

Part 3: Submitting multiple grant requests

1. Once your application has been submitted and you wish to apply for another grant opportunity, you may revisit the grant opportunity page. Once you select the new opportunity, you can easily import in previously stored information from your submitted grant application by selecting the option "Import Responses from Existing Application":

Preview Application Final Review and Submit **Import Responses from Existing Applications**

Each section below must be fully completed in order to submit your application. If a section does not read 100%, you have missed a required question(s) in that section. Items that you will need in order to submit a complete application, include the following:

GRANT APPLICATION CHECKLIST:

You will be required to upload a copy of the following documentation in a pdf, .doc, or .docx, .xls, or .xlsx format, depending on the request.

1. A detailed project budget (listing all anticipated project funds and services)
2. List of board members, their affiliations with your organization, and phone numbers
3. Financials: for schools and other public entities, a copy of departmental budget (1-2 page summary only); for nonprofit agencies, a copy of the current income and expense statement and balance sheet (only). Please note, this is a request for financial report information, not a request for organization budget. If current financial statements cover less than 6 months, please submit a copy of current statements plus year-end statement for the previous year. Please include on the financial reports reference to the time period covered by the report.
4. Copies of 1-2 recent external communications within the community
5. Optional, 1-2 related photos (only if they help you describe the proposal)
6. Please do not submit additional materials, e.g. IRS determination letters, letters of support, more than 2 photos or 2 external communications, copies of audits, copies of catalog pages or quotes. If you've done pricing research, it is helpful for us to know that within the project narrative or project budget. If we need additional information, we will request it.

BE SURE TO PRINT YOUR APPLICATION AT THE TIME OF SUBMISSION, YOU MAY NOT BE ABLE TO ACCESS THE INFORMATION ONCE SUBMITTED.

 Organization Information 0% 03/04/2015 8:00PM	 Proposal Summary 0% 03/04/2015 8:00PM	 Narrative 0% 03/04/2015 8:00PM	 Project Budget 0% 03/04/2015 8:00PM	 Board Members 0% 03/04/2015 8:00PM
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Helpful Hint: If you utilize this option, it is best to import information from another application as the very first step in completing this new application. You can easily add or revise information to the data that is imported over in order to fulfill the requests contained within this new application.

2. Once selecting this option, a pop-up will be shown asking you to choose the application from which you would like to import information. Select the corresponding "Import" option.

> Redding Rancheria Community Fund

Preview Application Final Review and Submit Import Responses from Existing Applications

