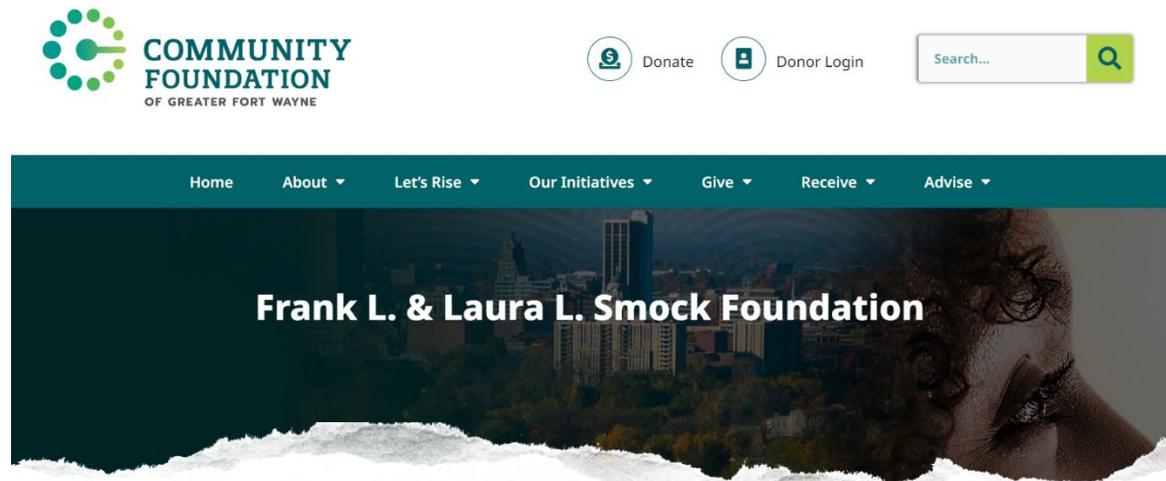


Accessing and Filling out a Smock Grant Application Online

Go to the Frank L. & Laura L. Smock Foundation page on the website for the Community Foundation of Greater Fort Wayne:

<https://cfgfw.org/smock-foundation/>



Scroll down past the Grant description and guidelines sections (about halfway down the page).

Click on the large, green 'Apply Online' button. (Depending on the width of your screen, the button may appear in a sidebar on the right, or it may be in the main column.)

About Frank L. & Laura L. Smock Foundation: Laura and Frank Smock lived in Fort Wayne, Indiana, and were dedicated to their Presbyterian faith. When Frank died in 1937, he left Laura his modest estate.

In 1953, when Laura Smock was in her late 80's, her inheritance increased significantly. She was beyond the age that she could benefit from her new wealth and so she graciously and generously decided that others should be helped by her good fortune. Thus, the Smock Foundation was established upon her death in 1955.

Laura Smock's wish was to "help aged Presbyterians in the state of Indiana for such benevolent, charitable, religious, educational or any allied public purposes... that will promote the health, welfare and happiness of ailing or needy or crippled or blind." Although primarily concerned for the comfort of people of the Presbyterian faith in their declining years, she generously recognized the needs created by life's misfortunes among others as well.

Since 1955, the Frank L. and Laura L. Smock Foundation has helped countless needy Indiana Presbyterians. The foundation has grown in worth as well as in the scope of how its funds can help others.

How to Apply for a Grant: The Smock Foundation has partnered with the Community Foundation of Fort Wayne to host our application form on their website. The grant application must include the benefactor's name (church, institution or individual), federal tax ID number, and address where funds should be sent. The application also provides space for church pastors, session clerk or moderator or other church officials to include narrative about the grant request.



Guidelines for Grant Requests:

The Smock Foundation provides grants to Indiana Presbyterian Church USA (PCUSA) members and churches. Grants are given to individuals in need and to churches for improvement facilities, for Deacon funds, and for programs that will improve the lives of elderly Indiana Presbyterians, including senior adult ministry programs.

[APPLY ONLINE](#)

A new tab will open, and you will see the login page for the Community Foundation of Greater Fort Wayne. If this is the first time that your church has applied for the grant through this site, you will need to create a new account in order to access the grant application. If your church already has an account, log in using the previously created username and password.

Logon

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the Community Foundation of Greater Fort Wayne Grants' Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

There are four sections to complete for the account creation process.

1. Basic organization information. You will need to have the church's EIN#. (You will also need to enter the EIN# again once you get to the application.)

