

STEP 1

Go to Application Registration Page

To Apply- go to www.bit.ly/ekygrantapp



The screenshot shows the login page for the Foundation for Appalachian Kentucky. At the top left is the organization's logo, a circular emblem with stylized letters 'F' and 'A' in teal and yellow, with the text 'Foundation for Appalachian Kentucky' and the tagline 'RISING WHERE WE'RE ROOTED' to its right. Below the logo is the heading 'Logon Page'. The page features two input fields: 'Email Address*' and 'Password*'. The 'Email Address*' field has a red border and a message below it stating 'The Email Address* field is required.' The 'Password*' field also has a red border and a message below it stating 'The Password* field is required.' Below these fields are two buttons: a blue 'Log On' button and a grey 'Create New Account' button. To the right of the input fields is a grey box containing instructions: 'Welcome to the Foundation for Appalachian Kentucky's Online Portal. New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials. Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password. Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.' At the bottom left of the page, there is a small green checkmark icon and the text 'Management Software provided by Foundant Technologies © 2022'.

STEP 2

Login OR Create New Account

If you have applied for a grant from Foundation for Appalachian Kentucky before, please log in with your credentials.

If you have not previously applied for a grant, please Create New Account.

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

[Log On](#) [Create New Account](#)

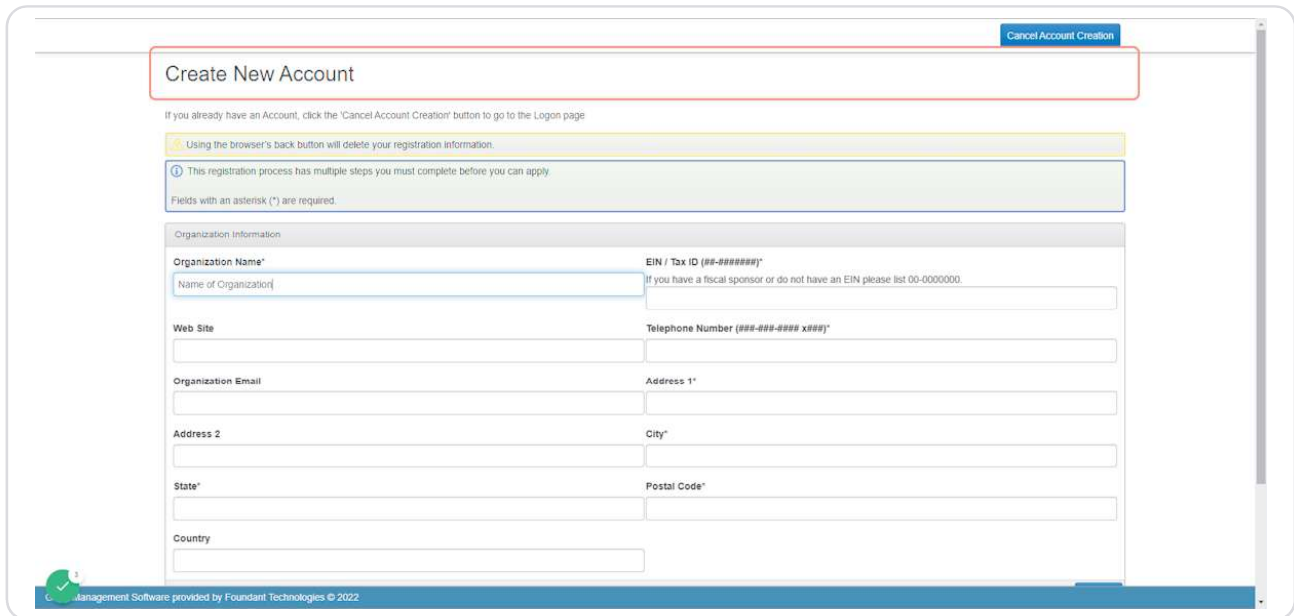
[Forgot your Password?](#)

STEP 3

Fill out Registration Form

This will take you to the Registration Page.

