

COVID-19 COMMUNITY EMERGENCY RESPONSE FUND

CFBC will make grants to tax-exempt, 501(c) (3) organizations that have programs benefiting the residents of Burke County. All applications and required follow-up will be done online. Organizations can only submit one request for funding at this time.

STEP 1: Review Funding Guidelines - Please read the guidelines before applying.

CFBC encourages proposals that:

- focus on emergency human services (i.e. food, medical/mental health services, shelter/housing), cleaning supplies, technology, and PPE
- generate from organizations with a history of addressing human service needs
- are existing programs that can respond rapidly to increased demand

Community Grants will not be used for:

- programs outside of Burke County unless directly benefiting Burke County
- religious or political purposes
- individuals (including scholarships)
- organizations which have not been determined to be tax exempt as described in Section 509(a)(1) and 170B (1)(a) of the Internal Revenue Code
- augmenting endowments
- underwriting for fund raising events
- underwriting for single performances

An organization can only apply for funding once a month at the present time.

STEP 2: Deadlines – Please review the deadlines before applying.

- Application will be accepted on a rolling basis
- Funding decisions will be made weekly
- To be considered in the fifth round, applications must be received by Wednesday, April 29th at 5:00 PM with decisions announced by Friday, May 1st at 5:00 PM
- To be considered for the sixth round, applications must be received by Wednesday, May 6th at 5:00 PM with decisions announced by Friday, May 8th at 5:00 PM
- To be considered for the seventh round, applications must be received by Wednesday, May 13th at 5:00 PM with decisions announced by Friday, May 15th at 5:00 PM
- To be considered for the eighth round, applications must be received by Wednesday, May 20th, at 5:00 PM with decisions announced by Friday, May 22nd at 5:00 PM
- To be considered for the ninth round, applications must be received by Wednesday, May 27th, at 5:00 PM with decisions announced by Friday, May 29th at 5:00 PM
- Subsequent deadlines and decision dates will be announced as local needs are identified

STEP 3: How To Apply – To start the grant process, please follow the steps below.

- If you have previously been awarded a grant from CFBC, the Burke Women’s Fund (BWF), Burke Youth Organized Philanthropists (BYOP), The Mull Foundation, or the Rotary Club of Morganton Charitable Fund, then log on to <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=cfburkecounty>. Enter your login information and press the “Log On” button to enter the Foundant Grant Lifecycle Manager. If you have misplaced your login information, please contact the CFBC office at 828-437-7105.

- If you have never applied for a grant from CBFC or BWF, logon to <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=cfburkecounty> and click on Create New Account.
- After you have registered, you will be directed to the Application Page.
- **Click on “Apply” to access the Application Form**
- **Click on “Dashboard” to review the status of your Application and Progress Report form.**

STEP 4: Uploading Files – To upload files, please follow the directions below.

- In general, acceptable file types for uploading files are: Microsoft Word/Excel and Adobe PDF (PDF) files
- Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.
- If the document(s) that need to be attached are not electronic or you need to combine multiple documents into a single file, our online system gives you the option to “Fax to File”.
 1. Click “Fax to File” in the menu at the left side of the screen and read the instructions
 2. Select “Request Fax #”, a toll-free number will appear on the page.
 3. Load a document, or multiple documents that need to be consolidated into one file, into your fax machine.
 4. Dial the toll-free number. Send a separate fax for each individual file you wish to create. Select “Finished Faxing” when you are done to see your list of files.
 5. Your documents will then be available to download to your computer. After downloading to your computer, you will then be able to upload the documents into your application form.

STEP 5: Final Grant Decisions

Grant Application: Grant Applications will be reviewed and funding decisions will be made on a weekly basis.

STEP 6: Online System Tips – Please read the following list of tips that will assist you in completing your online applications.

- The **character counter** includes spaces as well as characters.
- A user will be **automatically logged out** of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
- **You may choose to prepare a response in a document outside of the online system** (e.g. Microsoft Word) and then copy and paste the text into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
- **It is advisable to download copies of all submitted forms to your computer** via the PDF print packet button available at the top of every form page.
- If you do not provide an answer for one of the **required questions**, you will not be able to submit your application.
- **If your PDF upload file exceeds the maximum file size**, consider using the Adobe Acrobat option to “Reduce File Size”.
- Remember that clicking on **“Save”** will allow you to continue to edit your form. Click on **“Submit Form”** when you are completely finished.
- **Once your application has been submitted, it is no longer available for editing.** If you need to make a correction to a submitted form, contact our office at 828-437-7105.