Grant Portal Instructions

1. Sign In/Sign Up
    a. If you have used Full Plates' Grant Portal before, sign into your grant portal account using the same credentials you created for a previous grant cycle (Summer Meals Grant, School Breakfast Grant, Oakhurst Afterschool Grant, John T. Woods Innovation Fund)
    b. If this is your first time using Full Plates' Grant Portal, create a username using your email address and create a password as instructed. Once you create an account, you will be able to use those credentials for all of our grants.

2. Create Profile
Once signed in, create a profile.
    a. Click "**Create Profile to Get Started**"
    b. Type in and/or select your organization's name in the Organization Name dropdown menu (for SFAs, your organization name will appear as it does on NEO)
    **If your Organization Name is not listed, Select "Other/Organization Not Listed" and then manually type in your organization name into the "Other Organization" field below.
    c. Complete profile and be sure to **"Save Draft"** or "**Create Profile**" before navigating away from the page.

3. Grant Application
Once your profile has been created, start your application.
    a. Click the "**+ Get Started**" button located at the bottom left of your screen.
    b. To begin application, click the "**Open**" button under the "Application Intake" section
    c. Fill out your Application, making sure to click **"Save Draft"** or "**Mark Complete**" at the top or bottom of the window before navigating away from the page.
    d. **Once back on the application homepage, click the green "SUBMIT" button when you are finished and ready to submit your application.**
    e. Once your application has been successfully submitted, you will receive an email confirmation from Full Plates.