



FOUNDATION FOR  
APPALACHIAN OHIO  
Give. Grow. Create.

## Frequently Asked Questions

This Frequently Asked Questions document was created to answer application specific questions that prospective applicants may have, as well as provide best practices for using the Foundation for Appalachian Ohio's online application system.

### About Eligibility

*Q: Is my organization eligible for a grant award?*

A: Nonprofit and public organizations are eligible for this grant opportunity. Nonprofit organizations include 501 (c) organizations under the Internal Revenue Code. Organizations other than 501 (c)(3) may be asked to confirm the charitable purpose of the proposed activity. Public organizations include public school districts, government subdivisions like municipalities, and other entities that are audited through the Auditor of State. Groups without either status but working in fiscal agent partnership with either a nonprofit or public entity, are eligible to apply but will be asked to identify the specific fiscal agent partnership.

*Q: What is a fiscal agent?*

A: A fiscal agent is a third-party organization that handles various financial and administrative duties on behalf of another party. For granting purposes, this organization must be a registered nonprofit organization, school, or public entity. If your organization may not be eligible for a grant award, but you cannot find a fiscal agent, please contact FAO at 740-753-1111.

*Q: Where can I confirm my tax status?*

A: Nonprofit organizations may submit a copy of their IRS Decision Letters from the Internal Revenue Service or can visit [IRS Select Check](#) to confirm their tax status. Public organizations can access a copy of their audited financial statements at <https://ohioauditor.gov>. Public organizations may also have a governmental information letter from the Internal Revenue Service which confirms public organization status.

### About Applying Through our Online System

*Q: How do I log in?*

A: On the grant application sign-in page, you will be asked to sign in using your email and password associated with your account. If you have not previously applied for a grant from the Foundation for Appalachian Ohio, you will need to create an account by clicking the "New Applicant" link.

### Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail	Password
<input type="text"/>	<input type="text"/>
<a href="#">New Applicant?</a>	<a href="#">Forgot Password?</a>

Login

*Q: I can't seem to access my account – how do I troubleshoot this?*

A: If you can't access your account, it might be because you have not registered with the system. To access the system, you will need to create an account using an email address and password by clicking the "New Applicant" link.

If you have created an account in the past, please try resetting your password to access your account. Emails will come from [mail@grantapplication.com](mailto:mail@grantapplication.com) – please be sure to add this email address to your safe senders list to ensure you receive all system communications and check your spam or junk folders for any email communications from the system. Please note that the period at the end of the reset password should *not* be included when copying the reset password into the system.

If problems persist, please contact FAO at 740.753.1111 to further troubleshoot.

*Q: How do I access my in-progress application?*

A: After you save an in-progress application, you will receive an email from [mail@grantapplication.com](mailto:mail@grantapplication.com) with a confirmation of your saved, in-progress application. This email includes a new link to your in-progress application. Using the original link to the application will take you to a new, blank copy of the application, not your in-progress one.

You also can log in to your account at [https://www.GrantRequest.com/SID\\_6085?SA=am](https://www.GrantRequest.com/SID_6085?SA=am) access saved and previously submitted requests. You will do this by selecting the in-progress application option from the drop-down menu in the top right-hand corner of the webpage.

Save & Finish Later



Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

### Applications

Welcome to your "My Application Page". This is the area where you will manage your work.

1. Select in progress or submitted in the drop down.
2. If you select submitted, you can only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the garbage can next to it.

Show In Progress Applications ▾

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
2021 Hocking County Community Fund Grant Application			22175	9/1/2021	Owner	

Q: How do I upload attachments?

A: To upload an attachment to your application, you must first select the file you want to upload and then select the "upload" button. Documents successfully uploaded will include a hyperlink to the named file, and look like this:

### Attachments

#### \* Budget

Please provide a full project budget below, indicating project expenses and anticipated revenue sources. Specify how grant funds have been secured.

File Name	Uploaded	Size
<a href="#">Community Fund Webinar.docx</a>	9/2/2021	13 KB
<input type="button" value="Remove"/>		

Q: How do I know my application has been submitted?

A: You will receive an email from [mail@grantapplication.com](mailto:mail@grantapplication.com) confirming that your application has been submitted, which will include the text of your submission in the email.



Thank you. Your application has been submitted. You should receive an email confirmation shortly.

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