



2022 Grant Application Instructions

When submitting a grant application, please follow the instructions carefully. Below are some helpful hints for you to consider as you prepare to submit your application. The link to the application and the instructions and tip sheet are available on the WGA website at www.wganefl.org/apply-for-a-grant.

PLEASE:

- Read the complete application before submitting.
- Complete the application in its entirety.
- Include ALL requested documentation.
- Submit your Proposal on or before the deadline – **January 10, 2022 by 5:00 PM EST.**

To complete the application, click on the following link:

https://jaxcf.formstack.com/forms/wga_2022_grant_application

The link will allow you to complete the application and submit it online. All applications and attachments must be submitted via this link. Once you have completed the form and prior to submitting, you can right click on the form and print a copy for your records.

If you have any questions, please contact:

Kacie Smyth (ksmyth@jaxcf.org)
Women's Giving Alliance Director
The Community Foundation
245 Riverside Ave., Suite 310
Jacksonville, FL 32202
904.356.4483 (main)

IMPORTANT: ALL ELECTRONIC SUBMISSIONS WILL RECEIVE CONFIRMATION THAT THE APPLICATION HAS BEEN RECEIVED WITHIN 24 HOURS OF SUBMISSION. IF A CONFIRMATION IS NOT RECEIVED, PLEASE CALL KACIE SMYTH AT **904.356.4483**.



2022 Grant Application Tips

- **Deadline for application submission is January 10, 2022 at 5:00 PM EST.**
- Technical support will be available to you until January 10th at 3:00pm by calling 904.356.4483 and asking for Kacie Smyth.
- Internet Explorer does not support the application. It is best to use Google Chrome/Firefox/Safari.
- Required fields are indicated by a red asterisk.
- You can save and return to the application. When utilizing this function, you will be given a link in which to return. Be sure to click the button to have an email sent to you that contains the link. Without the link, you cannot access the application.
- Each time you use the save function, a new link will be provided.
- Attachments will not be saved when using the Save function. All attachments should be saved in a folder on your computer and attached at the end when you are ready to submit your application.