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 with questions.

Creating a Profile

To create a new profile, begin by clicking the “Create New Account” button here.
Creating a Profile

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

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.
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

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

If you selected "YES", you will see a similar screen asking for additional information.
Creating a Profile

Create New Account

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

WARNING: Using the browser’s back button will delete your registration information.

Fields with an asterisk (*) are required.

Password:

Passwords must be at least 6 characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: @#$%^&*()_-

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: !@#$%^&*(_-)

www.alaskaconservation.org
Creating a Profile

Congratulations! You have created your account!

Please save your confirmation email with your login information.
Adding an Application

Once you’ve logged into your profile, click "Apply."
Adding an Application

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

NOTE - Grant docket that are not open will not have the "Apply" button visible.
Adding an Application

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

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

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.
Adding an Application

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

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

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.