

CALIFORNIA COMMUNITY FOUNDATION GUIDE FOR APPLICANTS

HOW TO Register/ Create a Profile

1. REGISTRATION

Start at applyforgrants.calfund.org. Once you click the **Register** link on the log in portal, you will be prompted to create a profile, including contact information and password. Under Portal Access, select **Grant Applicant or Organization Admin** (*as appropriate per your role within the organization). After accepting the terms and conditions, click **Register**.

*The difference between Grant Applicant and Grant Administrator is access to applications from the organization other than yours.

- Admin Access must be verified and approved by CCF staff
- Admin Access prevents application access until approval complete (~2 business days)
- Grant Applicant Access can access application immediately
- Grant Applicant Access does not require approval by CCF staff

2. CONFIRMATION

You will receive an email confirming registration. If the email is not in your inbox, be sure to check the SPAM folder and add grantsmanager@calfund.org as a contact.

Helpful Tips to Prevent Registration Delays

- Each individual should have their own profile (please do not attempt to re-use another profile)
- There is no need to create a new organization because the org has an outdated address
- Use **Email My Password Hint / Reset Password** if you cannot access your *existing* account

Create a Profile

Account Information

First Name	<input type="text"/>	*	Last Name	<input type="text"/>	*	
Email Address	<input type="text"/>	*				
Password	<input type="text"/>	*				
Re-enter your Password	<input type="text"/>	*				
Password Hint	<input type="text"/>					*

I accept the [terms & conditions](#) *

Portal Access*

- | | |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Scholarship Applicant | Apply for scholarships. |
| <input checked="" type="checkbox"/> Grant Applicant | Apply for grants on behalf of a registered 501c3 public charity or school only. Orgs pending 501c3 status not eligible. |
| <input type="checkbox"/> Organization Admin | Control the level of access for other users within your 501c3 organization. Orgs pending 501c3 status not eligible. |

*Some access requires approval. Please do not select access that you do not need!

Organization Information

Search Tips

- Search by the organization's legal name
- The best way to get a match is to use a short, but uncommon, part of the organization name
- Don't use extraneous words like "the" or "a"
- Check your spelling
- Try using different spellings and/or abbreviations

Search approved organizations by name

Select an organization from the search results or select 'Create a new organization'

Community Foundation of the Verdugos - 330 Arden Ave., Suite 130, Glendale CA	<input type="text"/>	*
The Community Foundation, Serving Riverside & San Bernardino - 3700 Sixth St., Ste. 200, Riverside CA		
California Community Foundation - 221 S. Figueroa St. Suite 400, Los Angeles CA		
National Christian Community Foundation - FBO Grace Chapel Partners 28925 S.W. Bobberg Road, Wilsonville		
Montana Community Foundation, Inc. - 101 Last Chance Gulch, Ste. 211, Helena MT		
Community Foundation of Western Massachusetts - 1500 Main St. P.O. Box 15789, Springfield MA		

Personal Information