

# ECCF Grant Application Procedures

We're glad you've decided to submit a grant application to the Eau Claire Community Foundation! While preparing your application, please follow these guidelines:

- To get started, go to our Online Grant Portal (linked on the ECCF website's "Apply for a Grant" page under the "Lasting Impact" tab) and create an organization profile if your organization has never applied for a grant using the GLM software.
- If your organization already has a profile, log into it and update your information if necessary. Use the "Forgot your Password?" link if you can't remember your log-in information.
- If you're unsure about whether your organization has a profile, please contact the ECCF Program Specialist. Please do **NOT** create a new profile until you've verified whether your organization is already in the system.
- If necessary, you can use the "Applicant Tutorial" linked on the Online Grant Portal's Logon Page.
- Once your organization information is created and/or updated, use the application form appropriate to your grant request (Program or Asset).
- **IMPORTANT:** ECCF can only accept **ONE** application per organization in each grant cycle, so please prioritize your greatest need. You can't apply for both a Program and an Asset grant.
- All applications **MUST** be submitted using the online application form.
- You can use the "Question List" PDF icon to view and print the questions on the application, and you can use the "Application Packet" PDF icon to view and print your completed responses.
- You are **NOT** required to submit hard copies for the ECCF grant reviewers.
- Grant Workshops are available in November, December, and January. Please see the Events tab of the ECCF website home page for specific dates. You're encouraged to attend these workshops, which are free and open to anyone interested.
  
- **The deadline for grant submissions is January 20, 2020, at 11:00 p.m. Applications will NOT be accepted after that time.**
  
- If your project is funded, ECCF reserves the right to use written material from this grant application in future publications and presentations.

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## Questions?

Contact ECCF Program Specialist Rebecca White Body at [grants@eccfwi.org](mailto:grants@eccfwi.org) or (715) 552-3801.

ECCF website: <https://www.eccommunityfoundation.org>