Part 1: Register & Start Your Application

Step 1: There are two ways to become a registered user on FCH's online portal: 1) through an invitation from FCH staff and 2) by registering directly on the online portal. If invited, use the information provided in your invitation to log in. To register, simply select [Create New Account] which is located directly below the Password field on the Logon Page.

Logon Page

Email Address*

Password*

[Log On] [Create New Account]

Forgot your Password?

Step 2: Once registered, select 'Apply' to see current grant programs accepting applications.

Step 3: Review details of the grant program you want to apply to and click the [Apply] button associated with it.

Want to know what is involved before starting or work on your application elsewhere? Prospective grantees can also 'Preview' the application form and generate a PDF of the Question List in advance.

Step 4 (*Optional*): Want to add a collaborator from your organization or another organization, to support the preparation of your application? Read this collaborator tutorial here and/or watch this short video.

# Part 2: Apply for a Grant

Step 1: Visit our online portal and log into your account. If you have not yet registered, see Part 1: Register & Start Your Application.

Forgot your password or username? Click 'Forgot your password?' to reset. Please note, FCH staff do not have access to your password information but can confirm your username.

Step 2: Select 'Apply' to see current grant programs accepting applications. If you have started an application previously you will see all active and historical requests in your dashboard.
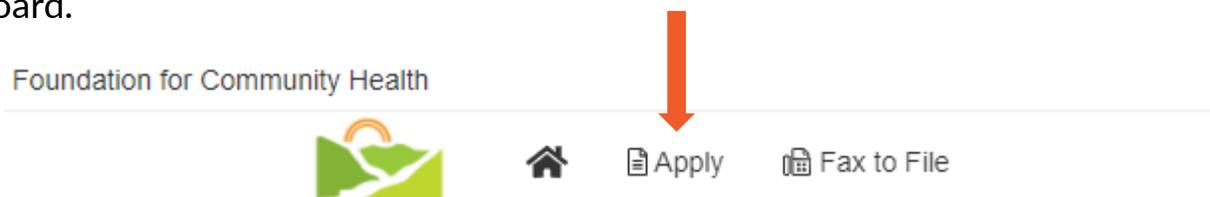
Foundation for Community Health

🏠 📄 Apply 🗎 Fax to File

Step 3: Review details of the grant program you want to apply to and click the **Apply** button associated with it.

Step 4: Once you have opened the application, you will be able to view each required section. See tips below on how to navigate your application's dashboard:
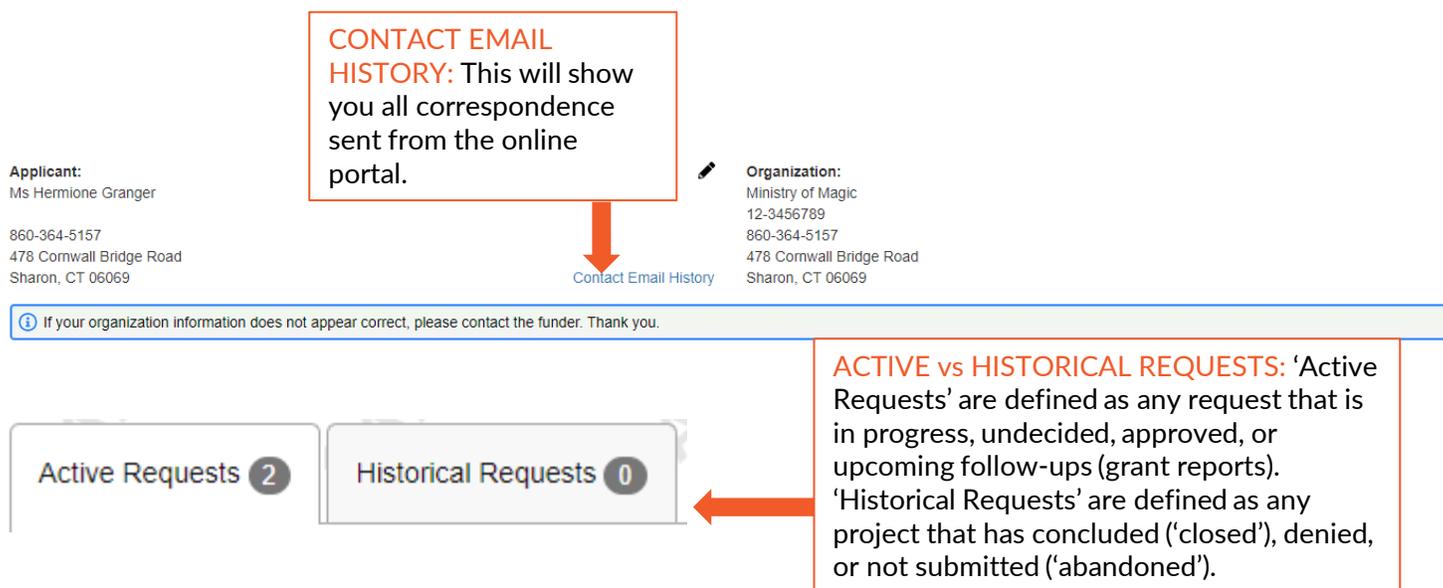
CONTACT EMAIL HISTORY: This will show you all correspondence sent from the online portal.

