

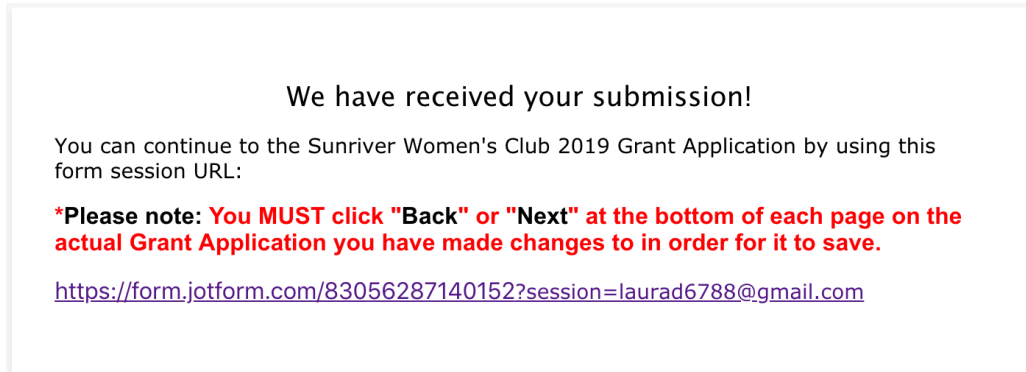


## INSTRUCTIONS FOR SRWC ONLINE GRANT APPLICATIONS

### Please Print

1. The first link given is called “Sunriver Women’s Club Grant Application Save and Continue”. Simply fill in your name and email address and click on “Submit.” Your intent to submit a grant application is recorded.

You will immediately get this message and can continue to the SRWC 2019 Grant Application from this link.



**\*\*Please note that in order for the information you put into the grant application to save you **MUST** click “Back” or “Next” at the bottom of each page – no matter where you leave off. You can then leave the grant application and return to finish it at a later time.**

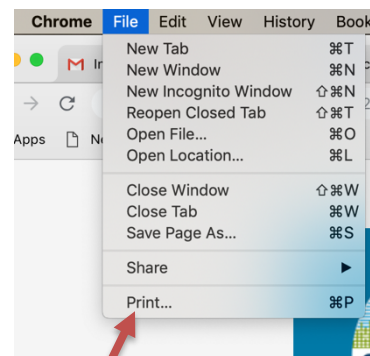
2. You will also receive an email with another link to the grant application that you will need to use if you wish to start the grant application but finish or edit it at a later time. This way all of your data will be saved on the application. **Use the link in your email to go back and edit your grant application at a later time.** Just remember to click “Back” or Next” before you leave a page.

3. If you wish to print a **blank** copy of the grant application you may do so from your browser.

For example this internet browser is Chrome, go to File, then Print.



Other common browsers



4. The large text boxes in the application may be expanded to show all of your text if necessary. You must drag the bottom right corner of the box down to expand it.

**Additional contributions, inkind services, etc.**



5. Once you submit a completed grant application, the site will close and the Sunriver Women's Club will email you back a copy of the application.
6. The Director/Board Chair must sign the grant application to be considered. If you have logistical problems getting the signature on the application, contact us and a separate email certification by the Director/Board Chair can be submitted. The same deadlines apply.

**Questions**

Please contact Debbie Baker if you have questions regarding Sunriver Women's Club Philanthropy or the Grant Application at [srcphilanthropy@gmail.com](mailto:srcphilanthropy@gmail.com) or (503) 931-7149.

If you have technical questions regarding the actual online form, you may contact Laura Dickinson: [sunriverwomensclub@gmail.com](mailto:sunriverwomensclub@gmail.com) or call (248) 980-8234.