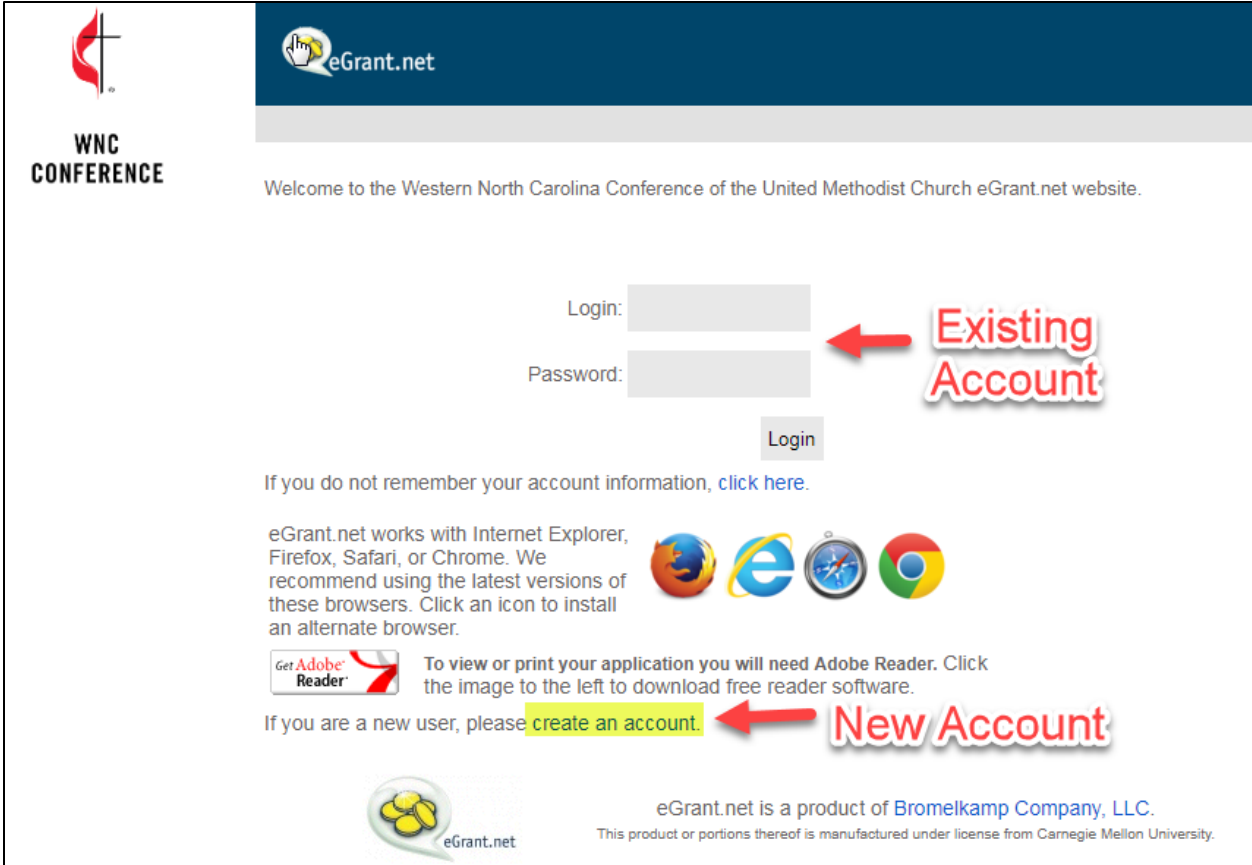


eGrant.net: <https://wnccumc.egrant.net/login.aspx>

Logging In / Creating an Account

If you have created an account, enter your **Login** and **Password** and click **Login**. To create a new account, click the link for **create and account**.



The screenshot shows the eGrant.net login page. On the left is the WNC CONFERENCE logo. The top right has the eGrant.net logo. The main content area says "Welcome to the Western North Carolina Conference of the United Methodist Church eGrant.net website." Below this are input fields for "Login:" and "Password:", followed by a "Login" button. A red arrow points from the text "Existing Account" to the login fields. Below the login fields, there is a link: "If you do not remember your account information, [click here](#)." Further down, it says "eGrant.net works with Internet Explorer, Firefox, Safari, or Chrome. We recommend using the latest versions of these browsers. Click an icon to install an alternate browser." There are icons for Internet Explorer, Firefox, Safari, and Chrome. Below that is an Adobe Reader icon with the text "To view or print your application you will need Adobe Reader. Click the image to the left to download free reader software." At the bottom, it says "If you are a new user, please [create an account](#)." A red arrow points from the text "New Account" to the "create an account" link. At the very bottom, there is a small eGrant.net logo and the text "eGrant.net is a product of Bromelkamp Company, LLC. This product or portions thereof is manufactured under license from Carnegie Mellon University."

