How to Guide for Lutheran Foundation’s Online Grant Application System

**How do I begin the online application process?**

Use the link in the How to Apply section of the application. It will take you to our online system. To start a new application, enter your login and password. If you need to create an account, click “Create New Account” under the Email login field.

**I saved my application from a previous session. How do I get to it?**

Login to your account from the Account Login page. Choose” In Progress Applications” from the drop down menu. Make necessary changes and once you are ready to submit the application, click "Submit" on the Review My Application page.

**What if I forget my password?** Click “Forgot Password” and follow the instructions to retrieve a lost or forgotten password.

**The person who wrote our grant applications is no longer with the organization, and I do not know our online account login or password. How can I access our account?**

Contact Grants Manager, Amy Stewart at [amy@lutheranfoundation.org](mailto:amy@lutheranfoundation.org) or (314) 231-2244 x111.

**If I am in the middle of writing my application, can I save it and continue working later?**

Yes. Click "Save and Finish Later" at the bottom of the page. You will also receive an email of the saved application.

**How do I submit attachments in the online system?** Applicants must upload required documents to the online application. Note that Logic Model and Evaluation Plan attachments will be attached under the Evaluation tab. A volunteer assessment (if required), is attached under the Other Information tab. All other attachments will be attached under the Attachments tab. Attachments must be submitted in Word, Excel, JPEG, or Adobe PDF formats.

**How can I tell if my application has been received by Lutheran Foundation?**

You will receive an e-mail confirming receipt once you click "Submit" at the bottom of the Review My Application page.

**Once an application has been submitted, can it be edited by the applicant?**

No. Once submitted, an application cannot be modified.

**What if my system crashes while I am submitting my application online?**

The online grant application system has been designed to minimize loss of information. Lutheran Foundation recommends using the "Save and Finish Later" option frequently. You can easily resume your application by going to the Account Login page. At any time during the online process, you can use the "Printer Friendly Version" function to print your application.