



# Alaska Conservation Foundation

***Welcome to ACF's Online Application System! This is a step by step tutorial for creating a profile for your organization and starting a grant application. Email [grants@alaskaconservation.org](mailto:grants@alaskaconservation.org) with questions.***

## Creating a Profile

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Alaska Conservation Foundation

Logon Page

Email Address\*

  

Password\*

  

Forgot your Password?

or

Welcome to the Alaska Conservation Foundation's online grant portal.

New Use  
to comple  
your logo

Existing  
log in. If y  
"Forgot y  
password

Not Sure  
organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, Anna Dalton, at [adalton@alaskaconservation.org](mailto:adalton@alaskaconservation.org) to receive your username and password.

To create a new profile, begin by clicking the "Create New Account" button here.



# Alaska Conservation Foundation

## Creating a Profile



Create New Account

This registration process has multiple steps you must complete before you can apply.

**⚠** Using the browser's back button will delete your registration information.

**i** Fields with an asterisk (\*) are required.

**Organization Information**  
NOTE: You will not be able to change your organization information after registering.

<b>Organization Name*</b>	<b>EIN / Tax Identification Number (XX-XXXXXXX)*</b>
<input type="text"/>	<input type="text"/>
<b>Web Site</b>	<b>Telephone Number (XXX-XXX-XXXX XXXX)*</b>
<input type="text"/>	<input type="text"/>
<b>Organization Email</b>	<b>Address 1*</b>
<input type="text"/>	<input type="text"/>
<b>Address 2</b>	<b>City*</b>
<input type="text"/>	<input type="text"/>
<b>State*</b>	<b>Postal Code*</b>
<input type="text"/>	<input type="text"/>
<b>Country</b>	
<input type="text"/>	

Begin by filling out the following information. On this screen you are entering in your organizational information.

NOTE - Using the browser's back button will delete your registration information.



## Creating a Profile

Create New Account

This registration process has multiple steps you must complete before you can apply.

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**Your Information**

Copy Address from Organization

Prefix (Mr., Mrs., Ms., etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr., Jr., III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email/Login*	Email/Login Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number (XXX-XXX-XXXX XXXX)*	Mobile Number (XXX-XXX-XXXX)
<input type="text"/>	<input type="text"/>
Address 1*	Address 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Postal Code*	Country
<input type="text"/>	<input type="text"/>

Enter your information.

NOTE - Your login name will be an email address. We suggest using an email address that can be used by anyone at your organization. It will also be the address we will use to communicate with you if we have questions.

NOTE - Please use your organization's mailing address.



## Creating a Profile

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Create New Account

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**Executive Officer (Executive Director, CEO, President, Program Director, etc.)**

Are you the Organization's Executive Officer?\*

Yes  
 No

Previous Step Next Step

**NOTE - It is not required that the Executive Officer complete the application or be the primary contact person.**

If you select "YES", you will be asked for additional Executive Officer information. If you select "NO", you will be required to enter an Executive Officer's information for your organization.



## Creating a Profile

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Create New Account

This registration process has multiple steps you must complete before you can apply.

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**i** Fields with an asterisk (\*) are required.

**Additional Executive Officer Information**

Copy Address from Organization

Prefix (Mr., Mrs., Ms., etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr., Jr., III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email*	Telephone Number (XXX-XXX-XXXX xXXX)
<input type="text"/>	<input type="text"/>

**If you selected "NO", you will see this screen.**

**If you selected "YES", you will see a similar screen asking for additional information**

State	Postal Code
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	



# Alaska Conservation Foundation

## Creating a Profile

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Create New Account

This registration process has multiple steps you must complete before you can apply.

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ℹ Fields with an asterisk (\*) are required.

**Password**  
Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&\*()\_

Password\*

  
  
Confirm Password\*  
  
 

Create your password and save it in a secure place.

NOTE: Passwords must be at least 6 characters long and can only contain letters, numbers and these symbols: !@#\$%^&\*()\_



# Alaska Conservation Foundation

## Creating a Profile

Alaska Conservation Foundation

requests  
Applicant Dashboard  
Apply

tools  
Fax to File

Apply

Search

Small Grants Program Accepting Submissions starting 07/01/2016

The Alaska Conservation Foundation supports direct conservation work that makes an enduring conservation impact to uphold the integrity of Alaska's natural environment and the ways of life it sustains. The Small Grants program provides grant awards to Alaska based grassroots organizations in order to foster a more effective, sustainable conservation movement through funding to strengthen the movement's leadership base, encourage collaboration, and help leaders and organizations navigate changing political and economic climates.

Not accepting submissions until 07/01/2016

Preview

**Congratulations! You have created your account!**

**Please save your confirmation email with you login information.**



# Alaska Conservation Foundation

## Adding an Application

The screenshot shows the Alaska Conservation Foundation Applicant Dashboard. On the left, there is a navigation menu with the following items: 'requests' (with sub-items 'Applicant Dashboard' and 'Apply'), and 'tools' (with sub-item 'Fax to File'). The main content area is titled 'Applicant Dashboard' and includes a 'Public Profile' button. Below this, there are two sections: 'Applicant Contact' and 'Organization'. The 'Applicant Contact' section displays: MR. Jimmy Tester, 111 test st, Anchorage AK, 99501, 111-222-3333, and jtest@gmail.com. The 'Organization' section displays: Test, 111 test st, Anchorage, AK 99501, 111-123-4567, and 11-1234567. There are two informational messages: one about organization information and another stating that no applications have been submitted. A blue callout box with the text 'Once you've logged into your profile, click "Apply."' has an arrow pointing to the 'Apply' link in the navigation menu.