Click **create an account** and then click **Proceed**.

If you have previously registered with eGrant.net, please do not create another account. If you need assistance logging in, return to the login screen and use the account information reminder link. If you still need assistance, please contact Carol Bateman at (704) 714-2339 or cbateman@wnccumc.org.

Proceed ->

New User Registration Page

Complete all of the fields and then click **Proceed**.

New User Registration

This page will establish your account on the eGrant.net system.

Please use the fields below to choose a login and password. You will also need to supply a contact name and email address for the account. Once you have completed all the fields, click the "Proceed" button at the bottom of the page.

Important Note: DO NOT use non-alphanumeric characters (quotes, commas, apostrophes, question marks, etc.) in your Organization Name or Login below. If you do, your applications may not be processed correctly. Dashes or hyphens are okay.

Enter church/agency name:

Choose a login:

Choose a password:

Re-type your chosen password: *

Contact name for this account:

Contact e-mail address:

Once your account information is accepted, you'll receive this message. Click **Proceed**.

Congratulations

You have successfully registered with the eGrant.net site. An email has been sent to the address you provided during registration that contains all your pertinent registration information. Please print it or keep a copy of it in an accessible place.

The email address you provided will be used as the primary contact address through the application review process. Please remember that it is your responsibility to inform staff if your email address changes.

Click **Proceed** to begin using the site.

eGrant.net Home Page

After logging in, users with no applications will land on the **Home** page. Here, you will find descriptions of the Action Items. These Icons appear on the toolbar when an application is open.

WNC CONFERENCE

Applicant

- Instructions
- Drafts (0)
- History (0)
- Opportunities (8)**
- 2018 Church Vitality
- 2018 Disaster Response
- 2018 Justice and Reconciliation
- 2018 Leadership Development Provider
- 2018 Mission & Ministry Budget Application
- 2018 Mission Engagement
- 2018 Salary Grants
- 2018 Scholarship

Applicant

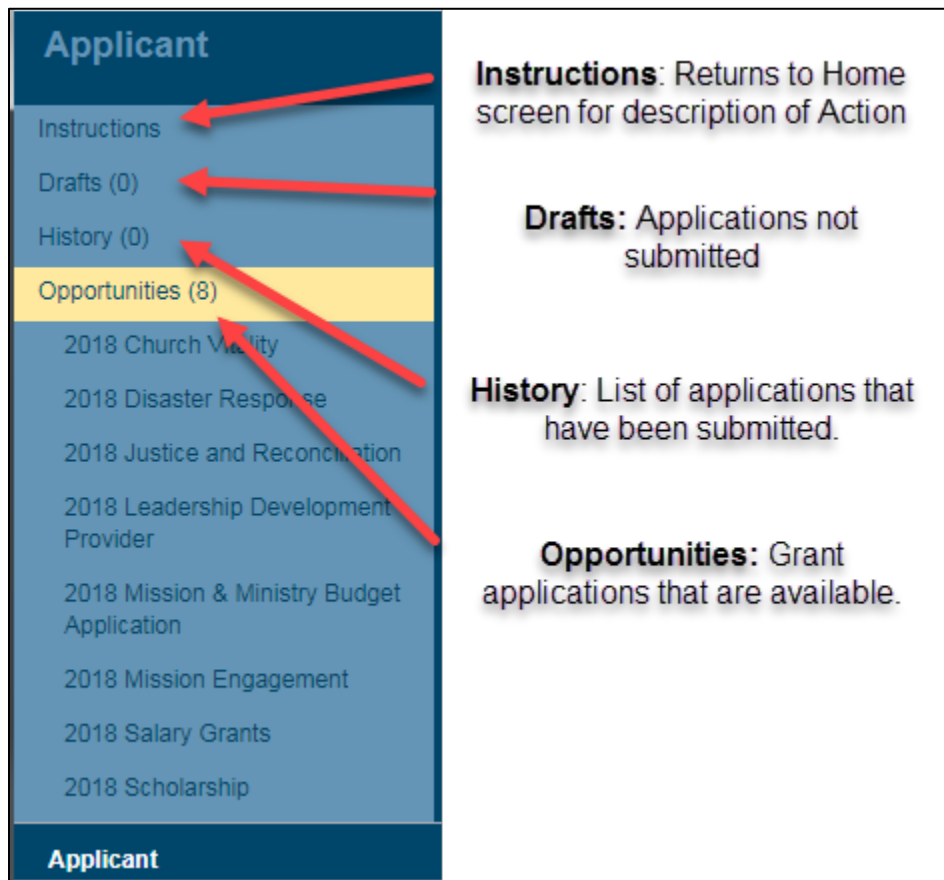
To **Start** the application process, click one of the available applications under "**Opportunities**" on the left side of your screen. You can then begin completing your application, using the Save icons at the top and bottom of your screen to save your progress.

