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  - There is no need to create a new organization because the org has an outdated address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
Email Address
Password
Re-enter your Password
Password Hint

I accept the terms & conditions

Portal Access*

☐ Scholarship Applicant

☐ Grant Applicant
Apply for scholarships. Apply for grants on behalf of a registered 501c3 public charity or school only. Orgs pending 501c3 status not eligible.

☐ 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: community foundation

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
- The Community Foundation, Serving Riverside & San Bernardino - 3706 Sixth St., Ste. 200, Riverside CA
- California Community Foundation - 255 S. Figueroa St., Suite 2750, Los Angeles CA
- National Christian Community Foundation - FBO Grace Chapel Partners 28925 S.W. Boberg Road, Wilsonville MT
- Montana Community Foundation, Inc - 101 Last Chance Gulch, Ste. 211, Helena MT
- Commonwealth Foundation of Western Massachusetts - 1500 Main St. P.O. Box 15799, Springfield MA

Personal Information
Copy Address Information From Organization