How to Use the CDF Online Application System

Welcome to the Catherine Donnelly Foundation's online application system. This resource will help you navigate the system. If after consulting this resource you are continuing to experience challenges, please contact CDF staff for additional support.

STEP 1: Account Registration

You must register in order to submit a Letter of Inquiry to the CDF.

1. Go to http://grants.catherinedonnellyfoundation.org

2. On the right side of the screen click on the "Sign Up" button

3. Register your account by completing the required fields. You will receive a confirmation email to the address you provided after registration. Follow the link in the confirmation email to proceed with completing your Letter of Inquiry.

STEP 2: Submitting a Letter of Inquiry

1. After completing your registration and logging in, press the "View Grants" button to select the funding stream you are applying to (Adult Education, Environment, Housing). You may only apply to one stream per granting round.

2. The Grants page will indicate the granting streams currently accepting Letters of Inquiry. If a stream is closed, it with appear with a notice indicating it is not accepting Letters of Inquiry.

3. Select the grant stream you would like to apply for and click on the "Apply Now" button.

4. Complete all of the areas marked with "Incomplete", by pressing the "Start" button beside it and filling out the required information.

   There are several "tasks" to be completed so read these carefully and fill out all required forms and upload all required material. You do not have to complete this in one session but must wait until all tasks are completed before clicking "Submit LOI".

5. After all of the areas have been completed and marked with a green "Complete" stamp, you will be able to submit your LOI. Before pressing the "Submit LOI" button, ensure that all of the areas are completed to your satisfaction, as you will not be able to edit the content after pressing submit.

STEP 3: Submitting a Full Grant Application:

After you have submitted your Letter of Inquiry to the Foundation, it will be reviewed. You will be notified by phone and email if your organization has been invited to submit a full application to the CDF. Invited organizations will receive a private application URL via email to log in to complete the full application process.

1. Log in by following the URL that has been emailed to you, or by going directly to http://grants.catherinedonnellyfoundation.org. The full application form appears similarly to the Letter of Inquiry that was previously filled out.

2. Complete all of the areas marked with "Incomplete", by pressing the "Start" button beside it and filling out the required information.

   There are several "tasks" to be completed so read these carefully and fill out all required forms and upload all required material. You do not have to complete this in one session but must wait until all tasks are completed before clicking "Submit Application".

3. Your application will require signatures from your organization's board members. You may add additional individuals to edit and/or add to your application by clicking on "Add Member" on the right side of the application overview page.

4. After all of the areas have been completed and marked with a green "Complete" stamp, you will be able to submit your application.

5. You will receive a confirmation email indicating that your application has been received, and is under review. After your application has been reviewed by CDF board/committee members, you will be notified if your organization has been awarded a grant by phone.
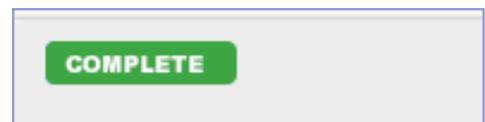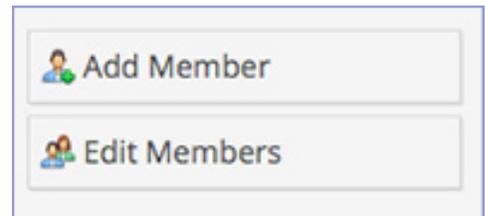
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