Applicant:
Ms Hermione Granger

860-364-5157
478 Cornwall Bridge Road
Sharon, CT 06069

Contact Email History

Organization:
Ministry of Magic
12-3456789
860-364-5157
478 Cornwall Bridge Road
Sharon, CT 06069

ⓘ If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests ②   Historical Requests ⓪

ACTIVE vs HISTORICAL REQUESTS: 'Active Requests' are defined as any request that is in progress, undecided, approved, or upcoming follow-ups (grant reports). 'Historical Requests' are defined as any project that has concluded ('closed'), denied, or not submitted ('abandoned').

Step 5: Complete the form, by answering the required questions and uploading any supporting materials. **The portal will save your work as you go.**

Step 6: Once you are ready to submit, review your application for completeness and accuracy and press the **Submit Application** button. You will be able to access your submitted application within the portal and download a PDF of the submitted application, as well.

Part 2: Submit a Grant Report

Step 1: Visit our [online portal](#) and log into your account.

Forgot your password or username? Click 'Forgot your password?' to reset. Please note, FCH staff do not have access to your password information but can confirm your username.

Step 2: When you log in, you'll immediately land at your 'Applicant Dashboard' this is where you can see your information, the organization's information, as well as any information pertaining to 'Active' or 'Historical' grant requests. Any pending grant report will be found in 'Active Requests'.

VIEW LOI/APPLICATION: You'll always have access to the application(s) submitted for every grant request. Please note, when applicable, grant reports will display answers submitted in your application, for ease of reference.

⌄ Ministry of Magic Multi-Year General Operating Support (2022 - 2025)					
Process: Multi-Year General Operating Support - 2021					
LOI	Submitted	01/04/2022		View LOI	
Application	Submitted	02/10/2022		View Application	
Decision	Undecided				

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Progress towards Organizational Goals - Multi-Year General Operating Support (2021)	Hermione Granger	Overall Award	02/01/2022 Past Due	Assigned	Edit

FOLLOW UP FORMS: Grant reports are listed by the process or program they are associated with. If there are multiple grant reports, they will all be listed together.

Step 3: To review or start a pending grant report, select 'Edit'. Once you have opened the report, you will be able to view each required section.

Want to know what is involved before starting or work on your report elsewhere? Grantees can also generate a PDF of the Question List in advance.

Step 4: Complete all necessary follow-up forms, by answering the required questions and uploading any supporting materials. **The portal will save your work as you go.**

Step 5: Once you are ready to submit, review your grant report(s) for completeness and accuracy and press the [Submit Follow Up] button. You will be able to access any submitted grant report within the portal and download a PDF of any submitted grant report, as well.

We're here to help! Contact FCH's Office & Grants Manager via email at cathy@fchealth.org or call 860.364.5157 if you need additional support.