



Online Application Instructions & Tips

Little Falls Education Foundation

Step 1 – Visit Our Website

https://www.grantrequest.com/SID_1411?SA=SNA&FID=35053



Delano Area Community Foundation
Greater Pine Area Endowment
Isle Area Community Foundation
Little Falls Education Foundation
Longville Area Community Foundation
Morrison County Area Foundation
Pillager Education Foundation
Rum River Community Foundation
Sauk Rapids-Rice Education Foundation
Staples Motley Area Community Foundation
Three Rivers Community Foundation

Please Sign In

Welcome to your *MY ACCOUNT* login page. Below are some helpful tips:

- Be sure cookies are enabled on your internet browser. View [Instructions](#) on how to enable cookies.
- Use the log out function instead of closing the window when you are done.
- Your password must contain between 5 - 25 characters. Please note that Initiative Foundation staff do not have access to your password so you will need to keep track of it.

E-mail Password

Please note: Before you open the application, you may need to clear your cookies/cache to ensure your browser does not default to the Initiative Foundation’s main application.

If you need to create an account you do it here. Once you enter your E-mail and Password, you will know you’re in the right application if you see the **Cuyuna Lakes Education Foundation** logo at the top. (See below) If you have any questions or need help troubleshooting, please call our office at (320) 632-9255.



A Partner Fund of the Initiative Foundation | ifound.org

Step 2 – Complete the Application



Contact Us Exit



Organization Information

Printer Friendly Version | E-mail Draft

* Required before final submission

- The system will time-out after 30 minutes of inactivity and any unsaved changes will be lost.
- To save your application and come back to it at a later time, click 'Save and Finish Later' at the bottom of the page.
- Do not use your browser's "back" button. To navigate from page to page, click on the tabs at the top of this page or click the "next" button at the bottom. Using your browsers "back" button may result in lost work!

* **Legal Name of Applying Organization** ⓘ

As stated on 501(c)(3) letter or legal financial statements

Little Falls School District

Federal Tax ID Number (EIN)

Format as xx-xxxxxx

41-6002411

Organization Type

School District

Organization Mailing Address

Do not abbreviate (spell out Street, Avenue, etc.)

1001 5th Ave SE

Step 3 – Attach Your Budget

Attachments Printer Friendly Version | E-mail Draft

If you wish to attach your project budget you may upload it here. The project budget may be in any format. If you would like to use our template you may find it [here](#).

Please feel free to add any supporting documentation you feel will assist in reviewing this application. Examples: photos, student testimonials, letters of support, etc.

Note: we accept doc, docx, xls, xlsx and pdf file formats

When all files are ready for submission, use the tool below to attach each document to your application:

1. Choose the appropriate document "Title" from the drop-down menu.
2. "Browse" your computer to locate the completed file.
3. Select the file and click "Open," and your file will appear next to "File Name."
4. Finally, click "Upload" to attach the file to this application.

Repeat these steps to individually attach each required file. The top of your screen will display a list of files you have properly uploaded for submission.

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name: No file selected.

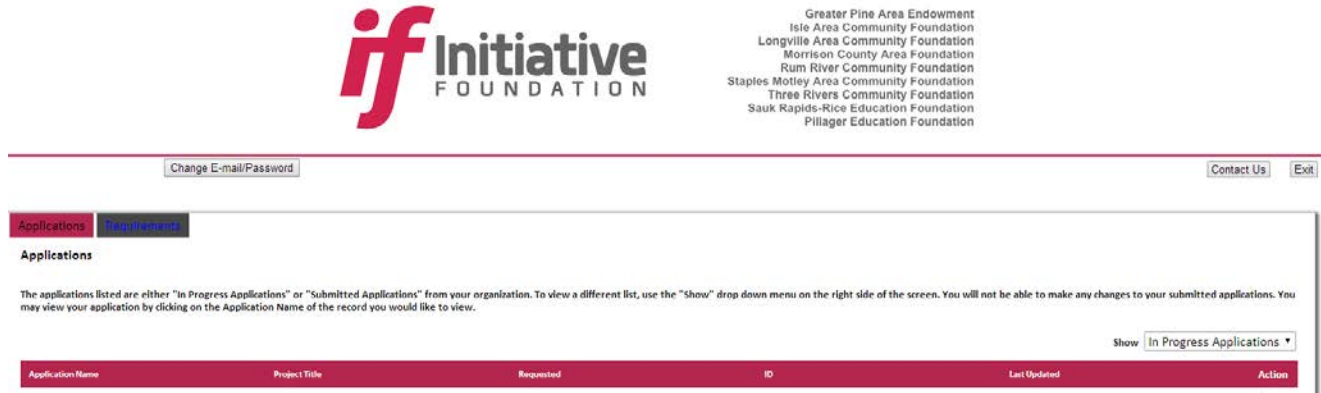
Step 3 – Review and Submit

If you are unable to complete the entire application, you have the option of saving your work and completing the application at a later time. Select "Save & Finish Later".

If you are finished and ready to submit your inquiry you will need to select "Review & Submit". This will take you to the "Review Application" page and click on "Submit" at the bottom of the page. You will receive a confirmation email, please ensure grants@ifound.org is on safe list.

Retrieving a Saved Application

Visit https://www.GrantRequest.com/SID_1411 or select “Account Login” on our website and login. After logging in, you will be brought to the “My Account” page where you can manage applications that are in progress or have been submitted. That page should look something like this:



The screenshot shows the Initiative Foundation website interface. At the top left is the logo for 'if Initiative FOUNDATION'. To the right of the logo is a list of partner organizations: Greater Pine Area Endowment, Isle Area Community Foundation, Longville Area Community Foundation, Morrison County Area Foundation, Rum River Community Foundation, Staples-Motley Area Community Foundation, Three Rivers Community Foundation, Sauk Rapids-Rice Education Foundation, and Pillager Education Foundation. Below the logo and list is a navigation bar with 'Change E-mail/Password' and 'Contact Us | Exit' buttons. The main content area has a tabbed interface with 'Applications' selected. Below the tabs is a heading 'Applications' and a paragraph of instructions: 'The applications listed are either "In Progress Applications" or "Submitted Applications" from your organization. To view a different list, use the "Show" drop down menu on the right side of the screen. You will not be able to make any changes to your submitted applications. You may view your application by clicking on the Application Name of the record you would like to view.' To the right of this text is a 'Show' dropdown menu currently set to 'In Progress Applications'. Below this is a table with the following columns: Application Name, Project Title, Requested, ID, Last Updated, and Action.

If you see multiple instances of the same application and you are NOT submitting a proposal for multiple programs, you probably initiated a new one when there was already one started. To delete an application, click on the garbage can located under the “Action” column.

General Reminders

- Remember to upload your attachments before submitting your application.
- If you wish, print a copy of your application for your records. A copy also will be included in the confirmation email you’ll receive upon submitting your inquiry or application.

Button/Link Descriptions

- **Save & Finish Later** - At the bottom of any page of the application you can click “Save & Finish Later.” By selecting this button, it will save your data and you will be able to return later to complete your application.
- **Review My Application** - Fields from all pages of the application are listed on one page. You may change the data in any field.
- **Printer-Friendly Version** - Print the application, including all questions and answers in the order in which they appear on the application form.
- **Review & Continue** - Review your application and then submit it.
- **Submit** - Do not click on the “Submit” button until you are completely done with your application and have uploaded the required attachments. You will not be able to retrieve or edit your application once it has been submitted.

Questions?

If you have questions about our online grant application system, or if you experience technical issues, please contact an Initiative Foundation staff member at grants@ifound.org or call (320) 632-9255.