At any time you can click the Home icon to navigate to the Drafts section of the Main Menu. Here you will see applications not yet submitted. Select an application by marking the checkbox for that record. When the record is selected, the action icons along the top will become available.

	Contact	Send your eGrant.net questions to a staff member.
	Guidelines	View the guidelines for this application.
	View	Open a printable copy of your application.
	Prior	Open a printable copy of the prior submitted form, e.g. a Letter of Intent submitted prior to an Application.
	Edit	Edit your application.
	Delete	Delete your application prior to submission. Once deleted, it cannot be recovered.

Applicant Menu

For Drafts, History, and Opportunities, the number of applications will display in (). Click any of the links to display its contents.



The image shows a screenshot of the 'Applicant' menu interface. The menu is a vertical list of items on a blue background. The top item is 'Instructions', followed by 'Drafts (0)', 'History (0)', and 'Opportunities (8)'. Below these are several specific application categories: '2018 Church Viability', '2018 Disaster Response', '2018 Justice and Reconciliation', '2018 Leadership Development Provider', '2018 Mission & Ministry Budget Application', '2018 Mission Engagement', '2018 Salary Grants', and '2018 Scholarship'. The 'Opportunities (8)' item is highlighted in yellow. Red arrows point from the explanatory text on the right to each of the four main menu items. The explanatory text on the right defines each item: 'Instructions' returns to the home screen; 'Drafts' are applications not submitted; 'History' is a list of submitted applications; and 'Opportunities' are available grant applications.

Menu Item	Description
Instructions	Returns to Home screen for description of Action
Drafts (0)	Applications not submitted
History (0)	List of applications that have been submitted.
Opportunities (8)	Grant applications that are available.

Start a New Application

Profile Page

Select a grant type under **Opportunities**. The application will open to the **Profile** screen. Complete all of the fields. Required fields are indicated with an * and must be completed in order to save the application. Click **Save** to save data. Click **Next** to go to the next page.

The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. Preference will be given to ministries/events which help advance any dimension of this mission.

Church/Agency Information

Name: *

Address: *

City: * State: * Zip:

District: *

Is this organization a church? Yes No

Senior or Lead Pastor of Sponsoring Church (if applicable)
First Name:

Begin Application

In the Application toolbar, the name of the application displays below **Profile**. Complete all of the required fields. Click **Save** to save data. Click **Next** to go to the next page. As you type in the field, the number of characters remaining displays above the field.

The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. Preference will be given to ministries/events which help advance any dimension of this mission.

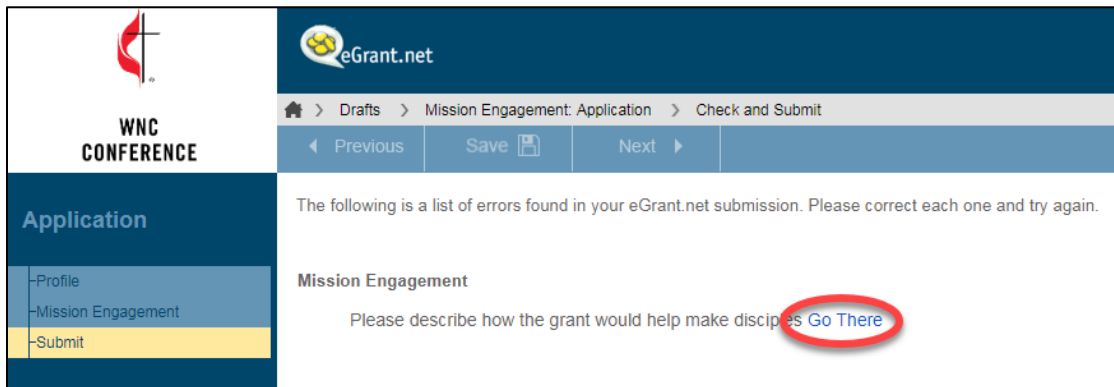
Mission Engagement
Vision: Overall vision for this ministry and how it fits into the vision of the church
954 characters remaining

Enter the overall visions of this ministry...

