



CommunityForce

Importing information from an existing application to a new application:

1. Log in to the [online grant portal](#) and find the name of the **Application** you wish to complete
2. In the upper right corner, click the **Choose Action** drop-down
3. Click on **Import Responses from Existing Applications**

Deadline for Submission || 8/27/2021 12:00 PM (EST)

Thank you for your interest in the Union County Community Foundation Grant F information below. It addresses many common questions and will help you in the application process. Please carefully read the information below.

• To begin your application, click on the "Applicant Summary" icon below.

Choose Action

- Preview Application
- Import Responses From Existing Applications
- View Comments

Final Review and Submit

4. Choose the existing application from which you would like to import answers
- 5a. Click **Import** to import all sections from an existing application

Import Responses			
Grant Funds	Program Name	Import	Application Import
2021 Charlotte Mecklenburg Community Foundation - Opportunity Fund - Q4		Import	Advanced Import
2021 Charlotte Mecklenburg Community Foundation - Social Capital		Import	Advanced Import
2021 Charlotte Merchants Foundation Grant Program	asdasdsa	Import	Advanced Import
2021 Ginter Foundation Grant Program		Import	Advanced Import
2021 John S. and James L. Knight Foundation	Ferris Bueller Inc	Import	Advanced Import
2021 Lexington Area Community		Import	Advanced Import

-or-

5b. Click **Advanced Import** to choose specific sections/questions to import from an existing application (i.e., Applicant Summary, Organization Overview)

Import From: 2021 Charlotte Mecklenburg Community Foundation - Opportunity Fund - Q4

☐	Section Name
☐	Applicant Summary
☐	Organization Overview
☐	Project Description
☐	Results Description
☐	Funding Description
☐	Financials and Project Budget
☒	Submittal Page

Question

☒ Certification

☐ Do you certify that the executive director and board of directors have approved submittal of this grant request, all information provided is accurate to the best of your knowledge and the project and schedule as presented will be adhered to?

☒ Signature of representative requesting grant:

Import Cancel

6. After the import, **review all sections** of your current application. Read each question clearly and provide an answer. As needed, update the responses that have been imported.
7. Review dashboard for completion of all sections.
8. **Save your work and ensure that all sections read 100%.**