How to Submit a Spark Grant Application

NEW USERS

1. Go to https://www.grantinterface.com/home/logon?urlkey=gtcf
2. Click [Create New Account]
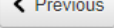

3. Fill in the form and use the [< Previous] and [Next >] buttons at the bottom to move between **completed** sections. Fields marked with an * are required.

4. If you are applying as an individual, you will still need to complete the "Organization Information" section. For "Organization Name," enter your first and last name, "EIN" of 00-0000000, and then fill in the rest of your personal contact information.
5. In the "User Information" section, click "Copy Address from Organization" and fill in the remaining required fields.
6. After completing the form and entering a password, click [Create Account] to finish.
7. Once you receive the confirmation email, select "I have received the email."

Email Confirmation

i You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'The Greater Tacoma Community Foundation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'The Greater Tacoma Community Foundation (administrator@grantinterface.com)' from your spam filter, use the link below.
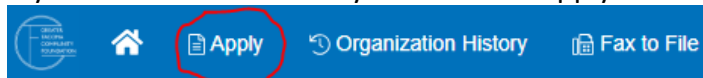
Click Here for a tutorial about removing email addresses from spam filters.

- ● I have received the email
- ○ Continue without checking
- ○ I have not received the email

Send Email Again   Continue

RETURNING USERS (OR AFTER CREATING AN ACCOUNT)

1. Log in to https://www.grantinterface.com/home/logon?urlkey=gtcf
2. If you are not automatically taken to the Apply screen, click Apply at the top:

   🏠 📄 Apply   🕘 Organization History   🗎 Fax to File

3. Click "Apply" next to Spark Grant.

   🏠 📄 Apply   🕘 Organization History   🗎 Fax to File   Role (Applicant) ▾

   📄 **Apply**   Enter Access Code   Enter Code

   ⓘ If you have been provided with an Access Code, you may enter it in the box at the top of the page.

   🔍 Quick Search   ✕

   | Expanded Learning Opportunities Partnership 2018/19 | Accepting Submissions starting 06/08/2018 | Apply |

   Greater Tacoma Community Foundation seeks partners who can provide Expanded Learning Opportunities for students at select elementary schools in Tacoma, starting in Fall 2018. This form is designed to gather information of potential providers as GTCF and Tacoma Public Schools move forward in this work. Unlike other opportunities listed on our grant site, this is an application for participation not funding.

   👁 Preview   ➔ Send to GrantHub   ⓘ

   | Spark Grant | Accepting Submissions | Apply |

   Spark grants are micro-grants to **individuals** designed to bring people-powered ideas and dreams to life in Pierce County, sparking positive social and neighborhood change through the efforts of grass-roots leadership.

   Spark grants have a maximum award of $1,500 and are intended to create community through projects that bring diverse people together. Be sure to read the Spark Grant Frequently Asked Questions if you are interested in applying.

   👁 Preview   ➔ Send to GrantHub   ⓘ

   | White River Hometowns 2018 | Accepting Submissions from 07/16/2018 to 09/05/2018 | Apply |

   White River Hometowns Fund seeks organizations and projects that serve the White River community including Buckley, Carbonado, and Wilkeson. This opportunity was created by Marydale Brooks, a longtime Buckley resident and quiet philanthropist who worked closely with local community members to support special opportunities in the White River community.

   👁 Preview   ➔ Send to GrantHub   ⓘ

4. Complete your application.
5. Save and submit your application by clicking **Submit Application**
   a. To save your application and finish later, click Save Application
   b. To download a PDF of the questions for offline use, click 📄 Question List

If you have technical questions about using the grant application system, please email grants@gtcf.org or call 253.383.5622.