

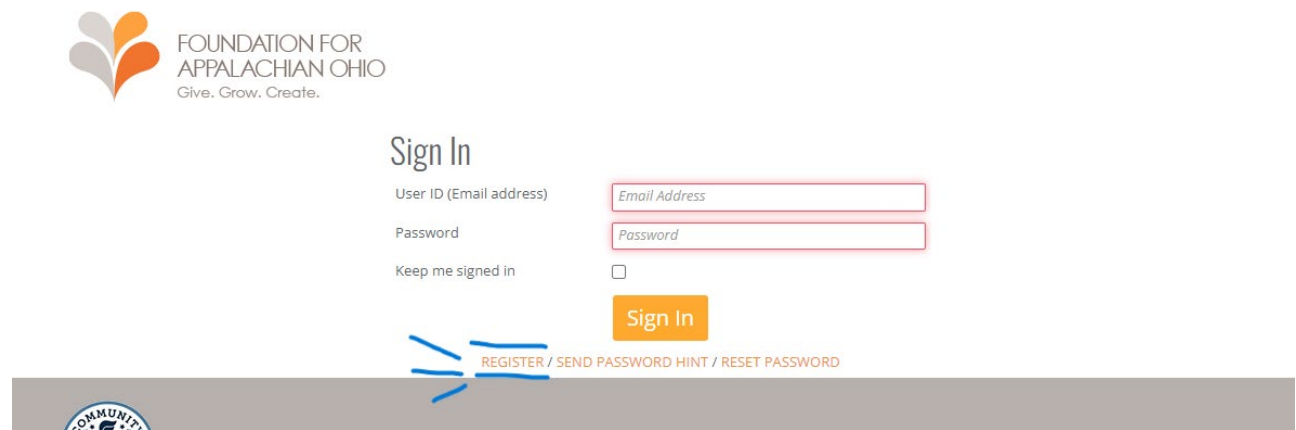
# FOUNDATION FOR APPALACHIAN OHIO

## Applicant Frequently Asked Questions

In 2024, the Foundation for Appalachian Ohio is debuting a new online application system, Foundation Cloud Community Portal. We will refer to the system hereafter as the Portal.

All prospective applicants will visit <https://appalachianohio.spectrumportal.net/accounts/signin> to register with the Portal.

**All prospective applicants will register with the Portal by clicking on the REGISTER hyperlink.**



After you click the Register button, you will be taken to a new screen to enter your account information, including name, email, organization information, as well as create a password for your account. All fields marked with a red asterisk are required to complete your registration.



## SIGN IN

### Create an Account

#### Account Information

First Name	<input type="text" value="First Name"/>	*
Last Name	<input type="text" value="Last Name"/>	*
Nickname	<input type="text" value="Nickname"/>	
Email Address	<input type="text" value="Email Address"/>	*
Password	<input type="password" value="Password"/>	*
Please choose a password at least 8 characters in length, with a mix of upper and lower case letters, and at least one digit or special character.		
Confirm Password	<input type="password" value="Confirm Password"/>	*
Password Hint	<input type="text" value="Password Hint"/>	*

#### Organization Information

Organization	<input type="text" value="Search for an organization"/>	*
	<input type="button" value="Create New Organization"/>	

#### Contact Information

Address Block (line 1)	<input type="text" value="Address Block line 1"/>	*	
Address Block (line 2)	<input type="text" value="Address Block line 1"/>		
City	<input type="text" value="City"/>	*	
State	<input type="text" value="State"/>	*	
Zip	<input type="text" value="Zip"/>		
Primary Phone	<input type="text" value="Primary Phone"/>	*	
	Phone Type	<input type="text" value="Phone Type"/>	*
Secondary Phone	<input type="text" value="Secondary Phone"/>		
	Phone Type	<input type="text" value="Phone Type"/>	

Please note that when you create your account, you will be able to search for an organization. In most cases, if your organization has a fund with FAO, your organization information will be in the system and searchable. Most past FAO grantees will also be searchable. We recommend that you search with the most general search terms prior to creating a new organization. FAO staff will be reviewing new account registrations and will add organization associations as applicable.

Once you click the register button, you will be taken to a second screen where you will be asked to complete multi-factor authentication. You will be able to skip this step for 30 days after you create your account; however, after 30 days, you will be asked to confirm your preference to continue using the system. Multi-factor authentication is used to maximize the security of your account.

