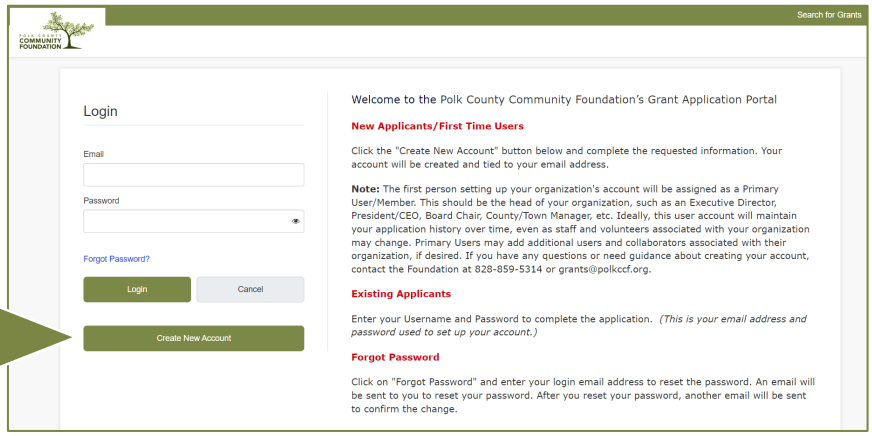
POLK COUNTY COMMUNITY FOUNDATION

SLATER GRANT APPLICATION
ACCOUNT SETUP GUIDE

Please use these basic instructions for creating your account and accessing the online Slater grant application. Contact the Foundation with any questions.

1. **Visit the applications page of our website at polkccf.org/applications and click on the "Grants Portal" button or go directly to polkgrants.communityforce.com.**

2. **At the Login screen, click on the "Create New Account" button.**



3. **Choose *Slater Grant Applicant – Eligible Teachers Only* from the drop-down list of organizations (it should be the first on the list). Then enter your name, phone number, and email address, and choose a password. Click the "Submit" button to register.**

   Note: You will see a message pop-up informing you that *"The organization you entered already exists with a different primary contact."* The Foundation is the primary contact for this account.

4. **Once you've created your account, you'll be able to log in with your new user ID (email address) and password.**

5. **After logging in, look for the correct application (e.g. 2025 Slater Grant Application) and click on the "Apply" link. You can start a new application by giving it a name and clicking on the "Apply" button. Once you answer a brief Pre-Qualification question, you'll be taken to your Dashboard and can begin completing your application.**

HAVE QUESTIONS OR NEED TECHNICAL SUPPORT?

Contact Noah Wood, Director of Grants at **grants@polkccf.org** or **828-859-5314**