



Applying for Grant

Create an Account /Log On

1. Visit keokukfoundation.org/grants or cfdmc.org/grants and click Apply for a Grant to access the Logon Page.
 - If you have not created an account, click Create New Account.
 - If you have already created an account, enter your information and click Log On.
 - If someone else from your organization has created an account for this site but you have not created your own account yet, reach out to the site's administrator. They can create an account for you that will be connected to your organization in the site.
 - If you have already created an account but have forgotten your password, click Forgot Your Password to reset it.
2. If you clicked Create New Account, you will be asked to complete registration information for yourself and your organization. After filling out all the information, click **Create**.
3. The next page asks you to verify that you received your confirmation email. This helps ensure that you will receive other communications from this organization about your application. Click **Continue**.

Apply for a Grant

1. Click **Apply** to reach the Apply page which lists the available grant opportunities and details about each.
2. Click Preview for any grant opportunity on the page if you would like to view the first form without starting a grant request.
3. Click **Apply** for a grant opportunity when you are ready to start a request.
4. You will arrive at the first form which is the grant application. If there is a deadline to submit the form, it is listed at the top of this page.
5. Complete the questions on the form.
 - Required questions are marked with an asterisk.
 - The system automatically saves your work every 100 characters you type and when you click out of a question. You can click Save at any time.
6. Click **Submit** when you are ready to submit the form.
 - If you decide to withdraw your application before submitting it, click Abandon Request instead.
 - The system notifies you of any required questions that were missed. Complete those questions, and then click Submit again on the form.

A Foundant Promotional Pop-up message promoting Foundant nonprofit solutions shows when you submit forms in GLM. You have the option to hide these messages by checking the Hide this message box on the pop-up.

7. You will receive a confirmation message when your form is successfully submitted. Click **Continue**.

Manage Your Applications

1. There are three columns on your Dashboard.

- **Action Needed** - Contains your draft requests and any approved requests that still need action.
- **No Action** - Contains requests that do not need further action from the applicant as administrators process the request.
- **Historical** - Contains any of your other requests that are no longer active.

2. The actions you can take on forms for a request depend upon the form's status.

- Click the document drop-down menu to select and view the forms you have already submitted.

3. Click Start in the To Do panel to start working on a Grant Report / Grant Agreement