FOUNDATION FOR APPALACHIAN OHIO
Applicant Frequently Asked Questions

In 2024 the Foundation for Appalachian Ohio debuted 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.

First-time users, register with the Portal by clicking on the REGISTER hyperlink (outlined in blue in this image) before entering a User ID and password. Only after you've created your account, can you enter information in those boxes.

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

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Create an Account

Account Information

First Name	First Name *
Last Name	Last Name *
Nickname	Nickname
Email Address	Email Address *
Password	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	Confirm Password *
Password Hint	Password Hint *

Organization Information

Organization	Search for an organization ⇕ *

Create New Organization

Contact Information

Address Block (line 1)	Address Block line 1 *
Address Block (line 2)	Address Block line 1
City	City *
State	⌄ *
Zip	Zip
Primary Phone	Primary Phone * Phone Type ⌄ *
Secondary Phone	Secondary Phone Phone Type ⌄

Register

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 review 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 on your phone. When you log in to the system, you will go to the authenticator app 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 the 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.

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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 with a link to the Welcome screen in the Portal. **We recommend you bookmark this login screen for future use.**

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 or to different ones as you wish.
- Do not create a new Portal account/ second login.
- Instead, add additional organizations to your existing Portal account.
- Then, be sure you choose the appropriate organization from those you have added to your account before beginning your application.
- The application will be tied to whichever organization you are working under.

To add an organization to your account, click on My Account. Click on "Organizations" and a box will appear that says "Add Organization". Click on "Add Organization". In the pop-up box, click "Select an Organization". Like when you first registered, you will be able to search for an organization to add to your account.

My Account

Account Info

Name	Kelly Morman	Primary Phone	Work - 740-753-1111
Nickame		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\r\nPO Box 456
Nelsonville, OH 45764
Phone # 740-753-1111
Status Selected   **Access** Admin

ROLES

On the next screen, type a word or words into the "Search for an organization" box and click on the magnifying glass. 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. Again, 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. (See example below.)

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 arrive on 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.

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. (See example below.)

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

| Print | Exit |

| GUIDELINES | ORGANIZATION INFORMATION | CONTACT INFORMATION | PROJECT INFORMATION | ADDITIONAL PROJECT DETAILS |
| REQUIRED DOCUMENTS |

Community Foundation for Perry County
An affiliate of
FOUNDATION FOR APPALACHIAN OHIO

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.

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.

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INTERESTED PARTY ▼   **SCHOLARSHIP APPLICANT** ▼   **GRANT APPLICANT** ▼

REVIEWER ▼   **APPLICATION ADMIN** ▼   **SITE ADMIN**   NT

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

Q: Am I required to complete all the blanks on the application?
A: 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. (See example below.)

🖶 Print   ⏻ Exit

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

REQUIRED DOCUMENTS

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. Can I access my application after I submit it?
A. Yes. You can access applications through the Portal. This will allow you to download and/or print your application if you wish. **You will not be able to edit or change after you submit.**
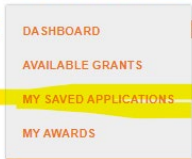
The Portal is also where grant award notifications and communications will be shared following the grant round. Portal users will receive emails through the system highlighting changes in application status.

You will find submitted applications under your saved applications list. To view submitted applications, log into the Portal. Hover your cursor over "Grant Applicant". From the drop-down menu, click on "My Saved Applications".

After clicking on "My Saved Applications, the screen will look like the image below. Note "All saved and submitted applications will be listed here." In the example, we have declined a test application submitted by a staff member. Your application status will show "submitted". To view your submitted application, click the Open button.

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. 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) status. It contains the EIN number assigned to your organization. Click here for an example of an IRS Decision Letter.

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