



## **Affiliate Foundations - Online Grantmaking**

CFO is pleased to offer a user-friendly online grant application system for all Affiliate Foundations wishing to host their annual grant round(s) online.

In addition to simplifying the application process for potential grantees, this online grant portal will allow grant committees to review all applications prior to meeting to discuss and decide on awards.

The grant portal also eliminates the need for paper grantee contracts. All grant contracts and follow up reports are automatically generated by the system and can be submitted online.

To create an online grant application in our system, we need the following information from your Affiliate Foundation. We cannot create an online application without all information provided.

- Date that your grant round will open
- Date that your grant round will close (please avoid closing grants on Friday or Saturday)
- Total amount you plan on awarding (all grants total)
- Maximum amount that one organization can request
- Main contact person from the Affiliate Foundation with email and phone number
- Assessment time period (when will you be reviewing applications as a committee and what date will you award grants?)
  - CFO recommends leaving at least two days between the online review deadline and the in-person grant meeting
- Do you plan on reviewing all grants online prior to meeting as a committee?
  - If so, please provide grant review committee contact information (including all names and email addresses)

Please submit the above information to your Affiliate Manager **at least two full weeks** prior to the date your grant round will open. Once the above information is received, your Regional Team contact will reach out to schedule a brief training for your grant committee.

### **Questions?**

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