



INDIANA HUMANITIES INSTRUCTIONS FOR ONLINE GRANT APPLICATION

Please read these instructions before using the online grant application.

- First be sure that you have downloaded and read the guidelines pertaining to the grant to which you're applying. Guidelines for all of Indiana Humanities' grants are on our grants page, www.indianahumanities.org/grants.
- Before you proceed to the online application, you must enable pop-up windows. You can typically adjust this by visiting your browser's settings tab.
- After you've allowed pop-ups and have become familiar with the guidelines, visit <http://ihgrants.communityforce.com> and click on "Login" (at the upper right).
- If you have not used the CommunityForce system before, click on Create New Account.
- Log in to the system.
- After reading the first screen, click on Continue with Application (right side).
- The main menu has a gray button in the upper area that says "Preview Application." Clicking on this button will allow you to take a look at the application questions. However, you cannot fill out your answers on this screen. Close the tab, then start clicking on the icons ("Cover Sheet," etc.) to begin filling out the application.
- You must fill out all sections (100%) before you can submit the application. As a work-around, you can fill out text boxes with "N/A." If an attachment is required, you can create and attach a Word document that explains why the requested attachment is not available.
- After all sections show 100%, you must submit the application. Click on the gray button at the top that says "Final Review and Submit." A pop-up will appear that asks you to confirm that you have reviewed the application. (Note again that pop-ups must be enabled in your browser.) Click on "Continue with Preview." Then check the box and submit.
- Report any problems to George Hanlin at ghanlin@indianahumanities.org or 800.675.8897 ext. 128.
- If you're having a problem with the online form that prevents you from meeting the deadline, request an extension by sending an email to ghanlin@indianahumanities.org. We will contact you to help you with the problem.