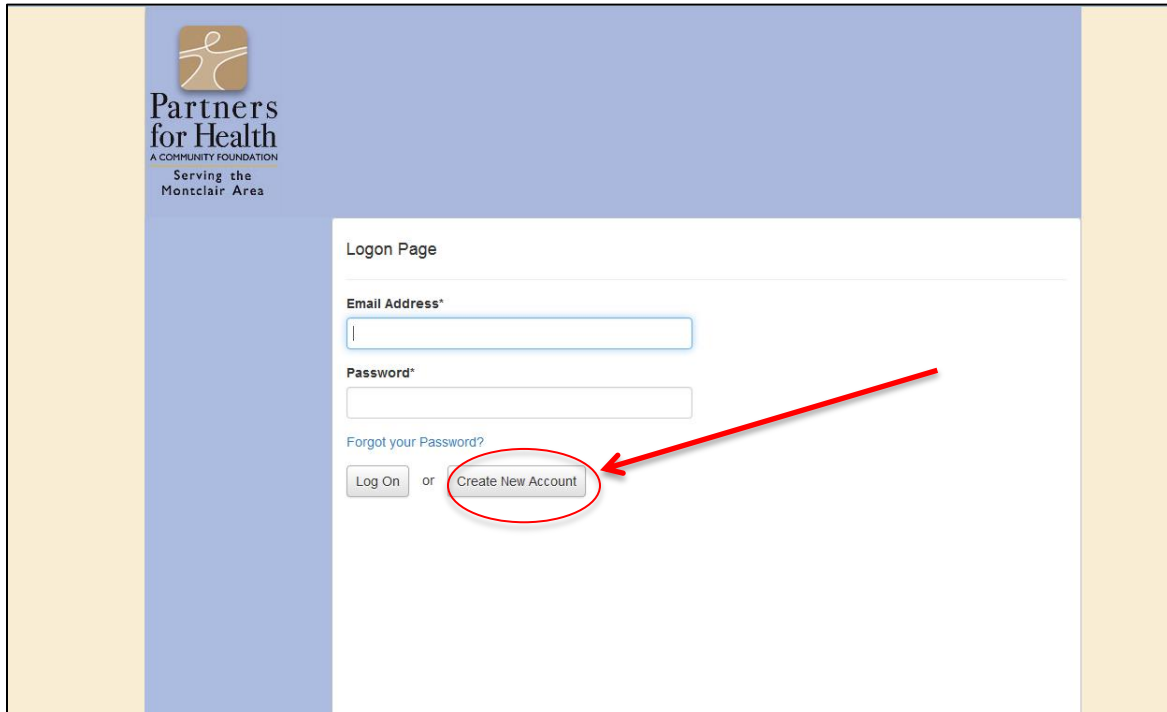


How to Apply

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
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Logon Page

Email Address*

Password*

Forgot your Password?

Log On or Create New Account

**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.

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Create New Account

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


Warning: Using the browser's back button will delete your registration information.

Info: Fields with an asterisk (*) are required.

Organization Information

NOTE: You will not be able to change your organization information after registering.

Organization Name* <input type="text" value="Org A"/>	EIN / Tax Identification Number* <input type="text" value="12-1234567"/>
Web Site <input type="text"/>	Telephone Number* <input type="text" value="12345678"/>
Fax Number <input type="text"/>	Organization Email <input type="text"/>
Address 1* <input type="text" value="123 Fake Street"/>	Address 2 <input type="text"/>
City* <input type="text" value="Montclair"/>	State* <input type="text" value="New Jersey"/>
Postal Code* <input type="text" value="07042"/>	Country <input type="text"/>

Grant Management Software
provided by 

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”.

