getting started in GLM,
ECF’s online grants system

REGISTRATION AND APPLICATION
create your account:

Go to: https://www.grantinterface.com/Home/Logon?urlkey=ecf

Logon Page

Email Address

Password

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 do not create a new profile. Instead please grants@evanstonforever.org, or at 847-492-0990.

To begin registration, select Create New Account

Returning Users: Log on to the System using your e-mail address and the password. Please do not create a second, new user account.

There is a system prompt to assist if you need a password reminder.
Login:

Logon Page

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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 grants@evanstonforever.org, or at 847-492-0990 to receive your username.

If you get a system error that tells you that you already have a log-in, go ahead and click the “reset password” button.
In the first question group, please provide information about your organization.
Next, provide information about yourself

The email address entered is also your username for login
executive officer:

If you are not the executive officer, please provide their information in the next section.

You do not need to be the executive officer to apply.
Your password must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#$%&*()_
After logging in, you will be taken to the **Apply** page: here you will find dates, eligibility, and more about our various grant opportunities.
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.
The beginning of your application will autofill your contact and organization info provided in registration.

Applications have multiple question groups.

For reference, you may select Question List for a PDF of the application. This may not be submitted in lieu of the online application.
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:

To save your progress and continue at another time, select **Save LOI**

Upon completing and reviewing your application, select **Submit LOI**

GLM will display a message if your application is missing responses to any required questions

To delete your application, select **Abandon Request**

Your application can not be recovered if deleted, but you may start a new one from the Apply page
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