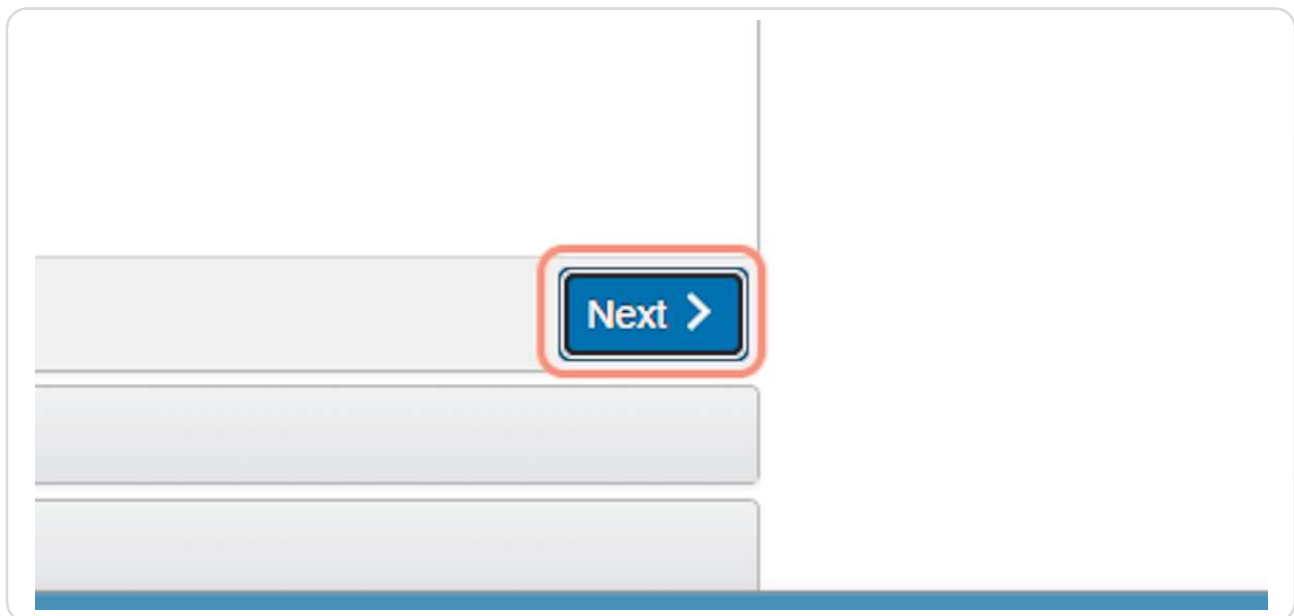
Enter the Information for your business, nonprofit, or social enterprise.



The screenshot shows a web browser window with a 'Create New Account' form. At the top right, there is a blue button labeled 'Cancel Account Creation'. The form title 'Create New Account' is highlighted with a red box. Below the title, there are instructions: 'If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page', a warning 'Using the browser's back button will delete your registration information.', and a note 'This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (*) are required.' The form is titled 'Organization Information' and contains several input fields: 'Organization Name*' (with a sub-field 'Name of Organization'), 'EIN / Tax ID (##-####*)' (with a note 'If you have a fiscal sponsor or do not have an EIN please list 00-0000000'), 'Web Site', 'Telephone Number (###-###-#### x####)*', 'Organization Email', 'Address 1*', 'Address 2', 'City*', 'State*', 'Postal Code*', and 'Country'. A footer at the bottom left reads 'Management Software provided by Foundant Technologies © 2022'.

STEP 4

Click on Next



The screenshot shows a close-up of the bottom right portion of the registration form. A blue button with the text 'Next >' is highlighted with a red rounded rectangle. Below the button are three horizontal grey bars, likely representing input fields or a progress indicator.

STEP 5

Fill Out Your Information

Please Note: Your email address will be your Username to log in to the grant application system.

The screenshot shows a web form for account creation. At the top right is a blue button labeled "Cancel Account Creation". Below it is a button labeled "Copy Address from Organization". The form is divided into two columns of input fields:

- Left Column:**
 - Prefix (Mr, Mrs, Ms, etc.)
 - Middle Name (highlighted with a red border)
 - Suffix (Sr, Jr, III, etc.)
 - Email / Username*
 - Telephone Number (###-###-#### x###)
 - Address 1*
 - City*
 - Postal Code*
- Right Column:**
 - First Name* (containing "Your")
 - Last Name*
 - Business Title*
 - Email / Username Confirmation*
 - Mobile Number (###-###-####)
 - Address 2
 - State*
 - Country

At the bottom left is a "Previous" button with a left arrow, and at the bottom right is a "Next" button with a right arrow. A footer at the bottom left contains a green checkmark icon and the text "Executive Officer Question" and "Management Software provided by Foundant Technologies © 2022".

STEP 6

This is required, choose "Yes" or "No"

Executive Officer can mean the owner of the business, the Chief Executive Officer, or other roles in which you make executive decisions about the business or nonprofit.