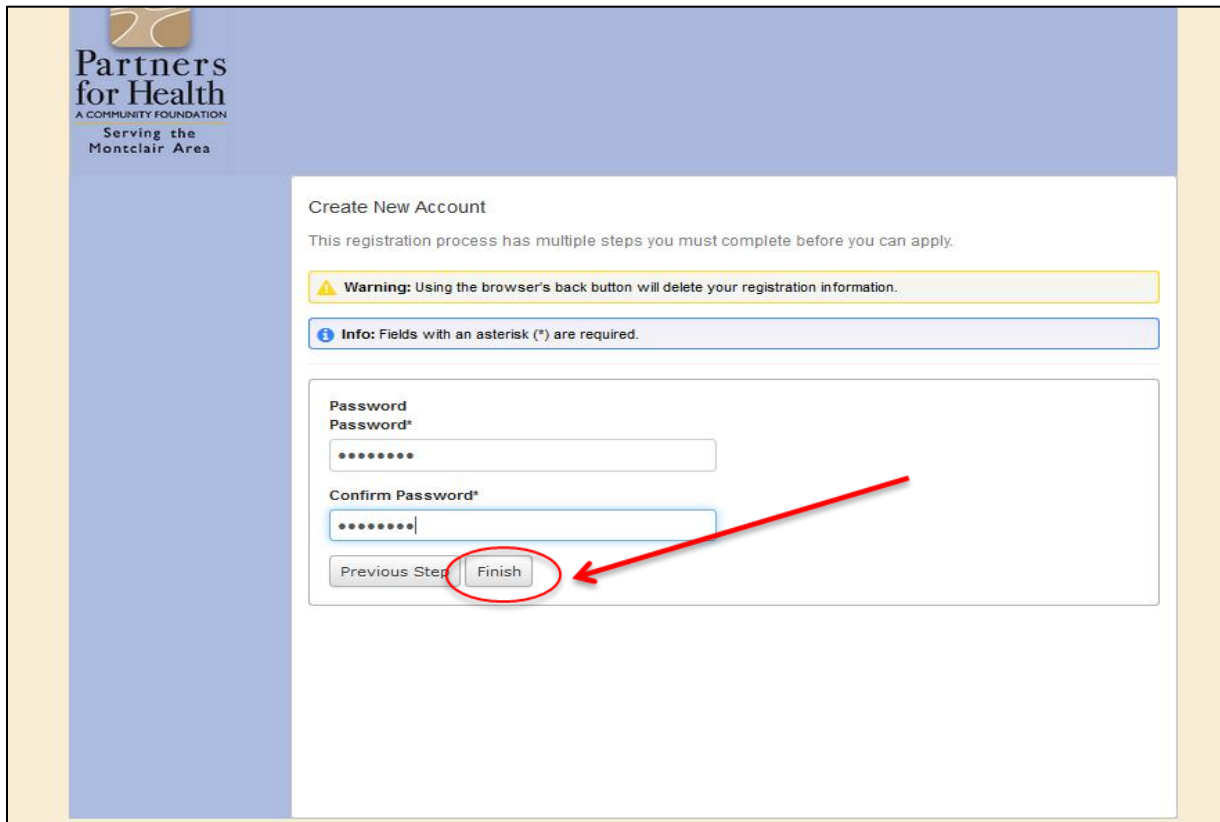
The screenshot shows a registration form titled "Your Information". At the top left, a red arrow points to a button labeled "Copy Address from Organization", which is circled in red. The form contains various input fields for personal and contact information. At the bottom, another red arrow points to a "Next Step" button, which is also circled in red. The "Previous Step" button is located to its left. The form is set against a light blue background on the left and a light yellow background on the right. The footer of the page includes the text "Grant Management Software provided by FOUNDANT technologies" with a logo.

Your Information	
<input type="button" value="Copy Address from Organization"/>	
Salutation	First Name*
<input type="text"/>	<input type="text" value="Name"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text" value="Last"/>
Suffix	Business Title
<input type="text"/>	<input type="text" value="Grant Writer"/>
Email/Login*	Email/Login Confirmation*
<input type="text" value="nlast@orga.net"/>	<input type="text" value="nlast@orga.net"/>
Telephone Number*	Mobile Number
<input type="text" value="123-456-7899"/>	<input type="text"/>
Fax Number	Address 1*
<input type="text"/>	<input type="text" value="123 Fake Street"/>
Address 2	City*
<input type="text"/>	<input type="text" value="Montclair"/>
State*	Postal Code*
<input type="text" value="New Jersey"/>	<input type="text" value="07042"/>
Country	
<input type="text"/>	
<input type="button" value="Previous Step"/>	<input type="button" value="Next Step"/>

Grant Management Software provided by **FOUNDANT** technologies

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.



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Create New Account

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

Warning: Using the browser's back button will delete your registration information.

Info: Fields with an asterisk (*) are required.

Password
Password*

.....

