

GrantCentral Registration

Overview

The Community Foundation for McHenry County uses an online grant portal called GrantCentral to collect and track all grant applications, payments, reports and other activities. You must have an account in GrantCentral in order to apply for funding opportunities and receive grants.

Use this document as a guide to register your organization in GrantCentral and/or create a new account for yourself and associate it with an organization that already has a GrantCentral profile.

Please note: The Organization Profile uses pop-up boxes to collect some information. Be sure to enable pop-ups in your web browser to ensure you are able to access all sections of the online form.

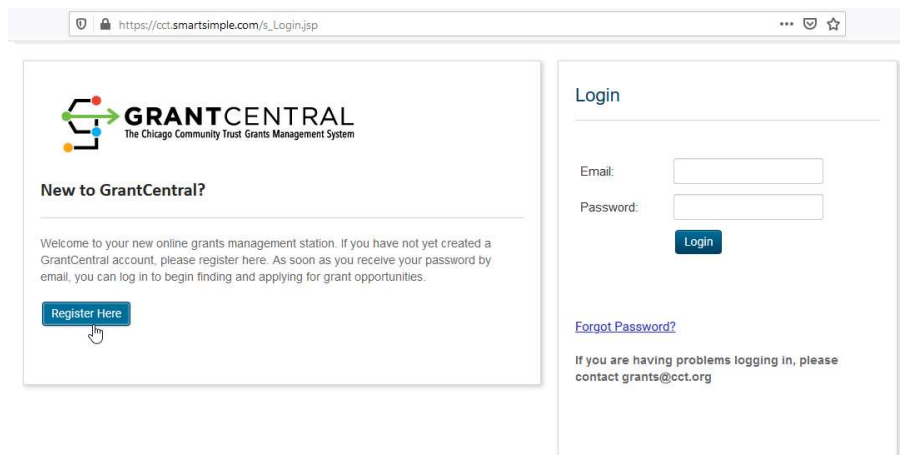
Questions on Grant Details? Contact Kelsey Podgorski at 815-338-4483 or kelsey@thecfmc.org.

Need technical assistance with GrantCentral? Email grants@cct.org.

1. Navigate to GrantCentral at <https://cct.smartsimple.com>.
You can also access it through TheCFMC.org.

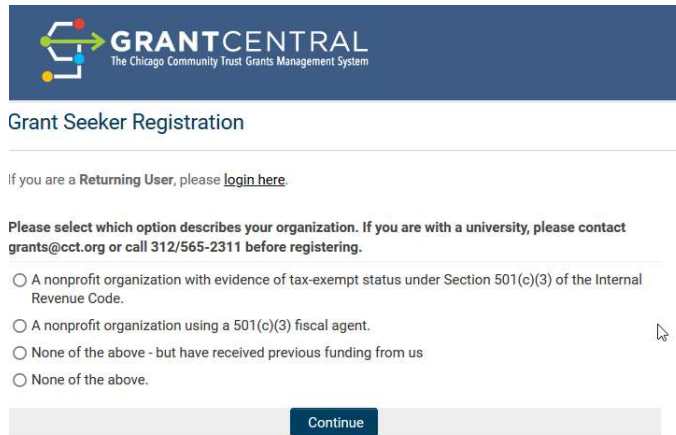
If you already have a GrantCentral account, enter your email address (aka your username) and your password and click the “Login” button. Click the “Forgot Password” link or email grants@cct.org if you cannot access your account.

If your organization is new to The CFMC and you need to create an account for the first time, click the “Register Here” button.



The screenshot shows a web browser window with the URL https://cct.smartsimple.com/s_Login.jsp. The page is divided into two main sections. On the left, under the GrantCentral logo (The Chicago Community Trust Grants Management System), there is a section titled "New to GrantCentral?". It contains a welcome message and a blue "Register Here" button. On the right, there is a "Login" section with input fields for "Email:" and "Password:", a blue "Login" button, and a blue "Forgot Password?" link. Below the login section, there is a note: "If you are having problems logging in, please contact grants@cct.org".

