



Online Application Directions

Martinsville Area Community Foundation is pleased to announce our online, internet-based grant application process, as we will no longer accept paper grant applications. The directions below and our Frequently Asked Questions should answer your questions about the online application process. If you have further questions, please contact April Haynes at april@martinsvilleareacommunityfoundation.org or at 276-656-6223.

The Online Application Process has three steps

1. Create an account.
 - a. An account allows you to access your saved and submitted applications at anytime and allows us to send you an email that confirms that we have received your application and notifies you if additional information is necessary to process your application. To create a new account:
 - i. At Account Login, click "I am a new online applicant" and click "Continue"
 - ii. Enter your email address
 - iii. Create a password (5 character minimum)
 - iv. Confirm your password
2. Take the eligibility quiz.
 - a. The eligibility quiz is designed to help you determine if your proposal will qualify for grant consideration. Please answer all of the questions to proceed.
 - b. Once you have successfully completed the eligibility quiz, you will be able to access the grant application form.
 - c. If you have answered the questions and are unable to access the application, it is likely that your proposal does not meet the requirements for funding. If you feel that your proposal does meet the requirements for funding under our guidelines, please click the "contact us" tab at the top of the application to discuss your proposal with a Foundation staff member.
3. Fill out the application.
 - a. You must complete all sections of the application, including the attachments page. If you are unable to attach all required attachments, please view the Online Application Frequently Asked Questions for suggestions.
 - b. You do not have to complete the entire application at one time. You may save your application by clicking the "Save and Finish Later" button at the bottom of the application form.
 - c. When you are satisfied that your application is complete, click the "Review and Submit" button at the bottom of the last page. After you have reviewed your application, click the "Submit" button.
 - d. Print a copy of your application for your records. An automated email will be sent to you when we retrieve your application. If for some reason you do not receive confirmation within three days, please contact us.