

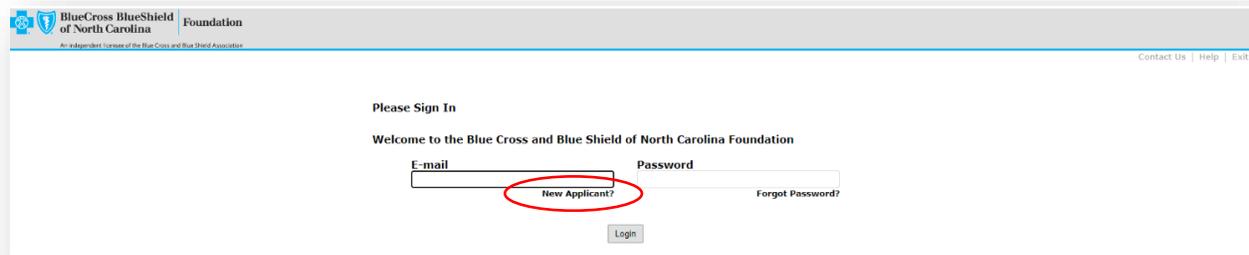
## How-to-Apply Guide

This reference guide provides information for new and returning applicants of the Blue Cross and Blue Shield of North Carolina Foundation (Blue Cross NC Foundation) on how to log in to the grants portal, reset passwords (if needed), navigate the grant application form, and submit a completed application.

### Access the Grant Application Form

In order to begin your grant application, you will need to click the “Online Application” link found in the funding opportunity PDF under the “How to Apply” section.

Once you click the link, you will see the sign-in page below.



### Logging In to the Grants Portal

**If this is your first time applying for a grant with the Blue Cross NC Foundation**, you will need to create a new account. To do so, click on “New Applicant” circled in red above – and follow the prompts to create a new account.

**If you are a returning applicant or have used our portal in the past**, you can sign in using the username and password you previously created. If you have forgotten your password, please use the "Forgot Password?" feature on the login page to have your password sent to the email address you used to create your account.

### Forgot Your Password? Tips and Tricks

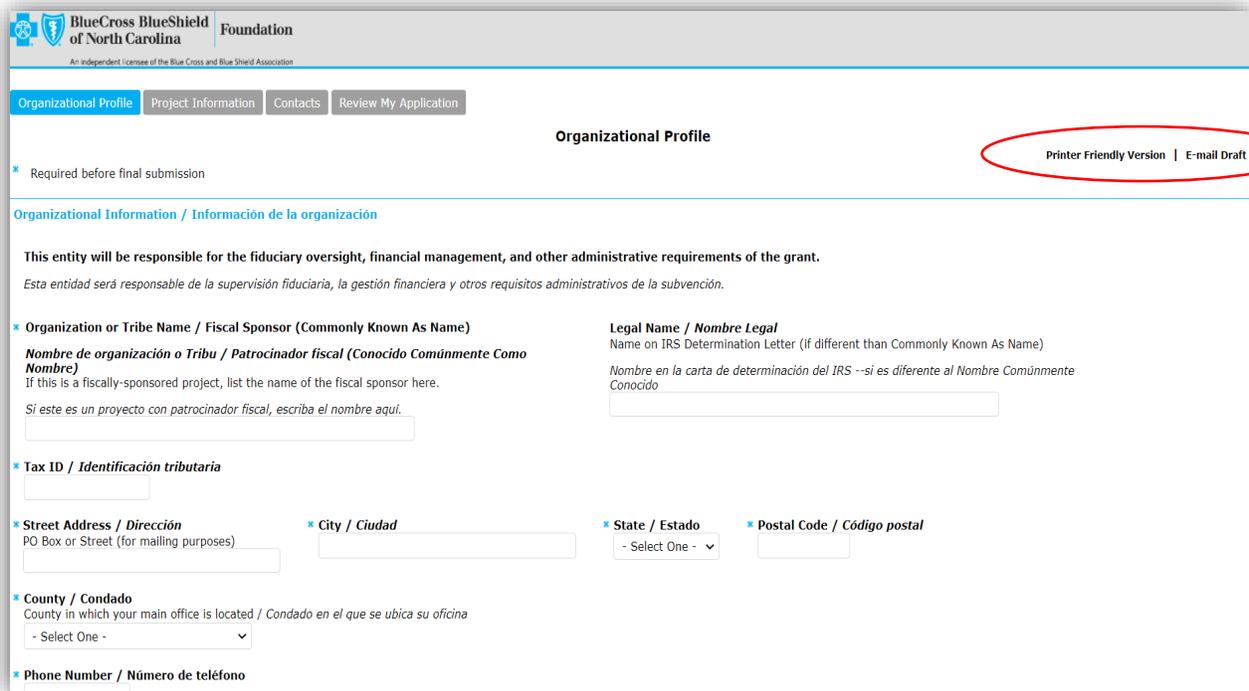
If you click “Forgot Password?”, you will receive an email from [mail@grantapplication.com](mailto:mail@grantapplication.com) with instructions on how to reset your password (see screenshot below). We recommend you check your junk or spam folder if you do not see an email from this address in your inbox. Please click the link in the email and **\*copy and paste\*** the password provided in the email (do not include the period that is at the end of the sentence). Once you do so, you will be guided through creating a new password for your account.