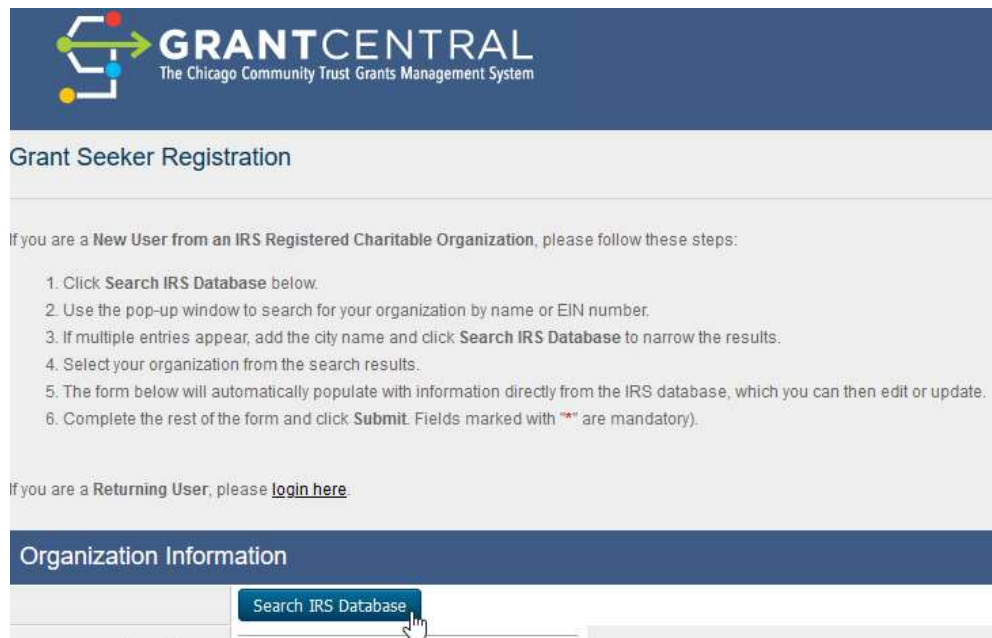
2. To create a new account for your organization in GrantCentral, select the correct option for you:



The screenshot shows the 'Grant Seeker Registration' page. At the top is the GrantCentral logo with the tagline 'The Chicago Community Trust Grants Management System'. Below the logo, the page title 'Grant Seeker Registration' is displayed. A link for returning users is provided: 'If you are a Returning User, please [login here](#).' A prompt asks the user to select an organization type: 'Please select which option describes your organization. If you are with a university, please contact grants@cct.org or call 312/565-2311 before registering.' Four radio button options are listed: 'A nonprofit organization with evidence of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.', 'A nonprofit organization using a 501(c)(3) fiscal agent.', 'None of the above - but have received previous funding from us', and 'None of the above.' A 'Continue' button is at the bottom.

3. If you select that your organization is a nonprofit with evidence of tax-exempt 501c3 status, first click the “Search IRS Database” button, which opens a pop-up box. Use the search function in this pop-up box to find your organization by EIN and/or legal name. Select the correct organization by clicking on it from the search results that populate.

Your selection in the pop-out box will populate the Organization Information fields. Next, scroll down to enter your own contact information. Finally, click the Submit button at the bottom of page. Your username and password should be emailed to you. If you don't receive the email, email grants@cct.org for assistance.



This screenshot shows the 'Organization Information' section of the registration page. It features a list of six numbered steps for new users from IRS-registered charitable organizations. Step 1 is 'Click Search IRS Database below.' Step 2 is 'Use the pop-up window to search for your organization by name or EIN number.' Step 3 is 'If multiple entries appear, add the city name and click Search IRS Database to narrow the results.' Step 4 is 'Select your organization from the search results.' Step 5 is 'The form below will automatically populate with information directly from the IRS database, which you can then edit or update.' Step 6 is 'Complete the rest of the form and click Submit. Fields marked with * are mandatory.' Below the steps, there is a link for returning users: 'If you are a Returning User, please [login here](#).' At the bottom of the section, a 'Search IRS Database' button is highlighted with a mouse cursor.

Pop-Up Box

4. **If you select that your organization is a nonprofit organization that does not have its own 501c3 status, but uses a fiscal agent that has 501c3 status to receive grants**, enter your organization’s name, address, city, county and state. Then click the Search IRS Database button, which opens a pop-up box. Use the search function in this pop-up box to find your fiscal agent organization by EIN and/or legal name. Select the correct organization by clicking on it from the search results that populate.

Select the correct fiscal agent organization by clicking on it. Your selection in the pop-up box will populate the Organization Information fields. Next, scroll down to enter your own contact information. Finally, click the “Submit button” at the bottom of page. Your username and password should be emailed to you. If you don’t receive the email, email grants@cct.org for assistance.

Pop-Up Box

Organization Search

EIN

Name

Address

City

State / Province ?



Instructions:

1. Enter your **organizations name** (keyword search is sufficient, example: "Waco" instead of "The Waco Foundation") or Enter your organizations **Registration #** (do not include spaces or dashes, example: 119241727RR0001).
2. Click "**Search**".
3. Click on the **name of your organization** in the search results.

5. **If you are not sure of your organization's 501c3 status but know that it has received grants from CFMC in the past**, your organization most likely already has a GrantCentral profile. Begin typing in your organization's legal name in the "Legal Name" search bar and see if your organization's name populates. If it does, select the correct organization and then scroll down to enter your contact information. Click the Submit button at the bottom of the page to create a GrantCentral account for yourself that is associated with your organization. Your username and password should be emailed to you. If you don't receive the email, email grants@cct.org for assistance.

Organization Information

* Legal Name

Contact Information

* Email:

* Salutation: ▼

Suffix: ▼

* First Name:

* Last Name:

* Title:

* Phone:

Phone Ext.:

Address:

Address 2:

City:

Country: ▼

State:

Zip Code: