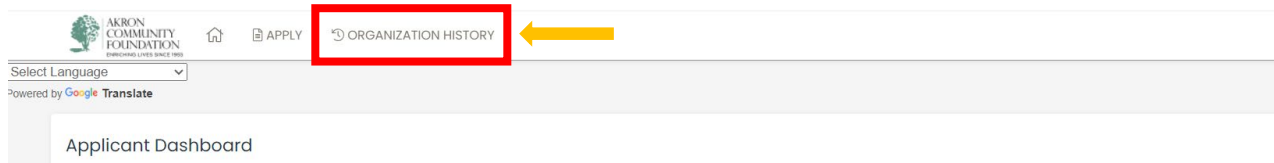


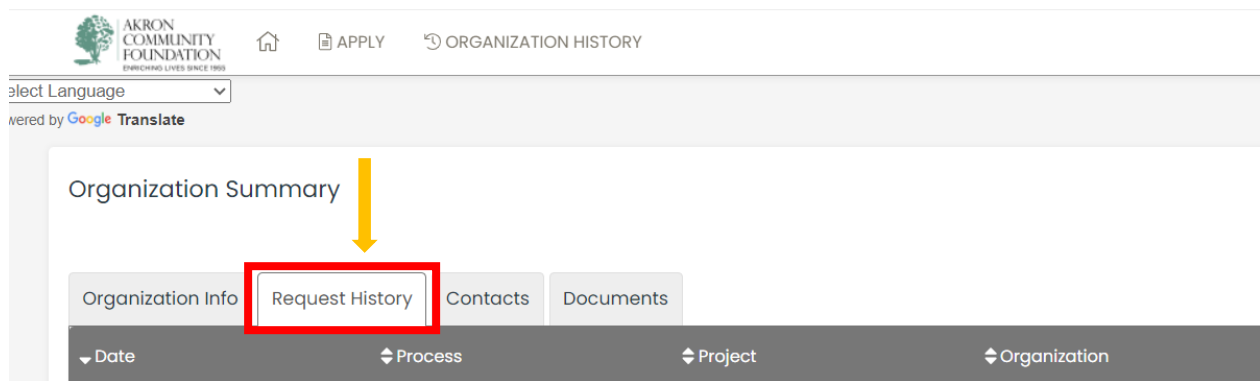
## Application Packets

Applicants can download application packets from the ACF grants portal. Packets will include your application's answers as well as any documents attached.

Step 1: Visit your organization's Dashboard and click on *Organization History*



Step 2: Click on *Request History* to pull a list of all past applications.



Step 3: From the list, click on the project (or request) you would like to create a packet for, then click on *View Application*.

Organization Info Request History Contacts Documents							
▼ Date	↕ Process	↕ Project	↕ Organization	↕ Type	↕ Status	↕ Granted	↕ Paid
06/07/2024	Community Fund - Arts & Culture	to support general operations		One Time	Follow Up Draft	\$15,000.00	\$15,000.00
06/02/2023	Community Fund - Arts & Culture	to support general operations		One Time	Follow Up Submitted	\$15,000.00	\$15,000.00
09/23/2022	Community Fund - Capital Grant			One Time	Closed	\$10,000.00	\$10,000.00

Process: `							
Application Decision	Submitted Closed ⓘ	12/10/2021 03/04/2022					
Follow Up Forms							
Form Name	Assigned To	Award / Installment	Due Date	Status	Actions		
1. Signed Agreement		Overall Award		Complete	View		
2. Payment Request		Overall Award		Complete	View		
3. Grantee Progress Report		Overall Award		Complete	View		



Step 4: Click on the *Application Packet* button to download the PDF packet for that request. By default, this print packet will include your information, the organization information, the application questions and their answers, and any file attachments.

Application  
Medical equipment  
Process: Spring Grant Cycle

Return to Application Submitted

Contact Info Request Documents 0

Applicant: Ryan Bailey  
RyanBailey@FTexample.org

Organization: Thrive St. Louis Inc.  
43-1304395  
330 W. Ponce de Leon Ave.  
Decatur, GA 30030

Contact Email History

Application Application Packet Question List

## Other Form Packets

Applicants can also download all other forms included in a request, including Progress Reports, Signed Agreements and Payment Requests. Just like with applications, these packets will include the form and any documents attached to it.

## Grantee Progress Report

Step 1: To download your *Grantee Progress Report* packet, select the request you wish to download, and click on *View*.

Process:

Application Decision

Submitted 12/10/2021

Closed 03/04/2022

[View Application](#)

[View Details](#)

Follow Up Forms

Form Name	Assigned To	Award / Installment	Due Date	Status	Actions
1. Signed Agreement		Overall Award		Complete	<a href="#">View</a>
2. Payment Request		Overall Award		Complete	<a href="#">View</a>
3. Grantee Progress Report		Overall Award		Complete	<a href="#">View</a>



### Step 2:

Click on *FollowUp Packet* to download a PDF document including your Grantee Progress Report answers and attachments included with your report.

Application Follow Up

FollowUp Packet Question List

Fields with an asterisk (\*) are required.

Project Name\*

Please begin the project name with "to support..." or "for..." (i.e. "to support Summit County outreach or "for general operating support"). Also, please do not include your organization name in the project name and only capitalize proper nouns.

*Follow the same steps above to view and download your Signed Agreement and/or your Payment Request.*