



THE CATHOLIC

COMMUNITY FOUNDATION

OF SANTA CLARA COUNTY

GRANT APPLICANT USER GUIDE

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LOGIN

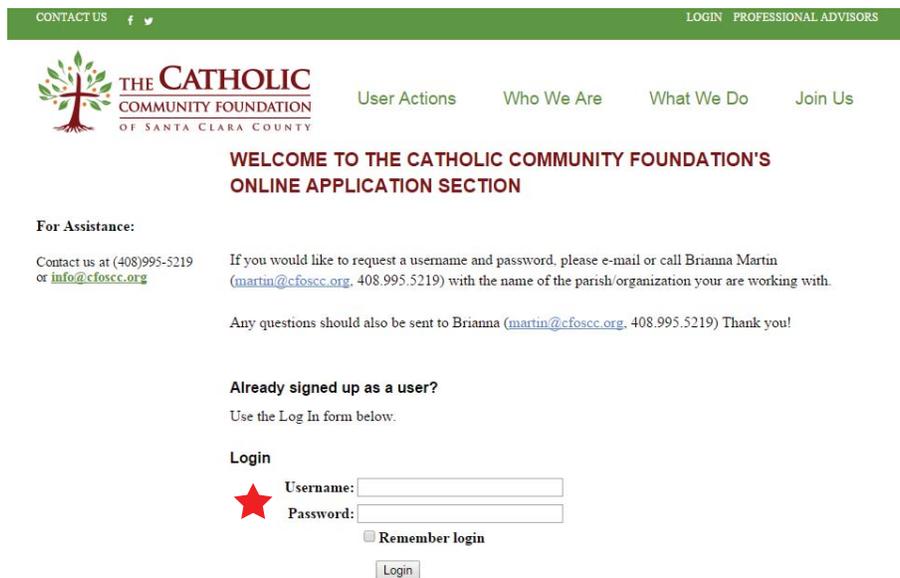
There are two ways to login to the Grant Applicant Portal. The first option is:

1. Go to www.cfoscc.org. Click on LOGIN in the top right corner:



The other option is:

2. Go to <https://giving.cfoscc.org/applicant-login>
3. When you reach the screen below, please enter your username and password.



★ Please contact the Grants Program Manager if you do not know, or forgot, the username and password for your organization.

HOME PAGE

The Home Page consists of many different parts:

1. Portal web pages menu.
2. General web pages menu.
3. Your personalized information.
4. Manage My Account links to important pages.



THE CATHOLIC
COMMUNITY FOUNDATION
OF SANTA CLARA COUNTY

1
Applicant Actions

Who We Are

2
What We Do

Join Us

WELCOME TO YOUR CUSTOM PORTAL

Welcome to GIVING.CFOSCC.ORG

For Assistance:

Contact us at (408)995-5219
or info@cfoscc.org

GIVING.CFOSCC.ORG is the online resource for the Catholic Community Foundation of Santa Clara County

Within this area of the Catholic Community Foundation you are able to:

- Start a new Grant Application
- View any Saved and/or Submitted Applications
- View your Profile Information

****To review your submitted applications, please click the button below. Or click on "View Saved Applications" from the left-hand side of your screen.****

3

applicant100's Profile Information

Grant Applicant 100
1150 North First Street
San Jose, CA 95112

Email:

Phone:

Website user name: applicant100

Account #: 600861

4

Manage My Account

- [General Application Information](#) ★
- [New Grant Application](#)
- [Email Preferences](#)



[Grant Applicant User Guide](#)

★ The General Application Information link is a useful resource for all applicants. It provides general guidelines, restriction information, and important dates. PLEASE take a moment to review this page.

NEW GRANT APPLICATION

To start a new grant application:

Click on New Grant Application from Applicant Actions at the top of the page, or from Manage My Account on the right-hand side.

1. Select the fund you wish to apply for, using the descriptions as a guide.
2. Please fill in any blank areas, including **2** different contacts for this application.
3. Click Save, and then click Next to continue.

