### evanston!communityfoundation

# getting started in GLM,

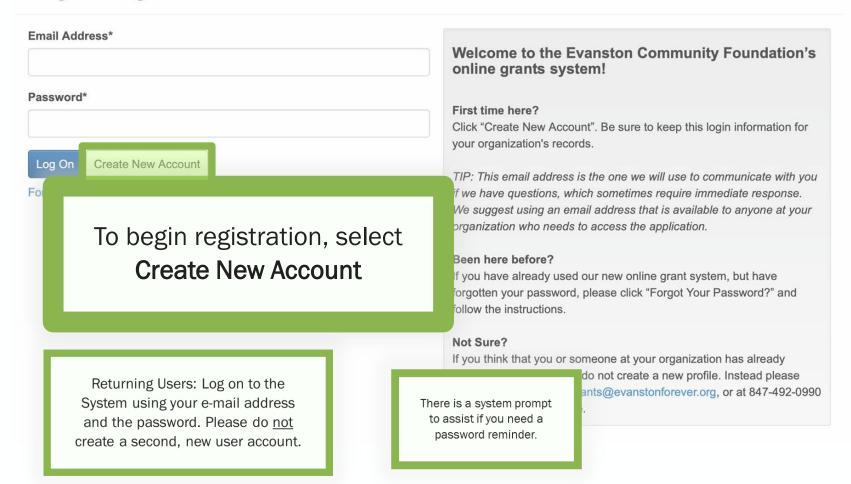
ECF's online grants system

REGISTRATION AND APPLICATION

### create your account:

Go to: <a href="https://www.grantinterface.com/Home/Logon?urlkey=ecf">https://www.grantinterface.com/Home/Logon?urlkey=ecf</a>

### Logon Page



### Login:

#### Logon Page

Email Add	ress*			
Password <sup>a</sup>	•			
Log On	Create New	Account		
	r Password?			

If you get a system error that tells you that you already have a log-in, go ahead and click the "reset password" button.

### Welcome to the Evanston Community Foundation's online grants system!

#### First time here?

Click "Create New Account". Be sure to keep this login information for your organization's records.

TIP: This email address is the one we will use to communicate with you if we have questions, which sometimes require immediate response. We suggest using an email address that is available to anyone at your organization who needs to access the application.

#### Been here before?

If you have already used our new online grant system, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions.

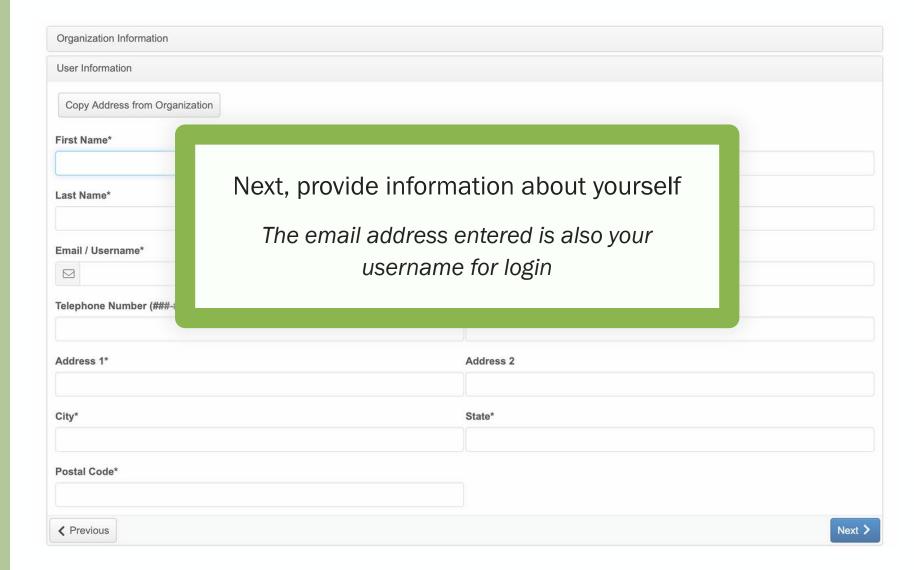
#### Not Sure?

If you think that you or someone at your organization has already registered in the system, do not create a new profile. Instead please contact us via email at <a href="mailto:grants@evanstonforever.org">grants@evanstonforever.org</a>, or at 847-492-0990 to receive your username.

