ANDERSEN CORPORATE FOUNDATION APPLICATION INSTRUCTIONS
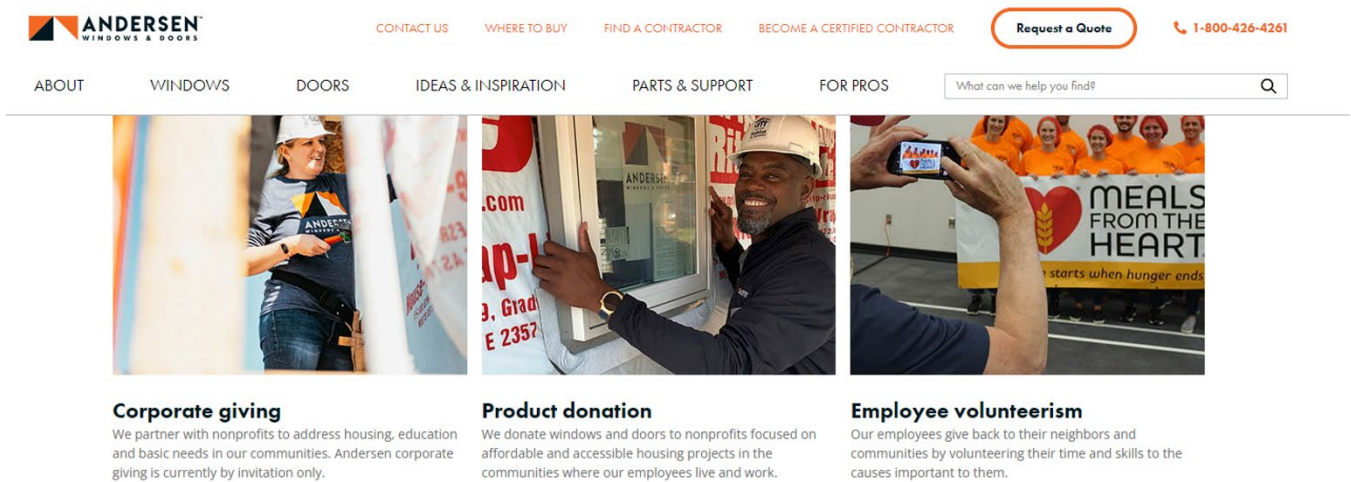
1. ACCESS GRANT APPLICATION

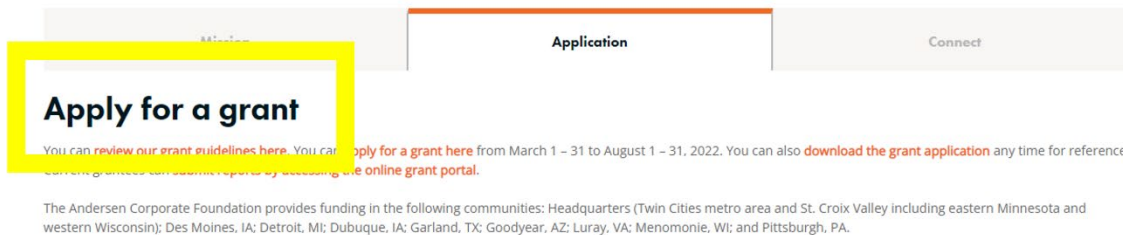Visit our website to find links for: 1) grant guidelines and downloadable copy of the grant application; 2) beginning a new application during the application acceptance periods; and 3) returning to a draft application during the application acceptance periods.

NOTE: We strongly recommend that you use the downloadable version of the grant application available on our website to prepare offline. Many applicants find it easier to write and edit grant application content in the Word document version, and then copy and paste content into the online application. The downloadable version of the grant application is always available, so you may choose to prepare in advance of an application acceptance period.

