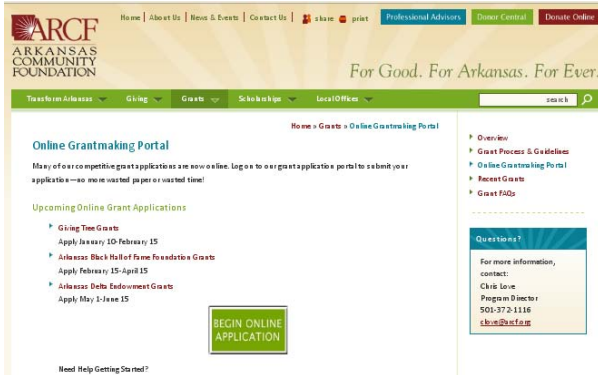


**APPLYING FOR ARKANSAS COMMUNITY FOUNDATION GRANTS  
SPECIAL INSTRUCTIONS FOR SINGLE PARENT SCHOLARSHIP FUND AFFILIATES**

This information only applies to affiliates of the Arkansas Single Parent Scholarship Fund. These instructions have been provided by Good Done Great (developer of ARCF online grant application) and the Arkansas Community Foundation.

For a full description of all ACF grant programs available, including The Giving Tree, visit <http://www.arcf.org/Grants/Overview/tabid/193/Default.aspx>.



To begin The Giving Tree application process, go to the ACF Online Grantmaking Portal and click the “Begin Online Application” button.

<http://www.arcf.org/Grants/OnlineGrantmakingPortal/tabid/241/Default.aspx>

Before you begin the application process, you must first determine the following:

<p><b>IF YOUR SPSF AFFILIATE IS:</b></p> <p>An independent (stand-alone) organization with its own 501(c)3 status, EIN or Tax ID number, that does not use a fiscal sponsor</p> <p align="center"><b>- OR -</b></p> <p>A dependent organization or program that has an agreement for fiscal sponsorship with an organization OTHER THAN Arkansas Single Parent Scholarship Fund (ASPSF) or operates under the auspices of another organization and uses that organization’s EIN or Tax ID number</p>	<p><b>IF YOUR SPSF AFFILIATE IS:</b></p> <p>A dependent organization or program that has an agreement for fiscal sponsorship with Arkansas Single Parent Scholarship Fund (ASPSF) and uses ASPSF’s EIN or Tax ID number</p>
<p><b>THEN:</b></p> <p>When applying for ARCF grants, be sure to apply under the name of the registered legal entity/owner of the EIN/Tax ID number you will be using on the application. Independent SPSF affiliates will use their own organization’s name. Dependent SPSF affiliates will use the name of their fiscal sponsor.</p> <p><b>FOLLOW INSTRUCTION SET A (page 2-3)</b></p>	<p><b>THEN:</b></p> <p>When applying for ARCF grants, be sure to apply under the legal name of Arkansas Single Parent Scholarship Fund.</p> <p><b>FOLLOW INSTRUCTION SET B (page 4)</b></p>



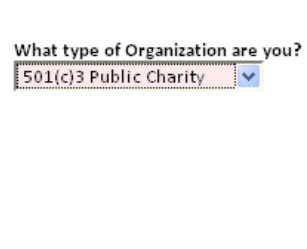

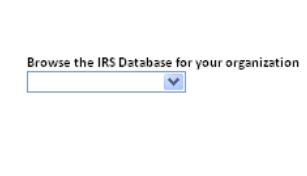
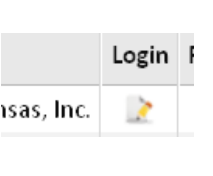


# INSTRUCTION SET A

Follow these instructions only if your SPSF affiliate is (1) a stand-alone 501(c)3 nonprofit and does not have a fiscal sponsor, or (2) an organization that is dependent on an organization **other than ASPSF** for fiscal sponsorship, or (3) a program operating under the auspices of another organization.

## Is your organization or fiscal sponsor already registered in the system?

If your answer is **No** or **I don't know**, then do this:

If your answer is **Yes** then do this:

