# Submission Instructions

The William T. Grant Foundation accepts applications only through our online application system, which is accessible through our website at wtgrantfoundation.org. For specific deadlines, please visit the Grants page of our website.

We encourage applicants to begin the application as early as possible to review the online application and allow enough time to resolve any technical issues that may arise.

**1: Log in (or register if you are a new user).**

- Go to wtgrantfoundation.org and click "LOG IN" at the top right of any page.

- If you have not submitted online with us before, you will need to register to obtain a log-in ID and password.

- If you have submitted only with us before, you will need to obtain a new password. Click on the "Forgot Password?" link. You will only need to do this the first time you access the system.

**2: On your homepage, you will get a note if your User Profile is not complete. Although you can start an application, you will not be able to submit without a complete profile.**

**3: Under Open Cycle select "Create Application" for the funding opportunity for which you are applying.**

- Complete the eligibility quiz.

- After passing the eligibility quiz, complete the application.

**4: Enter and upload all required information.**

- All documents must be uploaded as PDF documents.

- For a full list of application materials, please refer to the application guide for the specific funding opportunity for which you are applying.

**5: Clicking "Validate" at any time will check the application and alert you to any missing items.**

**6. Review the application PDF (Application Summary) to make sure that your materials are in order. Once the application is submitted, you will not be able to make any changes.**