

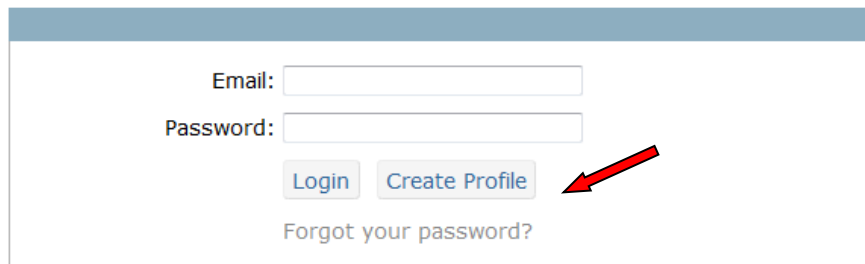
Online Grant Requests

This document explains how to register your login account, identify your organization and colleagues, and submit a grant request, using the Foundation's online service, which is powered by [Good Done Great](#) and specially designed for the [Central Indiana Community Foundation](#).

Create Your Profile

Click on the Link Provided by the Foundation

The login page for the online service will show the Foundation's logo and a box like the one below.



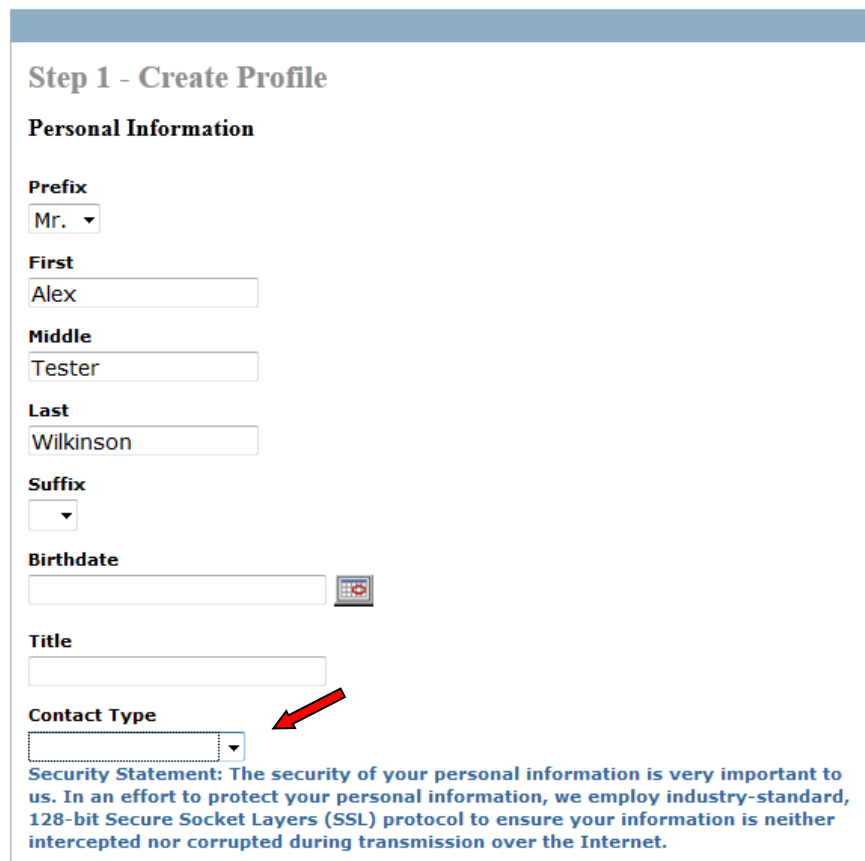
Email:

Password:

[Forgot your password?](#)

Click on Create Profile

You will then see a form to enter your personal information. Some tips for completing this form:



