



Frequently Asked Questions by GIFTS Online Applicants

Internet Grant Application Module

NOTE: This document lists the most common questions an applicant may have while filling out an application online.

I have forgotten my password. What should I do?

Click the **Forgot Password** link available on the account login page.

Why am I not receiving any emails after clicking on Forgot Password or after submitting applications?

If you do not receive this email please be sure to check your Spam or Junk email folder in your Inbox or ask your email administrator about SPAM filter settings. Any emails from <mailto:mail@grantapplication.com> should not be blocked.

How do I access a saved application so that I can complete and submit it?

Log in to your account at www.grantrequest.com/SID_2107?SA=SNA&FID=35007.

Can I spellcheck the narrative I include on my application?

Yes. Please use the red checkmark icon (where available) to spell check your narrative.

Can I copy and paste into an application that I have started?

Yes. However, the word count feature is not entirely accurate when they do this. It is recommended to enter your essay question answers directly into the application.

How do I know my application was received?

After you submit the application, you will receive an email notification that the proposal was received. If you do not receive this email please be sure to check your Spam or Junk email folder in your Inbox or ask your email administrator about SPAM filter settings. Any emails from <mailto:mail@grantapplication.com> should not be blocked.

How should I notify you if my contact information should change after I submit my online application?

Please contact us directly at: info@scvfoundation.org

How do I access an online Requirement?

Log in to your account at mailto:www.grantrequest.com/SID_2107?SA=SNA&FID=35007. Then, Click the **Requirements** tab. New items will be listed as links above the In Progress list area.

Why do I not see my Requirements on my account page?

When you first login to your My Account page, the **Applications** tab will be selected. To view any new Requirements, click the **Requirements** tab. New Requirements will be displayed first and you can click on the name to open one. To see In-Progress or Submitted items, change the selection in the **Show** menu.

Other Tips:

- Please limit your use of bullets and other formatting in **Note** fields.
- Use the **Save & Finish Later** button to save your work so you can Log in at a later time to continue working on it. Simply login to your account at http://www.grantrequest.com/SID_2107?SA=SNA&FID=35007 and click on the application name to complete and **Submit** your application.