

NEW, DRAFT, and SUBMITTED APPLICATIONS

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NEW

To begin a **NEW** application for the current cycle, please follow the below steps.

1. Go to: <https://frontporchinvestments.submittable.com/submit>
 - o This will take you to the landing page for Front Porch Investments' application portal. (Fig. 1)
2. Once on the landing page, scroll to the bottom and click **Apply Now**. (Fig. 2)
3. If not yet logged in, the **Sign In** page will open. (Fig. 3)
 - o If this is your **first time applying** and you do not have an account, click the **Sign Up** tab (as seen in Fig. 3) and follow the prompts.
 - **IMPORTANT:** All system notifications will be sent to the email used to sign in and start an application. Please ensure the email used is that of the preferred contact for your funding request.
 - o If you have an account, **sign in with your email and password** under the **Sign In** tab displayed in Fig. 3.
 - Forgot your password? Click **Forgot?** and follow the prompts for retrieval.
4. You can now complete and submit the application. Be sure to click **Save Draft** at the bottom of the application to save your progress if you need to return to complete and submit at a later time. Refer to the DRAFT section on Page 3 for steps on how to access your unsubmitted application for continuation.

Figures 1-3 on next page

Figure 1 – Landing Page

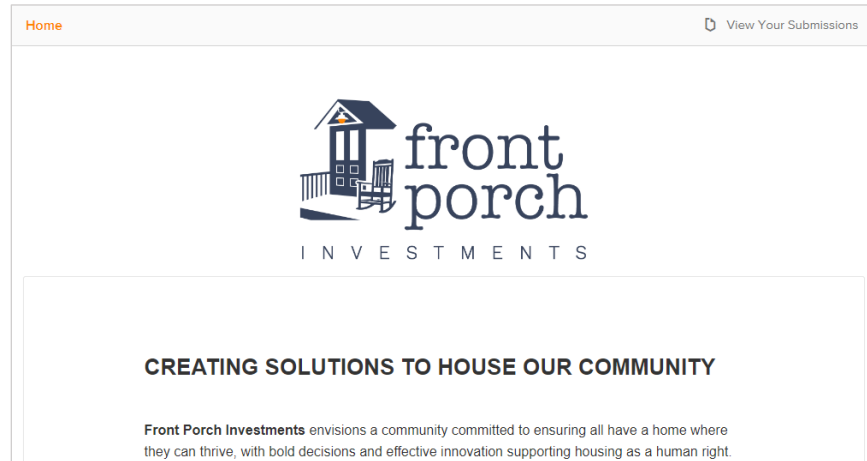


Figure 2 – Apply Now

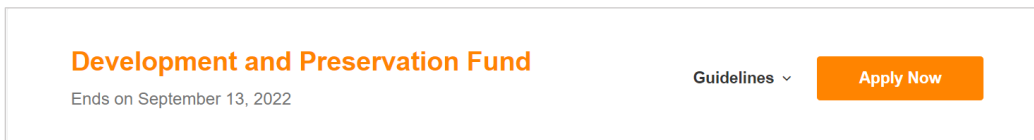
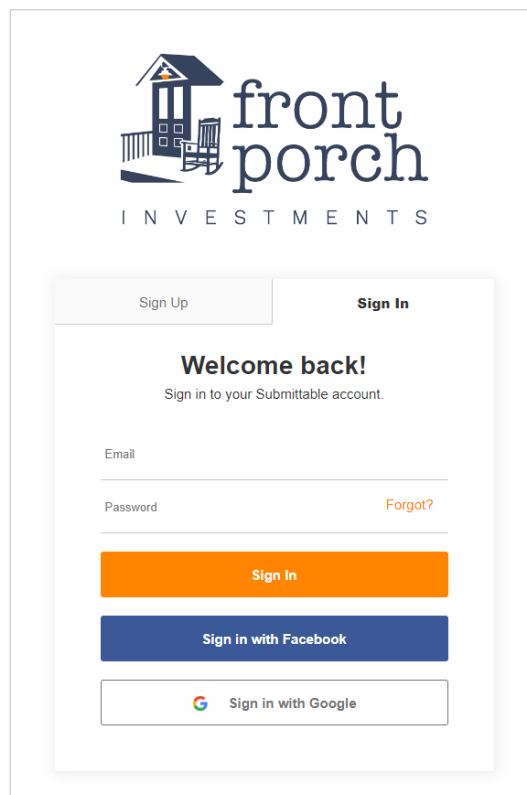
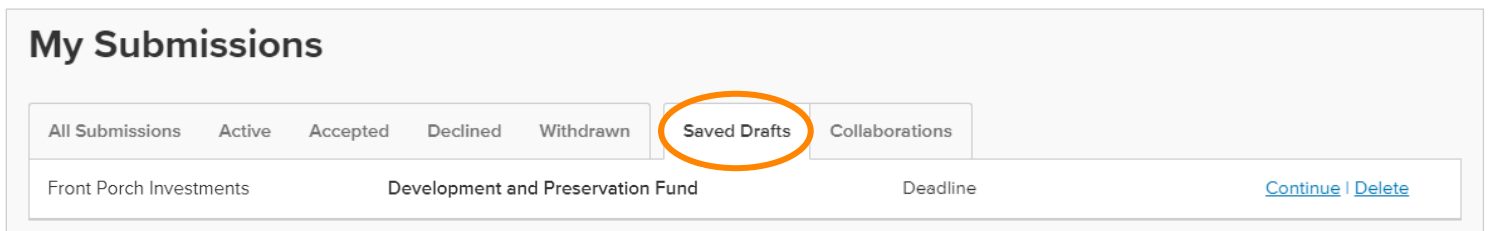


