of Directors list (with bios if available)
- ⇒ Financial Statements
- ⇒ Project or Organization Budget
- ⇒ Integration of Environment and Human Well-Being grants may upload up to two maps
- ⇒ At the bottom of the page, clicking “**Review**” takes you to the “Review my Application” page

[Save & Finish Later](#)

[Review](#)

## ***Review My Application***

- ⇒ If you make any changes, save the application before submitting.
- ⇒ You must click the “**Submit**” button to submit your application, located at the bottom of the page

[Save & Finish Later](#)

[Submit](#)



# Navigating the Application *Uploading attachments . . .*

In order to submit an application, you must attach the following documents:

**Board of Directors List**

**Financial Statements**

**Project/Proposal Budget**

**Fiscal Sponsorship Agreement (if applicable)**

## ***Step 1– Click “Browse” to select your document***

*If you seek multi-year support, please break budget down by year. REQUIRED*

No file selected.

## ***Step 2– Click “Upload” to attach your document***

*If you seek multi-year support, please break budget down by year. REQUIRED*

Test Project Budget.docx

## ***Step 3– You will see the document name, date uploaded, and file size when it is attached***

*If you seek multi-year support, please break budget down by year. REQUIRED*

File Name	Uploaded	Size
Test Project Budget.docx	3/13/2015 11:22 AM	11KB

# Navigating the Application *Your Online Account . . .*

When you select the **“Save and Finish Later”** button, you are taken to your account page. You will also get to this page when you log into your account once your application is in process.

When you log in to your account you land on the **“Applications”** page

Account: ldoover@sewallfoundation.org | Change E-mail/Password  
Last Log in: 1/15/2015 3:16 PM GMT-05:00

Contact Us | Return to Foundation Website | Exit

**Applications** Requirements

**Applications**

To view reports and other grant requirements, select "Requirements" above. In both the "Application" and "Requirements" views you can select "Submitted" or "In Progress" documents using the drop-down box on the right of the screen.

Application Name	Project Title	Requested	ID	Show
Elmina B. Sewall Foundation Loan Fund Application			23940	01/12/2015
Improving Systems for Meeting Basic Needs Grant Application			23585	10/28/2014
Integration of Environment and Human Well-being Grant Application			23503	10/14/2014

If awarded a grant, grant reports are posted under the **“Requirements”** tab page

The **drop down menu** allows you to select to view your **In Progress** or **Submitted Applications**

# Troubleshooting

Problem	Solution	Notes
The system is not recognizing my <b>Password</b> to log in, but I know it is correct	<ul style="list-style-type: none"> <li>• Delete your browsing history, close out of the browser, re-open and try again</li> <li>• Try to log in using a different browser</li> </ul>	We have noticed that the Internet Explorer 11 Update can cause issues with functionality
Our <b>staff has changed</b> , and we lost our log in information	<ul style="list-style-type: none"> <li>• Email Laura (ldover@sewallfoundation.org), and she will update your account to a new email</li> </ul>	Using an “info@ . . .” or more generic account for your organization may help alleviate this problem in the future
One of my documents <b>will not attach</b>	<ul style="list-style-type: none"> <li>• Chances are your file is too big (No 990s please!). Sometimes saving as a PDF can help. If it continues to fail attaching, please email Laura (ldover@sewallfoundation.org) for assistance</li> </ul>	
I have <b>additional information and links</b> I want to share with the Foundation. Where can I do so in the application?	The “additional information” question on the Proposal Narrative page allows space for you to share stories, links, or other information	