



An affiliate of Greater Northwest Kansas Community Foundation

## Applicant Submission Process for the George & Cooper Gier 4-H Memorial Grant

Date Create: 02/28/2023

Last updated: 03/13/2023

The Gier 4-H Memorial Grant Fund provides support for youth involved in Russell County 4-H to participate in special 4-H events, such as 4-H camps or state-wide classes. Grants will be made to the Kansas State University Extension Office for this purpose. Applications will be reviewed periodically as funding becomes available. Upon approval of the request, funds will take 10-14 days for processing and will go directly to the activity provider. Contact Angie Muller at 785-445-3611 or [director@rcacf.org](mailto:director@rcacf.org) with any questions.

**When individuals apply for this grant for the first time, you will be required to create a new account. Please note that for the EIN number, just enter 90-0992532. If awarded, the grant will be made payable to a qualified charitable entity and not to the youth. Organization information is provided below in instructions.**

**Please note:** The online grant portal works best in **CHROME browsers**. The following internet browsers are supported by the vendor for this website: Chrome, FireFox or Internet Explorer. If you are using other browsers and encounter issues, please switch to one of these supported browsers to complete your application. This site is not completely compatible with Safari (Mac / Apple browsers).

Only the following file types are accepted for file attachments: Adobe PDF, Images (\*.jpg, \*.gif, \*.png), Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx) or PowerPoint (\*.ppt, \*.pptx). MacIntosh / Apple file formats are not accepted.

**Online Application Portal:** Access via [www.gnwkcf.org/grants](http://www.gnwkcf.org/grants) or <https://www.grantinterface.com/Home/Logon?urlkey=greaternwkansas>

### Create an Account:

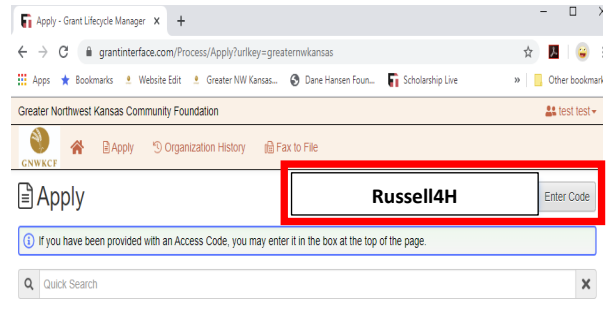
- To submit a grant, you must first create an account. At the logon page, click the “Create New Account” button.
- Complete all the information required.
  - **Organization Information:**
    - **Organization:** Enter **K-State Research & Extension, Midway District #15.**
    - **EIN #:** Enter **90-0992532**
    - **Telephone #:** Enter your telephone number.
    - **Mailing Address:** **309 S Fossil, Russell, KS 67665.**
  - **Click NEXT**
  - **User Information:** Enter your name and complete all the required fields under User Information (title can be volunteer).
    - The **Username** will be the same as the **Email account**. All correspondence will be made to the email address entered for the username. Be sure to add Greater NW Kansas Community Foundation [administrator@grantinterface.com](mailto:administrator@grantinterface.com) to your email’s safe sender list.
  - **Click NEXT**
  - **Executive Officer Question:** Enter YES so that you can skip entering additional information.
  - **Password:** Enter and confirm a password (requirements are listed on the registration page).
  - **Click Create Account.**
    - You will be prompted to verify that you’ve received an email account. You can skip this step if needed, but it helps validate that you entered your correct email account.

|   |                           |
|---|---------------------------|
| Legal Name of Organization*                   | EIN / Tax ID (##-##-####) |
| K-State Research & Extension, Midway District | 90-0992532                |
| Web Site                                      | Telephone Number          |
|   | 785-000-0000              |
| Organization Email                            | Mailing Address*          |
|   | 309 S Fossil              |
| City*   | State*                    |
| Russell                                       | KS                        |
| Postal Code*                                  |                           |
| 67665   |                           |

**Eligibility Quiz:** (Note: This step is NOT required if the applicant is ONLY applying the grant by invitation only.)

### Apply for a Grant:

- After an account is created, click on the **APPLY** button at the top of the dashboard.
- Enter the ACCESS CODE **Russell4H** (case sensitive)
  - Then click “Enter Code”.
- **Answer all questions** and upload any documentation requested.
- Click **Submit Application**
- Click **Continue** to return to the Dashboard.

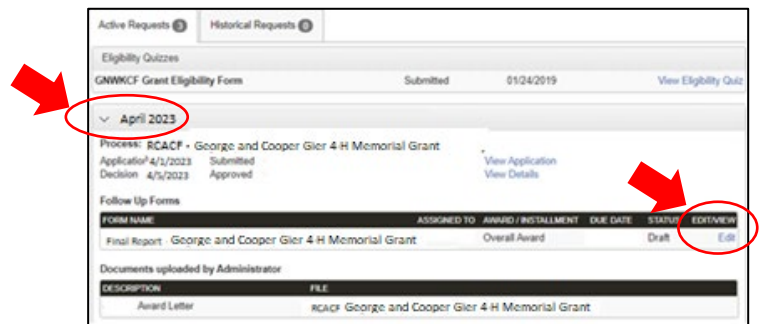


### Grant Decision:

- The Russell County Area Community Foundation Board will review the request.
- You should receive a decision within 30 days of the date submitted.
- If your grant request is approved, you will need to complete the Follow Up (see below).

### Follow Up Action:

- Log into the grant portal using the account you created.
- You should get an email reminder 14 days prior to the due date from the following email address: Greater NW Kansas Community Foundation [administrator@grantinterface.com](mailto:administrator@grantinterface.com). Be sure to mark that email address as a safe sender to avoid emails going to your junk or spam folder.
- From the Dashboard, you will see the list of grant applications in the “Active Requests” Tab.
- Each application you have submitted will have its own section.
  1. Click the > (**arrow**) next to the grant name to expand the section if it is not already expanded.
  2. The Follow Up Form section will have a Final Report included. Click the “Edit” button on the far-right side of the Final Report Line to access the final report.
- The follow up requires you to read and agree to the terms of the grant request and provide your name.
- Once we have received the signed agreement via the Follow Up, we will process the grant and mail the funds to the K-State Research & Extension Office, Midway District.



Contact GNWKCF at 785-734-2406 if you have any questions.