



INDIANA HUMANITIES INSTRUCTIONS FOR ONLINE GRANT APPLICATION

Please read these instructions before using the online grant application.

- First be sure that you've downloaded and read the guidelines for the grant that you're applying for. Guidelines for all our 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 read the guidelines, visit <http://ihgrants.communityforce.com> and click on "Login" at the upper right. (You may also get to this site by visiting www.indianahumanities.org/grants and clicking on the Apply Now button that appears under each of the grant descriptions.)
- If you haven't used the CommunityForce online application system before, click on Create New Account.
- Log in to the system.
- You'll see a home screen with each of the grants that Indiana Humanities is currently offering.
- Each of the grants has an Apply button next to it. Choose the grant that you want to apply for and click on the button
- You'll note that each application includes several sections. You must fill out all the sections (100%) before you can submit the application. Be aware that you can save your work and come back to it. If you log out of the system and return later, you'll come back to the home page with all the grants listed; you'll just need to go to the grant you were applying for 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 or 317.616.9784.
- 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.