



# How to Start an Online Grant Application

The Maine Community Foundation uses an online grant application system. Follow these step by step instructions to start an online grant application.

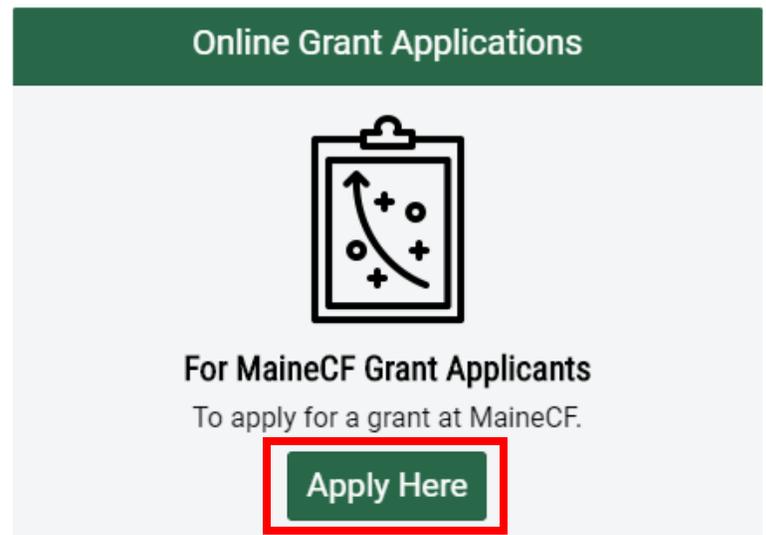
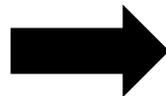
## Step 1

Go to the Maine Community Foundation website (<http://mainecf.org>) and click the yellow **Apply** button at the top right of the screen.



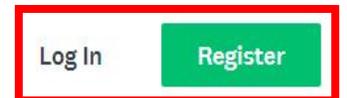
## Step 2

On the left side you will see **Online Grant Applications**. Click the **Apply Here** button to access our online grant application system.



## Step 3

In the top right corner you will see the options to Log In or Register



- **Log In**- If you've previously used our online grant application system, type in your login information. If you forgot your password click on the link that says "Forgot your password?" to reset it.



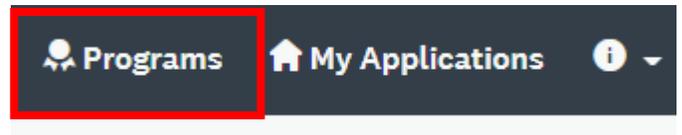
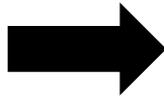
- **Register**- If this is your first time submitting an online grant application, you will need to create an account. You can create an account using your name and email address or by using one of your social media accounts.



Maine Community Foundation  
MCF Online Grant System

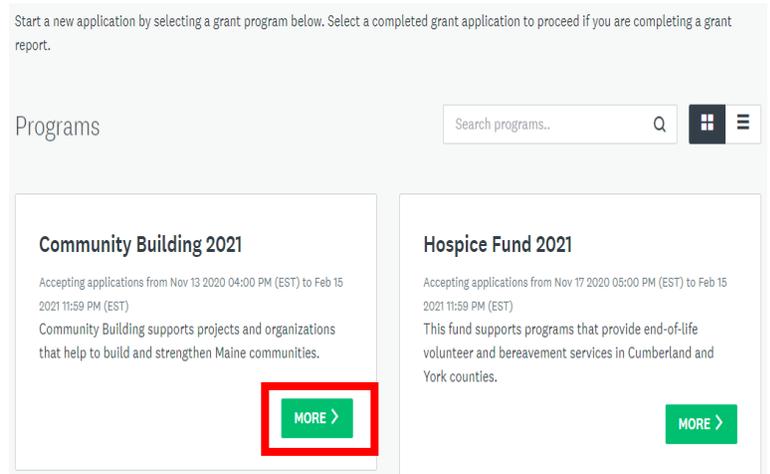
## Step 4

Once logged in, you will be able to apply to any currently open programs. To view a list of open grant programs, click **Programs** in the right corner.



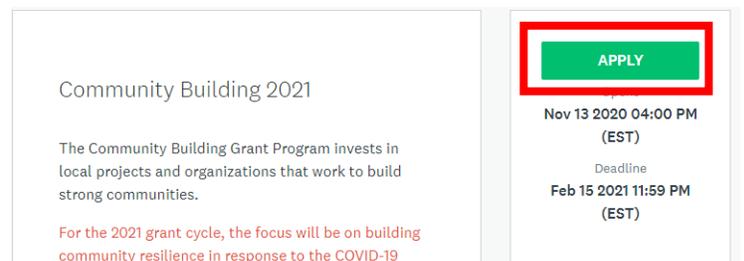
## Step 5

Find the program you would like to apply to. Click on **More**.



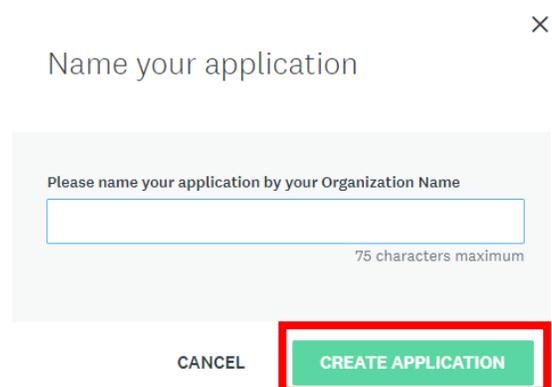
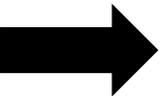
## Step 6

To create an application, click on **Apply**.



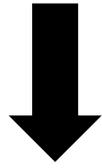
## Step 7

You will be prompted to type in your organization's name. Once you have typed in your organization's name, click **Create Application**.



## Step 8

Begin an application.



- 1 Overview:** This shows the status of an application. Most applications have between 5-7 tasks to complete.
- 2 Submit button:** This is the final submit button. Once all tasks have been completed, this button will turn green. An application must be submitted before the deadline.
- 3 Add a collaborator:** Add another person to view and/or edit the application.
- 4 Preview:** Preview your entire application
- 5 Options:** Rename, download, or delete your application
- 6 Tasks:** Shows the status (symbols below) of each task. All tasks must be complete before submitting an application.

 = Not yet started

 = Partially complete

 = Complete