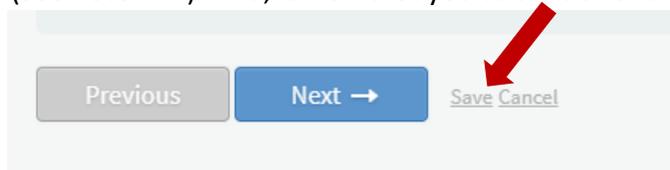


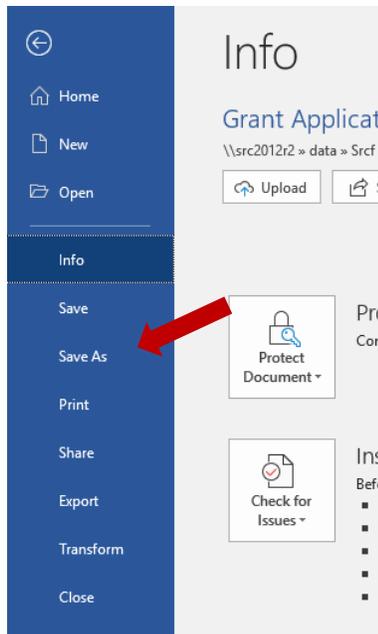
## Step-by-step Directions for Applying for a Grant

Please find a step-by-step instruction sheet directing you in the way in which you can apply for a grant utilizing our online submission system. First, please find a few notes that you may find helpful in knowing prior to preparing your application:

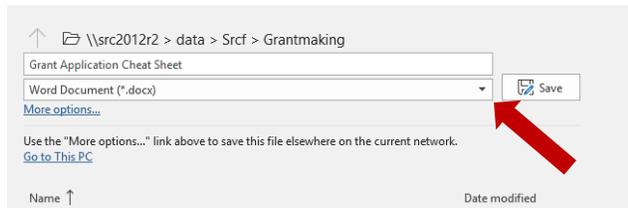
- You ARE able to begin and save your work before submitting your application. That is, you are not required to complete this application in one sitting. You can save your work by clicking **Save** on the bottom of any pages required. However, the application is not submitted, until you click Submit (see note #12). And, it won't let you submit until all the required pieces are completed.



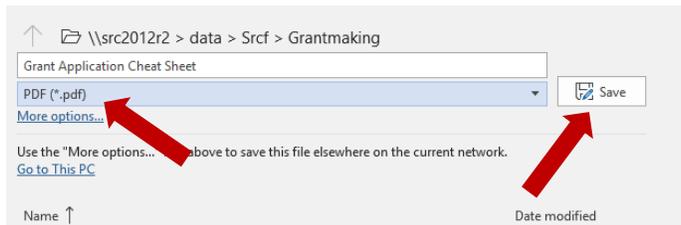
- Every time you're prompted to upload a document, it must be in a PDF format. Further, the file needs to be less than 10MB.
  - To create a PDF file using Microsoft Word, you go to **File** in the upper left corner, then choose **Save As**, as pictured below.



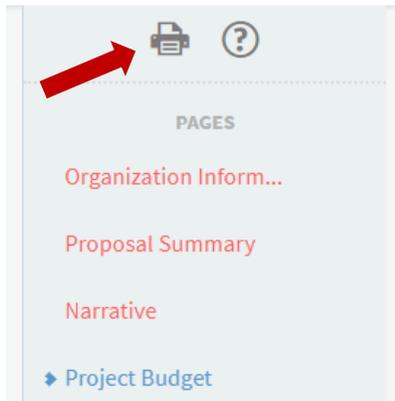
- Click the pull-down menu next to the **Save** button.



- Scroll to **PDF** and click to select. Then click **Save**.

