

Guide for Application Procedures

Step 1: After reading or printing these instructions, please click on “Grant Application” in the left-hand column of your screen or go to the **Grant Process** dropdown menu to access the Grant Application.

Step 2: As per our Guidelines, we only grant funds to organizations that have a 501c3 status and you will therefore be required to enter your U.S. Tax ID. The number you enter will be checked against the IRS database. You will be told if your Tax ID number was found and you will then be directed to an Eligibility Quiz. After answering the questions on the Quiz you will be informed as to whether you meet the Foundation’s Guidelines and you will then be directed to the first page of the Grant Application. At the bottom of any page of the application, you can click Save & Finish Later to save the data entered so far and return later to complete the application. However, if you are not logged in or have not yet created an account, you will be prompted to do so at this time. You will be directed to the Account Creation page. Type in your email address, a password, confirming password and click Create Account. You will receive a confirmation email including the password and a direct link to the account home page allowing you to log in at a later time.

Step 3: To return to your application to Finish and Submit, either click on the direct link in your confirming email or click on the My Grant Request link under the “Grant Process” dropdown menu or on the left-hand side of the “Guidelines” page to go to the Account Login page. Enter your E-mail address and click the appropriate radio button (“I am a new online applicant” **or** “I am a returning online applicant”) and click Continue. You will be directed to “My Account” page. This page will have your Account ID (email address) at the top of the page and will allow you to **Change** E-mail/Password; **Open** previously started applications; and **View** previously submitted applications. You can then double click on your in-process application(s) to complete.

Step 4: Before submitting your completed application you will be given a chance to review all entries. On the Review My Application page, fields from all pages of the application are listed on a single Web page. The applicant may change data in any field. When you are finished with the review, click the Submit button at the bottom of the application review page. If any fields have been left blank, you will be instructed to complete them and then re-submit.

Step 5: Once you submit your application you will be given a tracking number and asked to mail (4 West Main Street, Suite 800, Springfield, OH 45502) or email (questions@hmtturnerfoundation.org) a copy of your organization’s most recent audited financial statement or IRS filing, a copy of the IRS determination letter for tax-exemption and a list of your current Board of Directors. Please be sure to include your tracking number with these documents.

Step 6: Once your application is submitted and you have your tracking number, please go to the “Budget Forms” page under Grant Process and complete the required on-line budget forms for your organization’s grant request. Be sure to include your tracking number at the top of the page. Once you click “Submit” the document will be transmitted via email to our offices. **Please be sure to print the document before you transmit it.**

If you have questions during any part of the Application process, please don't hesitate to contact us.