Alaska Conservation Foundation

requests  
Applicant Dashboard  
Apply

tools  
Fax to File

Applicant Dashboard

Public Profile

**Applicant Contact:**  
MR. Jimmy Tester  
111 test st  
Anchorage AK, 99501  
111-222-3333  
jtest@gmail.com

If your organization information does not appear correct, please contact the funder. Thank you.

**Organization:** Test  
111 test st  
Anchorage, AK 99501  
111-123-4567  
11-1234567

You have not submitted any applications. Click [Apply](#) to begin the application process.

Once you've logged into your profile, click "Apply."



# Alaska Conservation Foundation

## Adding an Application



**Alaska Conservation Foundation**

requests

- Applicant Dashboard
- Apply

tools

- Fax to File

Apply

**i** If you have been provided with an Access Code, you may enter it in the box at the top of the page.

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Small Grants Program Accepting Submissions starting 06/14/2016

The Alaska Conservation Foundation supports direct conservation work that makes an enduring conservation impact to uphold the integrity of Alaska's natural environment and the ways of life it sustains. The Small Grants program provides grant awards to Alaska based grassroots organizations in order to foster a more effective, sustainable conservation movement through funding to strengthen the movement's leadership base, encourage collaboration, and help leaders and organizations navigate changing political and economic climates.

To apply for a grant, click the blue "Apply" button.

NOTE - Grant dockets that are not open will not have the "Apply" button visible.



# Alaska Conservation Foundation

## Adding an Application

requests  
Applicant Dashboard  
Apply

tools  
Fax to File

Application

Public Profile

Question List

Contact: MR. Jimmy Tester  
111 test st  
Anchorage, AK 99501  
111-222-3333  
jtest@gmail.com

If your organization information does not appear correct, please contact the funder. Thank you.

Organization: Test  
111 test st  
Anchorage, AK 99501  
111-123-4567  
11-1234567

Organization mission/goals\*

Begin filling out your application. Be sure to follow ALL instructions within the application. To preview a list of the application questions, click "Question List."



## Adding an Application

▼ Project Information

**Project Description\***  
Describe why this project is important. Be sure to explain how your work/organization aligns with ACF's goals of strengthening grassroots conservation efforts in Alaska.

5,000 characters left of 5,000

**Project Budget\***  
Please download a budget template [HERE](#), fill out and re-upload as a PDF document below. Only include project related expenses.

Upload a file [3 MIB allowed]

**Budget Narrative\***  
Clearly explain how grant funds would be used.

2,000 characters left of 2,000

Be sure to download, complete and upload any budget templates. Instructions on how to complete the documents are included in each document.



# Adding an Application

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## Uploading Tips

- Click on the link to save the template to your computer.
- Complete the budget template.
- Click the “Upload file” button to locate the file on your computer. Select the completed budget template and select the “Open” button.

Note – Once an attachment is uploaded, a red “X” will appear beside your file for you to delete the attached file if you want to delete it.



# Alaska Conservation Foundation

## Adding an Application

Describe why this project is important. Be sure to explain how your work/organization aligns with ACF's goals of strengthening grassroots conservation efforts in Alaska.

1

✓ 4,999 characters left of 5,000

**Project Budget\***

Please download a budget template [HERE](#), fill out and re-upload as a PDF document below. Only include project related expenses.

Upload a file [3 MIB allowed]

2016 CIP Interns.xlsx [11.9KIB] [Delete File](#)

You have the ability to save your application at any time and come back to it later.

✓ 1,999 characters left of 2,000

Will any of this award funding be used for lobbying expenses?\*

yes

no

Anticipated project completion date\*

[Return to Application Draft](#)

Once you are satisfied with your application, click the "Submit Application" button.



## Adding an Application

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The screenshot shows the Alaska Conservation Foundation website interface. On the left, there is a navigation menu with the following items: "requests" (underlined), "Applicant Dashboard", "Apply", "tools" (underlined), and "Fax to File". The main content area is titled "Confirmation Page" and contains a green checkmark icon followed by the text "The Application has been submitted." and a blue "Continue" button.

**Congratulations! You have submitted your request. You should receive a confirmation email. If you do not see a message in your inbox, please check your spam/junk folder and confirm that you entered your email address correctly.**



# Alaska Conservation Foundation

## Adding an Application

**Alaska Conservation Foundation**

requests  
Applicant Dashboard  
Apply

tools  
Fax to File

**Applicant Dashboard**

Public Profile

**Applicant Contact:**  
Mr. John Fake 555-55-5555  
398 60th Street JohnFake@invalid.email.com  
Bozeman MT, MT

If your organization is not listed, please contact us at 507-253-7222.

**Organization:**  
398 60th Street  
Bozeman, MT

> Flight Lessons

> HISTORICAL GRANT

> \$5,000 for the Neighbor to Neighborhood T.V. Project \$3,500 for Project Hope

**Process:** Example Process

Application	Submitted	02/22/1986	<a href="#">View Application</a>
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**Follow Up Forms**

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Interim Report - Example	John Fake	Overall Grant	09/30/2016	Assigned	<a href="#">Edit</a>

After you click continue, you will be taken to this screen. This is your "Dashboard." From here, you will be able to see the status of your requests, previous requests and any assigned follow up relating to your approved request.