# Grant Portal Guide

![Kronkosky Charitable Foundation logo]

The mission of the foundation is to produce profound good that is tangible and measurable.

In Bandera, Bexar, Comal and Kendall counties.

# Part 1: Eligibility Screening & Registration

Estimated Time for Completion: 5-8 minutes

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💡 **Quick Tip**
Be sure to remember the email and password you created so you can log back in throughout the process.

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## Step Guide

**1** Navigate to **Kronkosky.org.**

**2** Click on the button for **Eligibility Screen.**

**3** You should see a welcome message; click the Next button after reading the information.

**4** **Complete all required fields** and click on the Check Eligibility button.

**5** If your responses indicated an eligible organization you should see a message inviting you to move forward and register.

**6** Enter your contact information and select a new password, then click on the Register button.

**7** If your responses indicated you are ineligible to receive funding you will see a message informing you and someone will reach out to you with additional information.
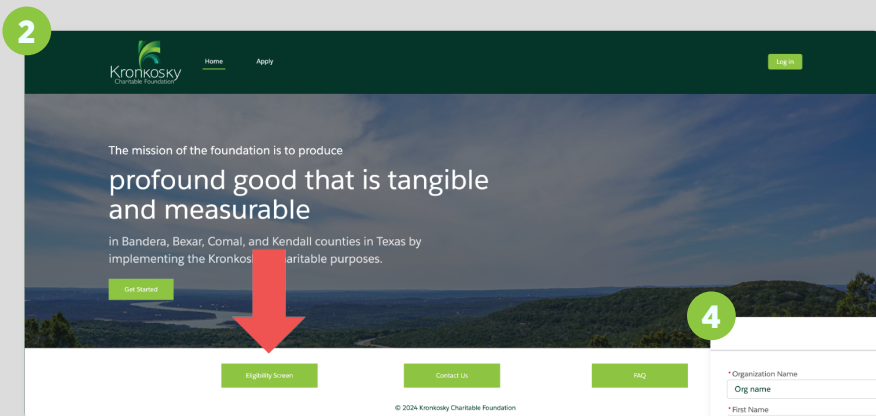
# Part 2: Complete Organization Profile

Estimated Time for Completion: 20-30 minutes

## Step Guide

**1** Navigate to **Kronkosky.org** and ensure that you are logged in with the user you created in part 1. **Click on the link for My Organization Profile** at the top of the screen.

**2** **On the first screen of the Profile tab,** complete all fields including both mailing and physical address. Then click on the Next button. This will take you to the next screen for your organization profile. You can track your progress with the progress bar up top. *Note: This is the second screen of four.*

**3** On screen 2 of the Profile tab, select your organization's primary focus and indicate the total served by your organization each year. Complete the narrative fields for services, mission, and vision. Now click the Next button to move to the following screen.

**4** On screen 3 of the Profile tab, you have the option to enter your organization's banking information.

**5** On screen 4 of the Profile tab, respond to the final questions. Click on the Save button.

**6** **Click on the Demographics tab** and complete all fields on the page for your organization, then click on the Save button at the bottom.

**7** **Click on the Leadership tab** and click on the New button in the Board Members section to add at least one board member.

# Part 3: Complete Grant Consideration Form

Estimated Time for Completion: 20-30 minutes

## Step Guide

**1** Navigate to **Kronkosky.org** and ensure that you are logged in with the user you created in part 1. **Click on the link Apply at the top of the screen.** Now, click the button to Begin Grant Consideration Form.

**2** **Click the Application Narrative tab,** then complete the questionnaire and click on the Save Application button at the bottom. **Next, click on the Focus Areas tab,** and select one or more areas. When you are finished, click on the Save Selected Focus Areas button at the bottom.

**3** **Click on the Required Documents tab.** You will see three assigned documents. Click on a link to open one of the Document Checklist item records. Click the Upload File button. Repeat for all 3 links.

**4** Once you check the box to confirm that your organization profile is accurate and complete, click Submit.

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**Heads up!**
You will need to wait for your GCF to go through the review process before you can proceed.

# Part 4: Complete Full Application

Estimated Time for Completion: 20-30 minutes

## Step Guide

**1** After you receive an email message inviting you to complete a full application, log back into the Grantee Portal and **click on My Applications.** Proceed to click on the name of the Funding Project to open the application. *Note: It has now been assigned to a Grant Cycle.*

**2** **Complete the Application Narrative tab.** There are several screens you'll need to complete, you can review the progress bar up top track your progress.

   • **Screen 1 of the Application Narrative:** Information about those served through the project
   • **Screen 2 of the Application Narrative:** Information about your organization and the project
   • **Screen 3 of the Application Narrative:** Enter dollar amounts for each type of revenue source

**3** **Click on the Focus Areas and Outcomes tab.** One Grant Focus will already be listed based on what you selected in the GCF process. *Note: you have the option to add more.* **Click on the Add Grant Outcome button and input at least one.** Next, complete the questionnaire. Click Save.

**4** **Click on the Partners & Funders tab,** and create a Project Partner record using the New button. **Now Create a Major Donor record** using the New button. *Note: add at least 1 partner.*

**5** **Now click on Required Documents tab.** Click on the Upload File button to add your Budget. Next, click on the Application Status tab to get back to the application submission section.

**6** Check the box to confirm you have reviewed for accuracy and completeness. The Submit button will then appear. **Click Submit.**