Instructions for the WGCJC Competitive Grants Online Application Process

1. Go to the Community Foundation of Madison and Jefferson County website
   www.cfmjc.org
2. Click Giving Circle located across the top of the screen
3. Click the link provided on the page. This link will take you to the Grant Application login page.
4. Click Login in the upper right of the screen
5. Follow the instructions on the screen. If you have already created an account then Login to proceed. If you have not created an account click Create New Account. **If you are an organization that is applying under another 501c3 or the City of Madison, for example, the contact person for the grant is the email you want to use to create your account. The same organization using the same email address cannot have more than one application pending per cycle. By using the contact person’s email for the application will allow multiple applications to be submitted under the same organization.**
6. Once you have your account created and your Login established please login to the system.
7. Click the Search tab located on the left of the screen
8. Click View All Grants tab located on the right of the screen
9. Click on 2019 Women’s Giving Circle Competitive Grant Initial Proposal
10. Click Apply to begin your application
11. Please read all directions and complete all sections and give yourself plenty of time to complete the application process. There is a time out feature on the application. We suggest saving your work often. You can save your work and log in and out of the application as often as you’d like. Your application must be submitted by **NOON, Friday, January 31, 2020** to be considered. Late or incomplete applications will not be accepted.
12. If you have any questions regarding the online application please contact Kelly Miller at kelly@cfmjc.org or 812-274-0242.