

THE  
COMMUNITY  
FOUNDATION  
OF WILL COUNTY

AN AFFILIATE OF  
THE CHICAGO COMMUNITY TRUST

## How to Apply for a Grant

### 1. Review your eligibility.

Click on *2017 Guidelines for Grant Seekers* and review the document thoroughly.

### 2. Register and Fill in the Application

Click on the Access Application button which will link you to our **grants management system know as GrantCentral**. If you applied in 2014, '15, or '16 you can use your email address as your username and your password from the past three years. If you are new to the system you will need to register. Once you have registered, you will be able to access the system using your e-mail and password. See the GrantCentral User Guide for details regarding the application. You do not have to complete the entire application at one time and can save the information you have entered throughout the application. Remember to save frequently during the process. When returning to the system, under the Application Tab, your Will County Application Status will be listed as a **Draft** and you will be able to go back in and **Edit** until you submit your application.

### 3. Submit Your Application

When you are satisfied that your application is complete, while you are in the Will County Application you will see a Review/Submit Tab. You will be asked to certify that (1) the Organizational Profile is complete and accurate, and (2) you have reviewed the Application and are ready to submit. Until you check both of these boxes, your application will not be submitted. Once the application is submitted, under the Application Tab your Will County Application Status will be listed as Submitted. PLEASE NOTE: Once you have submitted your application you will not be able to make changes