

2011 FAQs

Laguna Beach Community Foundation Grant Application

1. **How do you get to the online application?** There are two ways:
 - a. From the LBCF website, click the Grant Application Button. After filling out any part of the application, close the application form as instructed and receive an access code. Save that access code in a safe place.
 - b. Proceed as above after clicking on:
<http://www.formdesk.com/lagunabeachcommunityfoundation/form1>
2. **What happens if you lose your access code?** Be sure to email it to yourself. There is also direct access from your email to your application form.
3. **Can several people input into the same application?** Yes, using your organization's access code, several people may participate in completing the application.
4. **What is the best way to compose the "Narrative" portion of the application?** Use a word application and spell check. Then copy and paste into the application.
5. **What happens if you exceed the permitted number of characters?** The program will not allow the input of additional characters unless you copy/paste from a word document. Please edit down to the permitted number of characters.
6. **Will the application let you know if a requirement is missing?** No, you are responsible for double-checking your application to make sure all requirements are met. The LBCF Grant Committee will only consider COMPLETE applications.
7. **What happens if you close your window without saving your work?** Your work will be automatically saved.
8. **How can a copy of your application be saved?** Just click "Print" from your computer. The form that you fill out online with a dark background will print out as a white background. You can also save it as a .pdf file.
9. **How is the application submitted?** Just click on the "Submit" button at the bottom of the application. Remember that only ONLINE applications may be submitted.
10. **Will we be informed that our application has been received?** An email will be sent to the application's contact person.
11. **If problems or questions arise during the application process, how can someone be contacted?** Please contact Cathy Krinsky at dkrinsky@cox.net or 949.677.8264.
12. **Under Additional Information A, what if an organization does not have an informational brochure to attach?** Skip this request.
13. **Under Additional Information B, if you are applying for a grant for operations, are you required to attach a budget for requested program/project funding?** NO.
14. **Does our entire Form 990 need to be submitted?** Yes, or an explanation as to why you are exempt from filing a 990.

www.lagunabeachcf.org

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