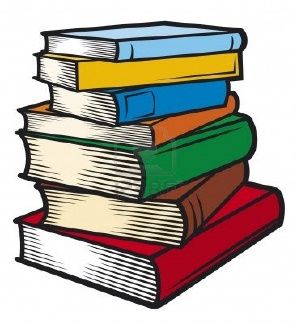
Davis Family Foundation

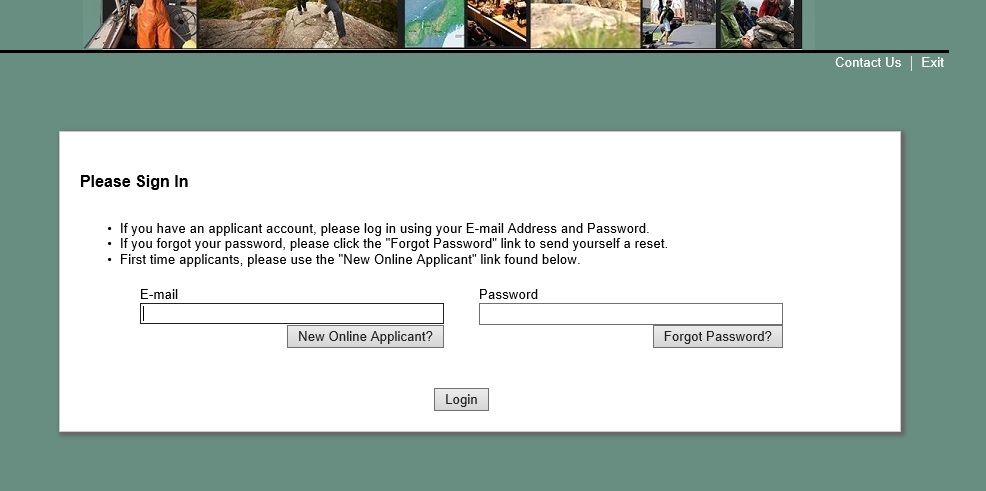
**Online**

**Application**

**Guide**

**Getting started** *Login or create an account…*

***Please note: If you have applied to the Davis Conservation Foundation you should use the same login information for Davis Family Foundation.***



Click ***Login*** to start your new application.

If this is your ***first time applying*** to the Foundation ***using the online application***, create an account here.

**\*\*Helpful Tip\*\*** Your organization should only have one account. We recommend an [info@...](mailto:info@...) email address.

What if you ***forgot your password***? Click here to receive an email with a new password.

If you have an ***existing account*** from a previous grant round, enter an **email** and **password.**

***The email address associated with your online account will receive notification when***:

You create an account

You save a draft of your application

You submit your application

You click “Forgot Password”

