

# Community Foundation of Lorain County Online Grant Application Instructions for Teachers



The Community Foundation of Lorain County has moved its grant application process to an online system. This instructions sheet aims to outline the step-by-step process, but do not hesitate to reach out with further questions.

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## **These are the steps teachers will need to take to apply:**

1. Contact [grants@peoplewhocare.org](mailto:grants@peoplewhocare.org) to request an individual profile. Teachers requesting a profile will need to provide the following information:
    - a. **Teacher Name**
    - b. **Teacher E-mail**
    - c. **Phone Number**
    - d. **School District**
  2. A confirmation email will then be sent to the teacher to confirm their individual profile has been created. The teacher's login is their email address, and they will be provided a temporary password in the confirmation email. Once the teachers receive their online profile, they can log into the grants site at <https://www.grantinterface.com/Home/Logon?urlkey=cflc>. The login page is also accessible at [peoplewhocare.org](http://peoplewhocare.org).
  3. The teachers will then fill out and submit the application.
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To view available applications, their deadlines, and the corresponding dates by which the Board makes decisions on grant requests, visit the Foundation's website, [peoplewhocare.org](http://peoplewhocare.org) and go to the "[Grantseekers](#)" page.

After the first year, only new teachers applying for grants or teachers who have changed districts will need to request profiles. Teachers with current profiles can use those profiles to re-apply in future years. They will be able to review previous year's grants as well as whether those requests were funded or not.