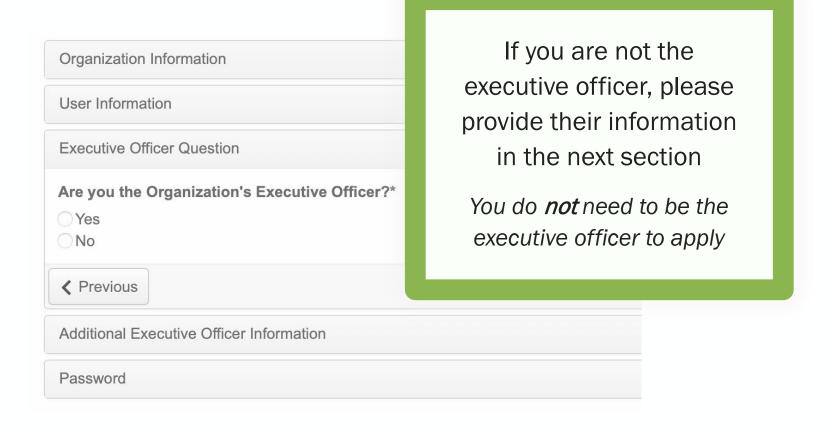
### registration page:

### Create New Account If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page Using the browser's back button will delete your registration information. 1 This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (\*) are required. Organization Information **Organization Name\*** In the first question group, please provide If you are working with a information about your organization "Your Organization's Nan EIN / Tax ID (##-######)\* Web Site If you are working with a fiscal sponsor, enter their EIN/Tax ID. If your organization does not have an EIN/Tax ID and is not working with a fiscal sponsor, please enter the following: "00-0000000". Telephone Number (###-### x###)\* **Organization Email**

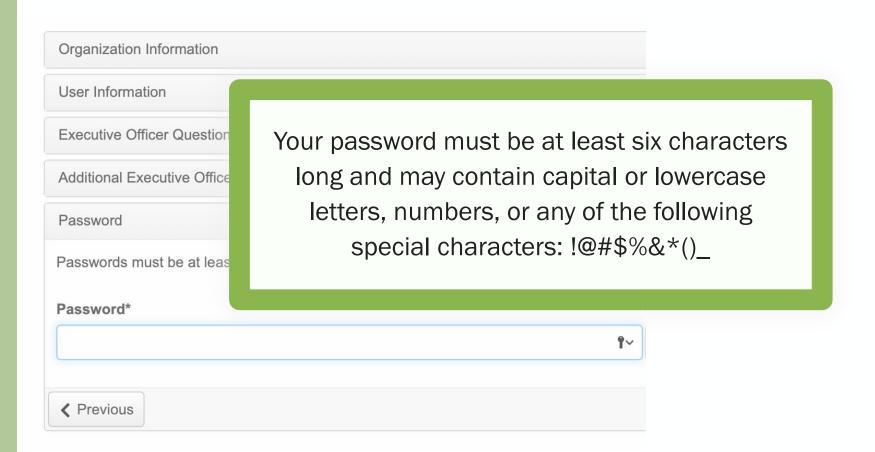
### user information:



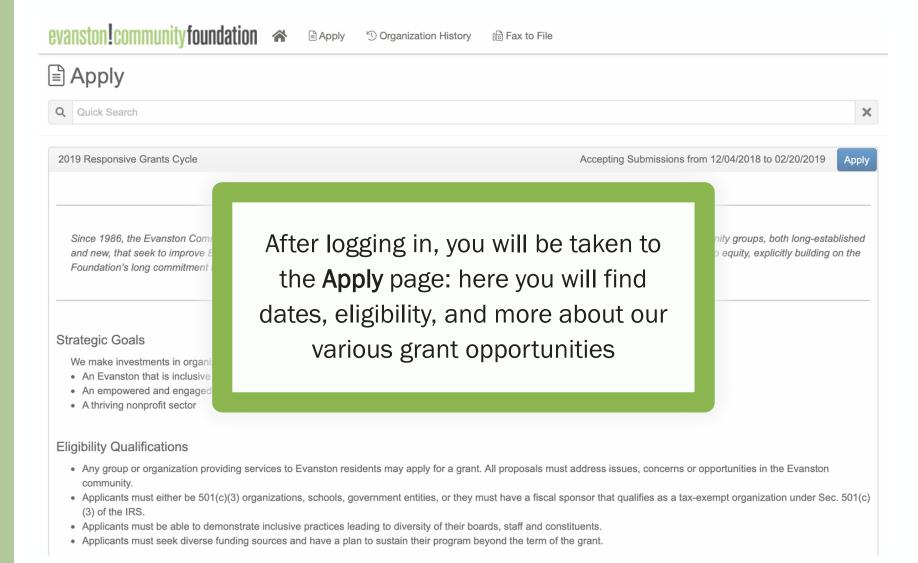
### executive officer:



### password:



## grants:



# apply:

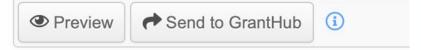
Accepting Submissions from 12/04/2018 to 02/20/2019

