LOGGING IN FOR THE FIRST TIME

1. Navigate to GrantCentral: https://community-cct.force.com/grantcentral
2. Log in or create an account to get started.
3. If you are new to GrantCentral, you will need to create user credentials. Click the “Create Account” link. If your organization has an existing GrantCentral account, your new user account will be associated with your organization’s existing account. If your organization does not already have a GrantCentral account, an organizational account will be created upon registration.
4. If you are an existing applicant with GrantCentral user credentials, enter your Username and Password to log into your organization’s GrantCentral account. Your username is the email address you used to create your GrantCentral account.

COMPLETING ORGANIZATION PROFILE

1. On the Organization Profile tab, complete all required information relevant to your organization as a whole. This is reviewed alongside each funding request you submit.
2. Complete each section: Organization Information, Communities Served, Community Demographics, Focus Populations, Organization History, Leadership/Staff, and Financials.
3. When completing each section, ensure you complete required fields and follow suggested character limits. Click SAVE often, as GrantCentral does NOT auto-save.
4. Under Geographic Areas Served specify the areas that your organization serves.
5. Under Organization Contacts provide the names and staff roles at your organization.
6. Under Upload Files provide required documentation to complete your application.
7. Under Validate and Certify, check box and click Submit to certify profile.

ACCESSING CURRENT OPPORTUNITIES

1. On the Current Opportunities tab, see the list of Open Funding Opportunities. If you have received an invitation for your organization to apply, see Invitations for Your Organization Only.
2. Click on link to the Funding Program Name to read guidelines, details, submission instructions, and due dates. Sign up for an Information Session if one is scheduled.
3. Click on Begin Application to start working on your funding request application form.
4. Complete your funding request application form, answer all required questions, and upload any required attachments. Submit your application by the due date.

NOTE: Your Organization Profile must be complete and Certified in order to submit an application.

CONTACT US

- Visit https://www.cct.org/grants/how-to-apply/
- Click Contact Support tab in GrantCentral to submit a help request
- Email grants@cct.org with your question

To submit a support request via email or GrantCentral, please provide the following. Our Grants team will respond within 2 business days.
1. Your name and organization
2. Name of Funding Program you are applying for (if applicable)
3. Description of your question. Please provide as much detail as possible.

VISIT CCT.ORG FOR AN INSTRUCTIONAL VIDEO