



## Grant Acceptance Instructions

1. Log in to Annual Grant Portal, [https://www.cbcfoundation.org/?page\\_id=1699](https://www.cbcfoundation.org/?page_id=1699)
2. Click green “Grant Acceptance” bar

CBCF Annual Grants Homepage Welcome, nross@cbcfoundation.org

Please click **“+Create a Profile to Get Started”** to begin. You can always edit your Profile by clicking “Edit”. You can always view your Profile by clicking “View”.  
You cannot move forward until you have completed your Profile.

Profile Complete Edit

To begin, click **“+Get Started”** below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is **gray**, your submission is under review, and no action needs to be taken.
- If the status bar is **green**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.

Coastal Bend  
Community  
Foundation

Created on 04/23/2020

Grant Acceptance

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3. Click the blue “Open” button on the bar that says “Grant Acceptance – Action Required”

CBCF Annual Grants Homepage > Coastal Bend Community Foundation Welcome, nross@cbcfoundation.org

### Coastal Bend Community Foundation

Order by: Newest to Oldest

The newest steps will always be first. You can view your previous steps by clicking the “View” button.  
When you have completed all steps, it will no longer state “Action Required” but “Complete”. The “Submit” button will turn green, which indicates that you can now submit.

▣ Grant Acceptance There are 62 days remaining to submit this. Accept Grant

Grant Acceptance Action Required Open

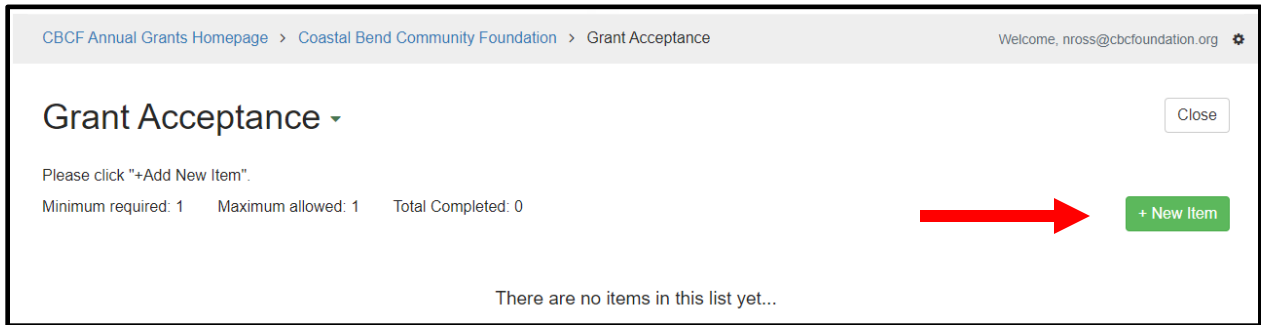
▣ 2020 AG Application This has been submitted.

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

→

4. Click the green “+ New Item” button on the right side.



CBCF Annual Grants Homepage > Coastal Bend Community Foundation > Grant Acceptance

Welcome, nross@cbcfoundation.org

## Grant Acceptance

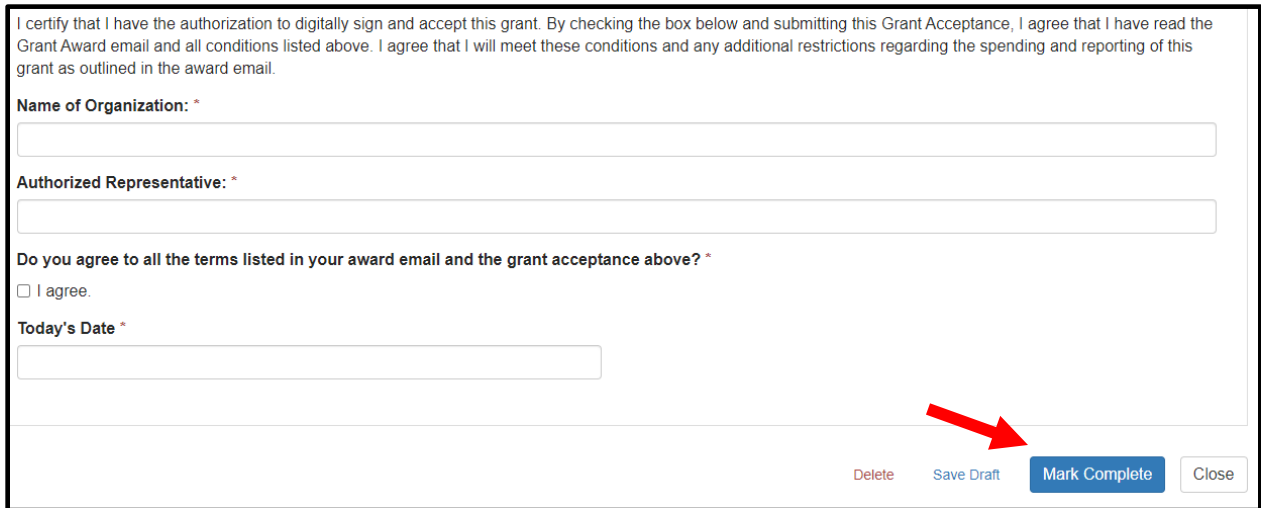
Please click "+Add New Item".

