



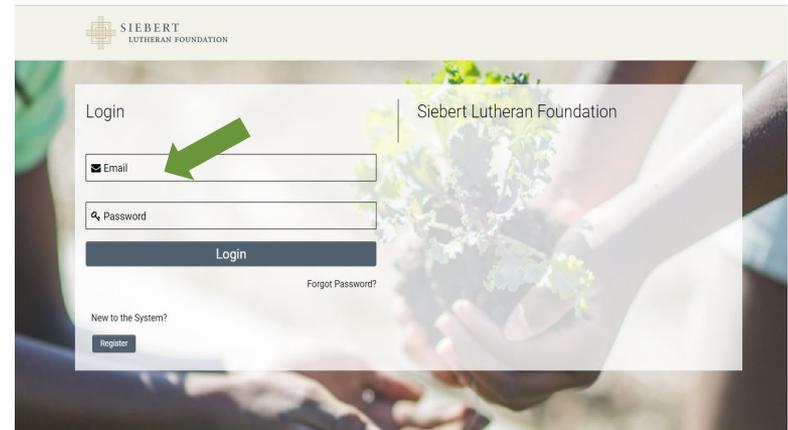
SIEBERT
LUTHERAN FOUNDATION

Submit an Application

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



- Enter **Login** information

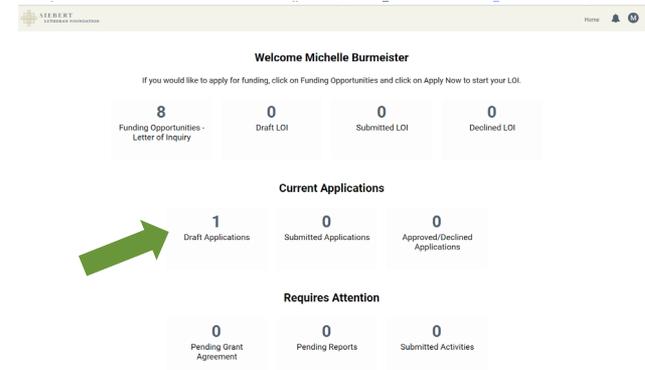




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- Under Current Application click **Draft Applications**
 - You will only be able to open a Draft Application after Siebert has approved your LOI
- **Open** the Application you would like to complete



- Fill in All Required Fields on the Application and **complete the questions under each tab** across the top of the application

Application form with tabs: APPLICATION QUESTIONS, BUSINESS MODEL AND FINANCIAL SUSTAINABILITY, COLLABORATION & PARTNERS, FISCAL MANAGEMENT, SCHOOL PROFILE, OTHER SUPPORTING DOCUMENTS. Green arrows point to each tab.

Form content includes:

- Are you applying for funding for a capital project?
- Capital Amount
- Program Name
- Name Building for New School
- Lutheran Denomination
- Organization Background and History



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- 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
- 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.

The screenshot shows the application form interface. At the top, there is a navigation bar with tabs: 'APPLICANT QUESTIONS', 'BUSINESS MODEL AND FINANCIAL SUSTAINABILITY', 'COLLABORATION & PARTNERS', 'FISCAL MANAGEMENT', 'SCHOOL PROFILE', and 'OTHER SUPPORTING DOCS'. The 'APPLICANT QUESTIONS' tab is selected. Below the navigation bar, there are two text input areas. The first is titled 'Organization Profit and Loss' and asks 'What was your organization's net profit or loss for each of the past three fiscal years?'. The second is titled 'Description' and asks 'You may upload any existing documents that illustrate the financial picture of your organization via the browse box below, or you may utilize the character count provided to respond to these questions'. At the bottom right of the form, there are two buttons: 'Save Draft' and 'NEXT >'. A green arrow points to the 'NEXT >' button.

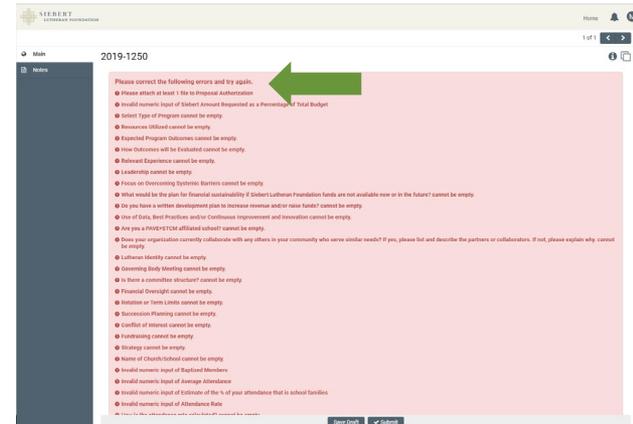
This screenshot is identical to the one above, showing the application form interface. The 'APPLICANT QUESTIONS' tab is selected. At the bottom right of the form, there are two buttons: 'Save Draft' and 'NEXT >'. A green arrow points to the 'Save Draft' button.



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- 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"