<p>1</p>  <p>Click the <b>Create New Agency Profile</b> button</p>	<p>1</p>  <p>If your SPSF or fiscal sponsor already has a profile in the ARCF system, <b>click</b> your Browser's <i>Back</i> button or <b>click</b> the <i>ARCF</i> logo at the top of the screen to return to the <i>Online Grant Application</i> home page. <b>Click</b> the <i>Returning Agencies/Applicants</i> icon.</p>
<p>2</p>  <p>Click the dropdown arrow in <i>What type of Organization are you?</i> and <b>select</b> <i>501(c)3 Public Charity</i>.</p>	<p>2</p>  <p><b>Type</b> part of your organization's name (if your SPSF is independent) or fiscal sponsor's name in the <i>Confirmed Agency Legal Name contains</i> field and <b>click</b> <i>OK</i>.</p>
<p>3</p>  <p><b>Scroll</b> down the page. <b>Click</b> the dropdown arrow in <i>Browse the IRS Database</i>. <b>Select</b> <i>&lt;Browse choices...&gt;</i>.</p>	<p>3</p>  <p><b>Click</b> the <i>Login</i> icon to the right of your organization's listing.</p>
<p>4</p>  <p>A pop-up window will appear. If the window doesn't appear, turn off your Browser's pop-up blocker and repeat the previous step.</p>	<p>4</p> <p><b>Type</b> the email address and password originally used to create the profile. If this information is unknown, <b>click</b> the <i>Forgot Login?</i> checkbox and follow the prompts.</p>
<p>5</p>  <p><b>Type</b> part of the legal name of your organization (if independent) or your fiscal sponsor's name in the search box. <b>Click</b> <i>Search</i>. If the organization appears in the list, <b>click</b> the round button to the left of the organization name. <b>Click</b> <i>OK</i>.</p>	<p>5</p> <p>Continue following the prompts to complete the rest of the profile and grant application. Be sure to periodically save your progress. If possible, print or save the contents of each window as you complete the application or prior to submission.</p>

<p>6</p> <p>Duplicate Agency</p> <p># Existing records 1</p> <p>**Warning Existing Record This organization already has a profile in the system. Please login as a returning applicant. If you feel thi</p>	<p>A warning appears if there is a duplicate record in the system. You will need to return to the Online Application Portal login screen and login as a returning applicant (see below).</p>
<p>7</p> <p>Is this information correct? <input type="text" value=""/> Are you a Branch office at a different location? <input type="checkbox"/></p>	<p>If no duplicate profile exists, you will be asked to verify the organization's information.</p>
<p>8</p> <p>Are you a Branch office at a different location? <input type="checkbox"/></p>	<p>Note the small checkbox below the confirmation dropdown box.</p> <p>IMPORTANT: If your organization IS NOT a stand-alone organization or otherwise operates under the auspices of another organization, be sure to <b>click</b> the checkbox under <i>Are you a Branch office at a different location?</i> If this checkbox is bypassed, other programs will be blocked from applying for the grant using the fiscal sponsor's EIN.</p>

## INSTRUCTION SET B

Follow these instructions only if your SPSF affiliate is an organization that is **dependent on ASPSF** for fiscal sponsorship and regularly uses ASPSF's Tax ID / EIN for its tax-exempt status.

1



Click the *Create New Agency Profile* button

2

What type of Organization are you?  
Other Public Charity

Click the dropdown arrow in *What type of Organization are you?* and **select Other Public Charity**.

IMPORTANT: Disregard the instruction on this screen of the online application regarding selection of the 501(c)3 designation. For the purposes of the ARCF Grant Application system, **do not use** the 501(c)3 designation, even if your organization maintains that designation. Be sure to **select Other Public Charity** instead.

3

**Scroll** down the page to complete the *Agency profile* section and the *Agency Details* section with the following information:

Be sure to complete all required fields as designated with a red asterisk (\*)

*Agency Legal Name:* Arkansas Single Parent Scholarship Fund

*Agency EIN:* (important – **use the following format without the quotation marks**)

“SPSF 710704088 <Your County>” (substitute the name of the county or counties at the end)

*Year Founded:* 1990

*Agency Street:* 614 East Emma Avenue, Suite 119

*Agency City:* Springdale

*Agency State:* AR

*Agency Zip code:* 72764

*Agency County:* select your county

*Current Operating Budget:* your SPSF's operating budget figures

*Executive Director:* Ralph H. Nesson

*Agency Phone:* 479-927-1402 xt. 12

*Grant Contact:* your name

*Title:* your SPSF title

*Contact phone:* your phone number

*Fax number:* your fax number

*Agency website:* your webpage on the aspsf website

Be sure to **click** the checkbox below *Is all information accurate and complete?* once you have verified all the information entered on this screen.

For assistance in completing the remaining sections of the online grant application, view a helpful video tutorial at: [http://www.youtube.com/watch?v=KxGu\\_Ka8fdA](http://www.youtube.com/watch?v=KxGu_Ka8fdA) or contact your local ASPSF Field Representative.

If you have any technical questions or need technical assistance completing the online application, contact Earl Bridges, (843) 330-3974, [earl@GoodDoneGreat.com](mailto:earl@GoodDoneGreat.com).