2. CREATE AN ACCOUNT

Click the link to "apply for a grant here" on the Andersen Corporate Foundation website. This link will take you to the Andersen Corporate Foundation online application portal. NOTE: This link will only work during designed application acceptance periods. To create an account, click "New Applicant?" on the sign in page.

Please Sign In

Welcome to the online portal for the Andersen Corporate Foundation. Please review our current giving guidelines and application deadlines at andersenwindows.com/about/community.
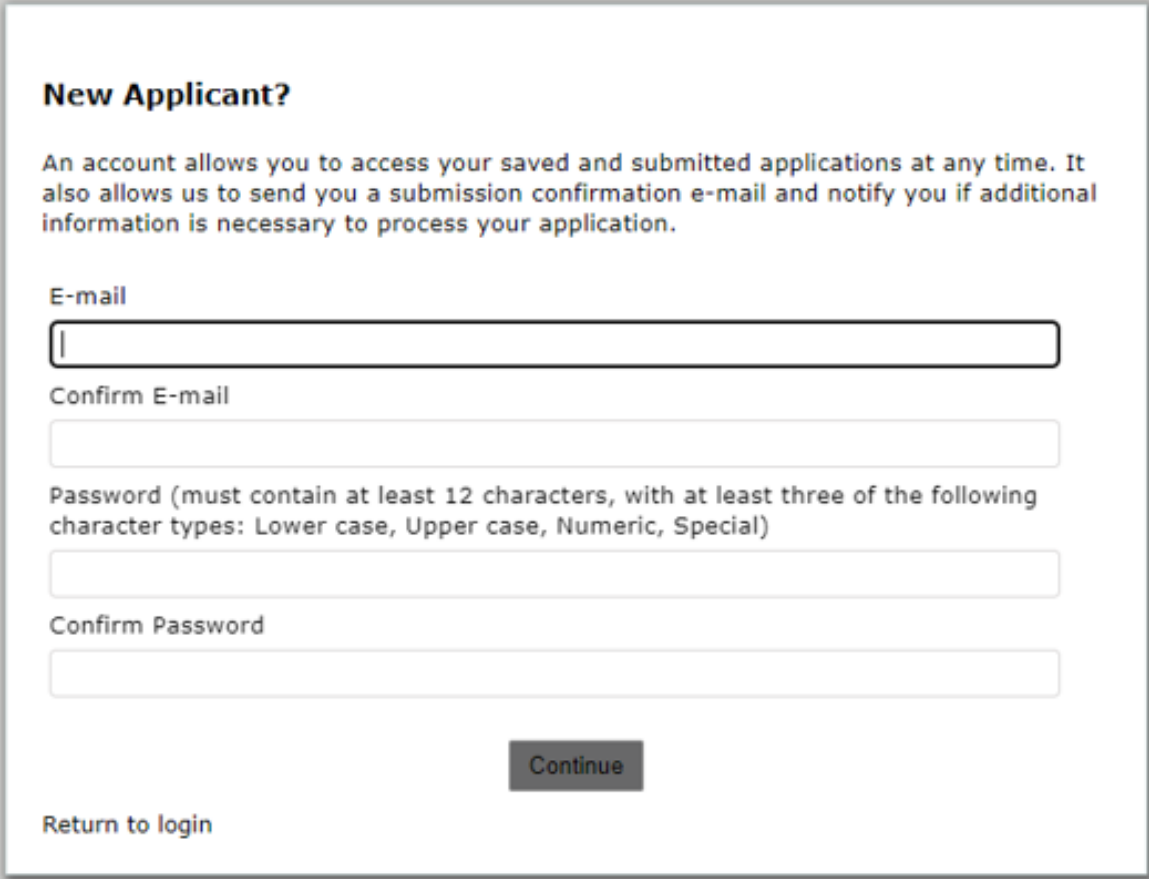
- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail

New Applicant?

Password

Forgot Password?

Login

NOTE: You may create an account outside of application acceptance periods by visiting our portal and clicking "New Applicant?" However, you will not be able to begin an application outside of application acceptance periods.

