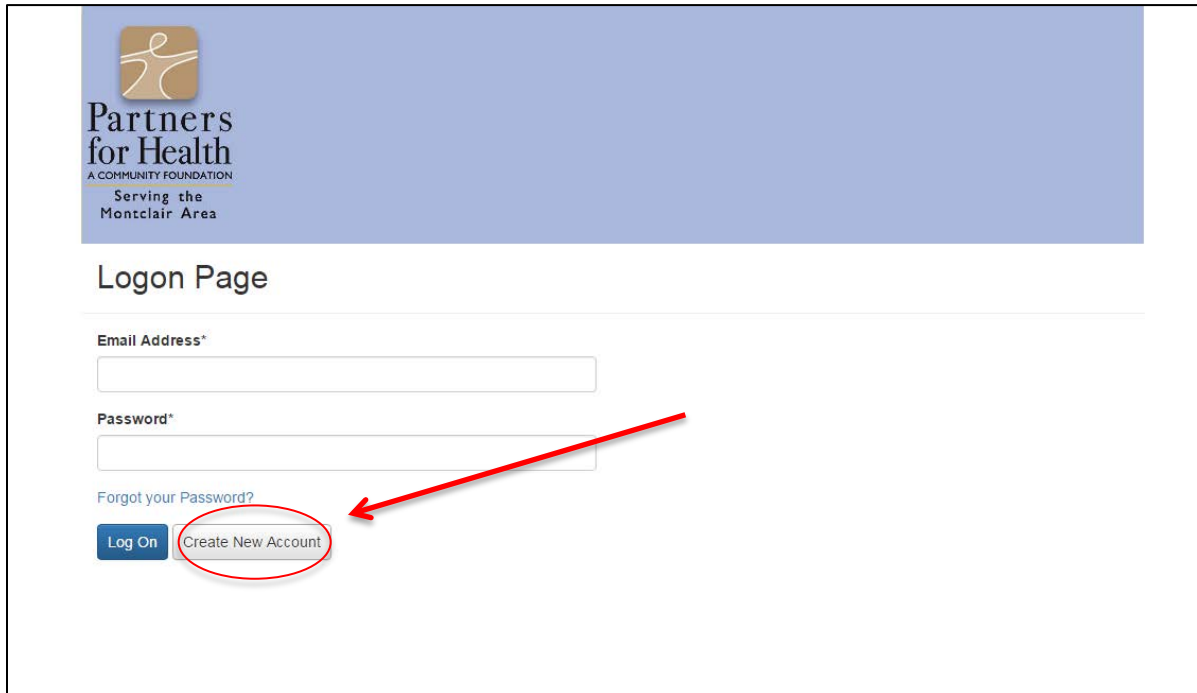


# How to Apply

## Step 1: Create a new account\*

To begin your application or Letter of Intent (LOI), follow [this link](#) to login to the Partners for Health’s online grants system. The link will bring you to the Logon Page as appears below. Click on “Create New Account”.



Partners  
for Health  
A COMMUNITY FOUNDATION  
Serving the  
Montclair Area

### Logon Page

Email Address\*

Password\*

[Forgot your Password?](#)

*\*If your organization has previously applied online for a Partners for Health grant, you can skip ahead to Step 3.*

Complete your new account by following all the instructions on the new contact application. Fields with an asterisk (\*) are required, so be sure to provide this information.

First page will ask you for organization information.

**i** This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information

Organization Name*	EIN / Tax Identification Number*
<input type="text"/>	<input type="text"/>
Web Site	Telephone Number*
<input type="text"/>	<input type="text"/>
Fax Number	Organization Email
<input type="text"/>	<input type="text"/>
Address 1*	Address 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Postal Code*	Country
<input type="text"/>	<input type="text"/>

[Next >](#)

The second page will ask you for personal information. If your work address is the same as the organization address, click on “Copy Address from Organization”.