Step 1 - Create Profile

Personal Information


Prefix
Mr. ▾

First
Alex

Middle
Tester

Last
Wilkinson

Suffix
▾

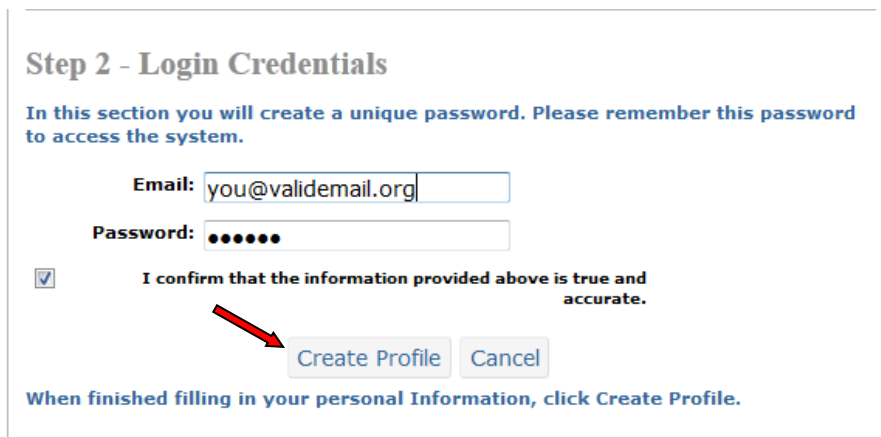
Birthdate
 

Title

Contact Type
 ▾

Security Statement: The security of your personal information is very important to us. In an effort to protect your personal information, we employ industry-standard, 128-bit Secure Socket Layers (SSL) protocol to ensure your information is neither intercepted nor corrupted during transmission over the Internet.

- Your birthdate, while optional, may help to identify you uniquely in the Foundation’s records.
- Be sure to indicate under **Type of Contact** whether you are a “Request Contact” (person completing the grant application) or an “Executive Contact” (typically an officer with authority to approve large payments and contracts).
- Under **Login Credentials**, type your valid email address. This will become the username that you will use to login.
- Create a unique password. (If you forget it in the future, you can ask reset it from the login page, which will send a message to the valid email address you provided.)
- Check the box to confirm that the information is true and accurate, and click on **Create Profile**.



Step 2 - Login Credentials

In this section you will create a unique password. Please remember this password to access the system.

Email:

Password:

I confirm that the information provided above is true and accurate.

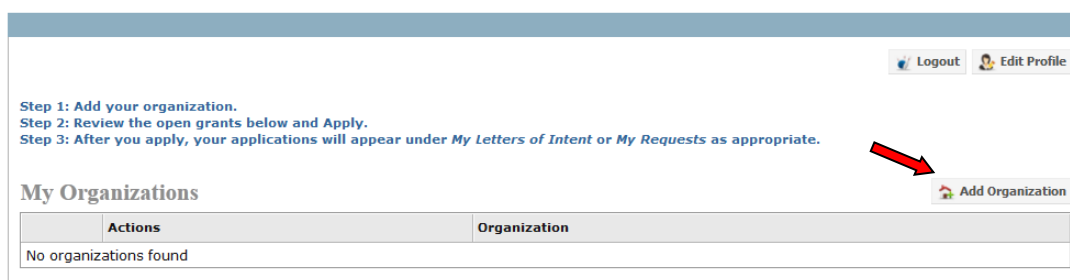
[Create Profile](#) [Cancel](#)

When finished filling in your personal Information, click Create Profile.

Identify Your Organization and Colleagues

Click on **Add Organization**

The page you see after creating your profile has several elements. You will also see this page when you login in the future. On the top of the page, you can identify the organization for which you are submitting a grant request.



[Logout](#) [Edit Profile](#)

Step 1: Add your organization.
 Step 2: Review the open grants below and Apply.
 Step 3: After you apply, your applications will appear under *My Letters of Intent* or *My Requests* as appropriate.

