BLUE GRASS COMMUNITY FOUNDATION

BGCF Grant Application Online Portal Applicant Guide

Blue Grass Community Foundation is pleased to launch its new **Grant Application Online Portal** powered by Foundant Technologies. All applicants will need to register with the new system prior to applying for a grant *(Please note that if you submitted a grant application through BGCF's former online application platform, your previous login credentials will not work).* Below are instructions and additional resources to get started with BGCF's new system.

Registering with the BGCF Grant Application Online Portal

- Register by visiting the Grant Application Online Portal Logon Page: https://www.grantinterface.com/Home/Logon?urlkey=bgcf

- You will also be able to access the link to the Online Portal by visiting the BGCF website and clicking on the "Apply for a Grant" tab

- Registering with the new system is a multi-step process:
    1. Enter your organization information (please note if you are using a fiscal sponsor or do not have an EIN, please enter 00-0000000 in this required field)
    2. Enter the User information (person who is submitting grant)
    3. If the User is not the Executive Officer, system will prompt you to enter information about the Executive Officer for the organization
    4. Set your password

Click here for a Video Tutorial on Site Access and Registration presented by Foundant Technologies.

Applying for a Grant on the BGCF Grant Application Online Portal

- Upon creating an account and accessing the system for the first time, you will land on the **Apply page** [📄 Apply] where you will see any open grant opportunities
- Be sure to read over the criteria of the grant application to determine your organization's eligibility prior to starting an application
- All subsequent times when logging into the portal, you will be taken directly to the **Applicant Dashboard** [🏠]
- If you prefer to preview the application before beginning an application, click **Preview** at the bottom of the selected grant opportunity to simply view the application
- To apply for a grant opportunity, click **Apply** next to the selected opportunity and you will be taken to the grant application

📄 Apply

🔍 Quick Search	✖

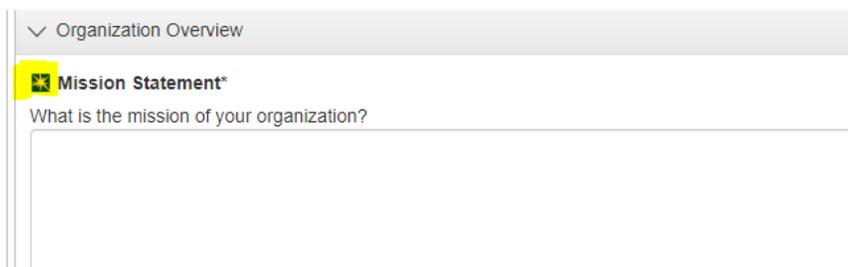| 2022 Grant for Aging Community in Central and Eastern Kentucky	Accepting Submissions from 02/25/2022 to 05/02/2022 **Apply**

With funding from the Beulah S. Mays Charitable Endowment, Blue Grass Community Foundation seeks to provide support to **nonprofit organizations that are directly serving older adults in Central and Eastern Kentucky.** The Community Foundation is focused on supporting organizations that specifically serve individuals impacted by the **challenges of aging and age-related diseases.** Special consideration will be given to those organizations addressing the needs of older adults suffering from dementia-related diseases and their caregivers; as well as those organizations whose services benefit underserved populations, including low-income individuals and people of color. This opportunity is made available exclusively to those nonprofits and agencies whose primary mission is focused on the aging community, dementia, and other age-related issues. Proposals for project support, as well as general operating support will be considered. Multi-year funding will also be considered. **Grant awards will range from $5,000 to $10,000.**

Eligibility:
- Organization is located in or provides services to residents of Central and Eastern Kentucky (counties limited to Anderson, Bath, Bourbon, Clark, Fayette, Franklin, Harrison, Jessamine, Madison, Magoffin, Montgomery, Morgan, Nicholas, Rowan, Scott, and Woodford).
- Organization is classified as a nonprofit charitable organization under section 501(c)(3) of the IRS code; or publicly supported organizations such as a school district, municipality, or government agency.

- All required fields are indicated with an asterisk

- The new portal allows applicants to copy over some information from their GuideStar Profile. You can either do this for all of the questions available by clicking on the tab at the top of the page [⭐ Copy GuideStar Profile] or by clicking on the GuideStar logo next to the individual field where this option is available.

While the information that is available to pull over is currently limited, we look forward to expanding the use of this handy feature as we are able.

- You can work on your application and simply click the Save Application button to save your work.
- Once you have completed the application, you will click the **Submit Application** button at the bottom of the application.

▶️ Click here for a Video Tutorial for Applying for A Grant on the Online Portal presented by Foundant Technologies.

Navigating the Applicant Dashboard

- When you login to continue work on an application that you have started, you will land on the **Applicant Dashboard**
- This page houses all current and historic grant requests
- The Active Requests tab contains all current requests. These are the requests that still require an action, still awaiting a decision, and/or have not yet been marked closed by BGCF.
- You can continue work on saved applications by clicking on the Edit Application next to them
- You can view applications that have already been submitted. However, please note that once an application has been submitted, you cannot edit it.
- The Applicant Dashboard will also house any follow-up forms and provide information on the status of grant requests.
- To access the open grant opportunities available, click on the **Apply** tab at the top of the page

▶️ Click here for a Video Tutorial of the Applicant Dashboard presented by Foundant Technologies.

Questions? Please contact:
Kristen Tidwell
Director of Grants + Scholarships
Blue Grass Community Foundation
kristen@bgcf.org
859.721.2347