Next, enter your email and create a password. Click "Continue" to create your account.

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

Continue

Return to login

You will receive an email with the subject line "Welcome Grantseeker!" This email will contain a link to return to your online account at any time. You can also return to your online account by logging in to our portal.

3. ELIGIBILITY QUIZ

After creating your account, you will be brought to an eligibility quiz, which will determine if your planned request meets the Andersen Corporate Foundation's criteria. Answer each question and click "Submit."

If your responses indicate that your request is eligible for support, you will advance to the grant application.

If your responses indicate that your request is not eligible, you will not be able to access the grant application.

If you believe you have answered a question incorrectly, you must return to the "apply for a grant here" link on our website and begin again.

If you have questions about your request's eligibility, contact ACF@andersencorp.com.

Andersen Corporate Foundation Eligibility Assessment

Is your organization a qualified 501(c)(3) nonprofit with a valid IRS Tax ID?

-Select One- ⌄

In which of the following areas or surrounding communities is your organization located?

-Select One- ⌄

Are you requesting support for?

- Specific Individuals
- Fundraising Events/Sponsorships
- Purchase of Andersen Windows
- Political/Lobbying Organizations
- Travel

-Select One- ⌄

Does your request fall within one of the following focus areas?

- Housing
- Health
- Hunger Relief
- Education

-Select One- ⌄

Submit

4. PREPARE APPLICATION

Next, being completing your grant application. Fill out all fields, following any instructions noted. Tabs along the top left of the application indicate which section you are completing.
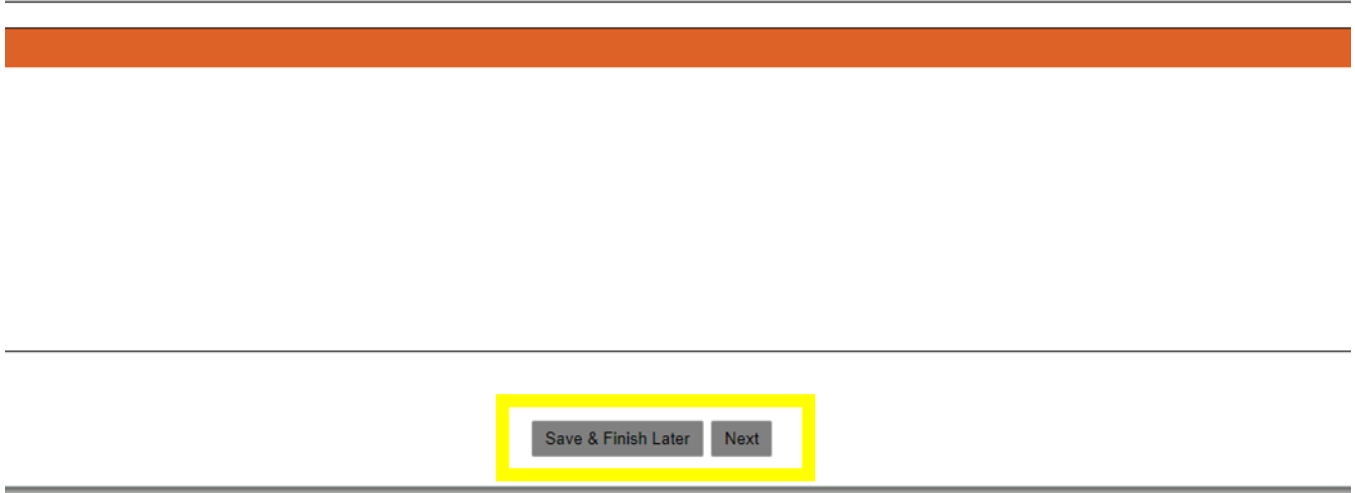
NOTE: In the "Attachments" section, you will need to click "Choose File," select the file to upload, and then click "Upload" to save the document.

