



THE **CATHOLIC**

COMMUNITY FOUNDATION

OF SANTA CLARA COUNTY

Grant Applicant User Guide

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LOGIN

There are two ways to login to your Application Portal. Both options will take you to the same login screen. The first option is:

1. Go to www.cfoscc.org, hover over Grants, and select Applicant Login.



The other option is:

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

**WELCOME TO THE CATHOLIC COMMUNITY FOUNDATION'S
ONLINE APPLICATION SECTION**

TO SIGN UP USE OUR [NEW USER REGISTRATION FORM](#)

If you have questions or need help logging in, please call us at 408.995.5219 or send an email to info@cfoscc.org.
Thank you!

Already signed up as a user?
Use the Log In form below.

Login

Username:

Password:

Remember login

[NEW USER REGISTRATION](#)

**If you cannot remember your password, please contact Brianna Martin at the Foundation. Contact information can be found on page 10.

The Home Page consists of many different parts:

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

THE CATHOLIC COMMUNITY FOUNDATION OF SANTA CLARA COUNTY

START A FUND! **DONATE NOW!**

Classic Web Pages **1**

- HOME
- ABOUT
- NEWS
- GRANTS
- GIVING OPPORTUNITIES
- PROFESSIONAL ADVISORS
- CONTACT

WELCOME TO YOUR CUSTOM PORTAL

Welcome to GIVING.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

applicant100's Profile Information

Grant Applicant 100 **3**
1150 North First Street
San Jose, CA 95112

Email:
Phone:
Website user name: applicant100
Account #: 600861

Custom Portal Pages **2**

- My Home Page
- Make a Donation
- View Saved Applications
- New Grant Application
- My Email Preferences
- Privacy Policy
- Logout

4 **Manage My Account**

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

★ The General Application Information link is a useful resource for all applicants. It provides general guidelines, restriction information, and important dates of the 2014 Grant Cycle. PLEASE take a moment to review this page and the information it provides.

NEW GRANT APPLICATION

To start a new grant application:

Click on New Grant Application from the Portal menu on the left-hand side, or from under Manage My Account on the right-hand side.

★ Please read the Application Instructions before beginning, then click Next.

1. Select a fund to apply to, using the brief statements at the top as a guide.
2. Some information is auto-generated, but please fill out all other blank areas, including two contacts for this application.
3. Click Save, and then click Next to proceed to page 2 of the application.

PAGE 1

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:

Project Title:

Parish(es):

Pastor:

Address:

City, State, Zip:

Phone:

Website:

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"/>

IMPORTANT NOTE

Each application is given a unique ID number. To generate an ID number, fill out Page 1 of the application, and click Save or Next. After doing so, the unique application ID will appear in the URL bar at the top of your screen. Write this number down, and use it as reference when reopening your application from the Saved Applications page (refer to page 8 of this guide.)

 giving.cfoscc.org/page.aspx?pid=404&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)

The final page of the application is the budget worksheet. This page is especially important to the Grants Committee, so please fill this out as accurately as possible.

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 <u>other</u> 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.

If you chose to submit your application, and there was no missing information, you will be taken to this screen:

**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

SAVED APPLICATIONS

To view your saved applications, click View Saved Applications from the Portal menu on the left-hand side of your screen. It will take you to this screen:

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

IMPORTANT NOTES

- Your unique application ID can be found by following the steps on page 5 of this document.
- 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 change/add information to.
- You may edit or delete an application as long as the Status of it is listed as "created."
- Once an application has been submitted you can no longer make changes or delete it. You may, however, open submitted applications to review them.
- Any applications which are still listed as "CREATED" after the March 31, 2015 deadline will NOT be reviewed by the Grants Committee. All applications must be "SUBMITTED" by the deadline in order to be considered.

CALENDAR & INFORMATION

2015 CALENDAR

February 1, 2015 - Grant Cycle Opens at 9:00am

February 12, 2015 - Workshop #1, St. Lawrence Parish, 5:30pm - 7:30pm

February 26, 2015- Workshop #2, St. Maria Goretti Parish, 5:30pm - 7:30pm

March 16, 2015 - Workshop #3, Holy Family Parish, 5:30pm - 7:30pm

March 31, 2015 - Grant Cycle CLOSES at 5:00pm - all application **MUST be submitted by this time**

April - Additional information, if needed, is gathered by Brianna Martin

April/May - Grants Committee meets to make decisions on the applications that were submitted

June - Parishes/Organization receive letters to inform them of the outcome of their applications

June/July - Grants checks mailed to those who were approved by the Committee

IMPORTANT INFORMATION

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 only one to be reviewed by the Grants Committee.

WORKSHOPS

The planned workshops are a valuable resource to all those completing the application this year. During the workshops you will be guided from beginning to end of the application process, and be given information about other possible sources of funding. We highly encourage attending one of the workshops, but they are not madatory to apply for a 2015 grant.

QUESTIONS?

If you have any questions about the Online Portal, or the application process, please contact:

Brianna Martin
Grants Program Manager
408.554.5219 x.21
martin@cfoscc.org