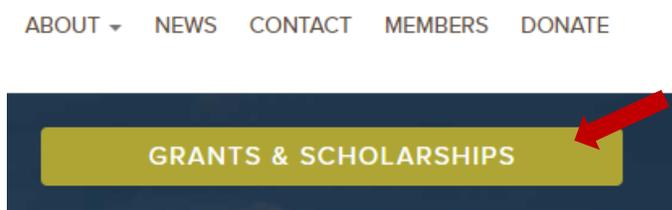


- If you're using another word processing platform, such as Pages, Google Docs/Sheets, etc., you should still be able to save a document as PDF. Look for the Save As option.
- You're able to print your application at any point throughout the process. In fact, we encourage you to print it before submitting your application. Just click the printer icon in the upper right-hand side, above the PAGES list.



### **Now, to begin...**

1. Submitting a Grant Application for opportunities at Shasta Regional Community Foundation is an online process. To begin, visit [www.shastarcf.org](http://www.shastarcf.org)
2. In the upper right-hand corner, click on **Grants & Scholarships**.



3. Under Grants, click on **More Info**.

**Grants & Scholarships**

Shasta Regional Community Foundation serves donors, advances philanthropy and achieves impact by supporting the work of nonprofits in the region. Over the past decade, we've developed extensive knowledge of the North State. We continuously monitor our community to understand its needs and the capacity for growth.

**GRANTS**

Grants are open for proposals during specific proposal cycles. Our grants are made possible through the contributions of individual donors and nonprofit donor funds.

**SCHOLARSHIPS**

Scholarship funds are awarded to graduating seniors from area high schools each year. Many of these scholarships are also renewable for college students.

**MORE INFO**

4. Scroll through the list of funds that have grant applications. Note the description of the fund and the deadline date. Once you've found a fund that matches your need, click **Application Materials**.

**McConnell Fund**

The McConnell Fund at the Shasta Regional Community Foundation was established in 2001. The McConnell Fund chose the Community Foundation as a funding partner because of its connection and widespread in the region they serve. The McConnell Fund accepts grant requests up to \$50,000 from eligible organizations in Butte, Colusa, Glenn, Humboldt, Siskiyou, and Trinity counties and up to \$30,000 in Trinity and Modoc counties. This fund is another way The McConnell Foundation fulfills its mission of helping building better communities through philanthropy.

**Grantmaking History**

- 2013 Grant Cycle Awards
- 2014 Grant Cycle Awards
- 2015 Grant Cycle Awards
- 2016 Grant Cycle Awards
- 2017 Grant Cycle Awards
- 2018 Grant Cycle Awards

Deadline: **March 13, 2019**

Application Window: January - March Deadline Date

**APPLICATION MATERIALS**

5. The next page further defines details associated with the Fund; especially note the Eligibility Criteria listed to ensure your application falls in line with the project you're hoping to fund.
6. At the bottom of the page, click **Preview** if you'd like to see the application in its entirety. Click **Apply** to begin an application and if you've already started an application, click **Sign In**.

Applicants are encouraged to demonstrate partial project funding from other sources.

**Preview**

**Apply** or Already have an application started? **Sign In**

7. This is a new platform (in 2019), so everyone must create a new account (you'll only need to do this once and the platform will remember the information you enter for future use). Complete each field with the information requested, until you have reached the end of the form.

Create New Account [Sign In](#)

**Create New Account**

First Name \*

Last Name \*

Organization

Login Email \*

Confirm Email

- a. Once complete, be sure to **Click** the consent box before clicking **Submit**.

Confirm Password

SHOW

By checking here and creating an account, you understand that any information you provide will be securely stored by SmarterSelect on our client's behalf. You have the right to request any records created under this account be provided to you or deleted at any time. SmarterSelect never has and never will sell any information held in our system to third parties.\*

Submit

8. There will be multiple pages to complete for the application. You can save as you go and come back to it later, if you like.

**The McConnell Fund 2019**  
 Deadline: March 13 2019 at 05:00 PM PDT

Page 1 of 8

### 1. Organization Information

**Organization Details**

Legal name of the organization applying for this grant opportunity. \*

Executive Director/Chief Executive Officer/Department Head: \*

9. On the right side is a list of the pages that must be completed prior to submission. Page titles will be colored in **red** if there's something missing on that page. **Blue** highlights the page you're currently in.

