Shelton Family Foundation
Online Instructions for Grant Applicants

To be more user friendly, Shelton Family Foundation has partnered with the Community Foundation of Abilene to provide an online application process for our grant applicants.

Please follow the instructions below for completing grant applications through the online grant portal hosted by the Community Foundation of Abilene.

★ Online Grant Portal Instructions:

1. Visit: *sheltonfamilyfoundation.org*

2. Click on: "Apply Now"

3. Returning Grant Portal Users: If you have previously used the system (as a Community Foundation of Abilene applicant or grantee), use your same login credentials to access the portal page.

   New Grant Portal Users: If you are a new applicant through the Community Foundation of Abilene, you will create a new account. Submit contact information and details to set up your organization's profile.

4. Once you log in (or create an account if you have not previously used the system), you will land on the online grant portal's "Applicant Dashboard" page.

Click on "Apply" at the top of the page.
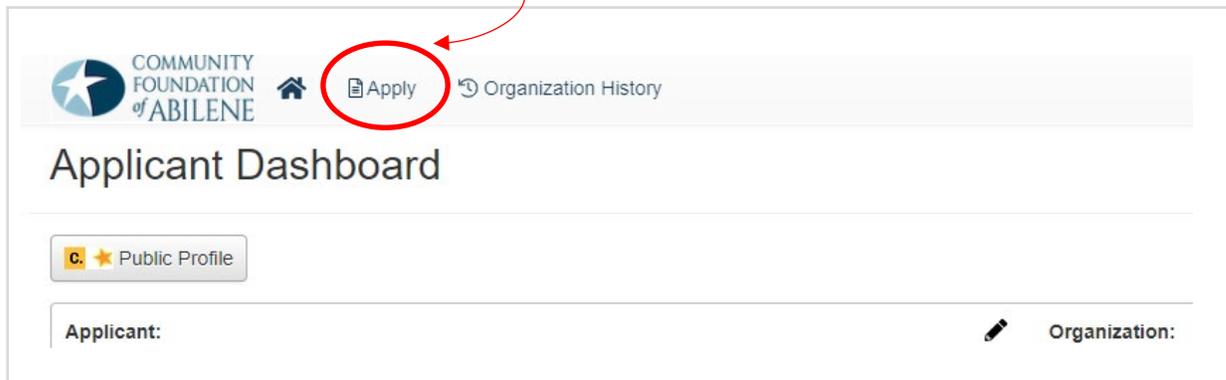
5. From the next page, you will see a box in the upper right corner to enter an access code.

Enter this code: SFFinvite
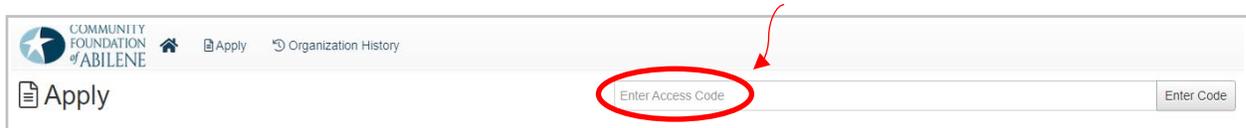
6. Once you enter the code, the Shelton Family Foundation details will appear.

You can access the specific Shelton Family Foundation grant application by clicking on the blue "Apply" button on the right side of page.
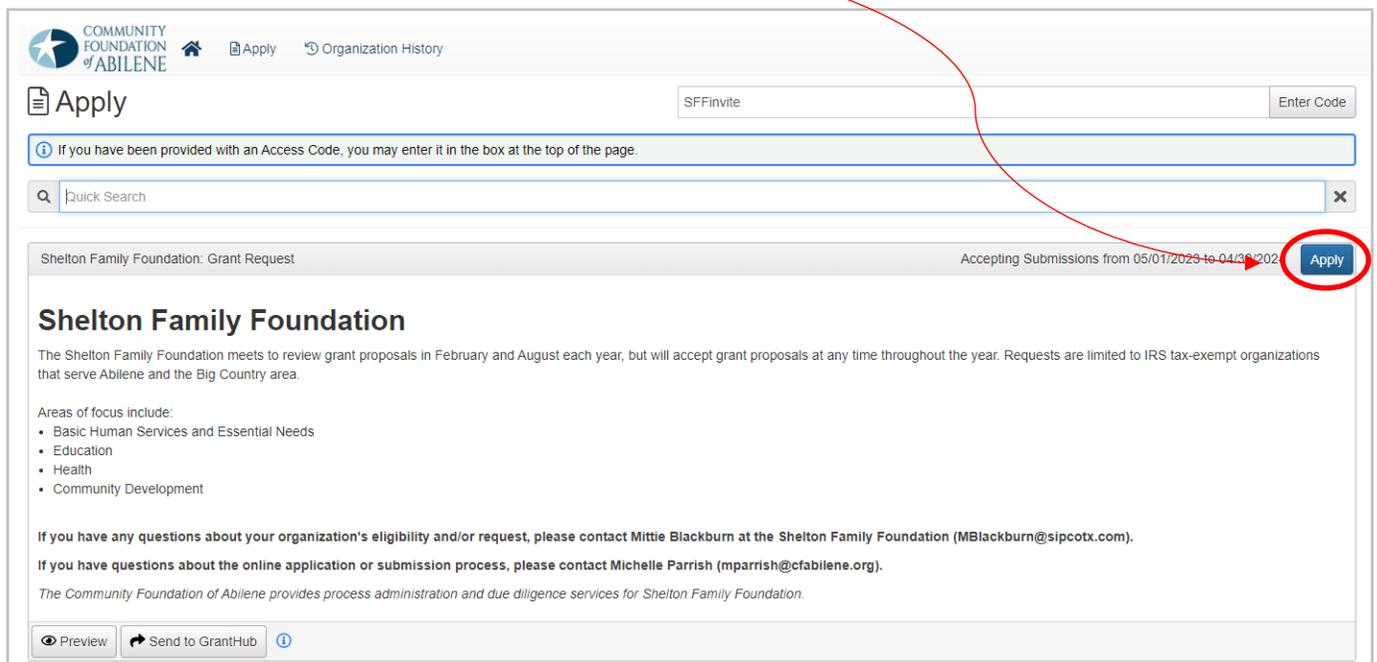
7. Complete the required questions in the application.

   You can save your progress by selecting "Save Application" at the bottom of the page.

   This allows you to save information, exit, and return later to complete the application.

   [Save Application] [Submit Application]
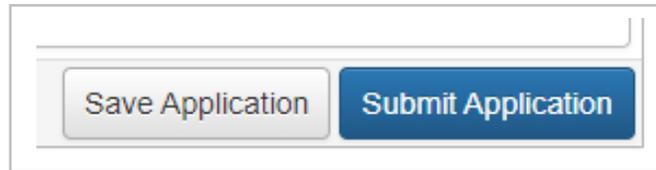
8. Once all requirements are submitted/fulfilled, please hit the "submit application" button at the bottom of the page.

★ Tips and Reminders:

- If you have any questions related to your organization's eligibility and/or request details, please contact Jennifer Vinson (*jvinson@sipcotx.com*, 325-676-7724).

- If you need technical assistance accessing the online portal, creating a profile, submitting your application, or any other questions related to the submission process, please contact Michelle Parrish (*mparrish@cfabilene.org*, 325-676-3883) at the Community Foundation of Abilene.

   The Community Foundation of Abilene provides process administration and due diligence services for Shelton Family Foundation.

- Proposals will be accepted year-round, although the Shelton Family Foundation meets twice each year (February and August) to review applications and make funding decisions.