

Creating an Account

How do I create an account in the grant platform?

Click 'Apply Here' from the CIF website or go directly to cifsask.fluxx.io and click on the 'Create an account now' button on the bottom of the right hand side. You will have to answer one question to ensure your organization is eligible to apply for grants, then provide all the contact information for your organization. If your organization is an incorporated nonprofit, you will need to provide your incorporation number when you register.

Do I need to register in the grant platform?

Yes, you must have an account in the online grant platform before you can apply for a CIF grant. You only need to do this once. If you are having difficulties using the grant platform, contact the CIF Grants Administrator, Rhonda Newton, at rnewton@cifsask.org or 306.780.9308.

When will I receive my login information after creating an account?

It can take up to 3 business days for your account to be approved and your login information to be sent by email. Be sure to create your account well in advance of the deadline you intend to apply to.

How do I know if my organization has a login already?

If you are unsure, contact the CIF Grants Administrator, Rhonda Newton, at rnewton@cifsask.org or 306.780.9308.

How do I download Google Chrome?

Google Chrome is the recommended browser for this grant platform and is free to download at <https://www.google.com/chrome/>.

Managing my Account

What if I don't know my password?

On the Grantee Portal page, click on 'Reset or create password', then type in the email address you created your account with. You will be sent an email with a link to create a new password. Click on the link, then type in a new password in both fields, then click on 'Set Password and Login'. You will be able to use your new password immediately.

How do I change my password?

When you are logged into your Grantee Portal, click on the gear icon in the bottom left, then click on 'Change Password'. You can also click on 'Reset or create password' from the login page.

How do I change information about our organization such as the mailing address?

In your Grantee Portal, click on 'Organizations' in the left hand column, then click on 'Request Updates' in the bottom right corner. A box will popup titled 'Note for Request Updates'. Type in what changes you would like to make, and then click 'OK'. Your information will be updated within 3 business days of receiving your request.

How do I change information about myself, such as job title or contact information?

In your Grantee Portal, click on 'Profile' in the left hand column to see your profile. Click on 'Edit' in the top right corner, and then make changes to your profile. Click 'Save' in the bottom right corner to save your changes.

Grant Eligibility

My organization is not an incorporated nonprofit. Can I still apply for a grant?

Municipalities, Health Regions, Schools, School Divisions, Libraries, and Universities are eligible to apply, as well as incorporated nonprofit organizations. For the April 1, 2018, October 1, 2018, and February 1, 2019 deadlines, you may be able to apply if you do not fit into one of these categories, but have an endorsing partner that does. Contact the CIF Grants Administrator, Rhonda Newton, at rnewton@cifsask.org or 306.780.9308 for more information.

Grant Application

How do I start a grant application?

After logging into your Grantee Portal, click on 'Apply Here' in the left hand column. Then click on 'Apply for an annual grant' if you are applying to the April 1 or October 1 deadlines, or 'Apply for a summer grant' if you are applying to the February 1 deadline.

Can I save my application and finish it later?

Yes. Click on 'Save' in the bottom right corner of the application form. To view all applications you have started, click on 'Drafts' in the left hand column of your Grantee Portal, and then select the application you wish to view. To continue working on a draft, click on 'Edit' in the top right corner. Remember that the application does not auto save, so continually save your work by clicking on 'Save' in the bottom right corner.

I accidentally started multiple drafts of my grant application. How do I remove the ones I don't need?

Find the draft that you wish to delete by clicking on 'Drafts' in the left hand column. In the bottom right corner click on 'Withdraw/Discard Draft' to remove that draft. If there are questions you have not answered yet, simply fill in each question with "NA", then click on 'Save' and then click on 'Withdraw/Discard Draft'.

How do I submit an application?

After completing the application, click 'Save' in the bottom right corner. Review the application to ensure all the information is correct. When you are ready to submit, click on the 'Submit' button in the bottom right corner. A box will popup asking for 'Note to Submit'. Leave this box blank and click on 'OK'. Once you submit an application, you will no longer be able to make any changes to it.

How do I know if my application has been received?

You will receive an email notifying you that your application has been received, as well as the grant number that has been assigned to it. Once an application has been submitted, it will be visible in your Grantee Portal by clicking on 'Submitted Applications' in the left hand column.

Can I print a draft of my application, or a completed application?

When viewing an application, click on the print icon in the top right corner to print a copy of an application. You will be taken to a page with a printer friendly view of the application. If using Google Chrome, click on the three dots in the top right corner, then click on 'Print'. This can be done when the application is in any stage (e.g., Draft, Submitted Application, Feedback Required, Active, Closed, or Declined).

Can I access my application after I submit it?

Yes, you will be able to view and print an application at any time. The application will be accessible in 'Submitted Applications' until the CIF Board has made a decision. If it is approved, you can access it by clicking on 'Active' in the left hand column. If it is not approved, you can access it by clicking on 'Declined'.

I received an email asking me to make edits to my application. How do I make the necessary changes?

Log back into your Grantee Portal, and click on 'Feedback Required' in the left hand column. Select the application that you want to edit, and then click on 'Edit' in the top right corner. Keep in mind that you will only be able to make changes to the sections that were outlined in the email requesting edits. When you are done editing, click 'Save' in the bottom right corner, then click on 'Resubmit' in the bottom right corner. Your application will be moved back into the 'Submitted Applications' section of the Grantee Portal. Changes must be made by the date outlined in the email requesting edits. After that date you will be unable to make any changes, and your application will be sent to the Adjudication Committee as it was submitted.

If you have further questions or need additional assistance, please contact Rhonda Newton, CIF Grants Administrator at 306.780.9308 or rnewton@cifsask.org.