Helpful Hints for using ACF's online application system:

For First Time Users *(Applicants who have previously registered skip to page 2)*:

First time users will need to click "Register" to complete an organizational profile that will be linked to all applications completed in the online application system. Organizational profiles may be updated as needed.

Be sure to have your organization's tax identification number (EIN) in order to complete the registration process. Fields marked with red are required.

After completing the registration process, an email will be sent to the primary email/username entered confirming your registration. Please save this email.

Be sure your email address is correct as this is the primary mechanism ACF will use for communications regarding applications submitted online.

In order to return to the online system, please save the username and password you create so you may complete in-progress applications, review past applications/awards, and complete required reporting requirements.

After registration is complete:

Once your registration is complete, exit the online system and return to the ACF website. Click "Start a new application" on the grant opportunity page for the desired grant program.

<u>For Returning Users:</u>

If your organization has already registered in ACF's online application system, please click the "Start a new application" link on the grant opportunity page of the ACF website to begin the Letter of Inquiry process. Use the same username and password established when the organization originally registered in the system.

<u>Application Process:</u>

Letter of Inquiry:

Please complete all the requested information thoroughly. The Letter of Inquiry process is a very important first step to receive a grant. Responses do not have to be lengthy, but do need to cover all bases.

Attachments to the Letter of Inquiry should be in PDF format. Please use the budget template and save the completed form as a PDF.

Proposal:

If the Letter of Inquiry meets the eligibility criteria and ACF funding priorities, the applicant organization will be invited to complete a full proposal. A unique link to the online system will be shared with the invited applicant by ACF staff.