

SYPF APPLICATION TOP 10

- 1) 2020 SYPF Application will open Tuesday, September 3rd at 9:00 a.m.
- 2) Go to summeryouthprogramfund-indy.org to access the link to the online application.
- 3) You will need to create a profile for your organization and yourself before gaining access to the application. ***If you have applied for a CICF grant, other than SYPF, before you will not have to re-create your profile.*
- 4) Have an electronic version of your Board List, Budget, and 990 or audited financial statements available when you start building your organizational profile. ***If you already have a profile, be sure to check that the materials uploaded are up to date.*
- 5) On the home screen, in the lower right corner you will see a section labeled “Open calls”, and inside that table a row labeled 2020 Summer Youth Program Fund. Click “Apply” to start an application.
- 6) Once you have started an application, it will be saved under “My Applications” which is located on the home screen. ***It will begin to save your application as soon as you open it, even if you do not input any information. Please do not begin multiple blank applications!*
- 7) Save and return as often as you need to complete the application by using the SAVE DRAFT button found at the bottom of the application.
- 8) Your application will not be submitted until you press SUBMIT.
- 9) Application deadline is Monday, October 14th at 2:00 p.m.
- 10) The “Technical Tips” document will be helpful for first time users in the portal. Haley Logan can also provide technical assistance.

Questions and Concerns: Contact Haley Logan at haley@icf.org or 317.634.2423