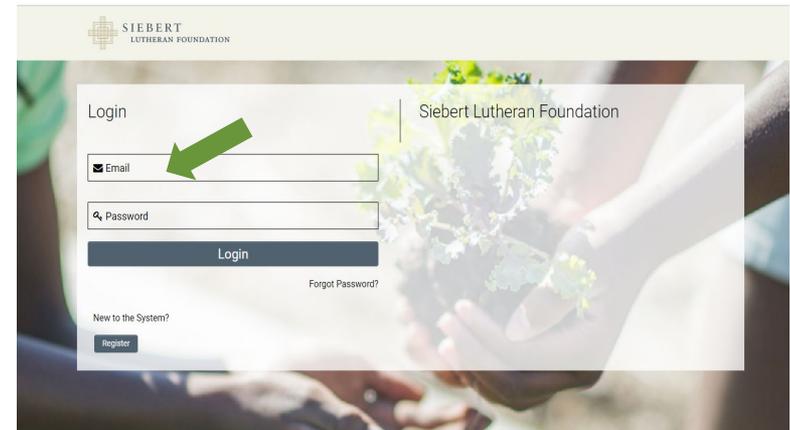




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# Submit an LOI

- Determine **eligibility** by visiting:  
[www.siebertfoundation.org/funding](http://www.siebertfoundation.org/funding)
- Access the **Online Grants Portal** from this page:  
<https://www.siebertfoundation.org/online-grant-portal>
- Enter **Login** information
  - Note: you must be Registered as a New User first

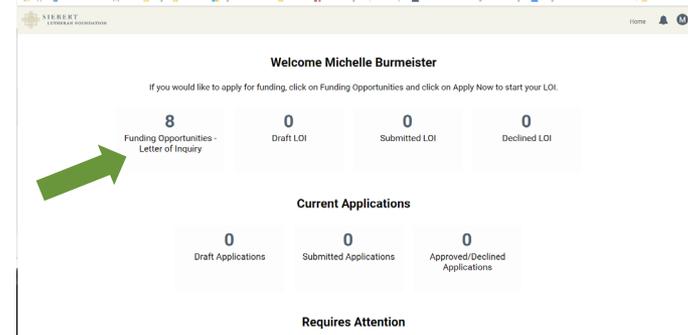




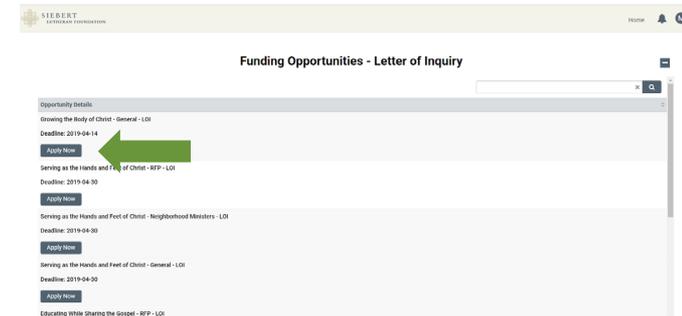
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# Submit an LOI

- Click Funding Opportunities – Letter of Inquiry



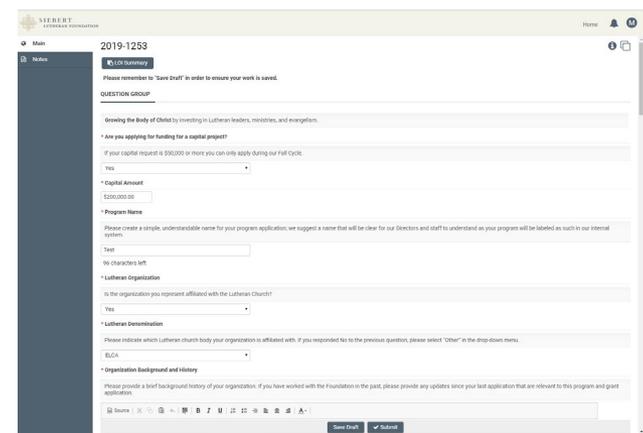
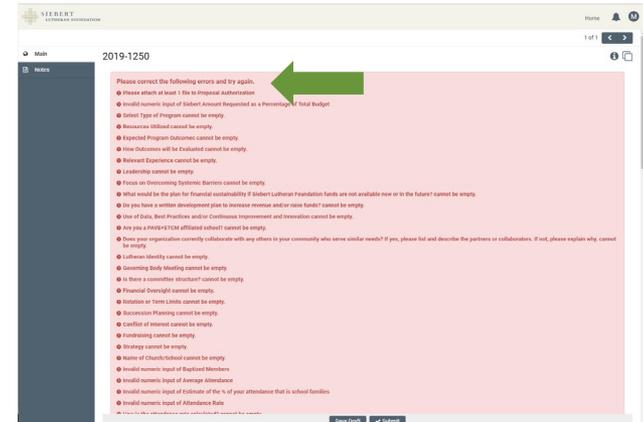
- Click **Apply Now** underneath the funding priority LOI that is appropriate for your program or project:
  1. Growing the Body of Christ – General – LOI
  2. Serving as the Hands and Feet of Christ – General – LOI
  3. Educating while Sharing the Gospel – General - LOI
- For a description of Siebert's funding priorities visit [siebertfoundation.org/whatwefund](http://siebertfoundation.org/whatwefund)





# Submit an LOI

- Fill in All Fields on the **New Grant** page
- If you miss completing a field, you will receive an error notification when you try to Submit the Application. **Click** on the error text and it will take you to that field in the Application for you to complete.
- Click **Save Draft** at the bottom of the page to save your work.
- After you have clicked **Save Draft** a **Submit** button will appear.
- Once you are sure your LOI is complete, click **Submit**





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# Submit an LOI

- If your LOI is approved, you will receive an email from [noreply@smartsimple.com](mailto:noreply@smartsimple.com) with the subject “Letter of Inquiry Approved.” Follow the instructions in the email.
- If your LOI is declined, you will receive an email from [noreply@smartsimple.com](mailto:noreply@smartsimple.com) with the subject “[LOI #] LOI Declined”