2021 Renewal Applications

Application Procedures

Acton Family Giving (AFG) is a sister organization of Sunlight Giving. As a result, AFG shares the application portal with Sunlight Giving, supported by Pacific Foundation Services (PFS). You may receive auto-generated emails from Sunlight Giving and/or PFS during the application process. Don't worry, you're in the right place and talking to the right people.

Should you have any questions or need technical assistance during the application process, please email our grants management team at grants@actonfamilygiving.org or at (650) 235-4883 x 280.

Application Instructions

Step 1: Carefully read all of the information before starting an application, including the types of documents required for upload.

Step 2: Log into AFG's applicant portal using the link below.
- If you are unsure if your organization has an existing profile in the applicant portal, or if you need to be added as a contact for an organization already registered, please contact our team.

Login Here

Step 3: Review Personal Profile and the Organization Profile
- Check address in Organization Profile – this is where we will send your check!*
- Organization Contacts – deactivate past staff contacts and edit Director/CEO information
- Add Contact to add new staff contacts – this does not generate a login for new contact. Reach out to grants@actonfamilygiving.org to activate.
- Check logo to go on AFG website

Applications in Progress

Submitted Applications

Organization Profile

Personal Profile

Organization Contacts

Add Contact

Contact Us
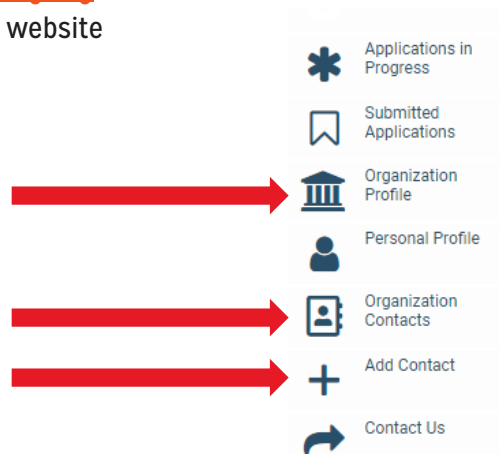
Step 4: Click on New Application and to create a new application.

- Sunlight Giving is a sister organization of AFG with different funding initiatives. If you click on New Application under the Sunlight Giving header, it will <u>not</u> be considered during the review.
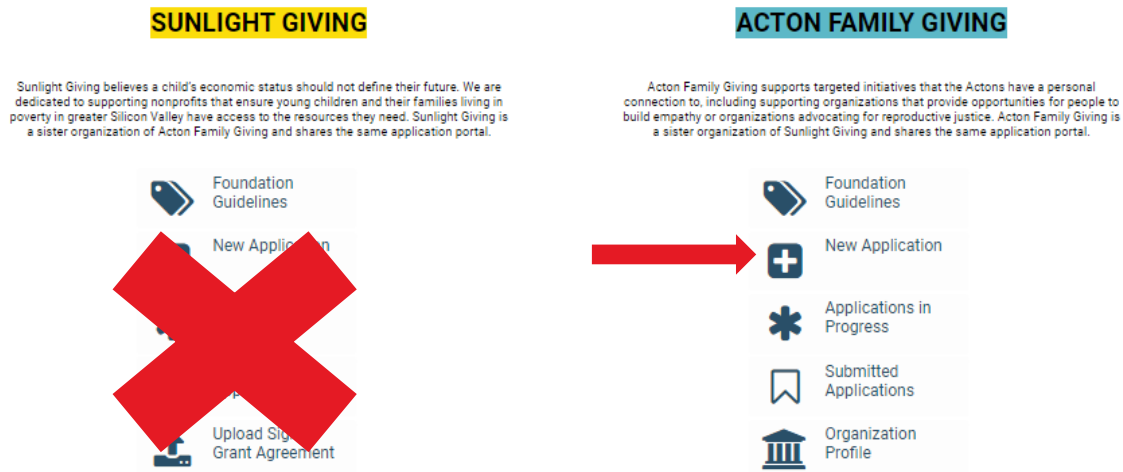
Step 5: Fill out required fields and upload required documents following the guide below.

- Periodically, Save Draft as you work
- Access draft application - navigate to Application in Progress
- <u>Whenever exiting the portal, please be sure to log out on the top-right corner of the page before closing the page or browser.</u>

Step 6: Click Submit Application when required fields are completed and documents uploaded

- You may view and print a submitted application, but will not be able to edit it.

*if you would like to sign up for EFT to receive your grant payment (in lieu of a mailed check), email our grants team at grants@actonfamilygiving.org or call 650-235-4883 x 280.

Application Field Guide

Before you start the application, review the list of application fields and documents you'll need to upload as part of Acton Family Giving's online application process.

	Field	Details
Information that you'll be asked to provide:	Director/CEO	Select your organization's Director/CEO
	Primary contact	Person to be contacted for anything related to the application
	Is this a renewal?	Select "Yes" if your program officer has specifically said you are submitting a renewal request
	Organizational/Programmatic Developments or Highlights	Narrative, 500 word recommendation We ask you to update us on any exciting developments or highlights your organization has experienced since we last checked in; or any particular work your team is eager to share. These can be both programmatic and/or operational.
	Current Year Operating Budget	The projected expenses for the organization's fiscal year
	Secured and Projected Foundation Revenue	Total amount of funding the organization received or anticipates from private and corporate foundations in current fiscal year Input 0 if not applicable
	Top three foundation gifts within the last 12 months [Please use this format: Funder Name - $Amount. Example: Collins Foundation - $10,000]	List of top three gifts received by private or corporate foundations Please exclude gifts from Acton Family Giving
	Grant Geographic Service Area	Dropdown selection Please select where the majority of your grant activities will take place If more than 5 different US states, select "National" If more than 5 different countries, select "Worldwide"

	Field	Details
Required PDF documents to upload:	Current year operating budget	PDF only
	Year-to-date balance sheet and income statement (from within the last three months)	PDF only

	Field	Details
Optional PDF documents to upload:	Letter of Agreement between your organization and fiscal sponsor, if applicable	PDF only If you have a fiscal sponsor, please upload the letter of agreement

	Field	Details
Organization files to check – *these should already be uploaded from previous applications*	IRS 501(c)(3) tax-exempt determination letter Upload fiscal sponsor's letter tax letter here.	PDF only – *upload located on the Charitable Status tab in Organizational profile*
	Organization's Logo	Files must be less than 100 MB. Allowed file types: PNG, GIF, JPG, JPEG - *upload located on the Wildcard tab in Organizational profile*

	Field	Details
Requested Grant Amount	*No field available*	We determine grant amounts based on a number of considerations, including organizational capacity, reach, and alignment within our portfolio

Application Review Process

Once you submit your application, the primary contact listed on your application will receive an email confirmation. Your program officer will review the materials and be in touch with any questions. You can expect to hear back about a decision on your request within two months of submitting your materials.