**Apply** 

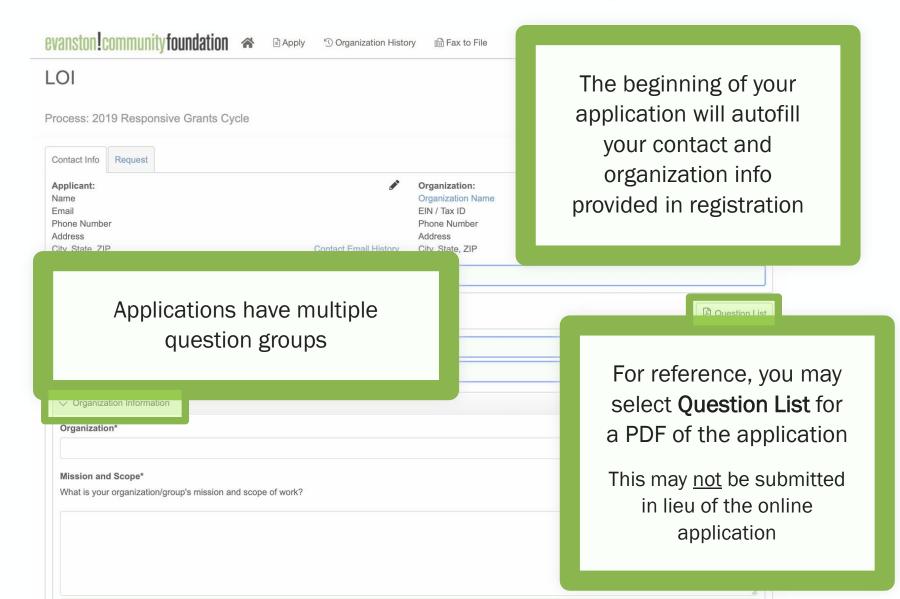
To begin the application process, select **Apply** in the upper-right corner of the intended grant

If you'd like to preview the grant application page before getting started, select **Preview** 

You may abandon a request at any time by selecting **Abandon Request** at the bottom of your application



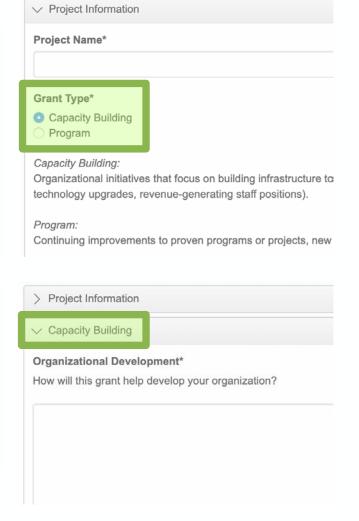
## application page:



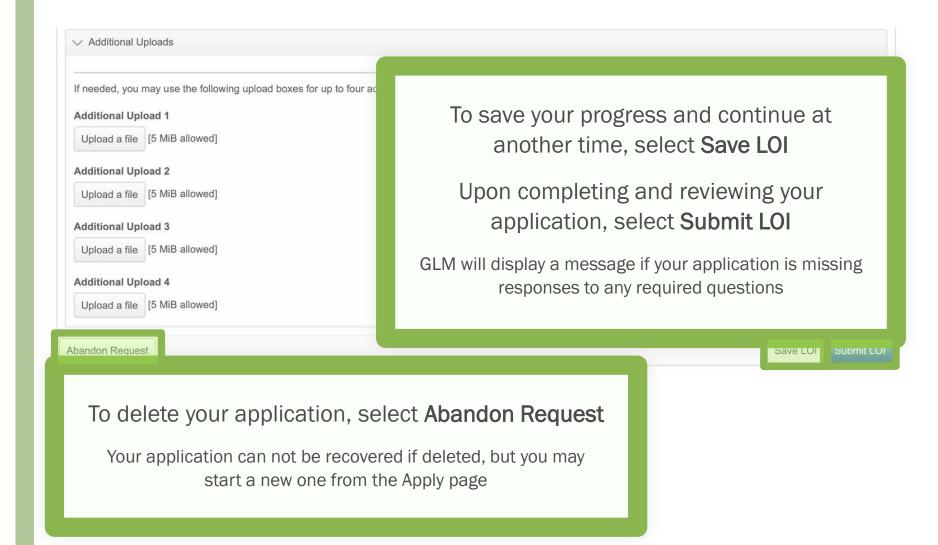
### branched questions:

Your response to certain 'branched' questions will determine any additional sections we ask you to complete

For example, if you indicate a Capacity Building responsive grant type, its corresponding question group will appear below



# submit your application:



### success!

Your application will be reviewed according to its respective timeline on the **Apply** page

For any further questions regarding grant opportunities or the GLM system, please contact:

Rebecca Cacayuran, Program Officer (847) 492-0990 grants@evanstonforever.org

or visit www.evanstonforever.org