

## HUEY AND ANGELINA WILSON FOUNDATION SUGGESTIONS FOR COMPLETING THE ONLINE APPLICATION

### APPLICATION

It is strongly recommended that you read the Grant Guidelines and type your grant request in a text document such as Microsoft Word per the directions in the Grant Guidelines. All information in the application must be in text format without tables or bullets. Tables should be attached as a separate document identified the same as referenced in the application. Once complete with the Word document, cut and paste your responses to the application in the appropriate response field.

Do not retype the questions in your responses, as this will waste available response space.

If any changes are made to the application during the review step, remember to press “update” to ensure changes are saved.

Spell check the application before submitting.

Press “Review My Application” before submitting, to ensure all fields are completed appropriately.

### ATTACHMENTS

Tables and attachments should be clearly titled with the organization name and title of the attachment. To include in the application, scroll to choose the title of the attachment, browse to find your file name, and then press “upload” to attach each attachment file.

### ACCOUNT LOGIN

Please safeguard your user name and password, established with your initial grant request. Our office does not have access to your password information and therefore will be unable to supply it at a later date. Once your password is established it will be used for all future reporting and requests.

### RETRIEVING SAVED APPLICATIONS

Partially completed, saved, applications can be retrieved by inserting the following address in your web browser and inserting your account login:

[https://www.grantrequest.com/SID\\_771](https://www.grantrequest.com/SID_771)

### REQUIRED REPORTING

The reporting forms will be available on the website 30 days before the reports due dates. The email & password for the account created when the grant was submitted will be needed to access the online form for interim and final reporting. It is advisable for an organization to use a common account or share the account information with others in the same office.

For example: Person A wrote the grant and Person B is reporting on the grant. Most communications on the grant are sent to Person A (if they are still with the organization). Person B only gets informed and can access the report mechanism if they receive the account information from Person A. Grants cannot be assigned to a different account.