How to Create an Account for NVCF Grants

This document will provide assistance in creating an account in NVCF’s grant system. Click “Apply” on any of the grant programs below to access the system.

1. To begin, you must first click “Create New Account”
2. You will first enter information about your organization. All of the information you enter here will be retained, meaning that you will not have to enter this again for any grant you apply for in the future (Note: This is for the organization you are applying on behalf of, your personal information will be on the next step.) If you are applying as an individual, use your name and put “N/A” for EIN/Tax ID. When all required fields are filled, click “Next”.

Create New Account

[Form fields for organization information are shown, including fields for organization name, EIN/Tax ID, website, organization email, address, city, state, and country. The form has a button labeled “Next”.]
3. Next, you will fill in your personal information as a representative of the organization. There is a button at the top that allows you to copy the address from the Organization Information section in the previous step. **Note that the email address you use will be your username.** When you are finished, click “Next”.

4. Once you click “Next”, you will be prompted to create a password. This would be a good time to write down your username and password for future reference. When you are finished, click “Create Account”.

   "Create New Account"

   If you already have an Account, click the 'Cancel Account Creation' button to go to the Login page.

   - Using the browser's back button will delete your registration information.
   - This registration process has multiple steps you must complete before you can apply.
   - Fields with an asterisk (*) are required.

   Organization Information

   User Information

   Password

   Password must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#$%^&*_.

   Password
   Confirm Password

   [Previous] [Next] [Create Account]
5. Once you click “Create Account” the system will send you an email and take you to a page to confirm that you received it. You are technically allowed to skip this step, but we highly recommend that you follow the steps to ensure you get emails from the system. This is how we will communicate with you with questions and decisions about your application. There is also another How To document linked on this page that is helpful if your spam filter is blocking emails from GLM. When you are finished, click “Continue”.

6. You are in! Welcome to our grant system. Please note, if you are not already at the Apply page, or when you next login if you are not taken directly to the Apply page, you can navigate there by clicking Apply at the top of the page.

You now have an Account! If you need help applying for a grant, check out the “instructions” button on each of the grants on NVCF.org. If you created an account because you are a board member or an evaluator for one of the grant programs, please contact NVCF’s Director of Grants Logan Todd at ltodd@nvcf.org.