



ONLINE GRANT APPLICATION INSTRUCTIONS

Your account will continue to be accessible for future grant applications so be sure to save your username and password.

* You need to use an updated web browser. Google Chrome and Firefox work best.

- 1.) To begin a new application click the link provided under “*Grant Information, Apply for a Grant*” on the PACF website: www.parsonsareacf.org or go directly to <https://pacfgrants.communityforce.com>.
- 2.) Click the “*Create New Account*” button. Your account will be created and tied to your email address.
- 3.) The next screen is headed “*General Information*”. To the right, in blue, click the button titled “*Start a New Application*”.
- 4.) You will be asked to answer the following two pre-qualifying questions:
 - Are you a 501(c)(3) organization, religious organization, government entity, school, or an organization using a fiscal agent that is either a 501(c)(3) organization or a government entity? (*Within the application you will be asked to upload documentation showing your Federal EIN Number.*)
 - Are you operating within a 25 mile radius of Parsons?
- 5.) Provided you could answer “yes” to both of the pre-qualifying questions, you may begin the application. There are four sections to complete. **When each section is completed make sure to hit the “*Save and Exit*” button at the bottom of the page.** While working within each section, it is recommended you save your entries frequently as the system will time out after 60 minutes. When this happens you will lose any unsaved information. You may work on the application at your own pace; whatever is saved when you logout will be there when you log back in.
- 6.) Documents that will be required to be uploaded are proof of non-profit status, a roster of your board or governing body, financial information, and a budget for your project. Formats accepted: PDF, Word, or Excel.
- 7.) Once all four sections are 100% complete, click the “*Final Review and Submit*” button at the top left of the screen. You will not be able to go back and make changes once the application is submitted.
- 8.) A PDF file of your application will be available for download in your account once submitted. Confirmation will be sent to your email.
- 9.) The system will NOT accept applications after the posted deadline.

If you have questions or need further information, please contact Anne Allen, PACF Executive Director by email, allen@parsonsareacf.org, or phone 620-421-0723.