Creating and Submitting an Application

1. On the Springfield Foundation website www.springfieldfoundation.org click the **Grants** tab at the top of the page and click **Grant Opportunities**.

2. Toward the bottom of the web page there are 2 different grant applications.  If requesting operational support click **Apply for Operational Support** or if requesting program/project/capital support click **Apply for Program/Project or Capital Support.**

3. You are now directed to the SmarterSelect online application software.  You will see the requirements to apply, may preview the application and may start an application.

4. To start a new application click on the green **Apply**.  (Please note if you have already started an application you will click on **Sign In** to the right of the green Apply.)

5. When you start a new application, you will be required to answer pre-qualification questions.  If you answer no to any questions, you are not eligible to apply for Springfield Foundation funding.  If you are eligible you will then be directed to **Create New Account** or **Sign In**.

6. If you personally do not have an account within our system, then complete the required fields to set up an account.  You will then be directed to the application form.  (Even if someone else in your organization has or had an account, please set up your own account.  All correspondence about the application and if funded required reporting will be sent to this email address.)

7. If you have applied in previous years skip step 6, and click on the blue **Sign In.**  Enter your email address and password and you will be directed to the application form.

8. As you scroll down the page you will find navigation buttons at the bottom of each page.  To move to the next page click the blue Next. If you would like to exit the application please click on the gray **Save** before leaving the software program.  You can then return to enter additional information at another time.

9. Any question or section with a red * means that you must enter information there.  A required question that is left unanswered will show up in red and the software program will not allow you to submit the application.

10. You may save the application to come back to it at another time.  To get back to your application go through the Springfield Foundation website, click on the same Apply link you used to create the application either Program or Operating and you are directed back into the software program.  Instead of clicking the green Apply click on the blue **Sign In,** log into your account and click the gray **Continue existing application.**  A list of applications will be displayed, click blue area of the application you wish to continue and you will be directed back to the application.  To continue working, click on the green **Edit Application.**  Unless you plan on submitting more than one request, do not click on the green New Application or another application will be started.

11. After you have completed the application and attached all required documents, make sure to click the green **Submit.**  If the application is not submitted it will show as incomplete and will not be considered for funding.