Apolonia Andre Fund for Liturgical Music: Programs which are aimed at enriching parish worship life, and strengthening our communities around the Eucharistic celebration (available to parishes and the San Jose Diocese Chancery Office)

Pastoral Ministry Training & Formation: Faith formation programs or activities which help enhance the Catholic Faith in our community (available to Catholic organizations in Santa Clara County)

Parish Outreach: Programs or activities which help address needs in our communities (available to parishes only)

Parish Stewardship: Programs or training to help parishes grow financial support for new or continuing activities (available to parishes and the San Jose Diocese Stewardship Office)

Select Application Area:

Applicant Organization Name: **1**

Project Title:

Parish(es):

Pastor:

Address:

City, State, Zip:

Phone:

Website:

2

Grant Application Contacts

Primary Contact	Secondary Contact
Name: <input type="text"/>	Name: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Title: <input type="text"/>	Title: <input type="text"/>

3

Each application is given a unique ID number. The ID will appear in the URL bar at the top of your screen after saving the application. Use this numbers when reopening your application from the Saved Applications page (refer to page 8 of this guide.)

 giving.cfoscc.org/page.aspx?pid=4048&ApplicationId=45

NEW GRANT APPLICATION (CONTINUED)

For pages 2 and 3 of the application, please answer all questions, being mindful of the character limit of each question.

Click Save, and then Next, after every page.

PAGE 2

Briefly summarize your program and what you hope to accomplish.

Characters left:

Describe the project, including activities and objectives

Characters left:

Is this a new program or a continuation of an existing project

PAGE 3

Amount Requested Total Program Cost

If the amount requested is not equal to the total program cost, what is the plan for funding the remainder? If the Foundation is not your only source of funding, please indicate how far along you are in obtaining other funds.

Characters left:

If the amount awarded is less than the amount requested, would you still be able to continue with your program? Please explain. **Historically we often award less than the requested amount. Would your program be able to continue if not awarded the full amount of your request? How would you adjust?

Characters left:

How many people do you expect to be directly and indirectly affected by this program? How will you measure whether the project is successful?

Characters left:

Program Start Date Program End Date

NEW GRANT APPLICATION (CONTINUED)

Once you have filled in the budget worksheet you may either Submit your application, or Save it and return to submit at a later time.

PAGE 4

Please fill out this budget template. Items in grey do not need to be filled out but will auto-populate based on formulas.

Total Program Expenses

\$ Amount	Category	Comments
<input type="text" value="\$0.00"/>	Materials	<input type="text"/>
<input type="text" value="\$0.00"/>	Space/Venue	<input type="text"/>
<input type="text" value="\$0.00"/>	Contracted Assistance*	<input type="text"/>
<input type="text" value="\$0.00"/>	Staffing*	<input type="text"/>
<input type="text" value="\$0.00"/>	Other	<input type="text"/>
<input type="text" value="\$0.00"/>	Total	

*=Note: The Catholic Community Foundation does not provide grants for any salaries, as this is a recurring need. Although, depending on volume/need, the Foundation may provide for outside speakers or other one-time/short term (<12 months) contracted assistance.

Outside Revenue Goals

\$ Amount	Category	Comments
<input type="text" value="\$0.00"/>	Donations from Individuals	<input type="text"/>
<input type="text" value="\$0.00"/>	Participant Fees	<input type="text"/>
<input type="text" value="\$0.00"/>	Grants from other organizations	<input type="text"/>
<input type="text" value="\$0.00"/>	Grant sought from the Catholic Community Foundation	
<input type="text" value="\$0.00"/>	Other	<input type="text"/>
<input type="text" value="\$0.00"/>	Total	

Based on fields listed above...

\$ Amount	Category
<input type="text" value="\$0.00"/>	Cost to be borne by applying organization.

When you submit your application you will be taken to this screen. If you are not taken here, your application was NOT submitted!

**THE CATHOLIC COMMUNITY FOUNDATION OF SANTA CLARA
THANKS YOU FOR SUBMITTING THIS APPLICATION.**

**ONCE THE PROPOSAL DEADLINE HAS BEEN REACHED, ALL
APPLICATIONS WILL BE REVIEWED AND WE WILL COMMUNICATE
OUR AWARD DECISION FOR YOUR APPLICATION.**

Application ID	Requestor Name	Status	Organization	Date Created
45	applicant100	SUBMITTED	Diocese of San Jose	01/29/2014

PRINTING YOUR APPLICATION

To print your application, please go to Page 4 (budget worksheet) and click Print.

