



THE CATHOLIC FOUNDATION

FREQUENTLY ASKED QUESTIONS FOR ONLINE GRANT APPLICATIONS

Q: When are The Catholic Foundation's grant cycles?

A: The Catholic Foundation's responsive grant cycle is offered in the fall. Applications are available online only.

Q: Who is eligible to receive a grant?

A: Only parishes, schools and pre-selected ministries of the Diocese of Columbus, Ohio, are eligible for grants from The Catholic Foundation. Unfortunately, The Foundation is unable to make grants to individuals.

Q: How do we submit an application to The Catholic Foundation?

A: Responsive grant cycles require applications to be submitted online. This requirement meets the requests by applicants, supports the Foundation's effort to reduce expenses for every one, demonstrates respect for the environment, and ensures its accountability to all. Applicants should use Internet Explorer with cookies enabled. Other internet browsers such as Mozilla, Google Chrome and Safari are not supported by the online application system.

Q: Do grant applications need to be received at the Foundation office on the due date?

A: Yes. Applications must be submitted no later than noon of the specified due date. Applications are automatically de-activated at that time. No applications may be emailed.

Q: Why does the link not allow me to view the application?

A: If you are having trouble viewing the form, you may need to lower your internet privacy options. This process also includes a secured link which begins with https, and some browsers may alert you to the difference. Privacy settings set to reject cookies and/or phishing, may not allow access to this link. A cookie is given to your web browser by the online application form as a placeholder, allowing you to reach the form again. Information is not collected for any other reason. To change settings:

1. Click on Tools on your internet browser.
2. Select and click on Internet Options.
3. Click on the Privacy tab.
4. Review your settings and make necessary changes.

Q: I answered all the eligibility quiz questions but cannot access the application. What should I do?

A: The eligibility quiz is designed to help you determine if your proposal will qualify for a grant. If you answered the questions and are unable to access the application, it is likely that your organization or your proposal does not meet the requirements for funding. However, if your organization is within the Diocese of Columbus, Ohio, and you feel that you do meet the requirements under the Grant Guidelines, please click the "Contact Us" tab at the top of the application to discuss your proposal with us.

Q: Why am I having trouble with the drop-down features and other answer fields?

A: You must use Internet Explorer with your cookies enabled. If you are having trouble with the form, first check your browser.





THE CATHOLIC FOUNDATION

Q: Why are there character limits to the application questions?

A: Text limits allow us to efficiently evaluate the many applications that we receive. Answer each question concisely, edit carefully, and double check that your text fits in the allotted space. Text beyond the limit will be cut off. *Hint: This program offers features like the word-count at the bottom of each text box and spell-check signified by a red checkmark next to each text box to easily edit your answers. Please note that the online application form will not retain any formatting used in Word, such as numbers, bullets, bold or italics.*

Q: How do I save my application so I can return and finish it later?

A: First fill in the contact information, then scroll to the bottom of the page and click the “Save and Finish Later” button. ALWAYS SELECT LOG OUT or EXIT when leaving the Online Application program.

Q: How can I access the application that I started and saved to finish later?

A: Click on the orange Login button in the upper right hand corner of our website. You will be prompted to log in, and a link to your application(s) will be visible in the “In Progress” list in the drop-down box on the top right corner of the page. If you already have an account and have saved an application, DO NOT click on the application link. This will start a new application. ALWAYS SELECT LOG OUT or EXIT when done.

Q: Why is the application I saved blank?

A: Chances are you opened a new application by clicking on the Apply Online link. This opens a new application each time. Did you click on Exit or LOG OUT when you left your last session? Each time you log back into the system, you will be returned to the spot from where you closed the program. If you may have done this, save your work and log out, then click on the orange Login link/button in the upper right hand corner of our website; you will be prompted to log in, and a link to your application(s) will be visible on your account page under the “In Progress” list.

Q: How can I delete applications I do not want?

A: In the list of “In Progress” applications, a trashcan appears to the right of each link. Simply click on the trashcan of the application you wish to delete. A pop-up will appear to ensure this is what you want to do, and you must click yes to accept the action. Please Note: You cannot delete submitted applications.

Q: How do I print my applications?

A: On your account page, “In Progress” and “Submitted” applications will be listed as links. Simply click on the link you wish to open, and this will open a new internet viewing window. From there, select File, then Print. Within the application there is a Printer Friendly link that will also allow you to print.

Q: Why can't I submit my application?

A: All required fields must be filled in to submit. If you have made the corrections, you must then scroll to the bottom of the page and click on the “Save and Review Changes” button. This WILL NOT submit your application. You MUST select the “Submit” button after saving the changes.





THE CATHOLIC FOUNDATION

Q: How do I email my applications to others for review?

A: On your account page, “In Progress” and “Submitted” applications will be listed as links. Simply click on the email icon to the far right (beside the trashcan) of the application link you wish to send, and this will allow you to email it for review or approval by your pastor, executive director and anyone else you send it to.

Q: What if I need to change my submitted application?

A: Your submitted application can only be rejected. Unfortunately, we do not have the ability to make changes for you. If you want to make corrections, you can copy from your submitted application and paste it into a new application to correct and submit. You must notify the Foundation if you wish for this to happen.

Q: How do I know that you have received my application?

A: You will ALWAYS receive an email from the Foundation confirming that your application has been received. The email will include a copy of your application as it was received. Before calling the Foundation, be sure to check spam, junk or bulk email folders for your confirmation.

