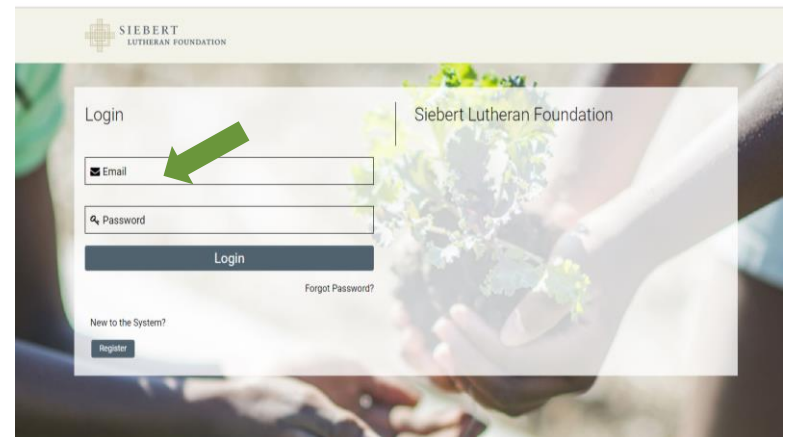
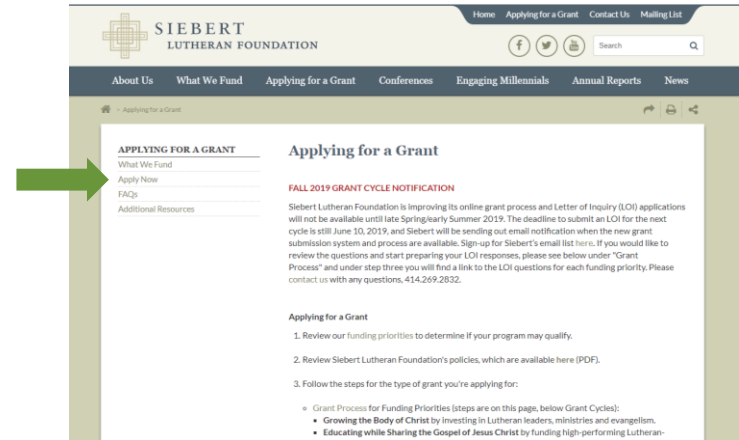




SIEBERT  
LUTHERAN FOUNDATION

# Submit an Application

- Go to [siebertfoundation.org/apply](http://siebertfoundation.org/apply)
- Click **Online Portal** on the left sidebar
- Enter **Login** information

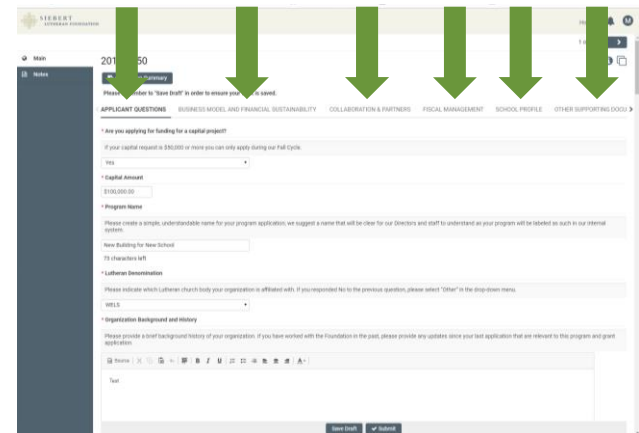
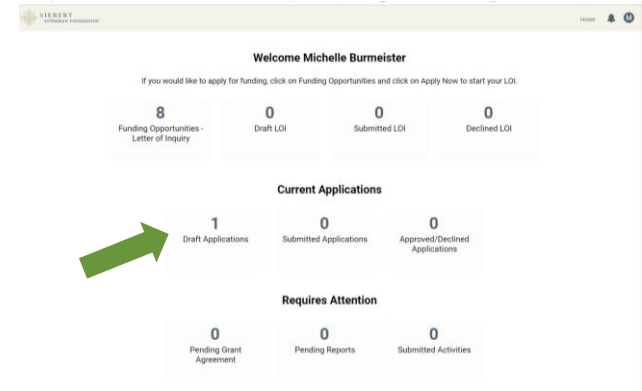




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# Submit an Application

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





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# Submit an Application

- 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 Siebert Lutheran Foundation application interface. The top navigation bar includes tabs for 'APPLICANT QUESTIONS', 'BUSINESS MODEL AND FINANCIAL SUSTAINABILITY', 'COLLABORATION & PARTNERS', 'FISCAL MANAGEMENT', 'SCHOOL PROFILE', and 'OTHER SUPPORTING DOCUMENTS'. The 'APPLICANT QUESTIONS' tab is active. The main content area contains two text input fields with rich text editors. The first field is titled 'Organization Profit and Loss' and asks for net profit or loss for the past three fiscal years. The second field is titled 'Description' and asks for existing documents illustrating the financial picture. At the bottom right, there is a 'NEXT' link and a 'Save Draft' button. A green arrow points to the 'NEXT' link.

This screenshot is identical to the one above, showing the 'APPLICANT QUESTIONS' tab. In this version, a green arrow points to the 'Save Draft' button located at the bottom center of the page.



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# Submit an Application

- 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.

2019-1250

Please correct the following errors and try again.

- Please attach at least 1 file to Proposal Authorization
- Invalid numeric input of Student Amount requested as a Percentage of Total Budget
- Select Type of Program cannot be empty
- Agencies Selected cannot be empty
- Expected Program Outcomes cannot be empty
- How Outcomes will be Evaluated cannot be empty
- Personnel Expenses cannot be empty
- Leadership cannot be empty
- Focus on Developing Specific Barriers cannot be empty
- What needs to be done for financial sustainability? (Select Lutheran Foundation funds are not available now or in the future) cannot be empty
- Do you have a written development plan to increase income and/or raise funds? cannot be empty
- Use of Data, Best Practices and/or Continuous Improvement and Innovation cannot be empty
- Are you a Faithful360 affiliated submitter? cannot be empty
- How your organization currently collaborates with any others in your community who serve similar needs? If not, please explain why cannot be empty
- Customer Identity cannot be empty
- Documenting Body Meeting cannot be empty
- Is there a governance structure? cannot be empty
- Financial Strategy cannot be empty
- Mission or Core Values cannot be empty
- Succession Planning cannot be empty
- Conflict of Interest cannot be empty
- Fundraising cannot be empty
- Storage cannot be empty
- Name of Charity/Relief cannot be empty
- Invalid numeric input of Budget Amount
- Invalid numeric input of Average Attendance
- Invalid numeric input of Estimate of the % of your attendance that is without families
- Invalid numeric input of Attendance Rate

Save Draft Submit

- When your Application is complete, click **Submit**

- You will receive an email from [noreply@smartsimple.com](mailto:noreply@smartsimple.com) with the subject “**Grant Application Received**”

APPLICANT QUESTIONS BUSINESS MODEL AND FINANCIAL SUSTAINABILITY COLLABORATION & PARTNERS FISCAL MANAGEMENT SCHOOL PROFILE OTHER SUPPORTING DOCUMENTS

998 Characters left

**Organizational Profit and Loss**

What was your organization's net profit or loss for each of the past three fiscal years?  
If operating at a loss, what sources of funds are being utilized to pay bills?

998 Characters left

You may upload any existing documents that illustrate the financial picture of your organization via the browser box below, or you may utilize the character count provided to respond to these questions

Description

998 Characters left

Save Draft Submit