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Grants

The McConnell Fund

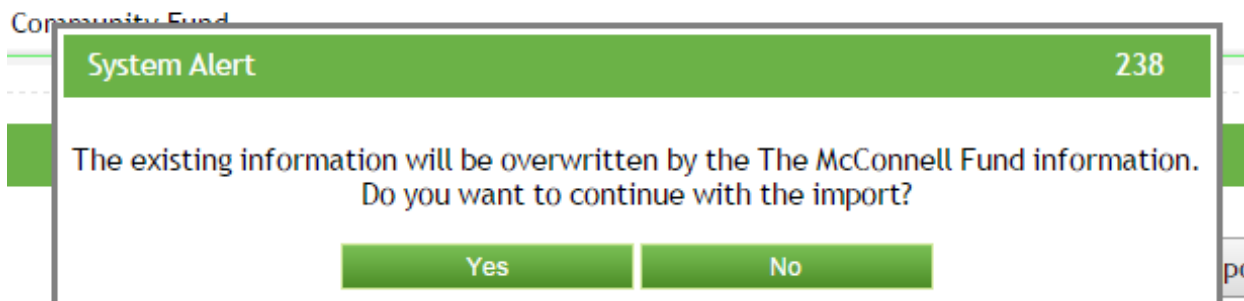
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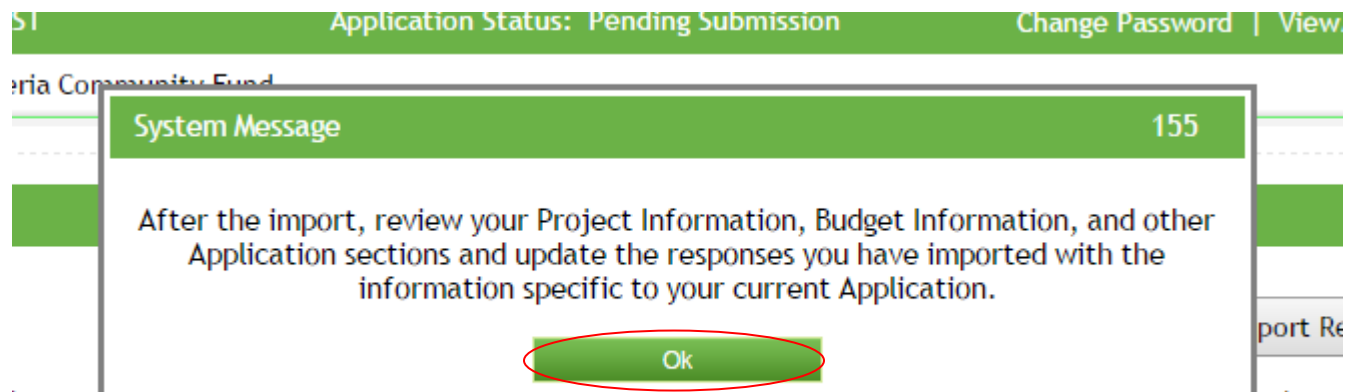
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3. All information being imported will overwrite any information currently contained in the application that you may have entered. Select "Yes" if you'd like to continue the import process. Select "No" if you would like to enter all application information manually.



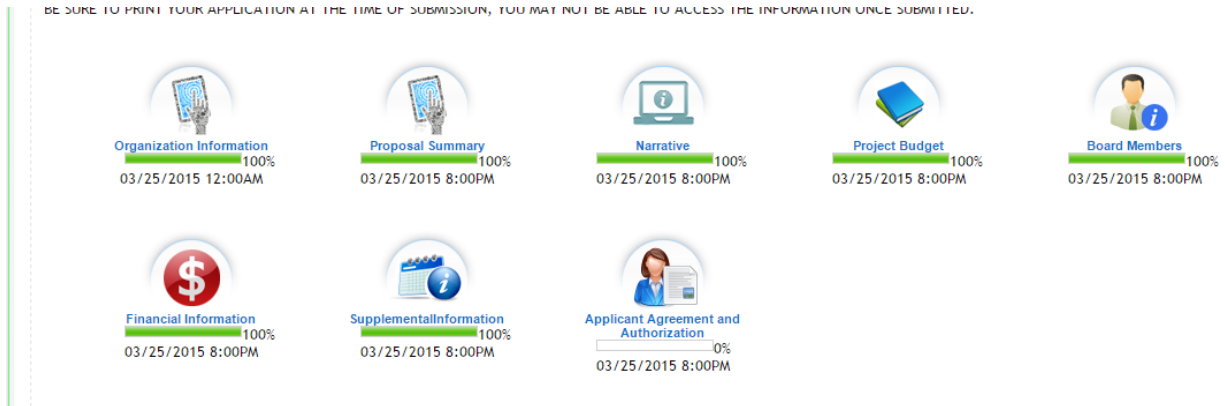
Completed in order to submit your application. If a section does not read 100%, you have missed a required question. To complete application, include the following:


4. Once the import has taken place, a message will pop-up reminding you to review the information that was imported in order to ensure that this information correlates to the questions and project information for this new grant opportunity.



ly completed in order to submit your application. If a section does not read 100%, you have missed a required question. To complete application, include the following:

5. You can see that all information with similar fields between both applications have been imported over. Please ensure that the information is relative to the grant opportunity and the request. Continue completing the application as you did in the previous steps.



 **Helpful Hint:** Submit your application by 5 p.m. Pacific Standard Time on the day of the deadline.

Contact Amanda Hutchings, Program Officer at Shasta Regional Community Foundation at 530-244-1219 or amanda@shastarcf.org with any questions.