



# CARES GRANTS

A SPECIAL GRANT FOR COVID-19 RELIEF

## Online Grant Application Instructions

Please read these instructions before using the online grant application system.

- First be sure that you've downloaded and read the grant guidelines. You'll find a link on the Indiana Humanities CARES Grants webpage, [www.indianahumanities.org/CARES](http://www.indianahumanities.org/CARES).
- 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 read the guidelines, go back to the CARES Grants webpage and click on the Apply Now button at the top of the page.
- You'll arrive on the main landing page for the CARES Grant online application. Click on the Login link in the upper-right corner. If you haven't used the CommunityForce online application system before, click on Create New Account to set yourself up in the system.
- Log in to the system.
- You should go directly to the Indiana Humanities CARES Grant application. Click on the Apply button. (If instead you see a home screen with each of the grants that Indiana Humanities is currently offering, just **make sure you go to the Indiana Humanities CARES Grant listing** and click on the Apply button there.)
- You'll see that the CARES Grant application includes several sections. You must fill out all the sections (100%) before you can submit the application. Save your work often. (For the narrative questions, it might be a good idea to type your answers in a word-processing document, save them and then paste them into the online system.) Know that you can save your work in the system and come back to it. If you log out and return later, you'll likely arrive back to the home page with all of our grants listed; you'll just need to go to the CARES Grant listing and click on the Continue with Application button.
- After all sections show 100%, **you must submit the application**. Click on the Final Review and Submit button at the upper right. 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 the Continue with Review button. Then review the form and either choose Cancel & Exit to revise the document, or if you're ready to send it, check the box to confirm that you've reviewed your application and then click Submit.
- Report any problems to George Hanlin at [ghanlin@indianahumanities.org](mailto:ghanlin@indianahumanities.org).
- If you're having a problem with the online form that prevents you from meeting the deadline, email us before the deadline passes (May 8 at 11:30 p.m. EDT; we'll note the time your message arrives). If you've contacted us before the deadline, we'll provide you with further guidance.