Users have three options when selecting multi-factor authentication:

- A mobile authenticator app, such as Duo Mobile or Microsoft Authenticator. This is a separate app that you have on your phone. When you log in to the system, you will go to the authenticator app to obtain a code that you will use to verify your identity when you log in. Instructions will be shared on the screen. You can download an authenticator app from the App Store or Google Play.
- SMS text messages will send a code via text message to your cell phone, You will enter this texted code to verify your account.
- Users can also select voice call to authenticate their account. This option will provide a code via a phone call to access your account.



**MY ACCOUNT SIGN OUT**

## Verify an Account Set up Multi-Factor Authentication

To keep your account secure, we recommend verifying your identity using another device. Please choose how you would like to receive verification codes.

- Mobile authenticator app (most secure)
- SMS text messages
- Voice calls

Continue

You can skip this for 30 days

Skip MFA For Now

If you have questions or want to discuss potential options, please contact FAO at 740.753.1111. You will be able to change your multi-factor authentication selection using the My Account tab in the Portal at any time.

Once you've completed your registration, you will receive an email confirmation and will be taken to the Welcome screen in the Portal.

## ABOUT FOUNDATION CLOUD COMMUNITY PORTAL

Q: How do I access FAO grant applications?

A: After you log in using your username and password, you will be taken to the home screen. Here, you will click on the **Grant Applicant** tab to access grant information.

Please note, your tab options will vary from the screenshot below.



**INTERESTED PARTY** ▾ **SCHOLARSHIP APPLICANT** ▾ **GRANT APPLICANT** ▾  
**REVIEWER** ▾ **APPLICATION ADMIN** ▾ **SITE ADMIN** ▾ **MY ACCOUNT**  
**SIGN OUT**

On this screen, you will click **Available Grants** to access all available grants from FAO. Here you will be able to see grant applications that are currently open as well as upcoming grant rounds. When applications are available, you will be able to click on the name of the application to access it. Please note that each FAO community fund affiliate will have a separate grant application.



**INTERESTED PARTY** ▾ **SCHOLARSHIP APPLICANT** ▾ **GRANT APPLICANT** ▾  
**REVIEWER** ▾ **APPLICATION ADMIN** ▾ **SITE ADMIN** ▾ **MY ACCOUNT**

DASHBOARD  
**AVAILABLE GRANTS**  
MY SAVED APPLICATIONS  
MY AWARDS

Welcome Grant Applicant

Please visit the **AVAILABLE GRANTS** page to apply for a grant on behalf of your organization.

▾ Expand All    ▲ Collapse All

Featured Applications

**View All Available Grants**

There are no available featured grants at this time. Try viewing all available grants.

Recently Accessed

This list is currently empty

Once you access an application, you will be able to click through pages using the tabs at the top of the screen to the requested information. You are able to save your application progress and return to it at any time prior to submitting your application.

## 2024 Community Foundation for Perry County Application

Please contact the Foundation for Appalachian Ohio at 740.753.1111 if you have any questions as you complete your application.

\* Indicates a required field

**GUIDELINES** ORGANIZATION INFORMATION CONTACT INFORMATION PROJECT INFORMATION ADDITIONAL PROJECT DETAILS

REQUIRED DOCUMENTS



### 2024 Community Foundation for Perry County Grant Application

The Community Foundation for Perry County is partnering with the Foundation for Appalachian Ohio (FAO) to provide this grant opportunity to nonprofits, schools and public organizations serving Perry County.

Grants will be awarded to projects and programs advancing opportunities across five areas of need: Arts and Culture, Community and Economic Development, Education, Environmental Stewardship, and Health and Human Services. Emphasis is on supporting individuals of all ages who are spearheading efforts that create opportunities, meet pressing needs, and unleash the potential within local communities.

Please note that required fields are highlighted in red and are labeled with an asterisk. You will not be able to submit your application until you complete the required fields.

GUIDELINES **ORGANIZATION INFORMATION** CONTACT INFORMATION PROJECT INFORMATION ADDITIONAL PROJECT DETAILS

REQUIRED DOCUMENTS

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**Applicant Information**

Organization Name

Tax ID  ?

Organization Physical Address

City

State

Zip Code

Organization Mailing Address  ?