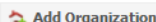
My Organizations

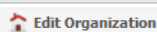

[Add Organization](#)

Actions	Organization
No organizations found	

- On a subsequent screen, you will need to provide details about the organization, including its legal name and 9-digit Employer Identification Number (EIN). These are required, so be sure to have them available before you start.
- In addition to contact information about the organization’s address and executive officer, the Foundation may require details about the organization’s mission, programs, and finances.
- When you complete and save this information, you will be returned to the page shown above, with your organization displayed under **My Organizations**.

- If you need to add another organization, repeat these steps by clicking **Add Organization** again. This may be necessary, for example, to identify your Fiscal Agent, if you have one.

My Organizations 

Actions	Organization
 Edit Organization  Manage Colleagues	My Public Charity

Optionally, click on Manage Colleagues

After you add an organization, it will display as shown above. Optionally, you may invite a colleague or assistant to work with you. Please note that this invitation will give the person full access to edit your organization’s contact information and grant requests. To proceed, click on **Manage Colleague**. You will get a pop-up asking for your colleague’s email address.

Invite a Colleague

Enter a colleague's email address to invite them to collaborate with you. By doing this, you are giving this person full edit permissions to this form.

Email


The email address you enter here will serve two purposes. First, an invitation will automatically go to the address, with a reply link that will take your colleague to the same page where you registered your profile. Second, your colleague must use this same email address as their login, so that the system can match them correctly with you and your organization. Click **Invite** and **Close** have the invitation sent.

Apply for a Grant

Review Open Grants

After creating your personal profile and adding your organization, you will see descriptions of the grants currently open to applicants. These will become available at the bottom of the page. Depending on the Foundation’s process, some grants may require you to supply an access code (e.g., if you need the Foundation’s permission to apply). If an access code is not necessary, or if you have already entered it, an **Apply** will appear in the right corner. Clicking on it opens an online form customized for the grant you are seeking.

Open Grants

Summer Youth Program Fund 

Description:
 The Summer Youth Program Fund (SYPF)-Indianapolis is a funding collaborative that provides grants, coordinates professional development opportunities, and disseminates community information to support summer programs serving Marion County youth. SYPF-Indianapolis is designed to make the grant process easier for charitable organizations by using a single application form. Since 1995, SYPF-Indianapolis has awarded more the \$29 million in grants to support summer programs.

Complete the Application Form

Overall, the application form may have many sections. Because the information is extensive, you should save often. A **Save Request** button is available throughout the application. Additionally, each section has a checkbox that will automatically indicate when you have completed the required information for that section.



[Home](#)

[Save Request](#)

[Print Cover Page](#)

[Print Request](#)

Grant Cycle
Summer Youth Program Fund

Required Application Materials

Item #1 - 2012 Grant Application
Item #2 - Board List (single sided) including occupations and telephone number. Note officers.
Item #3 - Organization Budget for the current fiscal year indicating income and expenses.
Item #4 - 501(c)(3) determination letter for applicant organization or sponsor.

Copies and Submission Information

Applications must be received by Lilly Endowment and The Indianapolis Foundation by 12:00 noon on December 9, 2011.

To get started, you should check the box shown below if you have a fiscal agent for this grant request. Additional instructions will appear to guide you in completing the necessary information about your fiscal agent, if you have one.

Applicant Organization

Organization Name

Test Org

EIN (tax exempt #):

[12-9876543](#)

Mailing Address:

123 Main

City

New York

State:

IN

Zip:

10025

Telephone:

(212) 555-1212

Fax:

Website:

Executive Director / Authorizing Official:

Do you have a fiscal agent?

[?](#)

Summary of Program and Budget

One of the early sections of the application asks for a summary of your program and budget (see the next page). Take note of the financial information you enter here, because you will need it again, in later sections of the application.

Grant Request Summary

Program Name

Program Category
 ?

Program Emphasis (select a primary and secondary area)

Primary

Secondary

A. Total Summer Program Budget (TSPB)

B. Cash contributions committed to date

C. In-kind contributions committed to date

D. Total dollars committed to date (B+C)

E. % of Total Summer Program Budget committed to date (D divided by A)

Request to Lilly Endowment Inc. % of TSPB

Request to all other SYPF Partners % of TSPB

Complete Summary?