Minimum required: 1    Maximum allowed: 1    Total Completed: 0

+ New Item

There are no items in this list yet...

5. Read all grant conditions.
6. Upload completed ACH form. A blank form can be found at [https://www.cbcfoundation.org/?page\\_id=1699](https://www.cbcfoundation.org/?page_id=1699) . If CBCF already has an ACH form on file for your organization, upload a PDF stating it is already on file. If you are not sure, please contact Desiree Porche at [dporche@cbcfoundation.org](mailto:dporche@cbcfoundation.org)
7. Fill in all required fields.
8. Click blue “Mark Complete” button.



I certify that I have the authorization to digitally sign and accept this grant. By checking the box below and submitting this Grant Acceptance, I agree that I have read the Grant Award email and all conditions listed above. I agree that I will meet these conditions and any additional restrictions regarding the spending and reporting of this grant as outlined in the award email.

Name of Organization: \*

Authorized Representative: \*

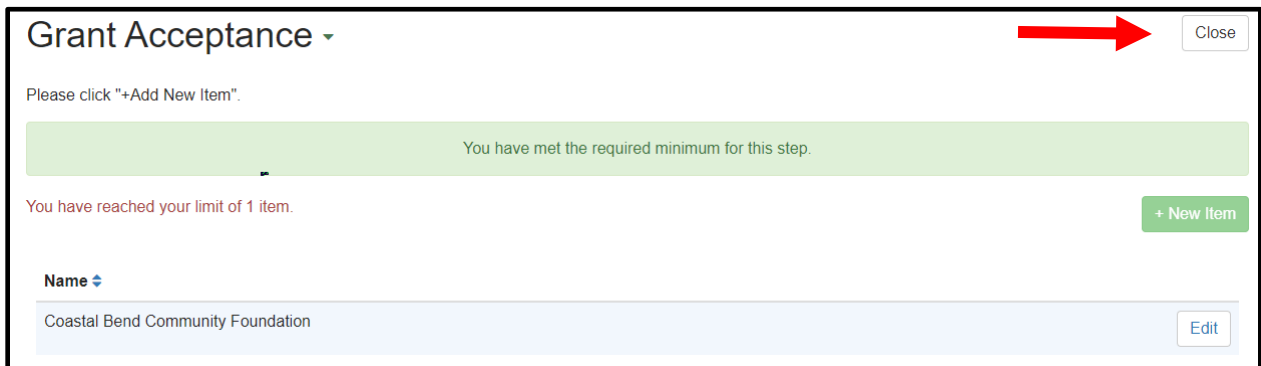
Do you agree to all the terms listed in your award email and the grant acceptance above? \*

I agree.

Today's Date \*

Delete    Save Draft    **Mark Complete**    Close

9. Click “Close” button.



## Grant Acceptance

Please click "+Add New Item".

You have met the required minimum for this step.

You have reached your limit of 1 item.

+ New Item

Name

Coastal Bend Community Foundation

Edit

Close

10. Click green “Accept Grant” button.

Coastal Bend Community Foundation Order by:

The newest steps will always be first. You can view your previous steps by clicking the "View" button.  
When you have completed all steps, it will no longer state "Action Required" but "Complete". The "Submit" button will turn green, which indicates that you can now submit.

Grant Acceptance There are 62 days remaining to submit this.

Grant Acceptance	Complete	<input type="button" value="Edit"/>
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11. Once you have accepted the grant, you will have immediate access to your Initial Report. You will use this same process for the Initial Report.