## Community Foundation of Huntington County Portal Login & Grant Application Instructions

## Login Page - also known as "Portal"

Head to this link: https://www.huntingtonccf.org/grants

Select APPLY FOR GRANTS

**EXISTING USER.** Existing users can enter their credentials (email address and password) and click "Log On."

If you forget your password, select the "Forgot your Password?" link and follow the prompts to reset your password and gain access to your account.

**NEW USER.** New users can click "Create New Account" to register their user profile.

**TUTORIALS.** To access video tutorials on account registration, grant information and navigating your applicant dashboard follow the links provided on the logon screen.



## **Dashboard**

Once logged on, you will be at your dashboard.

In the top right corner, you will find your name. Clicking on your name will give you options to edit your profile or log out of your account. The house button will take you back to your dashboard. The Community Foundation logo takes you to our website.

**APPLICATION.** To begin the application process, select "Apply." The date the application opens the apply button will appear. Otherwise, it will read - "Accepting Submissions begin..." and then it will give a date range.

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IMMEDIATE NEEDS GRANT APPLICATION					
APPLICATION FOR CHARITABLE ORGAN	NZATIONS ONLY				
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Application

Work your way through each question. At the bottom of the application there is an option to "Save" in which case you can come back to it later if you can't finish it right now or you can "Submit."

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	Signature*					
	Date*					
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	ABANDON KEQUESI	SUBMIT APPLICATION				

## Mobile Device

If you are trying to apply via a mobile device, you may come across this screen first. Please select the three lines in order to follow the steps for logging on and creating an account.



If at any point in the process you have questions, please reach out to Amber Rensberger at <u>amber@huntingtonccf.org</u>.