	PAGES		PAGES
Page 3 of 8	Organization Inform...	Page 4 of 8	Organization Inform...
	Proposal Summary		Proposal Summary
	▶ Narrative		Narrative
	Project Budget		▶ Project Budget
	Organization Operat...		Organization Operat...
	Supplemental Inform...		Supplemental Inform...
	Volunteer Activity		Volunteer Activity
	Agreements & Author...		Agreements & Author...

10. Some fields will provide more information for what is being requested.

Briefly, please indicate how dollars are expected to be used. \*

Describe the need for the project and the difference you hope it will make.

An example may be: "We request \$5,000 to purchase 250 new books for our children, teen and adult patrons."

11. For questions that request the upload of a document, please see the above notes for help with creating a PDF. Otherwise, click the **Select File** button.

#### 4. Project Budget

**Project Budget**

Please upload a project budget in a PDF format. The budget should list all anticipated income and expenses including any in-kind contributions.

Please list items and corresponding cost in order of priority.

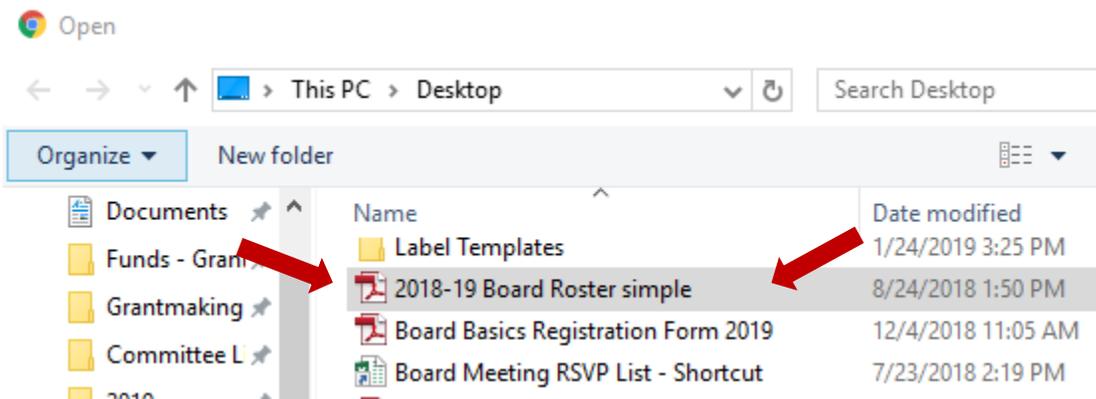
**THIS IS NOT A REQUEST FOR YOUR ORGANIZATIONAL BUDGET. \***

 Select File 

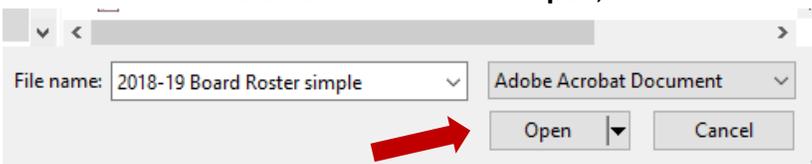
Maximum File Size: 10MB, Accepted file types: .pdf

No file attached

- a. A window will pop up that allows you to select where your PDF file is located. Once you've located it, it should look similarly to the highlighted file below.



- b. Ensure the file is selected and then click **Open**, at the bottom.



