Figure 1: The opening screen provides an explanation of the funding opportunity. Click on “APPLY” to setup a user name and password.
Figure 2: Click on "REGISTER" to setup a username and password.
Create New Account

If you have already registered, please click here to login.

<table>
<thead>
<tr>
<th>User Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address*</td>
</tr>
<tr>
<td>Role</td>
</tr>
<tr>
<td>Password*</td>
</tr>
<tr>
<td>Confirm Password*</td>
</tr>
</tbody>
</table>

**Figure 3:** Create a login by providing an email address and password.
### Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Last Name</td>
<td>Smith</td>
</tr>
<tr>
<td>Title</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>600 Sample Avenue</td>
</tr>
<tr>
<td>City</td>
<td>Charlotte</td>
</tr>
<tr>
<td>State/Province</td>
<td>NC</td>
</tr>
<tr>
<td>Postal Code</td>
<td>28202</td>
</tr>
<tr>
<td>Phone Number</td>
<td>000-000-0000</td>
</tr>
</tbody>
</table>

**Figure 4:** Populate the contact information for the person responsible for completing the online grant application (i.e. Executive Director).
Figure 5: Do not fill in "ORGANIZATION CODE". If applicable, select "SAME AS ABOVE" and your information will be populated. If it is not the same as above, please fill out each section. Click “REGISTER” once complete.
**Community Service Grants – Online Application Instructions (1.0)**

---

**FY2019 Community Service Grants**

<table>
<thead>
<tr>
<th>Opportunity Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Opportunity Manager</strong></td>
</tr>
<tr>
<td><strong>Posted Date</strong></td>
</tr>
<tr>
<td><strong>Archive Date</strong></td>
</tr>
<tr>
<td><strong>Public Link</strong></td>
</tr>
<tr>
<td><strong>Is Published</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding Sources</strong></td>
</tr>
<tr>
<td><strong>Estimated Total Program Funding</strong></td>
</tr>
</tbody>
</table>

*Figure 6: The opening page displays the online application will be available from October 27 – December 1, 2017 until 11:59PM. To begin the online application, click “APPLY” in the upper right-hand corner.*
Figure 7: The “ELIGIBILITY INFORMATION” provides the 8 criteria. Also, “ADDITIONAL INFORMATION” provides a link to the key theme descriptions (funding categories). After reading the opening page, click “APPLY” in the upper right-hand corner of the page.
Figure 8: The “PROJECT INFORMATION” page is required to create a log of your application in our system. The “APPLICATION NAME” will not automatically populate. Please insert the name of your organization. Also, select “MARK AS COMPLETE” after providing the requested information. Side Note: the “MARK AS COMPLETE” text is not visible here since it has already been selected (red text) for this example.
Figure 9: Sort the "FORMS" by "NAME" to make sure the application is in sequential order. Click on "1. PROPOSAL COVER SHEET" to populate the application (section 1 of 5).
FY2019 Community Service Grants

1. Proposal Cover Sheet

Nonprofit Credentials

Organization Name: *  
Example Development Corporation
Service or Program Name: *  
Example Service Provided
D-U-N-S Number *  
Example: 12-3456789

How many years has your organization been certified as a 501(c)(3) nonprofit organization? *
50

Grant Request

Total County funds requested for Fiscal Year 2019: *  
50,000.00

Figure 10: The information provided on this page is the beginning of your official application.
Community Service Grants – Online Application Instructions (1.0)

Figure 11: Select “MARK AS COMPLETE” after all fields are completed. Click “SAVE & CONTINUE” to navigate to the next page (section 2 of 5).
Figure 12: The "FUNDING CATEGORIES" display the seven community-facing key themes (funding categories). Select the key theme that applies to your program. Click on the link to see the key theme descriptions again. Select “MARK AS COMPLETE” followed by “SAVE & CONTINUE” to navigate to the next page (section 3 of 5).
Audited Financial Statements
Do you have independently CPA audited financial statements for fiscal calendar year 2017? The official due date is Friday, May 11, 2018.
- Yes
- No. The audit will be available at a later date.
- No. We do not and will not have an audit.

IRS Letter
Copy of IRS letter certifying non-profit classification.
Choose File

Workforce Representation
Documentation supporting agency’s effort to achieve and/or promote a diverse workforce (e.g., Diversity Policy, EEO Statement, Management Plan).
Choose File

Articles of Incorporation
Copy of Articles of Incorporation and Bylaws.
Choose File

Salary Disclosure
Document displaying the salary and benefits associated with each program position.
Choose File

Professional Affiliations:
Confirmation of membership with a professional association.
Choose File

Figure 13: The "REQUIRED DOCUMENTS" section requires that 6 items are uploaded. Select the applicable answer for the "AUDITED FINANCIAL STATEMENTS" question. If "YES" is selected, a "CHOOSE FILE" box will appear to upload your audit. Continue to select "CHOOSE FILE" to upload the remaining five documents. Click "MARK AS COMPLETE" followed by "SAVE & CONTINUE" to navigate to the next page (section 4 of 5).
Figure 14: The "PROGRAM NARRATIVE" section has eight questions that require narrative information. The “PROBLEM STATEMENT” is the first question. The remaining seven questions are below. Each answer should be 1,200 characters or less.
Service Strategy

Explain the strategy that will be used to address the problem stated above. As available, provide evidence that the strategy will be successful. Include data on past performance and outside research as appropriate. *

Figure 15: Question 2 of 8 in the "PROGRAM NARRATIVE" section.

Service Delivery and Key Activities

Describe the service delivery process. Include staff, key activities and timelines. *

Figure 16: Question 3 of 8 in the "PROGRAM NARRATIVE" section.

Target Population

Describe the characteristics of the target population that benefits directly from the service. *

Figure 17: Question 4 of 8 in the "PROGRAM NARRATIVE" section.
Community Service Grants – Online Application Instructions (1.0)

Service Geography

Please describe the location within Mecklenburg County where your services are provided. Be as detailed in your description as possible. *

Figure 18: Question 5 of 8 in the "PROGRAM NARRATIVE" section.

Collaboration and Partnerships

If applicable, describe how the service will use collaboration or partnerships to achieve results. *

Figure 19: Question 6 of 8 in the "PROGRAM NARRATIVE" section.

Service Results

Describe the results this service will deliver in Fiscal Year 2019 (July 1, 2018 - June 30, 2019) and (long-term) in the next 2-4 years. *

Figure 20: Question 7 of 8 in the "PROGRAM NARRATIVE" section.

Professional Association

To what professional association(s) does your organization belong? How does/do the association(s) support your organization's sustainability? *

Figure 21: Question 8 of 8 in the "PROGRAM NARRATIVE" section. Select “MARK AS COMPLETE” followed by “SAVE & CONTINUE” to navigate to the next page (section 5 of 5).
Figure 22: The “BUDGET & PERFORMANCE” section is the last step before submitting your application. Under the “BUDGET” heading, download the "CSG BUDGET TEMPLATE" and save it to your computer. Update the excel worksheet and attach it by selecting "CHOOSE FILE". Repeat the same steps under the “PERFORMANCE” heading.
Figure 23: Under "DATA COLLECTION METHODOLOGY" provide an explanation. Afterwards, select "MARK AS COMPLETE" followed by "SAVE & CONTINUE" to navigate to the submission screen.
Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.

Figure 24: After clicking "SUBMIT" there will be an option to download a copy by selecting "APPLICATION". Select "EXIT" once the final step is complete.