**i** This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information

User Information

**Copy Address from Organization**

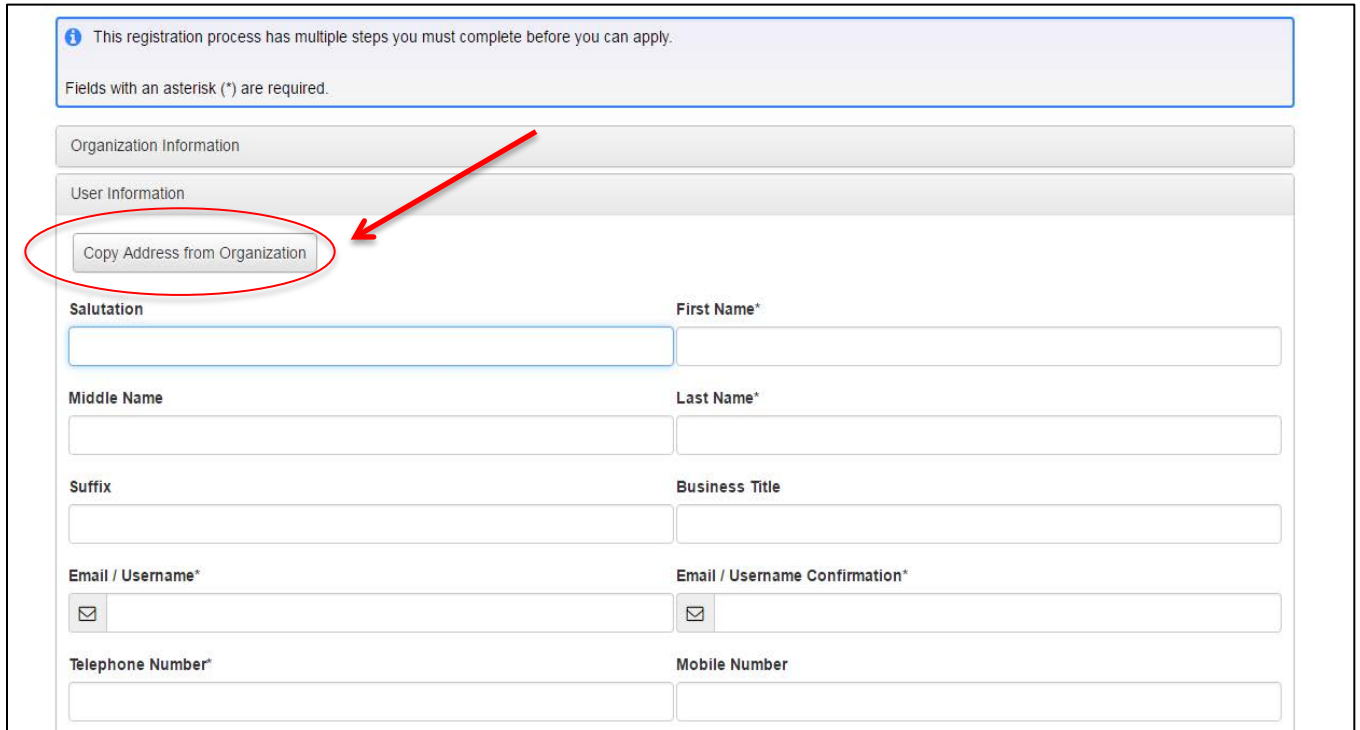
Salutation First Name\*

Middle Name Last Name\*

Suffix Business Title

Email / Username\* Email / Username Confirmation\*

Telephone Number\* Mobile Number



## Step 2: Create Password

Create a password for your account. Please note, this password is for your personal login account. You may have additional users for your organization, but your password is specific to your email. Save this information, as you will need it anytime you wish to work on your grant application or LOI.

### 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.

**i** This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information

User Information

Executive Officer

Additional Executive Officer Information

Password

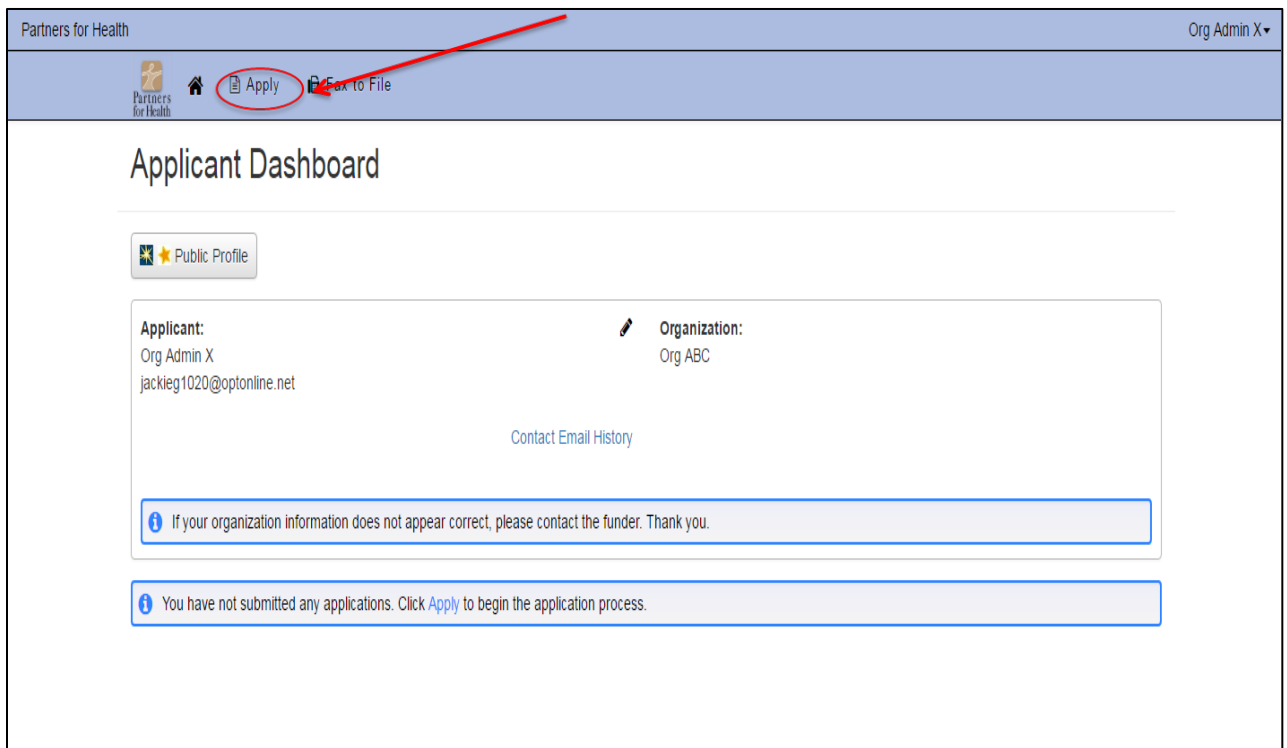
<b>Password*</b>	<b>Confirm Password*</b>
*****	*****

