

The Christopher Reynolds Foundation

c/o GMA Foundations

2 Liberty Square, Suite 500

Boston, MA 02109

Online Application Guide

Please read all of the instructions before clicking the link and beginning your application.

Go to the login page

Click the link to go to the application portal:

<https://www.grantinterface.com/Home/Logon?urlkey=creynolds>

Register

Prior to submitting a proposal through the foundation's online grants system, applicants must complete a on e-time registration. Previously registered applicants can simply log in.

You will need to supply your contact information and create a password to log in to the system. Be sure to save your password where you can find it again. You will need it to work on proposal drafts and to check the status of your proposal.

Once you are in the system, click *Apply* on the top left side of your screen.

Click Apply

Click Link to Open Form

Click *Enter* to open the application form. Click on *Print Question Legend* above your name if you wish to see a list of the proposal questions.

Draft Application

Complete your on-line application. Save frequently. If you want to leave your application before it is complete, click on *Save as Draft* at the bottom of the screen. You can come back later and continue your application by signing in with your password and continuing to work on the application.

Submit When Complete

Your application must be submitted when you are done in order to remove it from draft status. After clicking *submit*, a new screen will appear confirming receipt of your application.

Tips for Using the System

Make a PDF of your proposal. If you would like to print or save a copy of your proposal, use the *Application Packet* link at the top of the page. This will create a pdf of your proposal.

Uploading? Keep in mind that the upload fields only accept one document. If you upload the wrong document, simply browse and upload the right one to overwrite the incorrect upload. You will know that the upload worked when you see the document link in the field when you save your draft. You will also see it when you use *Application Packet* to create a PDF of the proposal.

Cutting and pasting is fast. Cutting and pasting directly from your word processor is easy if you keep in mind that 3,200 characters (including spaces) equal approximately one page with four paragraphs in 12 point

type. To facilitate cutting and pasting, text limits are typically generous, but do not feel compelled to write more than necessary just to use all of the characters allowed.

Forget formatting. The system removes all formatting from your pasted text. It will turn bullets into gibberish. Saving your documents in RTF before you paste will require less clean-up in your proposal.

What is the deadline? February 15. While the application is open until 12:00 midnight on the day of the deadline, please note that technical support is only available until 4:00 p.m.

Did we get it? Once you click *submit*, your proposal is on its way – *you can no longer edit your draft*.

Need tech support? Tech support is available between 9:00 a.m. and 4:00 p.m. Call the Grants Manager at GMA Foundations at 617.391.3085 or email online@gmafoundations.com.

Got suggestions? Write online@gmafoundations.com with comments, tips and ideas that can improve this system. Your feedback helps us make improvements.

Additional Questions? Please contact Lila Kelsey at lkelsey@gmafoundations.com or 617.391.3088.