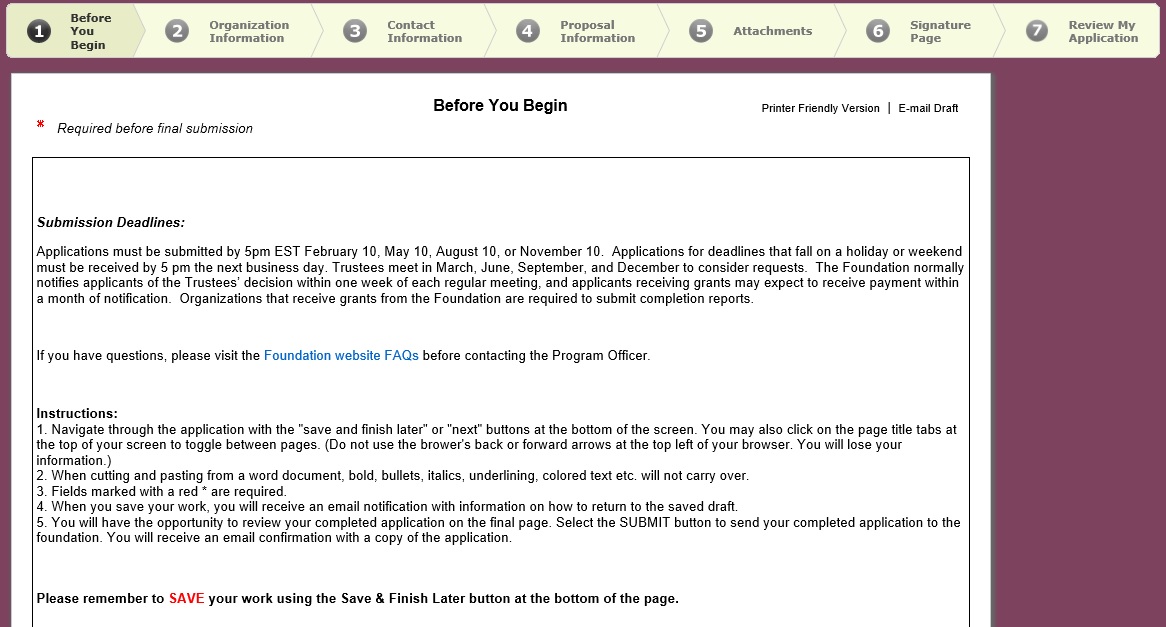
Your grant completion report is due

You save a draft of your grant report

You submit your grant completion report

**Before You Begin**

*This is the page you will see when you log in. Please review these instructions carefully.*



**Navigating the Application**

***Navigation Tabs*** guide you through the application. Select one to go to that page.

Click ***Exit*** to log out.

The page you are on is **bold and highlighted**.





***Print*** or ***email*** the application with these buttons.

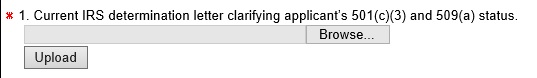
You can ***save*** your application at any time and return to it later, or proceed to the ***next*** page.

This is at the bottom of every page except the last.

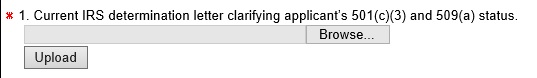
\*\*\*Helpful Tip\*\*\* Save your application often. This will not log you out, but will take you to your account homepage.

**Uploading Attachments**

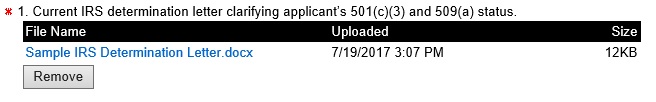
***Step 1 -- Click “Browse” to select your document***

******

***Step 2 -- Click “Upload” to attach your document***

******

***Step 3 – You will see the document name, date uploaded, and file size when it is attached***

******

**Your Account Homepage**

When you select the “Save and Finish Later” button, you are taken to your account page.

You will also get to this page when you log into your account once your application is in process,

and when you login to submit your completion report, if awarded.

When you log in to your account you land on the “***Applications***” page.

If awarded a grant, grant reports are posted under the “***Requirements***” page. Click the button to navigate to that page.

The ***drop down menu*** allows you to select to view your In Progress or Submitted applications or Requirements.



**Troubleshooting**

|  |  |
| --- | --- |
| **Problem** | **Solution** |
| I am signed in to my account but I can't find where to start a new application. | Even if you have an existing account, all new applications MUST be started by clicking the "New Application" link found on the ***Apply*** page of the website. |
| Our **staff has changed**, and we lost our login information. | Contact staff to update your account to a new email address. Using "info@..." or a more generic account for your organization may help alleviate this problem in the future. |
| One of my documents **will not attach**. | Chances are your file is too big (no 990s please!). Sometimes using a PDF can help. If it continues to fail to attach, please contact staff for assistance. |

Contact: Katie Paye, Program Officer [kpaye@davisfoundations.org](mailto:kpaye@davisfoundations.org) (207) 846-9132 x 13

Lisa Smith, Grants Associate [lsmith@davisfoundations.org](mailto:lsmith@davisfoundations.org) (207) 846-9132 x 16