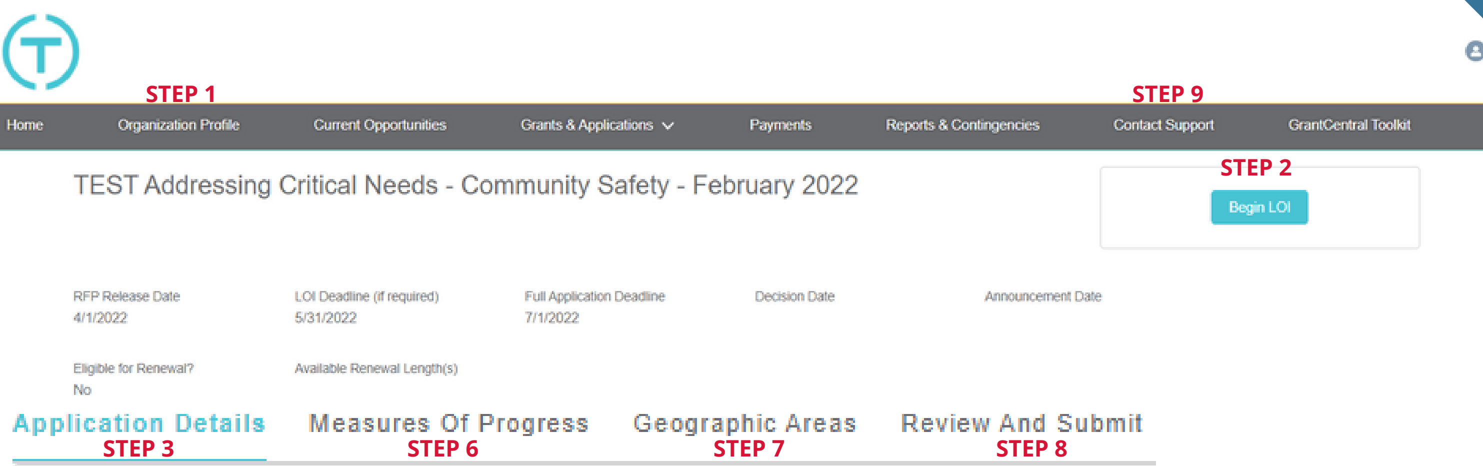
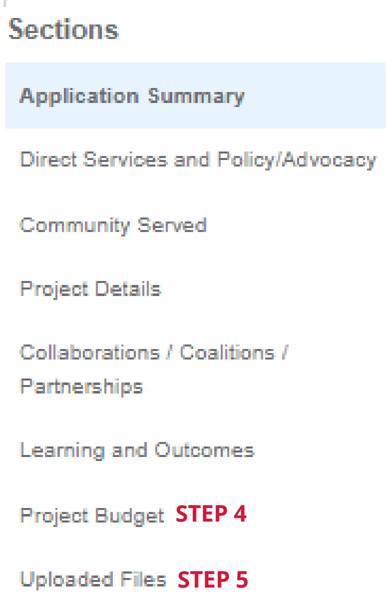
HOW TO SUBMIT AN APPLICATION IN GRANTCENTRAL

Follow this guide when preparing to submit an application and refer to other resources specific to other sections.

THE CHICAGO COMMUNITY TRUST
EQUITY • OPPORTUNITY • PROSPERITY





1. If you haven't already, complete your **Organization Profile** and **Certify** the information before starting an funding request application.
2. Review the **Current Opportunities** tab, and click on the Funding Program Name to begin the application process. Click the blue **Begin** button to start working on your funding request application.
3. Under the **Application Details** tab, complete all required sections and questions. The specific sections and questions you are asked to complete will vary depending on the Funding Program you are applying to and the specific application form you are completing. Refer to the left **Sections** list for an example. Your application may have fewer sections listed. We encourage you to:
   a. Complete your **Organization Profile** and Certify the information before starting an application
   b. Under the **GrantCentral Toolkit** tab, review the help guides and watch the instructional video about using GrantCentral
   c. Return to the **Funding Program** page for guidelines, instructions, due dates, information sessions and other helpful information
   d. Save often by clicking **Save**, **Previous** and **Next** throughout the application
   e. Complete all required fields as noted and if possible, follow suggested character limits
4. If required, under the **Project Budget** section, follow instructions to complete your detailed project budget using the appropriate template links provided. Upload your Project Budget attachment to the Uploaded Files tab.
5. If required, under the **Uploaded Files** section, refer to the list of required file attachments. After locating your files, **Drop Files** in the box or click the **Upload Files** button to provide the required documentation to complete your application.
6. If required, under the **Measures of Progress** section, click **SET UP/MANAGE OUTCOMES** to begin selecting applicable pre-defined outcome(s) and add indicator(s); if the project has additional indicators, you can include custom quantitative and qualitative outcomes.
7. If required, under the **Geographic Areas** section, click on **Add/Update Geographic Areas** to begin selecting geographic areas served.
8. Under the **Review and Submit** section, see instructions if there are any missing or incomplete sections. If all sections are completed, check the box "I have reviewed this application and am ready to submit it," and click **Submit**.
9. Upon submission, an automatic email will be sent to the applying contact, with an attached PDF of the submitted application for your records.