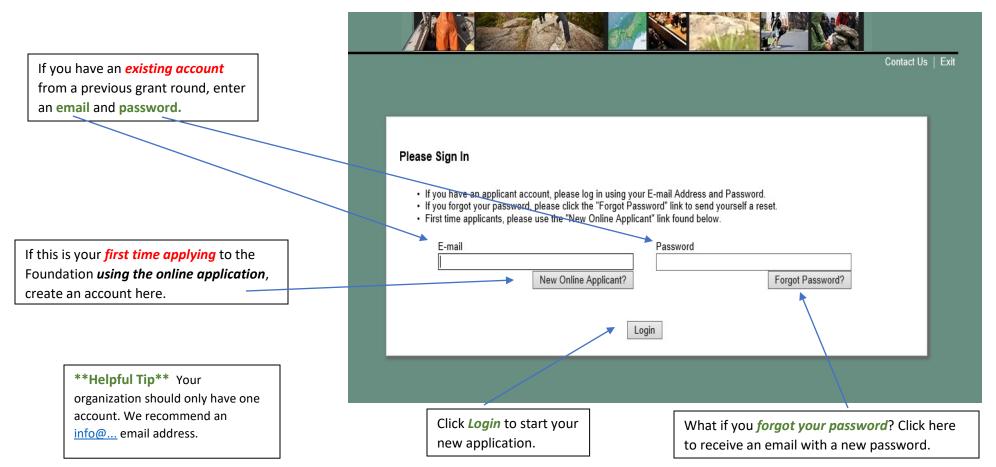
Davis Family Foundation



Online Application Guide

Getting started Login or create an account...



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

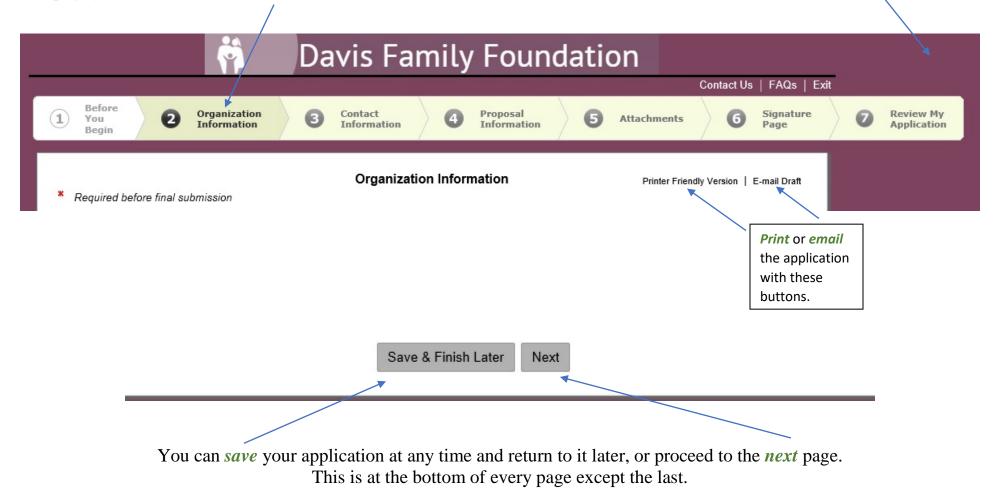
This is the page you will see when you log in. Please review these instructions carefully.

| (| Before You Begin | 2 | Organization Information | 8 | Contact Information | 0 | Proposal Information | 5 Attachments | 6 Signature Page | | Review My Application |
|---|--|--|-----------------------------|---|------------------------|---|-------------------------|--------------------------|---------------------|--|--------------------------|
| | Before You Begin Printer Friendly Version E-mail Dra Required before final submission | | | | | | | y Version E-mail Draft | | | |
| | Submission Deadlines: Applications must be submitted by 5pm EST February 10, May 10, August 10, or November 10. Applications for deadlines that fall on a holiday or weekend must be received by 5 pm the next business day. Trustees meet in March, June, September, and December to consider requests. The Foundation normally notifies applicants of the Trustees' decision within one week of each regular meeting, and applicants receiving grants may expect to receive payment within a month of notification. Organizations that receive grants from the Foundation are required to submit completion reports. | | | | | | | | | | |
| | If you have questions, please visit the Foundation website FAQs before contacting the Program Officer. | | | | | | | | | | |
| | the top of your s information.) 2. When cutting 3. Fields marke 4. When you sa 5. You will have | . Navigate through the application with the "save and finish later" or "next" buttons at the bottom of the screen. You may also click on the page title tabs at ne top of your screen to toggle between pages. (Do not use the brower's back or forward arrows at the top left of your browser. You will lose your | | | | | | | | | |
| | Please remember to SAVE your work using the Save & Finish Later button at the bottom of the page. | | | | | | | | | | |

Navigating the Application

Navigation Tabs guide you through the application. Select one to go to that page. The page you are on is **bold and highlighted**.

Click Exit to log out.



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

* 1. Current IRS determination letter clarifying applicant's 501(c)(3) and 509(a) status. Browse...

Upload

Step 2 -- Click "Upload" to attach your document

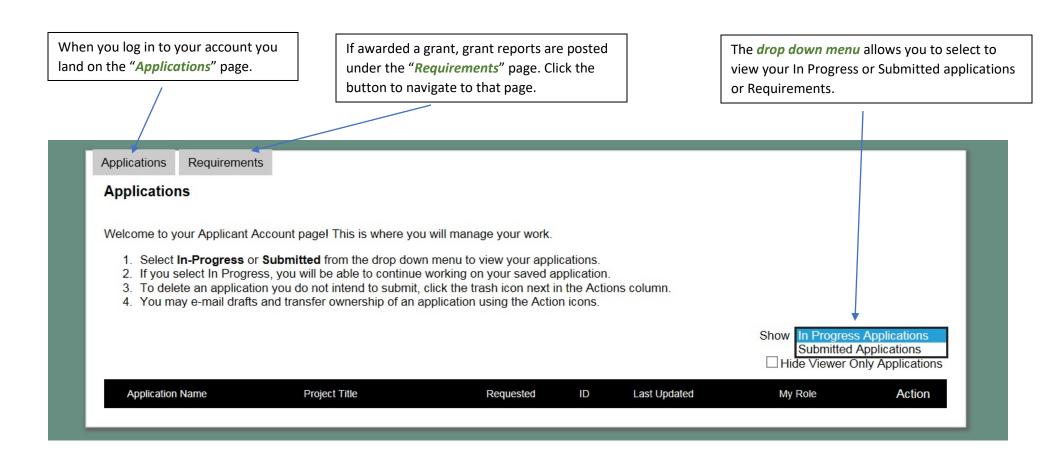
* 1. Current IRS determination letter clarifying applicant's 501(c)(3) and 509(a) status.
Browse...
Upload

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

| 1. Current IRS deter | mination letter clarifying a | pplicant's 501(c)(3) and 509(a) statu | s. |
|----------------------|------------------------------|---------------------------------------|------|
| File Name | | Uploaded 🎽 | Size |
| Sample IRS Deterr | nination Letter.docx | 7/19/2017 3:07 PM | 12KB |
| Remove | | | |

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.



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 <i>Apply</i> 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 Officerkpaye@davisfoundations.org(207) 846-9132 x 13Lisa Smith, Grants Associatelsmith@davisfoundations.org(207) 846-9132 x 16