

SIEBERT LUTHERAN FOUNDATION

Submit an Application

 Access the Online Grants Portal from this page: <u>www.siebertfoundation.org/online-</u> <u>grant-portal</u>



• Enter Login information





SIEBERT LUTHERAN FOUNDATION

Submit an Application

- Under Current Application click Draft
 Applications
 - You will only be able to open a Draft Application after Siebert has approved your LOI
- Open the Application you would like to complete









 To move from tab to tab use the NEXT link on the bottom right corner of the screen or click on the tab Name at the top

SIEBERT LUTHERAN FOUNDATION

> Click Save Draft at the bottom of the page to save your work. This allows you to exit the Application, log off, and return to your saved Application later.







Submit an Application

S I E B E R T lutheran foundation

 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.

- When your Application is complete, click Submit
- You will receive an email from noreply@smartsimple.com with the subject "Grant Application Received"



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Main	APPLICANT QUESTIONS	BUSINESS MODEL AND FINANCIAL SUSTAINABILITY	COLLABORATION & PARTNERS	FISCAL MANAGEMENT	SCHOOL PROFILE	OTHER SUPPORTING DOC	CU
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	Organization Profit and Loss						
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