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

Organization Name*

EIN / Tax ID (##-#####)*

Web Site

Telephone Number (###-###-#### x###)*

Organization Email

Address 1*

Address 2

City*

State*

Postal Code*

Country

Next >

2. Your information, as the user creating the account:

User Information	
<input type="button" value="Copy Address from Organization"/>	
Prefix (Mr, Mrs, Ms, etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number (###-###-#### x####)*	Mobile Number (###-###-####)
<input type="text"/>	<input type="text"/>
Address 1*	Address 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Postal Code*	Country
<input type="text"/>	<input type="text"/>
<input type="button" value="Previous"/>	<input type="button" value="Next"/>

3. This step asks if you are the executive officer for the organization:

Organization Information
User Information
Executive Officer Question
Are you the Organization's Executive Officer?* <input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Previous"/> <input type="button" value="Next"/>
Additional Executive Officer Information
Password

4. Information about your executive officer:

(If you are an executive officer, this step only asks for optional information left blank in step two.)

Additional Executive Officer Information

Prefix (Mr, Mrs, Ms, etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email*	Telephone Number (###-###-#### x####)
<input type="text"/>	<input type="text"/>
Mobile Number (###-###-####)	Address 1
<input type="text"/>	<input type="text"/>
Address 2	City
<input type="text"/>	<input type="text"/>
State	Postal Code
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	

5. Password creation. Once you have entered a password (don't forget to write it down!), press the Create Account button.

Organization Information

User Information

Executive Officer Question

Additional Executive Officer Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&*()_

Password*	Confirm Password*
<input type="text"/>	<input type="text"/>

After clicking 'Create Account,' you'll see this screen:

Email Confirmation

 You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email from <administrator@grantinterface.com>, look in your junk or spam folder.

To remove *Community Foundation of Greater Fort Wayne Grants* <administrator@grantinterface.com> from your inbox, [Click Here](#) for a tutorial about removing email addresses from spam.

- I have received the email
- Continue without checking
- I have not received the email

[Send Email Again](#)

Check your email to make sure that you have received a welcome message. Once you have done so, select 'I have received the email' and click on the 'Continue' button. Otherwise, if you don't see the message in your inbox, or in your spam/junk email folder, select 'I have not received the email' and follow the prompts to retry.

You have reached the application screen!

At the top, you will see a short section with two tabs, Contact Info and Request.

The Contact Info tab shows information that you entered during the account creation process.

The Request tab will be useful later, as it will show any applications that you have submitted or saved, and what their current status is.

COMMUNITY FOUNDATION  [Apply](#)

Application

Process: Frank L. and Laura L. Smock Foundation - Grant Application

[Contact Info](#) [Request](#)

Applicant: Ms Rhonda Seymour rhonda@presbyteryov.org 866-344-7853 1701 E Second St., Suite 100 Bloomington, IN 47401	Organization: Presbytery of Ohio Valley 866-344-7853 1701 E Second St., Suite 100 Bloomington, IN 47401
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[Contact Email History](#)

 If your organization information does not appear correct, please contact the funder. Thank you.

The General Information section is the start of the actual application. Fill out the text fields with the appropriate information. **Under 'Grant Request' select the Organization or Program option.** (The first option is used to make a grant request for an individual person. To view the information required if you are requesting a grant for an individual, please see the document QuestionList.pdf, pages 2-5 here:

<https://www.grantinterface.com/Form/Preview/QuestionList?urlkey=cgfwgrants&form=790487&request=7495309>)

The screenshot shows the 'General Information' section of a grant application form. At the top right, there is a 'Question List' button. Below it, a blue bar contains the text 'Fields with an asterisk (*) are required.' The section is titled 'General Information' and contains several fields: 'Name of requesting church, organization, or person*' (a text input field), 'Grant Request*' (a radio button group with three options: 'Indiana Presbyterian Church USA (PCUSA) Member', 'Organizations serving Indiana Presbyterians', and 'Programs serving Indiana Presbyterians'), 'Address of requesting party/benefactor of grant*' (a text input field), and 'Email address of requesting party*' (a text input field with an envelope icon). At the bottom of the section, there are three buttons: 'Abandon Request', 'Save Application', and 'Submit Application'.

Upon selecting either Organizations serving Indiana Presbyterians or Programs serving Indiana Presbyterians, the following section will appear immediately below:

The screenshot shows the 'Organization/Program Need' section of a grant application form. It contains three main fields: 'Tax ID for requesting party/benefactor*' (a text input field), 'Amount requested*' (a text input field with a '\$' symbol), and 'Need*' (a large text area with a character count of '5,000 characters left of 5,000'). Below the text area is an 'Upload a file' button with a note '[1 MiB allowed]'. At the bottom of the section, there are three buttons: 'Abandon Request', 'Save Application', and 'Submit Application'.

Fill out those three fields, click 'Submit Application,' and you're done!

(You may save the application without submitting it, and log in to finish completing it later, if need be.)

To fill out a new grant application on a subsequent visit to the site:

Log in using the previously created account.

Click on 'Apply' at the top of the dashboard screen. This will take you to the list of available grants. If the Smock Foundation does not appear at the top of the list, you can type 'Smock' in the Quick Search bar to find it without needing to scroll through the list.

Click on the blue 'Apply' button, and then follow the directions above for filling out the application.