At the bottom of each page of the application, you can choose to either: 1) "Save & Finish Later," and leave your application as a draft; or 2) click "Next" to continue working and move to the next page.

Save & Finish Later   Next

If you choose to "Save & Finish Later," your application will be closed and saved as a draft. To return to your application and continue working, visit our portal and log in to your account. After logging in, be sure to select "In Progress Applications" from the "Show" drop-down menu. You will then see a list of all draft applications you have started. Click on the application you wish to continue.

You will also receive an email with the subject line "Your Application." This email will contain a read-only copy of the draft application you saved, as well as a link to return to your application and continue working.

Account: a82627@andersencorp.com | Change E-mail/Password   Contact Us   Exit
Last Log in: 11/28/2023 10:41 AM GMT-05:00

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

Applications   Requirements

Applications

Welcome to your "My Application Page". This is the area where you will manage your work.

1. Select "In Progress" or "Submitted" in the drop down.
2. If you select "Submitted", you can only view the applications that you have submitted.
3. If you select "In Progress", you will be able to continue working on your application.
4. To delete an application, simply click on the garbage can next to it.

Show In Progress Applications ▾

☐ Hide Viewer Only Applications

Andersen Corporate Foundation Application (MN Common Grant Alignment)   25216   11/28/2023   Owner

5. SUBMIT APPLICATION

When you have completed your application, navigate to the "Review My Application" tab. Here, you can complete a final review of the information you have entered and make any necessary updates or corrections.

At the bottom of the "Review My Application" page, there are two buttons: "Save & Finish Later" and "Review & Submit."

If you are not yet ready to finish your application, click "Save & Finish Later," and you can again return to your application as a draft.

If you are ready to complete your application, click "Review & Submit" to submit your application for review. You cannot undo this step.

You will receive an email with subject line "Your Application Submission" confirming that your application has been submitted and including a read-only copy of your submitted application and an application tracking number. You will also see a screen confirming that "your application has successfully been submitted."