CONTACT US f t LOGIN PROFESSIONAL ADVISORS

THE CATHOLIC COMMUNITY FOUNDATION OF SANTA CLARA COUNTY Applicant Actions Who We Are What We Do Join Us

Please fill out this budget template. Items in grey do not need to be filled out but will auto-populate based on formulas.

Total Program Expenses

\$ Amount	Category	Comments
\$600.00	Materials	Printed material and promotion
\$1,200.00	Space/Venue	Rent (location)
\$5,000.00	Contracted Assistance*	Speakers (lodging, airfare, ground transportation, stipend)
\$0.00	Staffing*	n/a
\$3,200.00	Other	Hospitality for the 200 attendees
\$10000.00	Total	

*-Note: The Catholic Community Foundation does not provide grants for any salaries, as this is a recurring need. Although, depending on volume/need, the Foundation may provide for outside speakers or other one-time/short term (<12 months) contracted assistance.

Outside Revenue Goals

\$ Amount	Category	Comments
\$0.00	Donations from Individuals	
\$0.00	Participant Fees	
\$0.00	Grants from other organizations	
\$10,000.00	Grant sought from the Catholic Community Foundation	
\$0.00	Other	
\$10000.00	Total	

Based on fields listed above...

\$ Amount	Category
\$0.00	Cost to be borne by applying organization.

Save Previous Submit **Print**

Click the export button, and select PDF or Word. Save to your computer. Review and print at your convenience.

CONTACT US f t LOGIN PROFESSIONAL ADVISORS

THE CATHOLIC COMMUNITY FOUNDATION OF SANTA CLARA COUNTY Applicant Actions Who We Are What We Do Join Us

Proposal Application

For Assistance:
Contact us at (408)995-5219 or info@cfoscc.org

Application Number: 157 Application Status: PROPOSED
Application Type: Proposal
Comments for Page 1 Submitted: 03/27/2015

Name of Applicant	Diocese of San Jose
Application area(check one)	Parish Stewardship
Project Title	Stewardship Seminar
Parish(es)	Open to all diocesan parishes and guests
Pastor	Bishop McGrath is the event's clergy leader
Address	1150 N 1st St Ste 100
City	San Jose
State	CA
Zip	95112-4966
Phone	(408) 983-0244 and (408) 983-0293
Website	www.dsj.org

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word

VIEW SAVED APPLICATIONS

To view your saved applications, click View Saved Applications from the Applicant Actions menu at the top, or the button above your organization's information.

Application ID	Requestor Name	Status	Organization	Date Created
45	applicant100	CREATED	Diocese of San Jose	01/29/2014 <input type="checkbox"/>

Submit Selections

Delete Selections

Cancel

IMPORTANT NOTES & INFORMATION

- **Any applications which are still listed as “CREATED” after the deadline will NOT be reviewed by the Grants Committee. In order to be eligible for consideration, the application must be marked as “SUBMITTED.”**
- Your unique application ID can be found by following the steps on page 5.
- You may save your progress at any time while working on the application. We suggest you do this after completing each page to ensure all progress is being saved.
- To access a saved application, click on the link under Requestor Name of the appropriate application you wish to open.
- When returning to a saved application you will be taken to the page you last saved. Please use the Previous and Next buttons to navigate to the page you wish to edit.
- You may edit or delete an application as long as the Status is listed as “CREATED.” (See sample on the previous page.)
- Once an application has been submitted, you can no longer edit or delete it. You may, however, open submitted applications to review them. If you need to make changes to a submitted application, contact the Grants Program Manager.

RESTRICTIONS

- Each parish is only allowed to submit ONE application per fund. If more than one application is submitted, the Pastor will be asked to choose the one to be reviewed by the Grants Committee.
- Diocesan departments are only allowed to submit ONE application per fund.

WORKSHOPS

The planned workshops are a valuable resource to all those completing the application this year. During the workshops you will be guided through the entire application and reporting processes. We highly encourage applicants attend one of the workshops, but it is not required for eligibility.

CONTACT INFORMATION

If you have any questions, please contact:

Marie Galetto
Grants Program Manager
408.554.5219 x.21
galetto@cfoscc.org



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