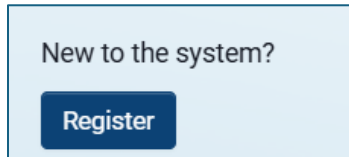


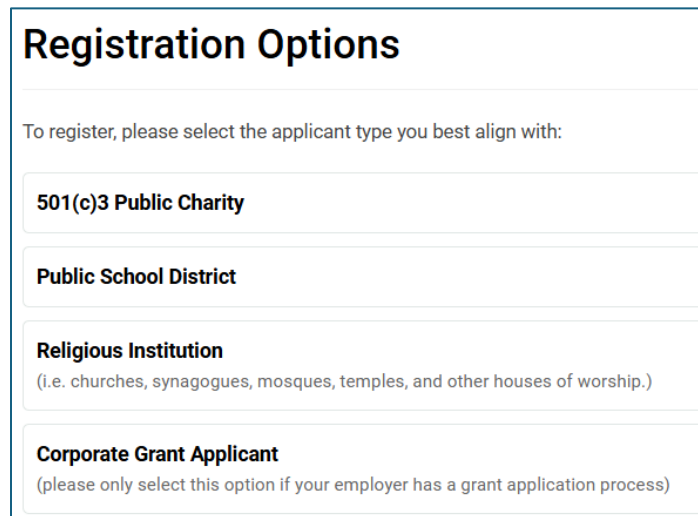
Grant Application Portal: Register for an Account

If you are interested in completing a grant application or seeking information about a required grant report, please register for an account using the instructions below.

1. Visit <https://grantsgrowyourgiving.us-1.smartsimple.com/>. Click the **Register** button in the bottom left corner of the screen.



2. Select the **Applicant Type** that best aligns with you and/or your organization.




A screenshot of a web form titled 'Registration Options' in bold black font. Below the title is a light gray horizontal bar. Underneath the bar, the text 'To register, please select the applicant type you best align with:' is displayed. Below this text are four selectable options, each in a light gray box with a thin border. The first option is '501(c)3 Public Charity'. The second is 'Public School District'. The third is 'Religious Institution' with a subtext '(i.e. churches, synagogues, mosques, temples, and other houses of worship.)'. The fourth is 'Corporate Grant Applicant' with a subtext '(please only select this option if your employer has a grant application process)'.


- a. Detailed instructions on registering for each applicant type are listed below. If you are unsure of your applicant type, please contact us at grants@growyourgiving.org prior to registering.
3. Complete the requested contact information for the applicant type selected and click **Submit**.
 4. You will receive an **Email Verification** from grants@smartsimplemailer.com with the Subject: *Complete your account registration: Greater Kansas City Community Foundation | Greater Horizons*. Please follow the email instructions to confirm your email address and create your password.
 5. If you don't receive the verification email, please check your junk and spam folders. For technical assistance, please contact us at grants@growyourgiving.org.

Registration Options: Applicant Type

1. **501(c)(3) Public Charity:** This option should only be utilized for agencies that have been determined as a 501(c)(3) public charity by the IRS.
 - a. Enter your public charity's name or EIN and click **Search**. Results from the IRS database will populate, and you will be asked to select the correct organization to continue.

Organization Results

 Refine Search



Instructions:

1. Click on the row to select the organization.

If you cannot find your organization in the IRS database [click here to add a new organization](#).

#	EIN	Organization Name	Address	City	State	Zip Code
1.	431152398	GREATER KANSAS CITY COMMUNITY FOUNDATION	1055 BROADWAY ST STE 130	KANSAS CITY	MO	64105-0000

- a. Complete the required contact information and click **Submit**.
2. **Public School District:** This option should only be selected if applying on behalf of a public school district. This does not apply to private schools, colleges, or universities.
 - a. Complete the required contact information and click **Submit**.
3. **Religious Institutions:** This option only applies to churches, synagogues, mosques, temples, and other houses of worship. If you are a religious-based organization that has been determined as a 501(c)(3) public charity, please select the Public Charity applicant type instead.
 - a. Complete the required contact information and click **Submit**.
4. **Corporate Grant Applicant:** This option should only be selected if you are an employee requesting funding from your employer to benefit an organization. If you are unsure whether you fit into this applicant type, please contact us at grants@growyourgiving.org.
 - a. Complete the required contact information and click **Submit**.