[< Previous](#) [Create Account](#)

### Step 3: Apply to a Grant Cycle

When you first login to your new account, you will be taken to the dashboard screen. This screen will display your organization name and personal information. When you come back to this in the future, it will also display other grant applications you have previously submitted.

To apply for a new grant, click on “Apply” in the upper left hand side of the screen. You will be taken to the Application Page, which lists all grant application options.



Scroll down to find the application which best suits your needs. Be sure to read the guidelines provided for each. Click on the title of the application that's most appropriate to complete the application form.

The screenshot shows the 'Partners for Health' website's 'Apply' page. At the top, there is a navigation bar with the logo, a home icon, an 'Apply' button, and a 'Fax to File' button. The main heading is 'Apply', followed by two input fields for 'Enter Access Code'. A blue information banner states: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below this is a search bar. The page lists four application categories, each with a 'Preview' button and an 'Apply' button:

- 2017 Capacity Building Grant Application** (Accepting Submissions from 01/01/2017 to 12/30/2017): Use this application form for capacity building related requests. Partners for Health's capacity building grants provide area non-profits with the support they need to work efficiently and effectively. Grant-making in this area provides support for:
  - Organizational strategic planning
  - Multi-agency collaboration and planning
  - Staff development and training
  - Improving management systems, including data for decision making
  - Education and support for implementing new approaches
  - Technical assistance in effective fund raising and development
  - Other tools, resources and technologyRequests are reviewed on a rolling-basis. Once your application has been reviewed, a staff member may contact you for further information before a decision is made within 4-6 weeks of your submission.
- 2017 Community Garden Application** (Accepting Submissions from 01/01/2016 to 12/31/2016): The Partners for Health Community Garden Fund was created to help increase access to fresh fruits and vegetables in the 15 communities that we serve. Three levels of garden funding are available:
  - Level 1: Seeds and Tools up to \$500
  - Level 3: Seeds, Beds, Supplies and Storage up to \$5,000Before completing the application, download the [community garden guidelines](#). A blue banner indicates: 'No longer accepting submissions after 12/31/2016'.
- 2017 Small Grants Application (request funding for \$10,000 or less)** (Accepting Submissions from 01/01/2017 to 12/31/2017): Use this application request funding for \$10,000 or less. Note that all requests must align with the Foundation's [Funding Guidelines](#). If your organization is seeking support for a community garden, please complete the Community Garden Application instead. Requests are reviewed on a rolling-basis. Once your application has been reviewed, a staff member may contact you for further information before a decision is made within 4-6 weeks of your submission.
- 2016 Cycle B Grants Application** (Accepting Submissions from 09/29/2016 to 01/30/2017): This is Partners for Health Foundation's 2016 Cycle B Grants Application. Please note that all requests must align with the Foundation's [Funding Guidelines](#). Your organization's Letter of Intent (LOI) must be completed and submitted by October 19, 2016. If your organization's LOI is approved, you will then be invited to submit a full proposal. This full proposal is due February, 2017. Award decisions are made by the end of March.

If you have any questions, please reach out to Program Associate, Jackie Gifuni, at [jgifuni@partnersfdn.org](mailto:jgifuni@partnersfdn.org).