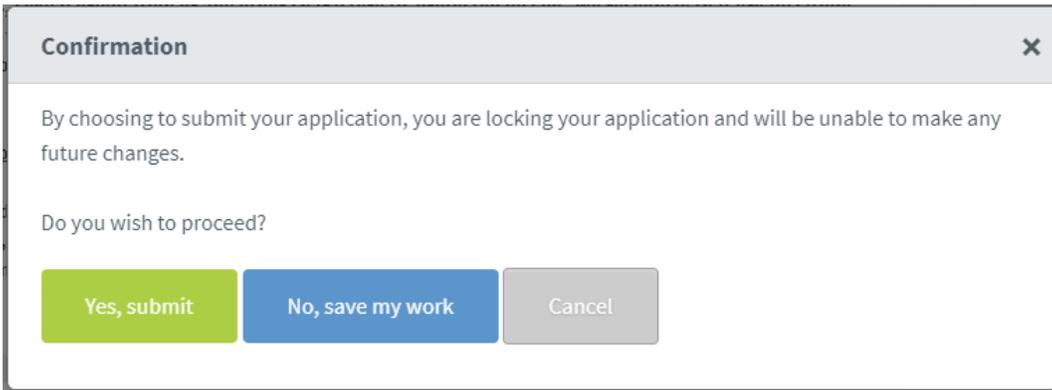
- c.

12. Once all fields on all pages have been completed and agreements have been selected on the last page, you'll be able to submit your application.

The screenshot shows a form submission page. A teal banner at the top contains a lightbulb icon and the text: 'You must click the Submit button below to complete this form.' Below the banner are three buttons: 'Previous', 'Save Cancel', and a green 'Submit' button. A red arrow points to the 'Submit' button.

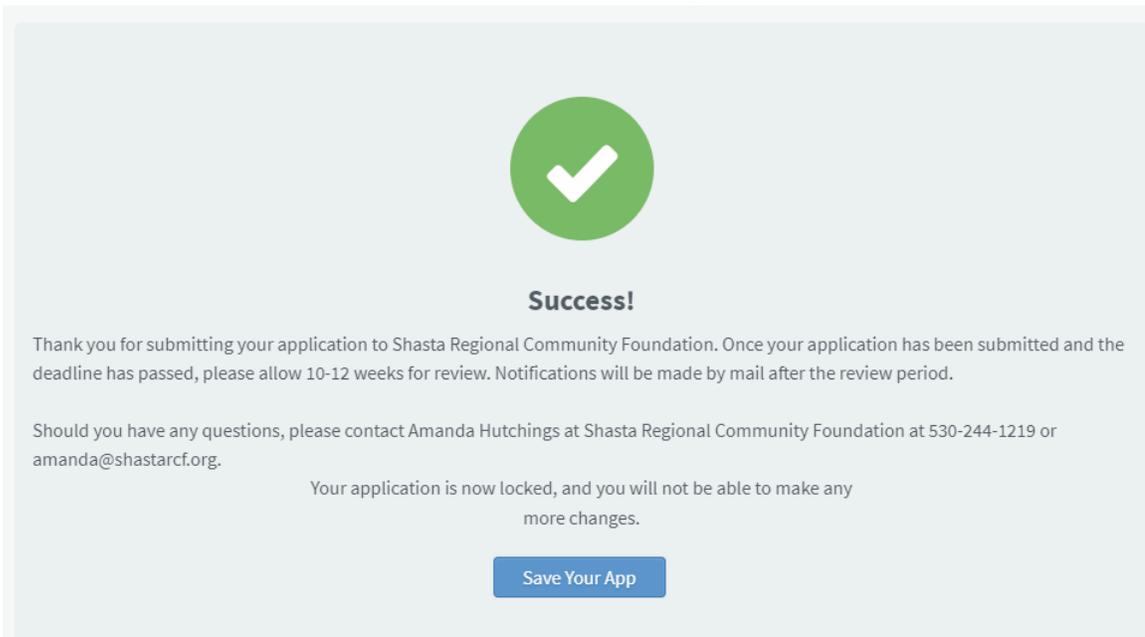
- a.

13. A confirmation box will pop-up, asking you to make sure you're ready to submit your application. It's best to double check your work to ensure the right documents are uploaded into the right spaces and that you've answered each question as fully and accurately as possible. You will not be able to make changes once your application is submitted. Once you're sure everything is ready, click **Yes, submit**. If it's not ready, click No, save my work.



a.

14. Success! You will receive a confirmation email at the address of your login. Please allow us 10-12 weeks for the review process. We'll communicate the results through the mail.



a.