

Grant Application Form User Guide/How To

Please refer to this guide for instructions on how to navigate The Summit Foundation (TSF) Grant Application portal and apply for a grant.

To help you prepare your application, please see Pages 2-3 of this guide to view in advance all the application questions and the documents required for submission.

Getting started

First, to access the TSF portal, please visit the website at <https://summitforever.org> and navigate to the “Grants” tab, then to “Apply for a Grant” and click on “GRANT APPLICATION” at the bottom of the page. When you click on “GRANT APPLICATION”, you will be directed to a link to the electronic TSF Grant Application form, which can also be accessed more directly at <https://apply.summitforever.org/>

NEW GRANT APPLICATION PORTAL USERS/FIRST-TIME APPLICANTS:

If you don't yet have an account (all new portal users and new applicants), you will need to answer several qualifying questions to enable you to register. If, after completing all the required fields, your application qualifies for consideration, you will be redirected automatically to the application section. Please ensure that you complete *all* the fields required to enable submission of an application. You can also choose to partially fill out your application, save your progress and complete the rest later. This may be helpful if, for example, you need more time to gather any documents to make your application complete. Once you have completed and submitted your application, you will receive an email from TSF acknowledging your submission – please allow at least 24 hours for an acknowledgement. If you have concerns or questions, please email us at grants@summitforever.org

NOTE: If you choose to save your application for later, you will need to click on “My Account”, after logging back in, to retrieve it. This will take you to your Dashboard where, on the left-hand side of the page, you will find all the menu links to enable you to complete your application and submit when you have finished.

Your account dashboard - explanation of links:

Application History: Use this link to update your application. If you want to update and resubmit to TSF with the latest information, simply update the associated fields in your application and press the “Update Application” button. You can also save your progress by pressing the “Save for Later” button. Please note that the “Save for Later” button saves your application locally but does not submit any updated data to TSF. You will need to press the “Update Application” button in order to re-submit your application.

It's easy to check the status of your application in the Application History section. Status will display in **green** when the application has been successfully submitted, and **grey** when it has been saved for later in draft status.

IMPORTANT NOTICE: Please ensure that each of your individual file attachments have unique file names. While it's unlikely that you would use the same file name during an initial upload, please do not match any existing file names unless you are replacing a file with the same name, as this could result in errors in your application. It's best to use a specific file name for each type of upload. Again, please only re-upload a file with the same file name as an existing one, if you intend to replace the existing file.

Edit Profile: Update your basic profile information, including your login details.

Submit Application: This link should be used only once per application period. You can revise an existing application during this period by accessing the Application History link from the menu.

Application Status: Shows the latest status of your application.

EXISTING USERS:

ACCESS YOUR ACCOUNT via <https://apply.summitforever.org/>

If you are already registered, you should have received your username and password. In case you forget your password, there is a recovery tool available on the login screen. You should see the “Login” link at the top right of your screen. Once you successfully log in, you will be automatically directed to your dashboard.

See image below:

[Dashboard](#)
[Application History](#)
[Edit Profile](#)
[Submit Application](#)
[Application Status](#)

Continue Application Below:

Is your organization tax exempt *

☐ Yes
 ☐ No

Federal tax ID#: *

123456789

Please enter your 9 digit tax ID number

Name of person submitting application: *

Title/role of person submitting application: *

Telephone number of person submitting application: *

Email address of person submitting application: *

Name of Program / Brief (one sentence) description of program for which you seek funding: *

Provide a more detailed description of program for which you are seeking support: * This description should include information on:

- The project and how it will operate.
- The projected outcome or results of the program.
- How the outcome will be evaluated.

Please be as concise as possible: *

Total Number Expected to be served by the program: *

please type the number here.

Expected geographic location of the program and its participants *

How will you support this program in future years? *

What is the proposed time frame for this program? *

Amount of funding being requested: *

please type the amount here.

Name of person responsible for oversight & evaluation of program: *

Name and title (of the above) *

Email address (of the above): *

Telephone Number (of the above): *

If your organization has received any grants from The Summit Foundation in the past three years, please describe them below:

Date 1	Amount 1	Description 1 (10 word limit)
mm/dd/yy		

Date 2	Amount 2	Description 2 (10 word limit)
mm/dd/yy		

Date 3	Amount 3	Description 3 (10 word limit)

mm/dd/yy

If you have received funding from The Summit Foundation in the past 18 months, please attach a copy of your most recent program evaluation report. Applications for the current year will not be considered until prior year program evaluations have been submitted:

Select File(s)

Please attach the following key items to your application:

Budget & other information, including budget for project for which you seek funding: *

Select File(s)

IMPORTANT: Please use this form to submit your budget information: [Download the Budget Form Here](#)

Most recent financial statement (audited): *

Select File(s)

A copy of 501C3: *

Select File(s)

Form 990- Sections I - X11 plus schedules A&O: *

Select File(s)

Directors & Officers (D&O): *

Select File(s)

SUBMIT APPLICATION

SAVE FOR LATER