Confirm Password*

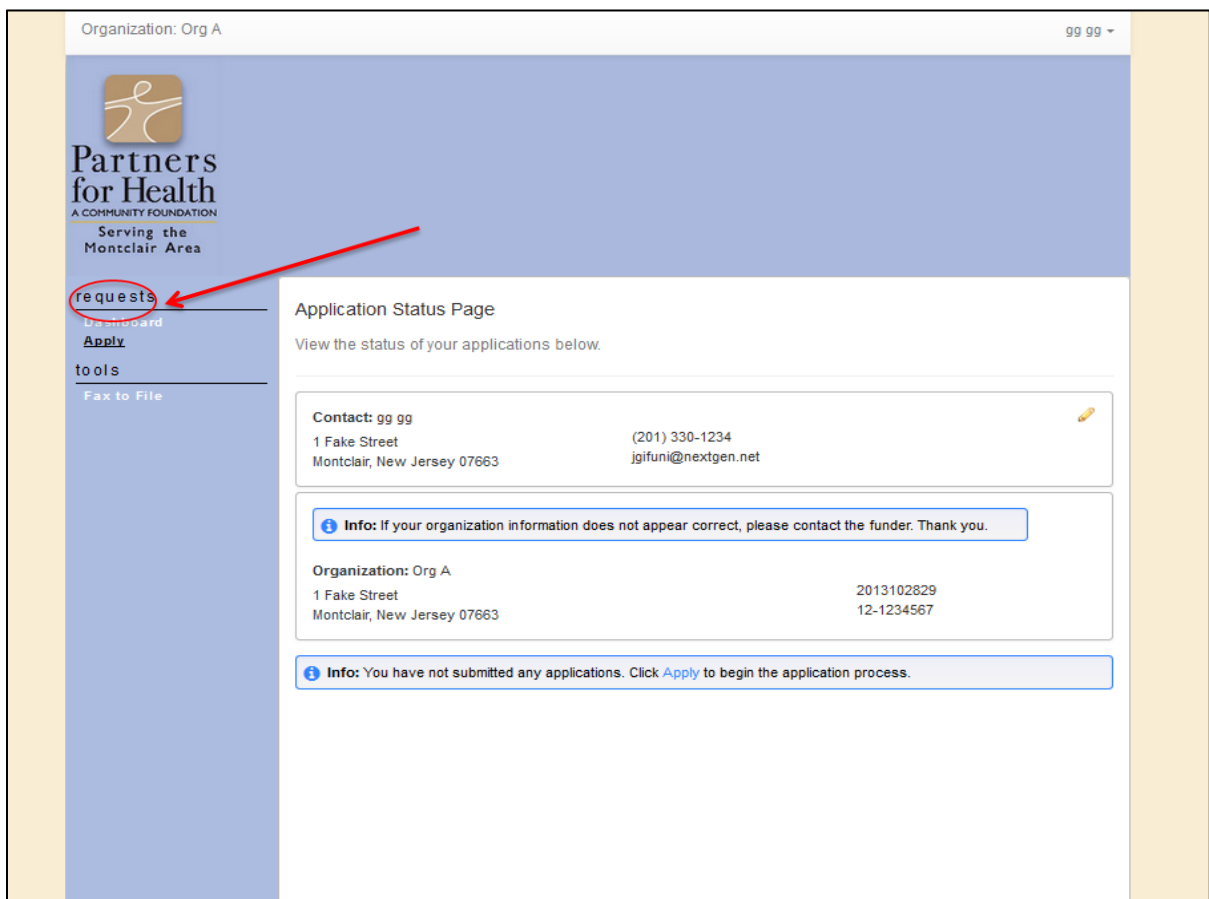
.....

Previous Step **Finish**

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.

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requests
Dashboard
Apply

tools
Fax to File

Application Page Access Code Enter Code

Please click on a link below to begin the application process.

Info: If you have been provided with an Access Code, you may enter it in the box at the top of the page.

2016 Small Grants Application (request funding for \$10,000 or less)
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 Community Garden Application
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 2: Seeds, Raised Beds and Soil up to \$3,000
- Level 3: Seeds, Beds, Supplies and Storage up to \$5,00

Before completing the application, download the [community garden guidelines](#).

2016 Capacity Building Grant Application
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 technology

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.

If you have any questions, please reach out to Program Associate, Jackie Gifuni, at jgifuni@partnersfdn.org.