Tips for Completing the Application

In some parts of the application, you will be asked to limit your answer to a certain number of characters. When you see a box for entering text with a word-limit, look below the box for a "character count." This will help you see if your response is reaching the limit.

Program Fees

Program Fee Per Child Per

Additional Fee For Multiple Children Per


How does your program accommodate those who cannot afford your fees, field trip expenses, or other costs? (Maximum: 500 Characters)

Character Count:
0

Another tip is that if you need more rows to enter your data, you may be able to get them. Look for a box with the advice, "Check here to add ...". When you check the box, additional rows will automatically appear.

Summer Program Site Locations

Building Name	Street Address	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Check here to add additional Site Locations
 


Completing Your Budget

As you enter the dollar amounts for your income and expenses, some fields will update automatically. For example, totals will be computed for you. Some checks are built-in to make sure your numbers add up correctly. In particular, your Total Income (see below) and Total Expenses (not shown here) should match. They should be the same amount as the Total Summer Program Budget (TSPB) at the very beginning of your application (reproduced in the Summary area below).


Projected Summer Program Income

Provide a brief description and dollar amount for each applicable line item.

Summer Program Budget Summary

- A. Total Summer Program Budget (TSPB): \$ 
- B. Cash contributions committed to date: \$
- C. In-kind contributions committed to date: \$
- D. Total dollars committed to date (B+C): \$

Request to Lilly Endowment Inc.: \$0
 Request to other SYPF Partners: \$

	Cash	In-Kind	Total
Request to Lilly Endowment Inc.	\$0.00		\$0.00
Request to all other SYPF Partners			
Other Foundations	<input type="text"/>	<input type="text"/>	\$0.00
Corporations	<input type="text"/>	<input type="text"/>	\$0.00
Faith based institutions	<input type="text"/>	<input type="text"/>	\$0.00
Government	<input type="text"/>	<input type="text"/>	\$0.00
Individuals	<input type="text"/>	<input type="text"/>	\$0.00
Program Fees	<input type="text"/>	<input type="text"/>	\$0.00
Other (please specify)	<input type="text"/>	<input type="text"/>	\$0.00
TOTAL	TOTAL CASH	TOTAL IN-KIND	TOTAL INCOME
	\$0.00	\$0.00	\$0.00 

Uploading Required Documents

Some documents must be attached to your application. As shown below, you should use the “upload” buttons to attach copies of this material. If needed, you may delete an uploaded document and then upload a new copy.

Documentation

In order for your application to be considered, you must submit the following required documents.

Organization Budget for the current fiscal year indicating income and expenses

[Upload](#)

Board List (single sided) including occupations and telephone number. Note officers.

[Upload](#)

501(c)(3) determination letter for applicant organization or sponsor

[Upload](#)

Complete Documentation?

[Save Request](#)

Finishing Up

At the end of the application, a section called “Missing Items” will show you whether any required fields or documents remain to be completed. When no items are left on this list, you may finalize your electronic submission. In addition, you may be required to supply printed copies. Read the on-screen directions carefully, to be sure you have printed and submitted all the necessary items.

Missing Items

Project Summary Section
Project Overview Section
Project Budget Section
Documentation Section

If your application is still missing items they will be shown above. You will need to complete the missing fields or attach the required documents before you can submit this application.

You may click **Save Request** to save your application and return to edit it later.

[Save Request](#)

REMINDER: Copies and Submission Information

Applications must be received by Lilly Endowment and The Indianapolis Foundation by 12:00 noon on December 9, 2011.

For consideration by Lilly Endowment Inc., print and submit:

ONE Original with all Items #1-4 listed at the top of this application.

TWO copies of checklist Items #1-3 listed at the top of this application.

For consideration by any other SYPF Funder submit:

Items #1-3 at www.summeryouthprogramfund-indy.org