City

State

Zip Code

Organization Website:

What county will this project serve?

Is your organization working in partnership with a fiscal sponsor?  Yes  No\* ?

Q: How do I access my saved, in-progress applications?

A: You will log in to your Portal account and click on Grant Applicant and then My Saved Applications to access in-progress applications.



INTERESTED PARTY ▾ SCHOLARSHIP APPLICANT ▾ GRANT APPLICANT ▾  
REVIEWER ▾ APPLICATION ADMIN ▾ SITE ADMIN ▾

WELCOME GRANT APPLICANT

Please visit the [AVAILABLE GRANTS](#) page to apply for a grant on behalf of your organization.

- DASHBOARD
- AVAILABLE GRANTS
- MY SAVED APPLICATIONS
- MY AWARDS

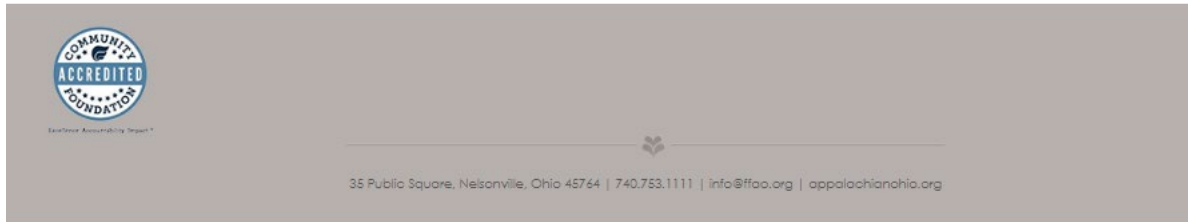
Expand All Collapse All

Featured Applications Recently Accessed

[View All Available Grants](#)

There are no available featured grants at this time. Try viewing all available grants.

This list is currently empty



While you will be able to access completed applications once submitted, you will not be able to edit or change after you submit.

The Portal is also where grant award notifications and communications will be shared following the grant round. Portal users will receive emails through the system highlighting changes in application status.

### ABOUT ELIGIBILITY

Q: Is my organization eligible for a grant award?

A: Nonprofit and public organizations are eligible to apply for grants from FAO.

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, higher education institutions, government subdivisions like municipalities and other entities that are audited through the Auditor of State.

Groups that do not have either status but are working in fiscal sponsorship with either a nonprofit or public entity are eligible to apply but will be asked to identify the specific fiscal sponsor.

Priority will be given to projects led by organizations headquartered in Appalachian Ohio, but organizations outside of the region serving Appalachian Ohio counties are also eligible to apply.

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

A: Nonprofit organizations can visit [IRS Exempt Organization Search](#) to confirm their tax status. All nonprofit organizations will need to submit a copy of their IRS Decision Letter with their application(s).

Public organizations can access a copy of their audited financial statements by visiting the Ohio Auditor of State's [website](#). Public organizations also may have a governmental information letter from the Internal Revenue Service which confirms public organization status.

*Q: What is an IRS Decision Letter?*

A: Your organization would have received this letter when the IRS approved your 501(c)(3) status. It contains the EIN number assigned to your organization. [Click here for an example of an IRS Decision Letter.](#)

### **About Multiple Applications**

*Q: Can I submit more than one application to the same funding opportunity?*

A: Yes. If your organization has more than one funding request, you can submit multiple applications to the same grant application.

If you are affiliated with more than one organization, you can submit an application from each organization to the same grant application. You will be able to add multiple organizations to your Portal account.

## My Account

### Account Info

Name	Kelly Morman	Primary Phone	Work - 740-753-1111
Nickname		Secondary Phone	
Email Address	kmorman@ffao.org	MFA Option	App
Address	35 Public Square PO Box 456 Nelsonville, OH 45764		

[Edit](#)

[Change Password](#)

[Configure MFA](#)

### ORGANIZATIONS

[+ Add Organization](#)

**Foundation for Appalachian Ohio**  
35 Public Square  
Nelsonville, OH 45764  
Phone # 740-753-1111  
Status Selected Access Admin

### ROLES

Q: Which application should I submit?

A: For FAO's community fund affiliate applications, please submit an application to the corresponding community fund application where your program will take place, reflecting the people your program will serve.

**If you did not find the answer to your question in this document,  
please call 740-753-1111 for assistance.**