

Email Address* Welcome to the Community Foundation of Greater Fort Wayne Grants's Online Portal. Password* New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials. Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password. Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

Once arriving at the Community Foundation of Greater Fort Wayne's Grant Portal:

If you have already created an account, go ahead and enter the email address and password you used to sign up. You can skip to page 3.

If you have not created an account, the steps below will walk you through creating one.

Creating a New Account:

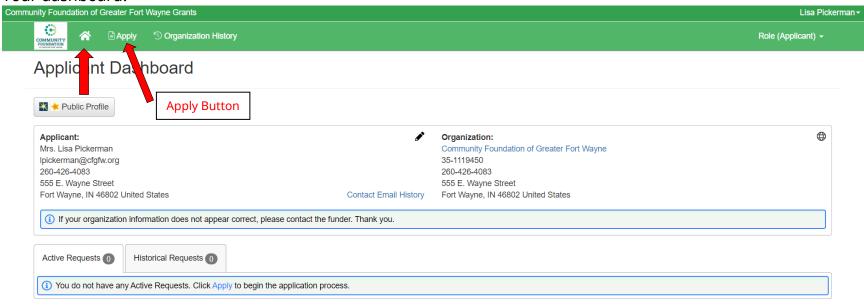
Below, you will see the page you land on once clicking Create New Account
There are several required registration fields before moving to the next step.

Do not use the back button, as you will lose all information entered.
*If you are an individual applying for the grant, please put your name in the Organization Name field.

	Cancel Account Creation	ion
Create New Account		
If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page		
⚠ Using the browser's back button will delete your registration information.		
This registration process has multiple steps you must complete before you can apply.		
Fields with an asterisk (*) are required.		
Organization Information		
Organization Name*	EIN / Tax ID (##-#######)	
Web Site	Telephone Number (###-#### x####)*	
Organization Email	Address 1*	
Address 2	City*	

Once you have completed the required fields, you will be directed to your dashboard.

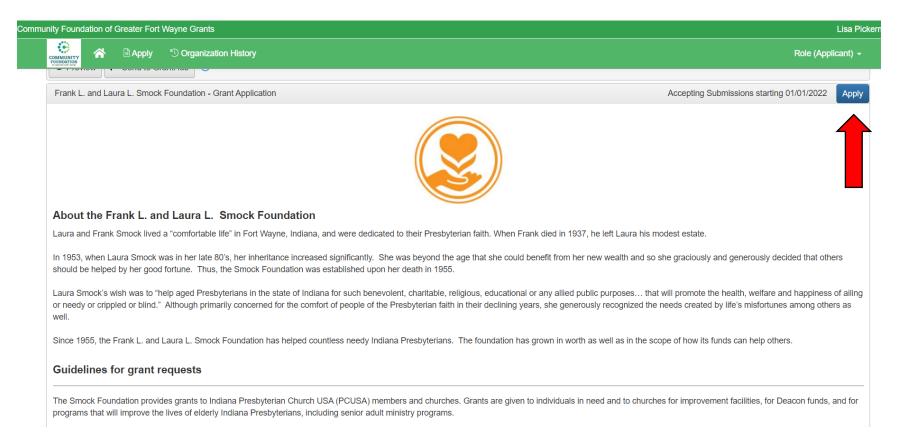
Your dashboard:



The applicant dashboard shows all of your information, including any active requests you have and any historical requests.

Anytime you are moving around in the portal, you can click the Home button next to the Community Foundation's logo, and it will bring you back to your dashboard.

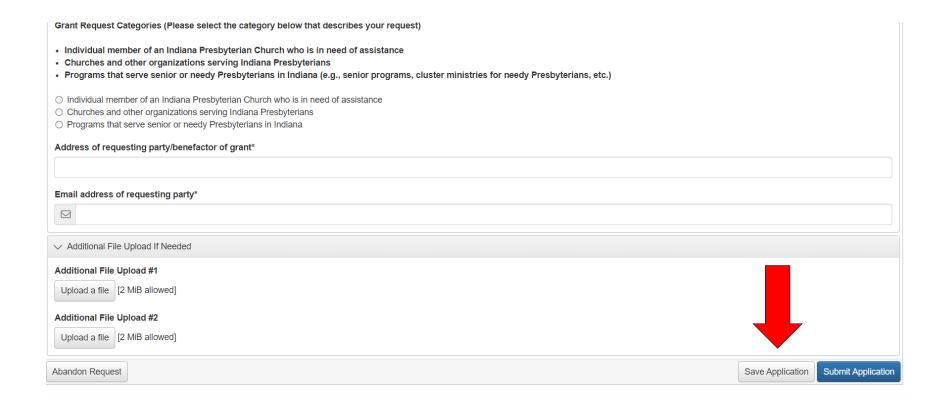
To apply to the Smock Foundation, click the apply button at the top right of the page next to the Home button. The Community Foundation of Greater Fort Wayne has several applications and you will need to scroll down to get to the Frank L. and Laura L. Smock Foundation application. At the far left above the Smock logo, there is an Apply button. (See next page for visual).



After clicking the apply button, you will be in the Smock Foundation Application. Required fields have an asterisk next to them. You will not be able to submit the application until all the required information has been filled in.

Should you need to leave the application, here are two things to note:

- Anytime you tab or click into another field, it automatically saves your progress.
- If you want to hard save your progress, you can scroll down to the bottom of the application and click save the application.



If you have to exit the application, it's easy to navigate back to your draft! Once logging back into the portal, on your dashboard, you will select the draft in your active requests tab. From there, you will need to select edit application, and it will take you back to your saved draft.