User Information

Executive Officer Question

Are you the Organization's Executive Officer?*

Yes

No

< Previous

Additional Executive Officer Information

Password

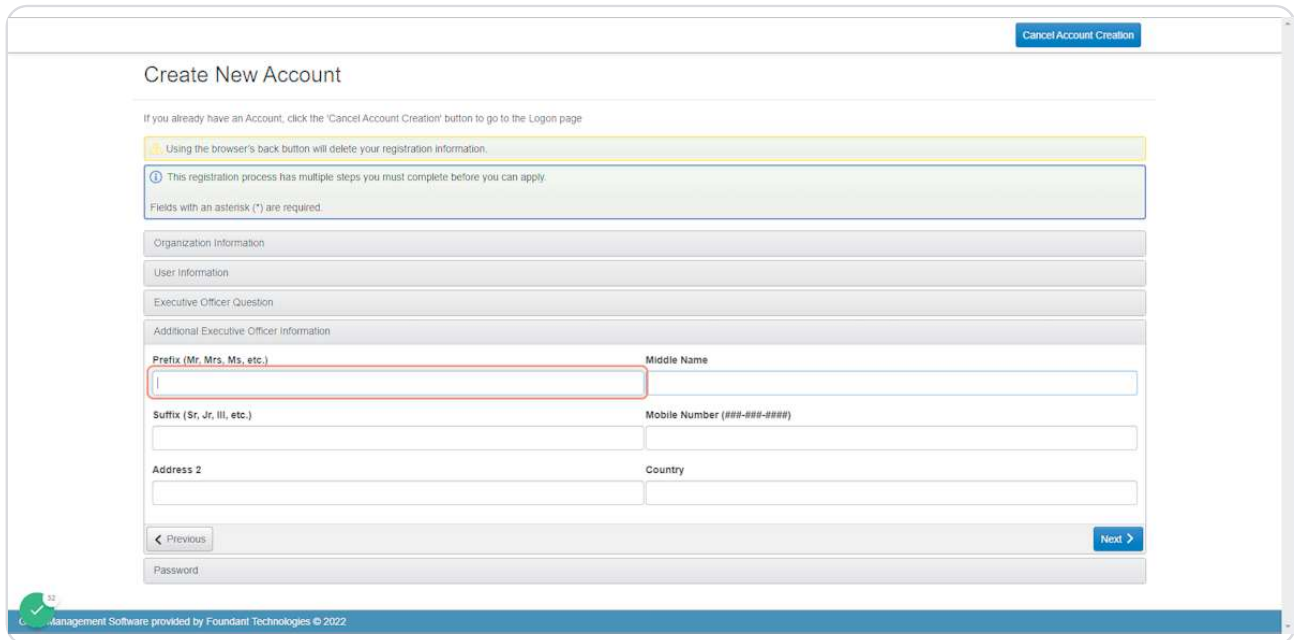
STEP 7

Click on Next

Next >

STEP 8

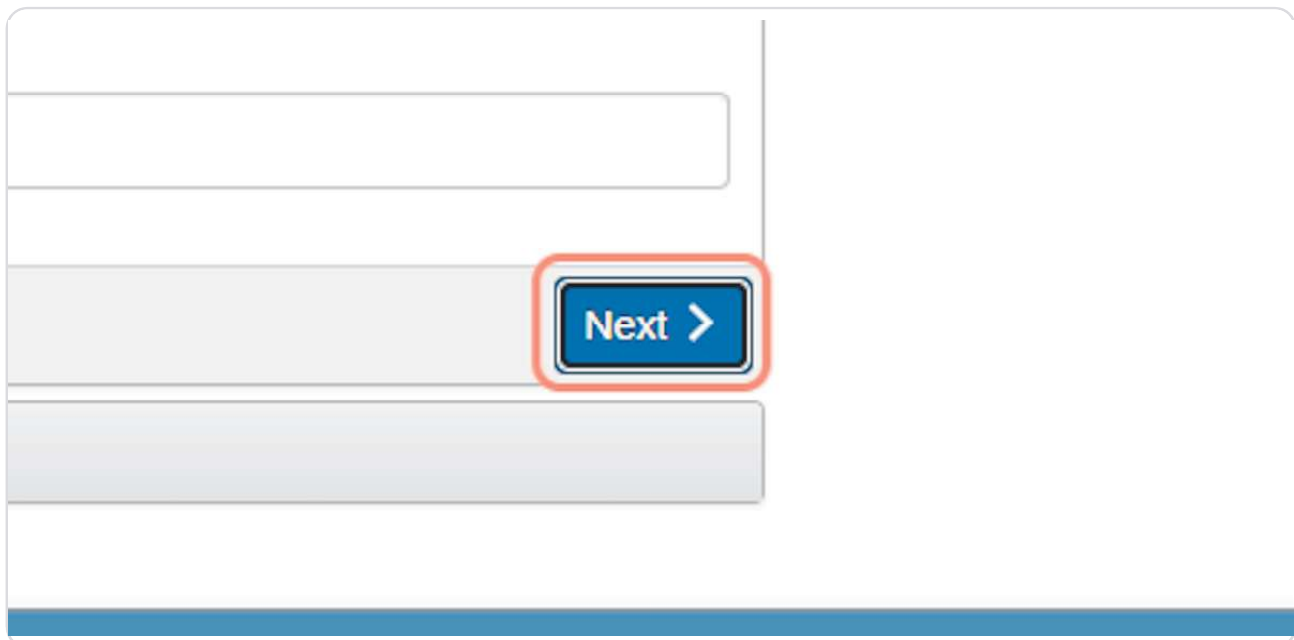
You can skip this section to move on to the next section.



