



THE CHICAGO COMMUNITY TRUST

EQUITY • OPPORTUNITY • PROSPERITY

How to Access GrantCentral

To submit a proposal for any of our discretionary grant making programs, organizations are invited to register as grantseekers through our online application portal, GrantCentral. GrantCentral allows multiple contacts from your organization to view open and by-invitation-only funding opportunities, begin and submit funding request applications, monitor your funding requests' status, and track activities for your active grants.

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](https://www.cct.org/grants/how-to-apply/)