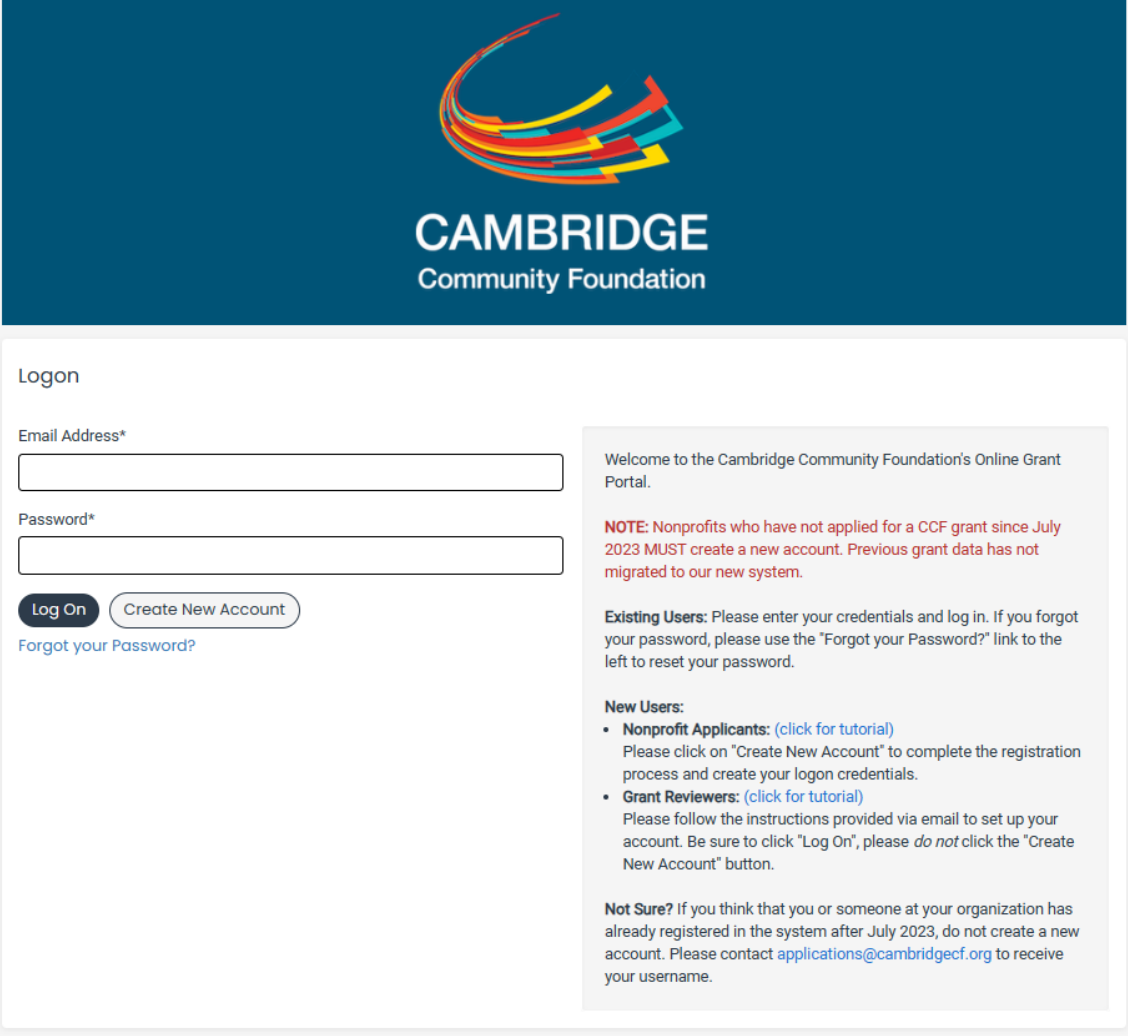


Register as an individual applicant

The Foundation's grant portal requires any new users to create an account for their organization. Since you are applying as an individual without an organization, please follow the steps below to ensure that your individual account is successfully registered in the grant portal.

