



Kentucky Colonels Online Grants System Tips

Registering

1. Create your account by visiting the link provided on our [Grant Applications](#) page. You will be guided through four steps while registering. We recommend you bookmark this page for ease of access when applying or managing your request.
 - a. First you will enter your organization information (Please be as accurate as possible to ensure historical data will be tracked correctly.)
 - b. Next you will enter in your contact information. This is important going forward as you will be the main contact for all grant questions and communications.
 - c. For the third step, if you are not the executive officer, you will be asked to enter in their contact information.
 - d. The fourth and final step will allow you to create a password which you will use along with your email to log in to apply for a grant or check your grant applications status.
 - e. The next page will ask you to confirm that you have received an email from the system. This step is important to ensure you can receive emails from the system about your application.

Note: If you are filling out applications for multiple organizations, you will need to create a separate account for each application. Individual users of the system can only be tied to one organization.

2. Once logged in, you will be directed to your applicant dashboard. From the dashboard you will be able to update your contact information, apply for the current grant application cycle, and view the status of your application.

To view a tutorial of creating an account and navigating the system, please click [here](#).

System Tips

1. **Important:** To ensure you receive all emails from the Kentucky Colonels, including those through our grant system, please add administrator@grantinterface.com and the domain @KyColonels.org to your safe senders list.
2. You can save and come back to your application at any time. To save your application click save, at the top right of the page. The system will auto save every 20 minutes. Please note you will be logged off after 90 minutes of inactivity.
3. If you would rather type your answers into a word document and copy them into your application, you may do so.
4. You will be unable to submit your application until all required questions have been answered.
5. Once your application has been submitted, you will be unable to make a correction. If you need to make a change to your application after submitting and before the deadline, please contact Eric Patterson, epatterson@kycolonels.org
6. Submit your application early to ensure a thorough review and time to make corrections if needed.

F.A.Q.

Q. What if I don't know my login/password? What if I don't know if my organization has applied before?

A. Please contact us at epatterson@kycolonels.org or (502)-753-0780 if you need help accessing your account or if you are unsure if an account has already been created for your organization.

Q. I'm new to my organization and taking over for someone who had a login/password already. Can I log in and click "Edit Profile" to change the old contact information to my new information?

A. No. Please do not overwrite an existing/inactive user's contact information, even if you have taken over their position. Instead, please [contact us](#) with the new user's name, title, email address, and phone number to have a new contact added. Any current grant requests and follow-ups will be re-assigned to the new user.

Q. My organization's address listed is not the mailing address or is not current.

A. Please [contact us](#) to update the organizational address, or any other organizational information.

Q. I have more bids than file upload buttons, how can I attach the other necessary bids?

A. If you are requesting several items, you will need to combine multiple items bids into one document.

Q. What should I do if my files are too large to upload?

A. We recommend compressing your files before uploading to help with large files. If you are still experiencing difficulties, please contact Eric Patterson, epatterson@kycolonels.org.

Q. What types of file types are accepted?

A. Common file types that are accepted include Microsoft/Excel files as well as Adobe PDF's.