You will be able to view a copy of your submitted application by logging into [our portal](#) and selecting "Submitted Applications" from the "Show" drop-down menu. You will then see a list of all applications you have submitted. Click on the application you wish to view.
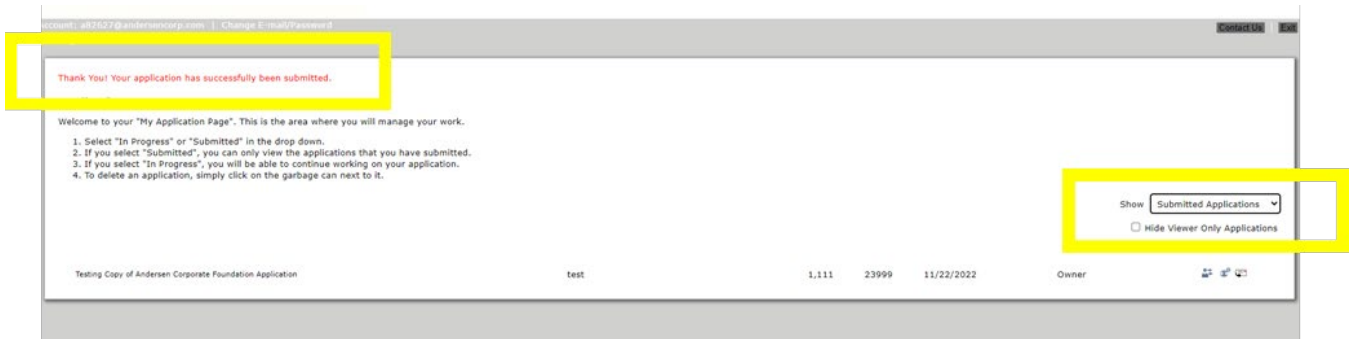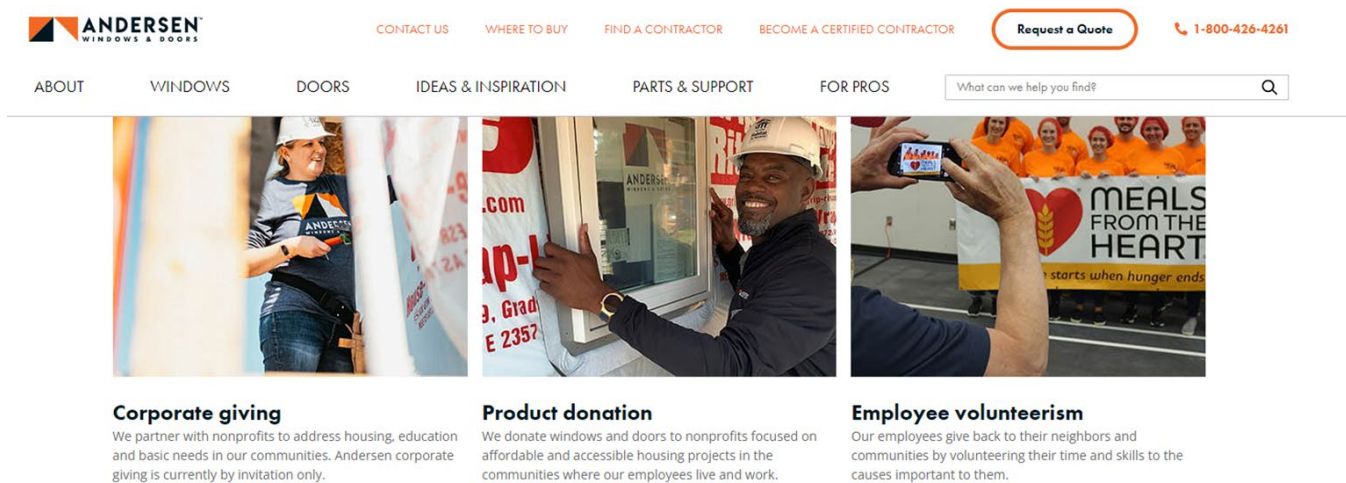
ANDERSEN CORPORATE FOUNDATION REQUIREMENT INSTRUCTIONS

1. ACCESS GRANT REQUIREMENTS

For each grant awarded by the Andersen Corporate Foundation, two requirements are required: 1) a grant acknowledgement letter and 2) a final grant report. Both reports must be submitted electronically, through the Andersen Corporate Foundation's online portal. The grant acknowledgment letter is generally due 30 days after notification that a grant has been awarded. The letter can be submitted in any format (many grantees have a standard donor acknowledgement letter) as long as it contains language complying with IRS regulations, including stating the total amount of the grant awarded and stating that no goods or services were provided in exchange for the grant. The final grant report is generally due 30 days after the end of the grant period (as entered by the grantee in the grant application). This report is a very short, simple report designed to provide an update on the work outlined in the grant application. If you have questions about requirements assigned to your organization, contact ACF@andersencorp.com.

As a grantee, you will receive emails notifying you of assigned requirements, and containing instructions for accessing and completing the requirements. You can also access your assigned requirements visiting our website where you will find a link to "submit reports by accessing the online grant portal."

