





Foundant Online Grants System Tutorial

Module II

Adding a Grant Application

Adding an Application (Module II)

RICHARD SHINEMAN FOUNDATION  [Apply](#)  Fax to File

Applicant Dashboard

Applicant:
Ms. Wilma Stone
wstone@abcd.org
315-555-5555
1 Any Street
Oswego, NY 13126 Oswego

Organization:
ABCD
10-1234567
315-555-5555
1 Any Street
Oswego, NY 13126 Oswego

[Contact Email History](#)

Info: If your organization information does not appear correct, please contact the funder. Thank you.

▼ Kidz Kamp



Process: 2015 Grant Application

LOI	Submitted	04/19/2016	View LOI
Application	Submitted	04/19/2016	View Application

Follow Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Interim Report	Wilma Stone	Overall Grant	12/30/2016	Assigned	Edit
Final Report	Wilma Stone	Overall Grant	06/30/2017	Assigned	

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Apply

Please click on the link below to begin the application process.

2015 Grant Application Accepting Submissions

FOCUS AREAS:
The Foundation seeks to provide grants in the following areas:

1. education
2. health & human services
3. arts and culture
4. civic benefits
5. historic preservation
6. the environment
7. economic revitalization
8. religion

TYPES OF GRANTS:
Grants may be awarded for programs and specific projects (including over multiple years), capital campaigns, organizational capacity building, seed grants and sponsorship of events. Scholarship grants may awarded under a special initiative. Grants will generally not be awarded for endowments, annual operating expenses, completed projects or research. Grants to individuals and loans will not be considered.

FOCUS COMMUNITIES:
The Foundation will make grants to organizations with an office in Oswego, Onondaga, Madison, Cayuga or Oneida County but the **project must take place in and benefit Oswego County.**

GRANT PROPOSALS:
Grants proposals should focus on the following matters:




- The impact to the community of the proposed use of money, including long-term investments in social capital and infrastructure.
- The continued viability of the applicant, and the sustainability of the program.
- Clearly stated, and achievable, objectives and timeframes.
- Collaboration within the community, and the inclusion of diverse voices.

[Preview](#) [Apply](#)

Please be sure to review the program requirements BEFORE you apply.


To begin the application, click on "Apply."


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Application


2017 Grant Application


 Question List

Applicant:  Organization:

[Contact Email History](#)

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> Request Documents  0


 Fields with an asterisk (*) are required.

▼ Project Information

Project Name*

Proposal overview*

Please provide a brief description of your grant proposal with intended outcomes.

 1,000 characters left of 1,000

Grant amount requested*

\$

Begin filling out your application. Be sure to follow ALL instructions within the application. To preview a list of the application questions, click "Question List."

Adding an Application (Module II)

Be sure to download, complete and upload any budget templates.

Description of Project Budget*

Please provide a more detailed total project budget, including other sources of funding for the project.

✓ 3,300 characters left of 3,300

Project Budget*

Please [Click Here](#) to download the **Project Budget Template**. Upload the completed template below.

Upload a file [1 MiB allowed]

Organization Budget*

Please provide the most recent annual budget for your organization.

Upload a file [1 MiB allowed]

Supporters*

Please provide a list of your major supporters. This would include institutional supporters as well as supporters for this particular project or initiative.

✓ 2,500 characters left of 2,500

Audited Financial Statement/ Form 990*

Please attach a copy of your most recent audited financial statements and/ or Form 990.

Upload a file [8 MiB allowed]

Save Application

Submit Application

Adding an Application (Module II)

Uploading Tips

- ◆ Click on the link to save the template to your computer.
- ◆ Complete the budget template.
- ◆ Click the “Upload file” button to locate the file on your computer. Select the completed budget template and select the “Open” button.

Note – Once an attachment is uploaded, a red “X” will appear beside your file for you to delete the attached file if you want to delete it.

Adding an Application (Module II)

Description of Project Budget*

Note – You are allowed to save your application at anytime, but this **WILL NOT** submit the application.

Once you are satisfied with your responses and you are ready to submit your application, click the **“Submit Application”** button.

Project Budget*

Please [Click Here](#) to download the **Project Budget Template**. Upload the completed template below.

Upload a file [1 MiB allowed]

Organization Budget*

Please provide the most recent annual budget for your organization.

Upload a file [1 MiB allowed]

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Save Application

Submit Application




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The screenshot shows a web application interface. At the top left is the logo for RICHARD S. SHINEMAN FOUNDATION. To the right of the logo are navigation links: a home icon, an 'Apply' button with a document icon, and a 'Fax to File' button with a fax icon. Below the navigation is a horizontal line, followed by the heading 'Confirmation Page'. A green-bordered box contains a green checkmark and the text 'The Application has been submitted.'. In the bottom right corner of the page is a blue 'Continue' button.

Congratulations! You have submitted your request. You should receive a confirmation email. If you do not see a message in your inbox, please check your spam/junk folder and confirm that you entered your email address correctly.

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▼ FBB

Process: 2017 Grant Application

Application	Submitted	02/02/2017	View Application
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▼ Kidz Kamp

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Thanks for using Richard S. Shineman Foundation's Online Grant System!

You have just completed "Adding an Application."

Additional training materials can be found at
<http://www.shinemanfoundation.org/apply-grant>

Need technical assistance? Contact [Penny Halstead](#)
at penny@shinemanfoundation.org