Purpose: Overview of ministry

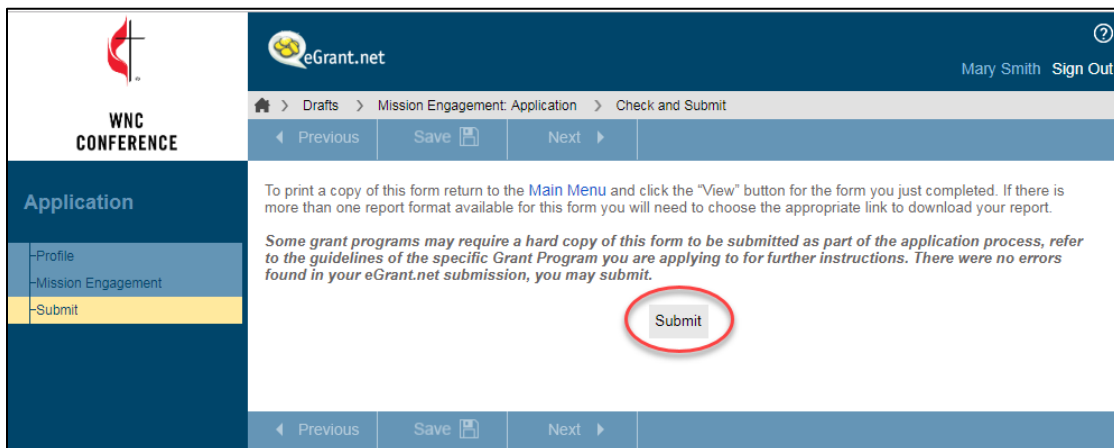
Required Fields

You will receive a message similar to this if you have not completed required fields. Click **Go There** to return to the field.



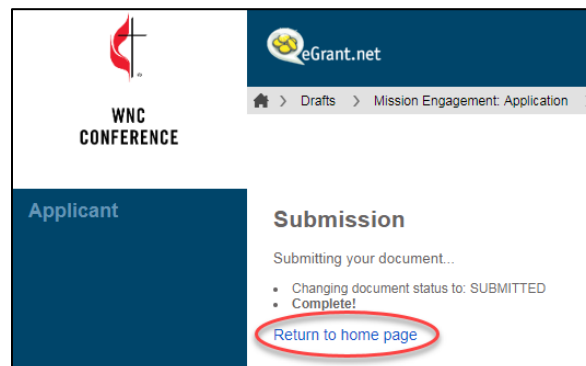
Submitting Your Application

You can save your application as a draft and return to it at a later time. To submit your application, click **Submit**.



Submission Complete

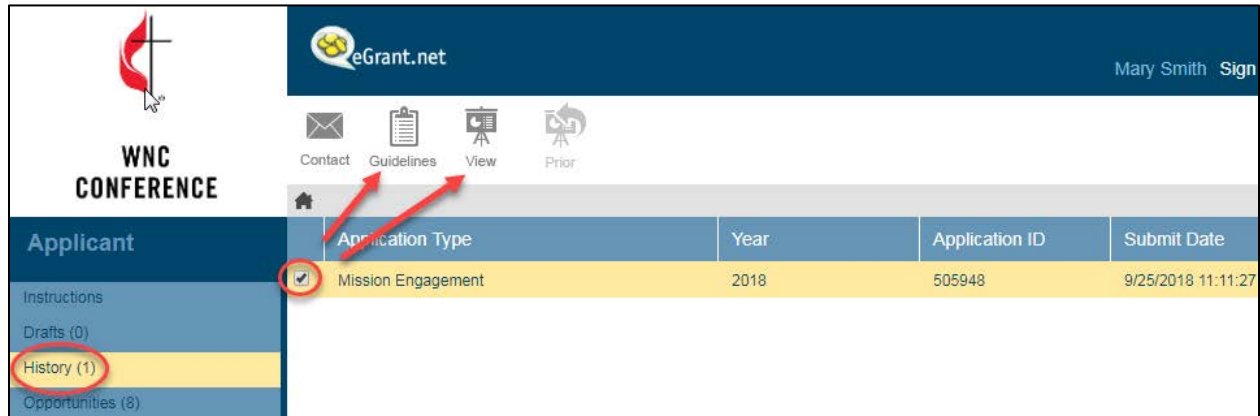
You will receive this message once your application has been successfully submitted. Click **Return to home page**.