The screenshot shows a web form titled "Create New Account" with a "Cancel Account Creation" button in the top right corner. Below the title, there is a note: "If you already have an Account, click the 'Cancel Account Creation' button to go to the Login page." A yellow warning box states: "Using the browser's back button will delete your registration information." A green information box says: "This registration process has multiple steps you must complete before you can apply." Below this, it notes: "Fields with an asterisk (*) are required." The form is divided into sections: "Organization Information", "User Information", "Executive Officer Question", and "Additional Executive Officer Information". The "Additional Executive Officer Information" section contains several input fields: "Prefix (Mr, Mrs, Ms, etc.)", "Middle Name", "Suffix (Sr, Jr, III, etc.)", "Mobile Number (###-###-####)", "Address 2", and "Country". At the bottom of the form, there are "Previous" and "Next" buttons, and a "Password" field. The "Next" button is highlighted with a red border. A footer at the bottom left reads: "Management Software provided by Foundant Technologies © 2022".

STEP 9

Click on Next



This image is a close-up of the "Next" button from the previous screenshot. The button is blue with the text "Next" and a right-pointing arrow. It is highlighted with a red rectangular border.

STEP 10

Enter and Confirm Password for your account

The screenshot shows a multi-step registration form. The steps are: Organization Information, User Information, Executive Officer Question, Additional Executive Officer Information, and Password. The Password step is active, showing a text box for the password and another for the confirmation. A red box highlights the password input field. Below the input fields is a 'Previous' button. At the bottom, there is a footer: 'ware provided by Foundant Technologies © 2022'.

Organization Information

User Information

Executive Officer Question

Additional Executive Officer Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&*()_

Password*

Confirm Password*

[← Previous](#)

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STEP 11

Click on Create Account

The screenshot shows a registration form with a 'Create Account' button highlighted with a red box. The button is blue with white text and is located at the bottom right of the form.

[Create Account](#)

STEP 12

Select "Continue without checking"

To ensure you receive emails from this system we have sent you an email to confirm you have received it.

To remove *Foundation for Appalachian Kentucky* <administrator@grantinterface.com> from your email filters, click the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email