Figure 3 – Sign In Page



DRAFT

1. **To return to your draft application**, please log in with the appropriate email and password at: <https://frontporchinvestments.submittable.com/user/submissions>
 - o As a reminder, the email you use to log in and submit is the email where all system notifications will be directed for your funding request.
2. Once logged in, you should be automatically directed to the My Submissions page. Click on the **Saved Drafts** tab (circled below).

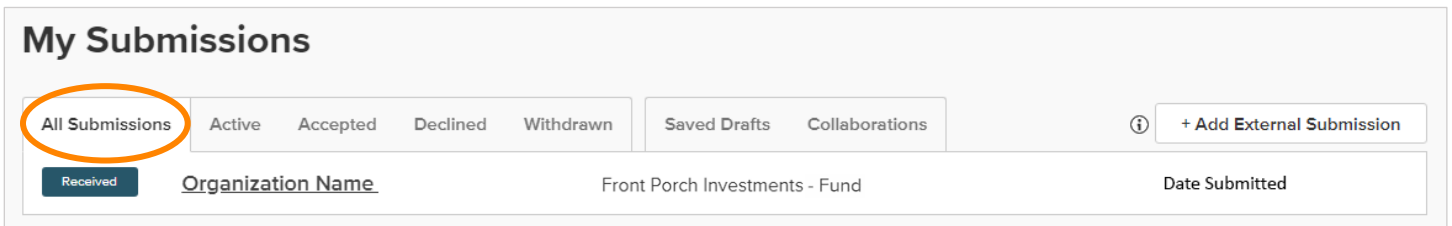


The screenshot shows the 'My Submissions' interface. At the top, there are several tabs: 'All Submissions', 'Active', 'Accepted', 'Declined', 'Withdrawn', 'Saved Drafts', and 'Collaborations'. The 'Saved Drafts' tab is highlighted with an orange circle. Below the tabs, there is a table with columns for 'Front Porch Investments', 'Development and Preservation Fund', and 'Deadline'. A 'Continue | Delete' link is visible at the end of the row.

3. Locate the appropriate saved draft and click on **Continue** to open your unsubmitted application and continue from where you last saved.
4. **Note:** If you no longer plan to submit an application stored under your **Saved Drafts** tab, please remove it by clicking **Delete**.
 - o **IMPORTANT:** If you do this, make sure you are not deleting the application you are intending to finish and submit.

SUBMITTED

1. To view submitted applications, please log in with the appropriate email and password at: <https://frontporchinvestments.submittable.com/user/submissions>
2. Once logged in, you should be automatically directed to the My Submissions page. If not already there, click on the **All Submissions** tab (circled below).



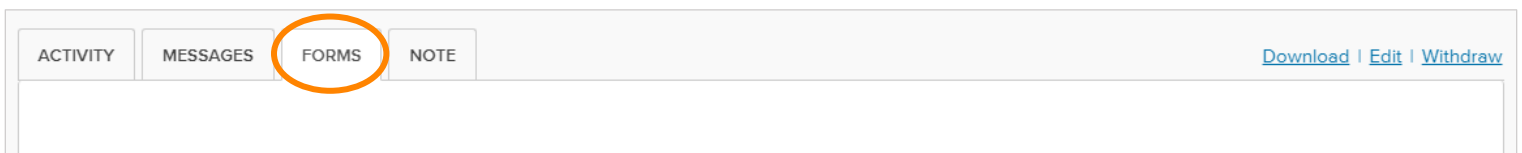
My Submissions

All Submissions Active Accepted Declined Withdrawn Saved Drafts Collaborations + Add External Submission

Received Organization Name Front Porch Investments - Fund Date Submitted

On this page, you can view a list of all applications you've submitted using the Submittable platform, including those for other organizations.

3. To access a specific submitted application, click on your **Organization Name**. (Double-check the fund name and submission date to the right to ensure you are selecting the correct application.)
4. Next, click the **Forms** tab (circled below) to review your entire submitted application. A PDF of application responses can also be saved to your computer via the **Download** button at the right.



ACTIVITY MESSAGES FORMS NOTE Download | Edit | Withdraw

Submittable's Help Center provides full details on viewing past submissions online [here](#).