HOW TO COMPLETE AN ORGANIZATION PROFILE IN GRANTCENTRAL

Follow this guide when validating and certifying the data and information relevant to your organization.

THE CHICAGO COMMUNITY TRUST
EQUITY • OPPORTUNITY • PROSPERITY

Test Nonprofit Profile

Last Certification Date
1/30/2022

Organization Profile | Geographic Areas Served | Organization Contacts | Uploaded Files | Validate And Certify

Sections

- Instructions
- Organization Information
- Communities Served
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- Organization History
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- Financials

The Organization Profile is an important step. **Your Organization Profile must be complete and Certified in order for you to submit any funding request applications.** Before beginning to work on any funding request applications, we encourage you to:

1. Carefully review the **Instructions** page
   a. Check the **GrantCentral Toolkit** for help guides and an instructional video about using GrantCentral
   b. Save often by clicking **Previous, Save, or Next bu**ttons throughout this process
   c. Complete all required fields and questions, following suggested character limits
   d. If needed, use the **Contact Support** tab to submit questions or ask for help using GrantCentral
2. Under the **Organization Information** section, enter background and contact information about your organization.
3. Under the **Communities Served** section, update the categories to describe the services provided by your organization.
4. Under the **Community Demographics** section, update the information about the number of individuals that your organization reaches. If you do no collect this data, check the box "**We do not collect this data**" and provide a brief narrative description about communities served.
5. Under the **Focus Populations** section, check all categories that apply that describe the constituents served by your organization. If **Other** is checked, provide additional information about the focus population(s) served.
6. Under the **Organization History** section, provide background information about your organization.
7. Under the **Leadership/Staff** section, enter demographic data for the staff and board of your organization, and provide information about your board oversight practices. If you do no collect this data, check the box "**We do not collect this data.**"
8. Under the **Financials** section, enter your organization's high-level financial information for the past three years.
9. Under the **Geographic Areas Served** menu, enter all geographic area(s) your organization serves. Click **Add/Update Geographic Areas and follow the prompts to select the areas served.**
10. Under the **Organization Contacts** menu, update and/or create new key contacts affiliated with your organization and funding requests. There must be a **Signatory Contact** identified in order to Certify your Organization Profile.
11. Under the **Upload Files** menu, refer to the **list of required document uploads.** To upload files, click **Upload Files** or drop files in the box.
12. Under the **Validate and Certify** menu, see instructions if there are any missing or incomplete sections. If all sections are completed, check the box "**I have reviewed this organization profile and am ready to submit it**" and then click **Submit**.
13. Upon completion, an automatic email will be sent to the applicant confirming certification is complete with a PDF for your records.