



## Alabama Department of Child Abuse and Neglect Prevention *The Children's Trust Fund*



### How to Apply for a Grant

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For 2019-2020, grants will be awarded through a 13-month grant process. Eligible applicants for ADCANP grants are local or statewide public entities or private non-profit organization meeting the requirements of Section 501(c)3 of the Internal Revenue Code. Qualified organizations may apply for funding April 1, 2019. Organizations are required to submit a separate application for each program applying for funding. Organizations may not apply for more than a total of \$150,000 in competitive grant funds for the program year.

Funds will be used for **prevention programs** such as Parent Education and Support, Home Visiting, School-Based/After School, Non-School Based, Public Awareness, Mentoring, Fatherhood, and Respite Care.

### Online Grant Application

In an effort to increase our accessibility and ability to communicate on a timely basis, we utilize Foundant for our Online Grants Management system.

A grant applicant creates an account in the Online Grants Manager and then logs on to that account to access the list of available grants and start a new grant application. Your application can be saved as a draft, and when you log on again it's easy to return to that draft, make edits, and submit the application. Each account maintains a record of the application history that you can access at any time. Once a grant is awarded, the Online Grants Manager allows grantees an easy way to see the status of their grant, check due dates, and submit electronic grant reports right from their account.

We recommend that you carefully read our Grant Guidelines listed in the Request for Proposal as well as the instructions and reference materials found on this page before registering and starting your first application.

### Creating your online account

All applicants are required to create an account. We suggest creating your account well in advance of the grant deadline to avoid any last minute issues. At the time of registration, you are required to enter the following information:

- A username that is an email address
- Your contact information
- Your organization's information, including the EIN/Tax ID number (required)
- Contact information for the organization's Executive Officer

For a tutorial on how to create a profile and set up an organization, please [click here](#).

If you have already created an account, all you have to do is sign in using the account email and password you provided and click Apply under requests on the left side of the dashboard.

## Managing your online account – for organizations

The first person to register enters the organization's information, which creates the organization profile. It's important to enter this information accurately at registration, because after this point the organization profile can only be edited by ADCANP staff. For an organization to easily view its full history of grants and requests, we recommend consolidating all applications into one user account. If you are unsure whether your organization already has an account or if you need to be added to an existing account, please feel free to call us at (334) 262-2951.

## Managing your online account – for users

Once your account is set up, your account dashboard is displayed on screen every time you log in. From the dashboard, you can do the following:

- Edit your contact information
- Begin the application process
- Access application drafts and submitted applications
- View details and complete the report process for grant awards

A user account can only be connected to one organization at a time. For a tutorial on the applicants work flow, please [click here](#).

## Helpful tips when applying

- For the best user experience when accessing our Online Grants Manager, we suggest using one of the following browsers: Google Chrome 14 or higher, Firefox 9 or higher, or Safari 4 or higher. It is fine to use Internet Explorer, but you may encounter some minor technical issues.
- You are required to view the online RFP Training Video. If you do not view the Training Video, your application will not be read.