### Sample Password Reset Email

Subject: Blue Cross NC Foundation Online Grant Portal - Password Reminder

Your password is: **RdTb{30q%jd}**. Log in to your account,

## Application



BlueCross BlueShield of North Carolina Foundation  
An independent licensee of the Blue Cross and Blue Shield Association

Organizational Profile | Project Information | Contacts | Review My Application

**Organizational Profile**

\* Required before final submission

Printer Friendly Version | E-mail Draft

Organizational Information / Información de la organización

This entity will be responsible for the fiduciary oversight, financial management, and other administrative requirements of the grant.  
*Esta entidad será responsable de la supervisión fiduciaria, la gestión financiera y otros requisitos administrativos de la subvención.*

\* Organization or Tribe Name / Fiscal Sponsor (Commonly Known As Name)  
**Nombre de organización o Tribu / Patrocinador fiscal (Conocido Comúnmente Como Nombre)**  
If this is a fiscally-sponsored project, list the name of the fiscal sponsor here.  
*Si este es un proyecto con patrocinador fiscal, escriba el nombre aquí.*

Legal Name / Nombre Legal  
Name on IRS Determination Letter (if different than Commonly Known As Name)  
*Nombre en la carta de determinación del IRS --si es diferente al Nombre Comúnmente Conocido*

\* Tax ID / Identificación tributaria

\* Street Address / Dirección  
PO Box or Street (for mailing purposes)

\* City / Ciudad

\* State / Estado  
- Select One -

\* Postal Code / Código postal

\* County / Condado  
County in which your main office is located / *Condado en el que se ubica su oficina*  
- Select One -

\* Phone Number / Número de teléfono

### Navigating the Application - Helpful Features

The application consists of several pages. You can view each page by clicking on the tabs at the top under the Foundation logo. You can export the entire application by clicking on “Printer Friendly Version” (circled in red above) to print or export it as a PDF. You can also e-mail a draft by clicking on “Email Draft” (circled in red above).

You are able to work on the application during multiple sittings by clicking Save and Finish Later. *Please note there is no auto-save function, so be sure you click “Save and Finish Later.”*

### Logging Back in to Finish Your In-Progress Application

Once you click “Save and Finish Later,” you will receive an email from [mail@grantapplication.com](mailto:mail@grantapplication.com) with a copy of the application and the link to access the saved in-progress application in the grants portal.

Please note this is a different link than the one found in the funding opportunity PDF, in order to prevent creating duplicate applications for your organization. As an alternative, you can log back into your account using the following link to continue working on your saved in-progress application – [https://www.GrantRequest.com/SID\\_1303?SA=AM](https://www.GrantRequest.com/SID_1303?SA=AM).

### **Submitting Your Application**

Once you are ready to submit, click Submit located at the bottom of the page, and you will receive an email confirmation.

### **Contact Us**

If you have additional questions or issues navigating the system, please reach out to [info@bcbsncfoundation.org](mailto:info@bcbsncfoundation.org).