How to set up an account in the VCF Online Grants Manager (OGM):

With questions related to the Online Grants Manager (OGM), **please contact Evelyn Gearty** at 802-388-3355 or egearty@vermontcf.org. Evelyn is available to offer technical assistance to help applicants navigate the OGM. In the event Evelyn is not available, contact grants@vermontcf.org or 802-388-3355 opt 6 and a member of the Grants and Community Impact team will be in touch soon.

Please note: highlighted fields are ones that you should complete and highlighted buttons will lead you to the next steps. A red X means that this is a field you should skip or is optional.

1. Access the Online Grants Manager (OGM) by visiting this link: www.vermontcf.org/OGM
2. Click the "create an account" button at the bottom of the log in area.

THE Vermont Community Foundation

Logon

Email Address*

[   ]

Password*

[   ]

[Log On] [Create New Account]

Forgot your Password?

Welcome to the Online Grants Manager - where you can apply to the Vermont Community Foundation's grant programs.

Con Hogan Nomination? If you are submitting a nomination for the Con Hogan Award, please create a new individual account. Please do not login using your organization's account.

First time here? Click "Create New Account." Be sure to keep this login information for your organization's records.

Been here before? If you have already used the Online Grants Manager, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions.

Not sure? If you believe your organization may already have a profile but you are unsure of the login information, please do not create a new profile. Instead, please contact us at 802-388-3355 opt. 6 or via email at grants@vermontcf.org.

For additional support and FAQs, please visit our website by clicking HERE.

3. Provide your personal information. *Important:* instead of providing an organization name, please enter your first and last name.
4. Enter "00-0000000" in the EIN/tax ID field.
5. Fill in your phone number, email, and physical address (not mailing address) in the associated boxes.
6. Leave the fax and website boxes blank.
7. Click "Next" in the bottom right-hand corner to save your information and move on to the next section.

Organization Information

Organization Name*

Last Name, First Name

EIN / Tax Identification Number (use the format xx-xxxxxxx)*

00-0000000

Web Site

✗

Telephone Number (use the format 802-388-3355)*

Enter your phone number!

Fax Number

✗

Organization Email

youremail@you.com

Address 1*

123 Example Lane

Address 2

City*

Exampletown

State (e.g., VT for Vermont)*

VT

Postal Code*

12312

Next ›

8. Fill in the "User information" section which will repeat information from the previous section. When complete, click "next".

Please enter the information for you or the person who will be submitting the application.

Prefix (Mr, Mrs, Ms, etc.)
M--

First Name*
First Name

Middle Name

Last Name*
Last Name

Suffix (Jr./Sr. etc.)

Business Title*
Your Title

Email / Username*
✉ youremail@you.com

Email / Username Confirmation*
✉ youremail@you.com

Telephone Number*
Enter your phone number

Mobile Number
✕

Fax Number
✕

Address 1*
123 Example LAne

Address 2

City*
Exampletown

State*
VT

Postal Code*
12312

‹ Previous   Next ›

9. Select "Yes" to make yourself the primary contact then "next"

ⓘ If you think your organization may already be registered in the Online Grants Manager (OGM), please contact the Grants & Community Impact team at grants@vermontcf.org or 802-388-3355 opt 6 before continuing.

Organization Information

User Information

Primary Contact

If you are not the organization's primary contact (Executive Director, Board Chair, Founder, etc.), you will be asked to enter their information in the next step.

Are you the Organization's Primary Contact?*

◉ Yes
◯ No

‹ Previous   Next ›

10. Add information to primary contact, if necessary, then click "next"

| Organization Information |
| User Information |
| Primary Contact |

Primary Contact Information

Please enter the contact information for your organization's primary contact. This should be your Executive Director, Board Chair, Founder, etc.

Middle Name ✗

Mobile Number ✗

Address 2 ✗

‹ Previous

Next ›

11. Now you will be prompted to create a password. Make sure it is at least 6 characters and note that it can only contain letters, numbers, and the following symbols: @#$%^&*()!
12. Finally, you will click "Create account"

Organization Information
User Information
Primary Contact
Primary Contact Information
Password

Password*

....

Confirm Password*

....

❮ Previous   Create Account

6

How to access the Farm Disaster Fund Grant application once you've created an account in the OGM:

1. Log in to the OGM using the credentials you used to create your account.

2. Once you are in the Dashboard, click the "Apply" button next to the home icon in the top left section of the screen.

3. Locate the tab labeled "Farm Flood Recovery Grant Program 2023" below and click the blue "Apply" button on the right.

4. Complete the application questions and upload necessary documentation, paying particular attention to field requirements and character limits.

Amount Requested*

$ [   ]

Applicant may request up to $10,000.

Please provide a brief description of your farm, including: number of years in business, ownership and management structure, acreage, type of crops, number and type of animals produced, and primary markets sold to.

[   ]

3,750 characters left of 3,750

Do you have employees?
○ Yes

5. If you want to save your work and finish it later, click the "Save Application" button at the bottom of the page.

Upload a file [5 MiB allowed]

A copy of your current financial statement

Upload a file [5 MiB allowed]

Completed Form W-9

Upload a file [5 MiB allowed]

∨ SAVE AND SUBMIT

Applications will be accepted between August 23 and September 6, 2023. Applications and supporting documentation must be received by 5 p.m. on Wednesday, September 6 to be considered. This is not a first come, first serve grant program. Grant decisions will be made in consultation with a diverse, volunteer review committee made up of organizational partners, community members, and stakeholders who represent different farm and food sectors and geographic areas of the state.

By submitting your application to the Vermont Community Foundation, you give us permission to share your application and information about your project with state partners.

ⓘ Due by 09/06/2023 05:00 PM EDT.

Abandon Request   Save Application   Submit Application

6. Once you have finished, click the blue "Submit" button. You will receive a confirmation email at the address provided during account creation once you have done so.

With questions related to the Online Grants Manager (OGM), please contact Evelyn Gearty at 802-388-3355 or egearty@vermontcf.org. Evelyn is available to offer technical assistance to help applicants navigate the OGM. In the event Evelyn is not available, contact grants@vermontcf.org or 802-388-3355 opt 6 and a member of the Grants and Community Impact team will be in touch soon.