1. Navigate to the grant portal:
<https://www.grantinterface.com/Home/Logon?urlkey=cambridge>
2. Click "Create New Account"



The screenshot shows the Cambridge Community Foundation's online grant portal. At the top, there is a dark blue header with the Cambridge Community Foundation logo, which consists of several curved, overlapping lines in red, orange, yellow, and blue. Below the logo, the text "CAMBRIDGE Community Foundation" is displayed in white. The main content area is white and contains a "Logon" section on the left and a "Welcome" message on the right. The "Logon" section includes two input fields: "Email Address*" and "Password*", both with asterisks indicating they are required. Below these fields are two buttons: "Log On" (a dark blue button with white text) and "Create New Account" (a light blue button with dark blue text). A link "Forgot your Password?" is located below the "Log On" button. The "Welcome" message on the right is in a light gray box and contains the following text: "Welcome to the Cambridge Community Foundation's Online Grant Portal." followed by a red "NOTE" stating that nonprofits who have not applied for a CCF grant since July 2023 must create a new account. Below the note, there are instructions for "Existing Users" and "New Users". The "New Users" section lists two categories: "Nonprofit Applicants" and "Grant Reviewers", each with a link to a tutorial. At the bottom of the "New Users" section, there is a "Not Sure?" section with instructions on what to do if the user or someone at their organization has already registered in the system after July 2023.

Logon

Email Address*

Password*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to the Cambridge Community Foundation's Online Grant Portal.

NOTE: Nonprofits who have not applied for a CCF grant since July 2023 **MUST** create a new account. Previous grant data has not migrated to our new system.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

New Users:

- **Nonprofit Applicants:** [\(click for tutorial\)](#)
Please click on "Create New Account" to complete the registration process and create your logon credentials.
- **Grant Reviewers:** [\(click for tutorial\)](#)
Please follow the instructions provided via email to set up your account. Be sure to click "Log On", please *do not* click the "Create New Account" button.

Not Sure? If you think that you or someone at your organization has already registered in the system after July 2023, do not create a new account. Please contact applications@cambridgecf.org to receive your username.

3. Organization Information

Organization Information

Organization Name* <input type="text"/>	EIN / Tax ID (##-#####)* <small>Please enter your organization's EIN number, even if you are using a fiscal sponsor. If you do not have an EIN number, enter 00-0000000.</small> <input type="text"/>
Are you using a fiscal sponsor?* <input type="radio"/> Yes <input type="radio"/> No	Web Site <input type="text"/>
Telephone Number (###-###-#### x###)* <input type="text"/>	Organization Email <input type="text"/>
Address 1* <input type="text"/>	Address 2 <input type="text"/>
City* <input type="text"/>	State* <input type="text"/>
Postal Code* <input type="text"/>	Country <input type="text"/>
Mission Statement* <input type="text"/> <small>5,000 characters left of 5,000</small>	

[Next >](#)

- a. **Organization Name:** Enter your full name
- b. **EIN / Tax ID:** Enter "00-0000000"
- c. **Are you using a fiscal sponsor?:** Select "Yes" if your will use a fiscal sponsor to accept funds. If you do not have a fiscal sponsor, select "No"
- d. **Web Site:** Leave blank
- e. **Telephone Number:** Enter your primary phone number
- f. **Organization Email:** Leave blank
- g. **Address:** Enter your address
- h. **Mission Statement:** Enter "n/a"
- i. Select "Next"

4. User Information

User Information

[Copy Address from Organization](#)

Prefix (Mr, Mrs, Ms, Mx, etc.)	First Name*
<input type="text"/>	<input type="text"/>
Last Name*	Suffix (Sr, Jr, III, etc.)
<input type="text"/>	<input type="text"/>
Organization Role*	Email / Username*
<input type="text"/>	<input type="text"/>
Email / Username Confirmation*	Telephone Number (###-###-#### x###)*
<input type="text"/>	<input type="text"/>
Mobile Number (###-###-####)	Address 1*
<input type="text"/>	<input type="text"/>
Address 2	City*
<input type="text"/>	<input type="text"/>
State*	Postal Code*
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	

[Previous](#) [Next](#)

- Click “Copy Address from Organization”
- Prefix:** Enter if applicable
- First Name:** Enter your first name
- Last Name:** Enter your last name
- Suffix:** Enter if applicable
- Organization Role:** Enter “n/a”
- Email/Username:** Enter your email
- Telephone Number:** Enter your primary phone number
- Mobile Number:** Enter if applicable
- Address:** If your address is not populated in these fields, please enter it
- Select “Next”

5. Executive Officer Question

Executive Officer Question

Are you the Organization's Executive Officer?*

Yes
 No

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- Are you the Organization's Executive Officer?:** Select “Yes”
- Select “Next”

6. Additional Executive Officer Information

Additional Executive Officer Information

Prefix (Mr, Mrs, Ms, Mx, etc.)	Suffix (Sr, Jr, III, etc.)
<input type="text"/>	<input type="text"/>
Mobile Number (###-###-####)	Address 2
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	

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- Do not enter any information in this section
- Select “Next”

7. Password

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&*()_.

Password*	Confirm Password*
<input type="text"/>	<input type="text"/>

[← Previous](#) [Create Account](#)

- Enter and confirm your password
- Select “Create Account”

8. Your account is now activated