Continue without checking

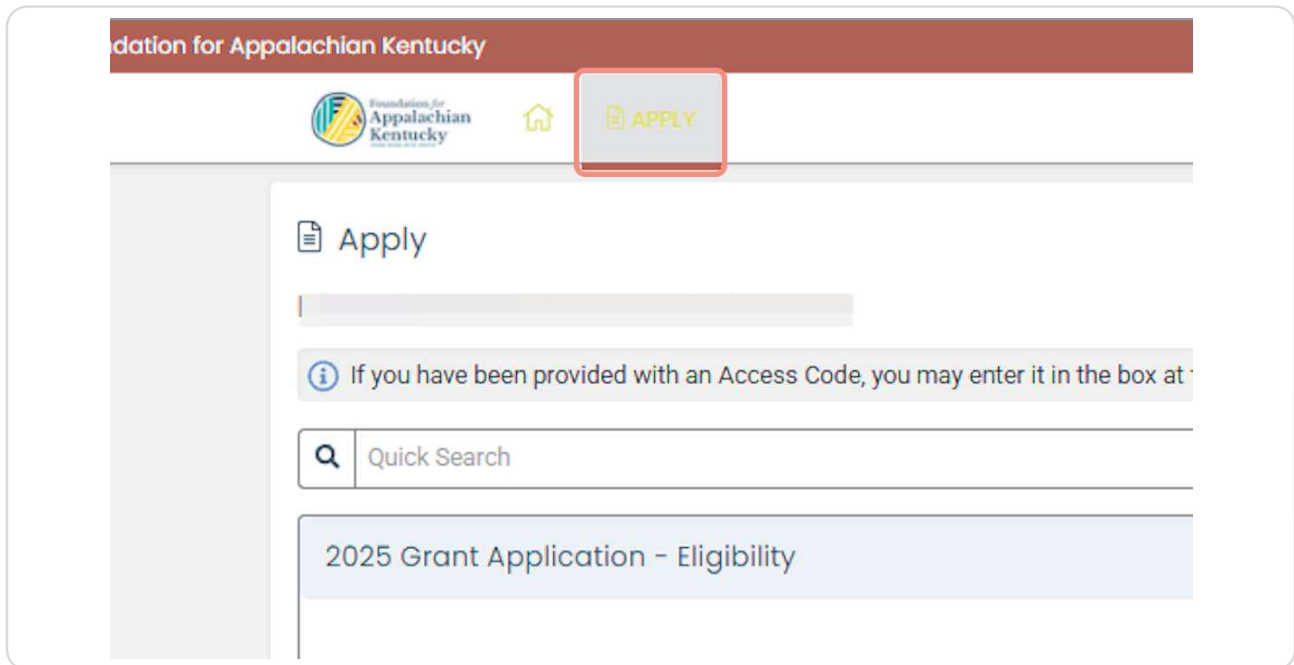
I have not received the email

STEP 13

Click on Continue

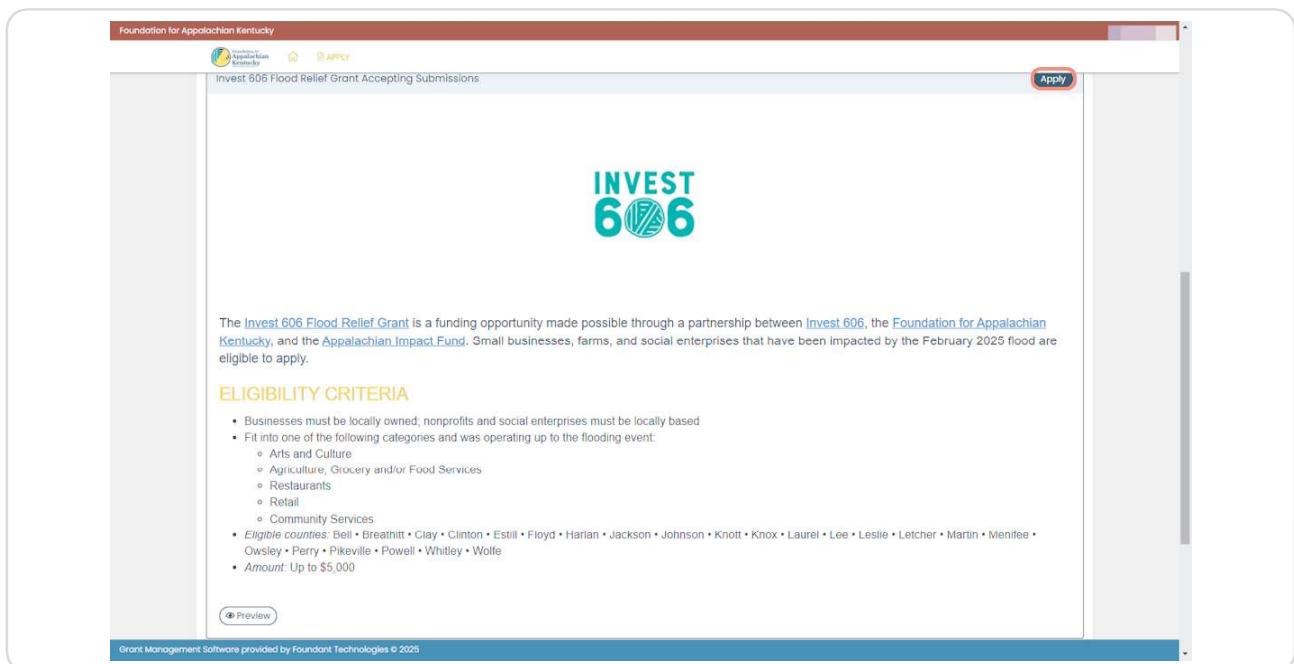
STEP 14

Click on Apply at the top of the screen to access Available Grants.



