

Online Application Introduction

New in 2020! The Kelley Foundation is excited to partner with The Cape Cod Foundation to streamline the application process. You **WILL NOT** need separate accounts to apply to the Kelley Foundation and The Cape Cod Foundation. [You may choose to bookmark the login website address.](#)

Using the new system, your application can be saved as a draft, and when you log on again it's easy to return to that draft, make edits, and submit the application. Each account maintains a record of the application history that you can access at any time.

Once a grant is awarded, the system allows grantees an easy way to see the status of their grant, check due dates, and submit electronic grant reports right from their account.

Registration and Log In

There is only one account per organization, and you will only have to create it once. The user creating the account should be the contact person for the organization's proposals.

Returning users log on to the system using your e-mail address and the password. Please do not create a second, new user account. There is a system prompt to assist if you need a password reminder.

New users must first register by clicking "Create New Account" on the Log In page.

The registration process has four sections: (1) organization information, (2) your individual user information, (3) executive officer information, and (4) choosing your individual user password.

Please note: Each individual user is linked to a single organization. If you are submitting applications for different organizations, you will need to register separately using a different email address for each organization. For example, you are part-time staff at both Organization A and Organization B. In order to apply for both Organizations A and B, you will need to register using one email address for the application from Organization A, and you will need to register using another email address for the application from Organization B.

During the registration process, you cannot save partial information; therefore, you should gather all required information before beginning the registration process.

Your user account ID is your e-mail address.

To update your user information after registration, click on your name at the top right corner of the screen and select "Edit Profile" from the drop-down menu.

The Apply Page

After you have registered you will be directed to the Apply page. On the left side of the screen you will see "Request" and two options underneath:

- **Dashboard – (Application Status Page)** This screen is your homepage where you can check the status of your grants. This page will display the form you just completed, the status of the form, and the next form in the process.
- **Apply – (Application Page)** This screen lists the available grants and is the portal to apply.

Navigating the Online Grant Management System

Apply for a grant by clicking “Apply” in the menu at the left side of the screen.

Manage your grant application by clicking “Dashboard” in the menu at the left side of the screen. The Application Status Page provides information regarding the status of open grant applications. From this page, you can download completed application forms and see the status of an application form you have submitted. If you have saved but not submitted an application, you must access the form on this page to complete and submit the form.

Manage your awarded grants by clicking “Dashboard” in the menu at the left side of the screen. The Application Status Page provides information regarding awarded grants. From this page, you can see whether a grant has been awarded and complete required follow-up forms for awarded grants. The term “follow-up” describes an upcoming or pending event such as a report that is due.

Online System Tips

1. The character counter includes spaces as well as characters.
2. A user will be automatically logged out of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
3. Please remember to regularly save your work. The system will auto save every 20 minutes.
4. You may choose to prepare your response in a document outside of the online system (e.g. Microsoft Word) and then copy and paste the text into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
5. It is advisable to download copies of all submitted forms to your computer.
6. If you do not provide an answer for one of the required questions, you will not be able to submit your application.
7. Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.
8. If your PDF upload file exceeds the maximum file size, consider using the Adobe Acrobat option to 'Reduce File Size' (look at the options in Document).
9. Remember to click "Submit Form" when you are finished.
10. Once your application has been submitted it is no longer available for editing.

Questions? Contact the Kelley Foundation at 508-775-3117 or contact@kelleyfoundation.org.