

How to Use the e-Grant System

All grant applications and award nominations must be submitted using our e-Grant system. In the event that you are unable to use e-Grant, please contact [Donna Munchel](#), grant process manager.

Registration Process

- Click Apply Now above.
- Create an account for your organization by clicking the “Create an Account” link. This should be for the organization and not an individual. Anyone from the organization that applies for grants from Ball Brothers Foundation should use the same login information. If you have previously created an account and cannot recall your login information, please use the account information reminder link on the e-Grant site or contact Donna Munchel for assistance.

Application Process

- Log in using the e-Grant login created during the registration process.
- Click one of the available grant types listed under “Opportunities” on the left-hand side of your screen. This will generate a blank application. Please note: if the deadline has passed for the type of grant you are requesting, the system will not display that grant type.
- Fill in all required fields in the “Overview Info” section. Click the “next” tab button and answer the required narrative questions. Click the “next” tab button and attach the required documents. Be sure to save your work frequently during the process. Note: the system will time you out after 20 minutes of inactivity. Any information not saved will be lost.
- Please do not use bullets, numbering, or special spacing. Doing so will prevent your data from displaying or printing correctly. Bullets can be emulated by using a dash or asterisk.
- When you are satisfied with your application, click the “Submit” button. No changes can be made to your application after you click submit.
- You will be notified via the email address on file for the e-Grant account when your application has been received.

Other e-Grant Information

- Clicking the Home icon will take you to the “Drafts” section of e-Grant. Any applications or final reports in process but not submitted are displayed here.
- The “History” section of e-Grant will display any applications or final reports already submitted via e-Grant.
- The “Instructions” section will provide additional information regarding the e-Grant system (e.g. what the action keys do, etc.).