STEP 15

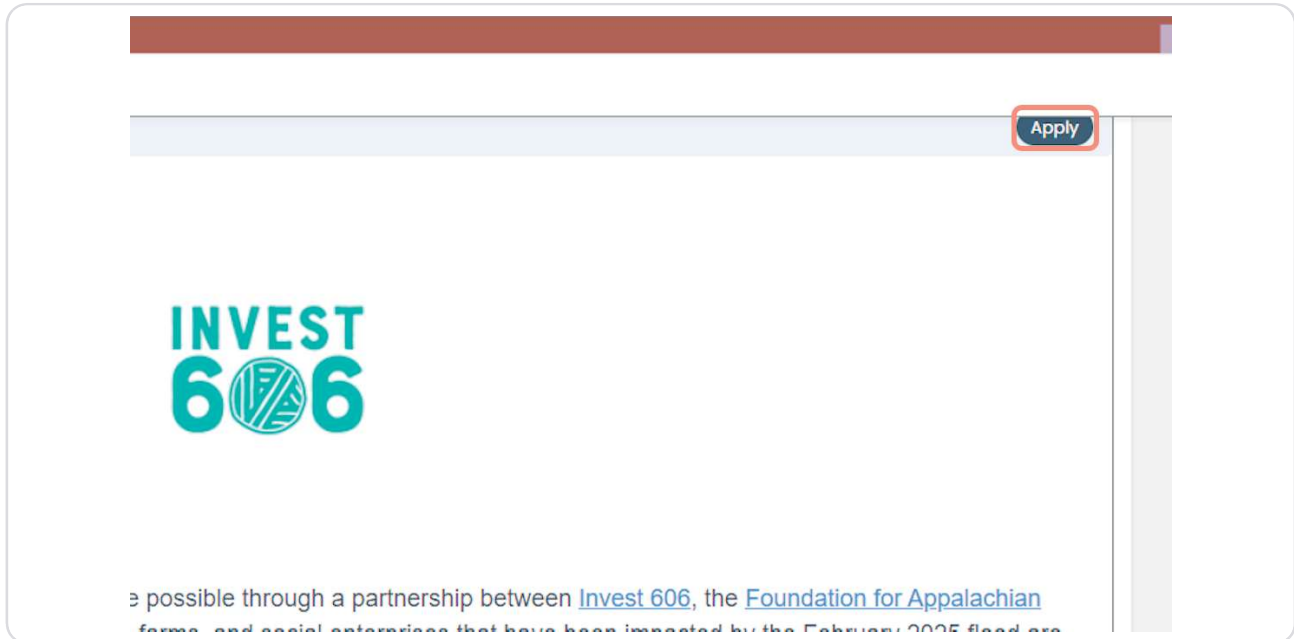
You will see the Invest 606 Flood Relief Grant



STEP 16

Click on Apply for "Invest 606 Flood Relief Grant"

Please note: It is at the TOP of the Section.



STEP 17

This is the beginning of the grant application. Please complete all sections and submit.

The screenshot displays the beginning of a grant application form. At the top left, it says "or Appalachian Kentucky". Below this is a navigation bar with the Appalachian Kentucky logo and an "Apply" button. The form is titled "Application" and includes a "QUESTIONS LIST" link. A note states: "Fields with an asterisk (*) are required." The form is divided into sections by a downward arrow icon. The first section is "Business, Nonprofit, Social Enterprise Information". It contains the following fields:

- Name of Business, Nonprofit, or Social Enterprise***: A text input field with the placeholder "Business Name".
- County Location of Business, Nonprofit, or Social Enterprise***: A dropdown menu with the instruction: "Please choose the county in which your business, nonprofit, or social enterprise is located. If you have multiple locations, please choose the county where your home office is located."
- Business, Nonprofit, Social Enterprise Description***: A large text area with the instruction: "Please describe what your business, nonprofit, or social enterprise does in one sentence." Below the text area is a green bar indicating "200 characters left of 200".
- Structure***: A dropdown menu with the instruction: "What is the structure of your business, nonprofit, or social enterprise?"
- Sector***: A dropdown menu.