

# Grant Application Process

01

## Contact Grants Staff

(Required)

Email Grants staff with a description of your project idea. If you know the dates of your project and/or the grant line for which you plan to apply, include that information in your email!

02

## Grant Consultation

(Strongly Recommended)

We will set up a grant consultation with you to learn more about your project idea, answer any questions you have, and give the best guidance possible for your project.

*Please reach out at least two weeks in advance of the target grant deadline to ensure staff availability.*

03

## Draft Your Application

Your organization will need an account in the [CTH grants portal](#) to submit applications. Once you're logged in to the grant portal, click the blue "Apply" button to start your grant application draft.

04

## Draft Review

(Strongly Recommended)

CTH Grants staff strongly recommends requesting a draft review before submitting your application. When you've completed your application, click save (not submit!) and email Grants staff to request a draft review. CTH Grants staff reviews applications in the order of requests received and cannot guarantee reviews requested less than a week before the deadline.

05

## Submit Your Application

Make sure to submit your application in the CTH grants portal no later than 11:59pm on the application date. Please note that CTH cannot accept late submissions.

## Application Review

Your application will be reviewed by the Application Review Committee, which will then make recommendations to the board. You will be informed of CTH's decisions following the board vote.