

# **How to Use the Online Submission Form to Apply to the Safety Net Funding Initiative**

A brief tutorial

# Click the Safety Net Letter of Intent Form Link:

[https://www.GrantRequest.com/SID\\_1102?SA=SNA&FID=35003](https://www.GrantRequest.com/SID_1102?SA=SNA&FID=35003)

# Application Log-In Page



## Account Login

Avon Foundation

### Please Sign In

Welcome to the Avon Foundation. Please enter your e-mail and password into the fields below to access your saved and submitted application and requirement forms. If you have misplaced or forgotten your password, please click the link below to have that information sent to the e-mail address you used to create this online account

This is the application log-in page. Here you will either need to create a new account (if a new applicant) or use your existing log in if you have created an account previously. It is imperative that you use your functional work e-mail address as your log-in e-mail

Enter E-mail  
Choose your option  
Enter password

E-mail Address:

I am a new online applicant  
 I am a returning online applicant.

My password is:

[Forgot your password? Click here](#)



# Enter Tax ID Number



## Safety Net Letter of Intent

Avon Foundation

Enter your organization's  
Tax ID number here



Please enter your Tax ID:

OK



# Tax ID Not Found



## Safety Net Letter of Intent

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The Tax ID that you entered was not found in the IRS database. We cannot accept applications from organizations whose tax information is not on file.

Please enter your Tax ID:

OK

If your Tax ID is not found, contact Carolyn Ricci at [carolyn.ricci@avonfoundation.org](mailto:carolyn.ricci@avonfoundation.org) for assistance.



# Eligibility Quiz



Most applications have an Eligibility Quiz in which you have to answer questions just to ensure you meet basic criteria for receiving funding.

**Safety Net Letter of Intent**

Avon Foundation

Eligibility Quiz-Please answer the questions below to verify that you qualify for funding

Qualifying Question

Have you reviewed grant guidelines?

-Select One-  
-Select One-  
No  
Yes

Submit

Answers are located in the drop down after each question



# Eligibility Quiz, continued



## Safety Net Letter of Intent

Avon Foundation

Eligibility Quiz-Please answer the questions below to verify that you qualify for funding

Your responses to the quiz questions have indicated that your proposal most likely does not meet our funding guidelines. If you feel you have reached this message in error, please resubmit the answers to this quiz. Otherwise, please review our granting guidelines on our web page, whose link you can find above

Have you reviewed grant guidelines?

If your answers to the Eligibility Quiz do not reflect the guidelines of the application, you will fail the quiz and receive this message.



# Letter of Intent Application



Safety Net Letter of Intent  
Avon Foundation

◆ Required before final submit

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## Organization Information

Required Fields

Please enter information about your organization below:

◆ Organization Legal Name

This should be the legal name of the entity that would be the payee if a grant were (501 c 3 or equivalent)

Avon Products Foundation Incorporated

Also Known As  
if applicable

◆ Address

◆ City

This is the actual application page where you will enter in the information for your application

Each required field is noted by a pink diamond and needs to be completed before the application can be submitted



# Application Page Parts

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If you want to print your application, click here

Safety Net Letter of Intent  
[Avon Foundation](#)

◆ Required before final submit

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Contact Information

Proposal Information

If you want to return to the Avon Foundation Website, click on this link

To navigate to the different pages of the application, you can click on the page numbers here

At any time you want to review your application or when you're done, click here

If you want to email a draft of your application, click here

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for Women

# Application Page Parts, continued

<None>

Project ID

Abstract - language.

At any time during your application submission, if you wish to save and continue at a later time, you can click the link "Save & Finish Later"

words or less using non-te  
the Avon Foundation web si

If your organization has previously been funded by the Avon Foundation, please check this box

Save & Finish Later Next

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## Online Submission Agreement

When you have filled in each field and added all required attachments, you can click on "Review & Submit" to review your application before submission. You are also able to make any needed changes

nal publicity related to the project specified in

tatement, please check this box:

# Save & Finish

Account Log-In Web Address:

[https://www.GrantRequest.com/SID\\_1102?SA=SNA&FID=35003](https://www.GrantRequest.com/SID_1102?SA=SNA&FID=35003)

olyn.ricci@avon

When you click on “Save & Finish Later” this is the page you will see.

You will have the ability to log back into your account and continue working on your application

Below you will find the applications that you have saved and submitted.

## Open

The following applications have been started but have not yet been completed. Click on the application name.

Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Project Title	Requested	ID	Last Updated	Action
<a href="#">Safety Net Full Application</a>			20018	08/25/2009	 
<a href="#">Safety Net Full Application</a>			20019	08/25/2009	 
<a href="#">Safety Net Full Application</a>			20020	08/25/2009	 
<a href="#">Safety Net Application</a>			20023	08/26/2009	 
<a href="#">Safety Net Application</a>			20024	08/26/2009	 

# Application Review

When you click on the "Review & Submit" button, if any of the required fields/documents are missing you will receive this message

Review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

Your application is missing information that is required before it can be submitted.

## Organization Information

Please enter information about your organization below:

### ◆ Organization Legal Name

This should be the legal name of the entity that would be the payee if a grant were approved (501 c 3 or equivalent)

Avon Products Foundation Incorporated

Also Known As

if applicable

→ Address

This is a required field.

→ City

This is a required field.

The system will then indicate the fields/attachments that are missing and required before submission

# Application Submission

- Once your Letter of Intent (LOI) is submitted it will go through a review process to determine whether or not a full proposal will be requested. The LOI review is typically completed in one week after the LOI due date.
- If your LOI review is favorable, you will receive an e-mail invitation to complete a full proposal.
- The link to the full proposal will show up in your account log-in page.
- If you are not asked to submit a full proposal, you will also be notified via e-mail/letter.

# Full Proposal

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## Safety Net Full Application

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◆ Required before final submit

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### Organization

**Below you will find information pre-populated from your Letter of Intent. Please update the information in the fields as needed.**

#### Organization Legal Name

This should be the legal name of the entity that would be the payee if a grant were approved (501 c 3 or equivalent)

#### Also Known As

if applicable

#### ◆ Address

The full proposal is by invitation only. The full proposal process works just like the Letter of Intent you fill out all required fields & upload the needed attachments for the application to be complete

You can save and finish the application just as before

Once you have completed the application you submit the application just as you did on the Letter of Intent

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# Attachments Page

For the Safety Net Program, attachments are required at the full application stage only (not at the LOI stage). Requirements are clearly outlined on the attachments page of the application, and links will be provided to templates housed on the Safety Net landing page where applicable.

- 1 - Detailed Program Description-Includes Quality Measures Timeline
- 2 - Detailed Project Budget-Includes Budget Template
- 3 - Biographical Sketch
- 4 - Letters of Support

## General Documents:

- 5 - IRS Letter of Determination for Payee Organization
- 6 - Most Recent Financial Statements (Audited, if available)

For a full description and copies of the templates of these attachments, please visit our website at the link found above.

Also please note that only Word, Excel, and PDF documents are accepted as attachments.

## Upload

The maximum size for all attachments combined is 10 MB. Please note that files with extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Attachment Title

Title:

File Name:

Click on the Browse button to search on your computer where the document needing uploading resides. Then click on upload

# Full Proposal Review

- Once you have submitted your full proposal there will be a more extensive review of all your information before funding is considered. This typically takes 8 weeks.
- You will be notified by Avon Foundation staff by email when a decision is made to either fund or decline your request.

# Questions & Inquiries

- If you have any questions about filling out the online application or the process, please do not hesitate to contact Avon Foundation grants staff.