2. PREPARE GRANT REQUIREMENT

When you log in to your account, click on the "Requirements" tab along the top left of the window. Then, select "New Requirements" from the "Show" drop-down menu. You will then see a list of all new requirements you have been assigned. Click on the requirement you wish to begin.
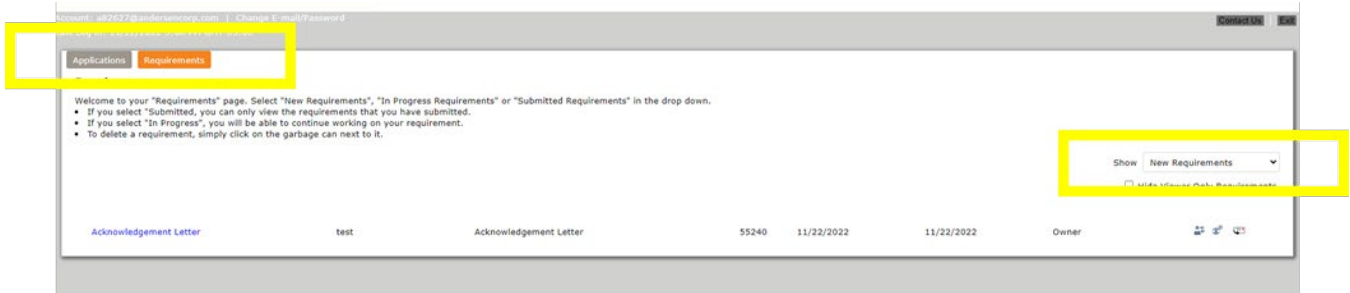
Begin completing the requirement by entering information in each of the fields and uploading files. NOTE: To upload documents, you will need to click "Choose File," select the file to upload, and then click "Upload" to save the document.

At the bottom of each page of the requirement, you can choose to either: 1) "Save & Finish Later," and leave your requirement as a draft; or 2) click "Review & Submit" to finalize and submit your requirement.
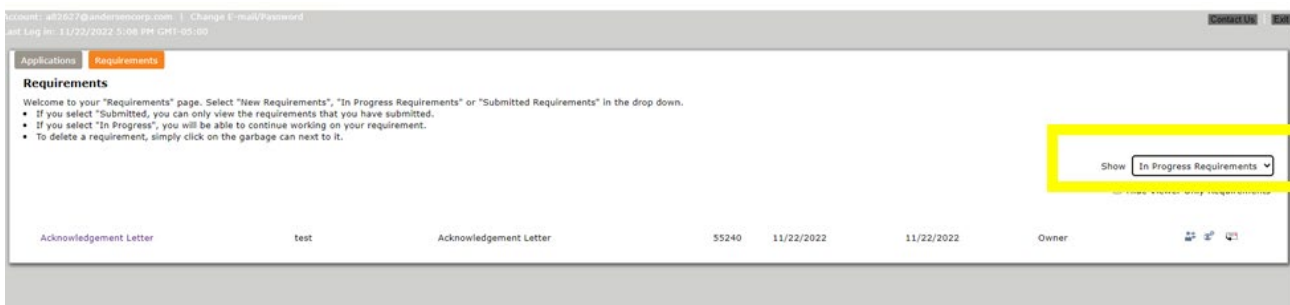

If you choose to "Save & Finish Later," your requirement will be closed and saved as a draft. To return to your requirement and continue working, visit our portal and log in to your account. After logging in, select the "Requirement" tab along the top left and then select "In Progress Requirements" from the "Show" drop-down menu. You will then see a list of all draft requirements you have started. Click on the requirement you wish to continue.

You will also receive an email will contain a read-only copy of the draft requirement you saved, as well as a link to return to your requirement and continue working.

3. SUBMIT GRANT REQUIREMENT

When you are ready to complete your requirement, click "Review & Submit." This will bring you to a "Review My Requirement" page where you can complete a final review of the information you have entered and make any needed updates or corrections.

At the bottom of the "Review My Requirement" page, there are two buttons: "Save & Finish Later" and "Review & Submit."

If you are not yet ready to finish your requirement, click "Save & Finish Later," and you can again return to your requirement as a draft.

If you are ready to complete your requirement, click "Review & Submit" to submit your requirement. You cannot undo this step.

You will receive an email confirming that your requirement has been submitted and including a read-only copy of your submitted requirement.

You will also see a screen confirming that "your report has been submitted." You will be able to view a copy of your submitted requirement by logging into our portal and selecting Submitted Requirements" from the "Show" drop-down menu. You will then see a list of all requirements you have submitted. Click on the requirement you wish to view.