Submitted Application(s)

Back on the **Home** page, your application is listed in the main window and the number of applications you have displays next to **History**.

Select the checkbox to the left of your application to review the **Guidelines** for the grant application or to view a printable copy.

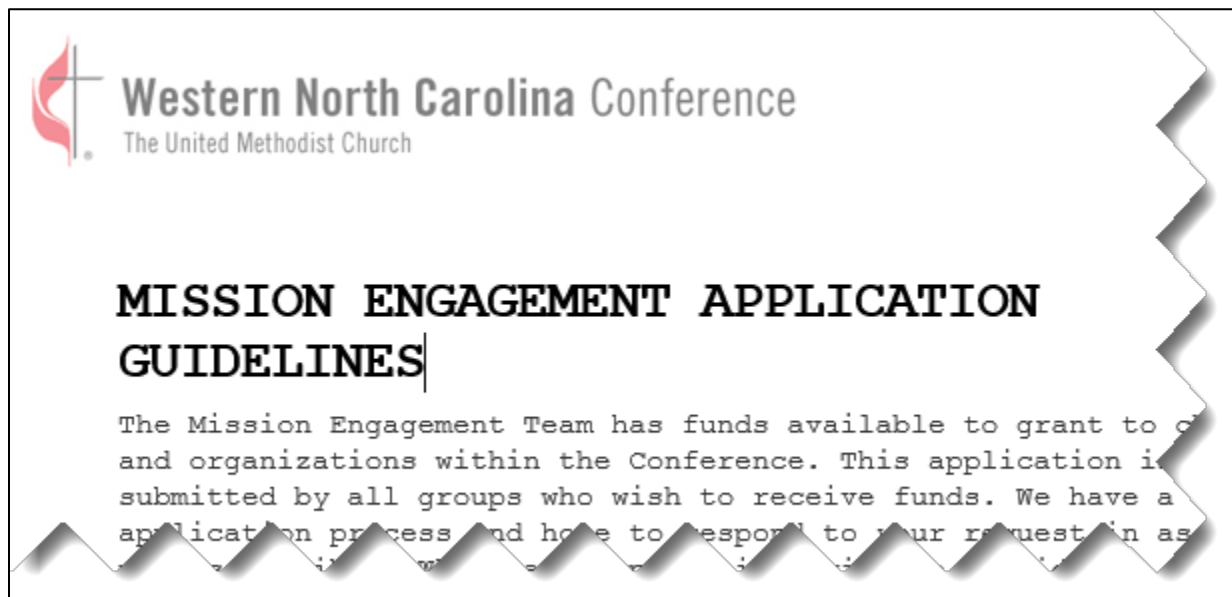


The screenshot shows the eGrant.net interface for the Western North Carolina Conference. The top navigation bar includes icons for Contact, Guidelines, View, and Prior. The main content area displays a table of applications. The left sidebar has a 'History (1)' link circled in red. A red circle highlights a checkbox in the first row of the application table, and two red arrows point from this checkbox to the 'Guidelines' and 'View' icons in the top navigation bar.

Application Type	Year	Application ID	Submit Date
<input checked="" type="checkbox"/> Mission Engagement	2018	505948	9/25/2018 11:11:27

Guidelines


The **Guidelines** will open in a separate window when you click the **Guidelines** icon.



The screenshot shows the 'MISSION ENGAGEMENT APPLICATION GUIDELINES' document. The document header includes the Western North Carolina Conference logo and name. The main title is 'MISSION ENGAGEMENT APPLICATION GUIDELINES'. The text below reads: 'The Mission Engagement Team has funds available to grant to churches and organizations within the Conference. This application is submitted by all groups who wish to receive funds. We have an application process and hope to respond to your request in as soon as possible.'

[Printable Copy](#)

When you click the **View** button, a printable copy of the grant application opens. Use your browser's **Print** button to print a hard copy, if desired. You can also double-click on the application to open a printable copy.



Western North Carolina Conference
The United Methodist Church

MISSION ENGAGEMENT APPLICATION

CHURCH/AGENCY INFORMATION

Name: Test Church
Address: PO Box 100

City: Huntersville State: NC Zip: 28070
District: Metro

Is this organization a church? Yes GCFA#: 300001
 No Tax ID#:

Senior or Lead Pastor of Sponsoring Church (if applicable)
First Name: Last Name:
Email:

PERSON SUBMITTING APPLICATION

First Name: Mary Last Name: Smith
Position Title: Admin