



Community  
Funds

## How to Apply for a Community Fund Grant

After reviewing the specific town Community Fund committee’s request for proposal (RFP), applicants can begin a new application by using the Foundation’s online grant portal:

**Grant Portal Application link:** [CLICK HERE](#)

**Access code:** 26CommFds%

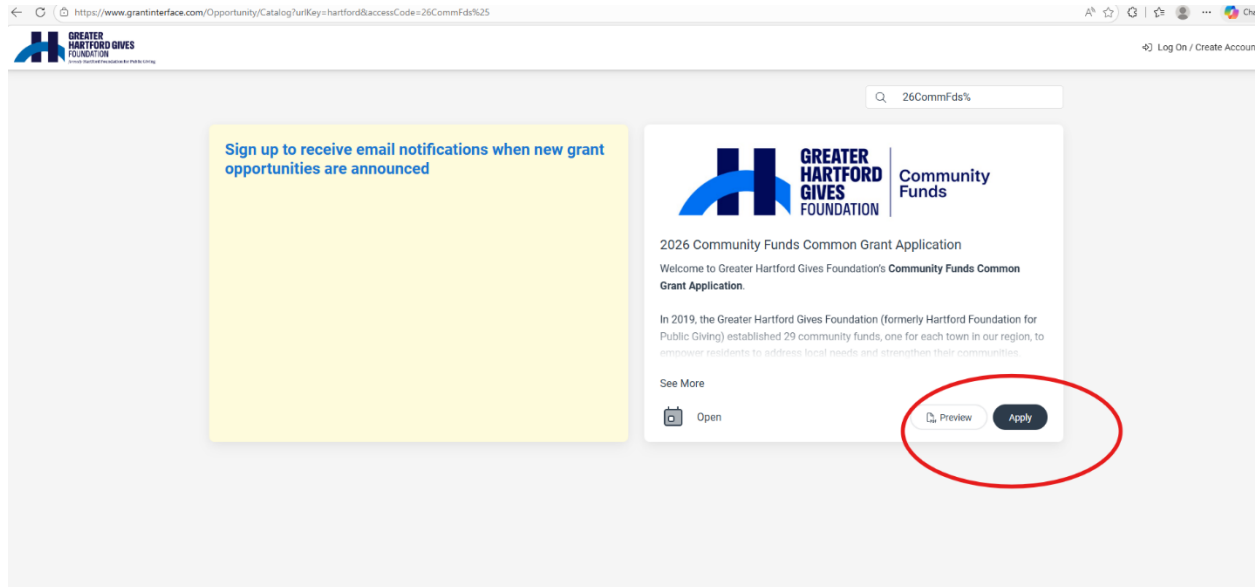
Please enter the code in the **Access Code bar** for the Community Funds common grant application opportunity to appear. The access code bar is shown in the screenshot below:

A screenshot of the Greater Hartford Gives Foundation's online grant portal. The browser address bar shows the URL 'https://www.grantinterface.com/Opportunity/Catalog?urlkey=hartford'. The page header includes the foundation's logo and 'Log On / Create Account'. A search bar at the top right contains the text 'Search or enter Access Code' and is circled in red. Below the search bar, there are two main content areas. The left area has a yellow background with the text 'Sign up to receive email notifications when new grant opportunities are announced'. The right area features a card for 'The Equality Fund RFP' with a description of the grant opportunity, a 'See More' link, and a 'Closes 05/13/2026' date with 'Preview' and 'Apply' buttons. Below this, there is another card for the 'Marjorie Jolidon Fund' with a description, a 'See More' link, and a 'Closes 05/01/2026' date with 'Preview' and 'Apply' buttons. The footer contains the text 'Greater Hartford Gives Foundation' and 'Grant Management Software provided by Foundant Technologies © 2026'.

### A Few Tips for Entering the Access Code:

- Please ensure when you copy and paste the access code that you do not accidentally include an extra space before or after the code.
- Once the access code has been entered, you will need to press your “Enter” or “Return” key on your keyboard to submit it.

Once you successfully enter the access code, you will be brought to this screen. You will see you have options to both “Preview” and “Apply.”



You will be able to preview the application questions by clicking “*Preview*”. You are welcome to print the application if that is helpful for you while putting your application together. By clicking “Apply”, it will prompt you to log in or create an account, if your organization has not previously applied through the portal.

### **A Few Tips for Completing the Application**

- You can save an application at any time and return to it later. The application will also autosave periodically while you are working and whenever you click out of a specific question. You can access the application as many times as you’d like prior to the due date specified in the RFP for the town Community Fund you are applying to.
- Please use the project budget form linked in the application and double check that your file is completed as intended before uploading.

## **Helpful Links in Navigating the Grant Portal**

- [A walkthrough of your applicant dashboard.](#)
- [Creating an account, applying for a grant, and managing your request.](#)
- [Copying responses from one application to another.](#)
- [Collaborating on an application.](#)

**If you have any questions regarding the grant portal or utilizing the application please do not hesitate to reach out to [CFgrants@greaterhartfordgives.org](mailto:CFgrants@greaterhartfordgives.org). For all request for proposal or priority specific questions, please contact the committee email provided in their RFP.**