

# Summer Camp Grant Guidelines



## WHAT YOU WILL NEED BEFORE YOU BEGIN:

To make completing your online application easier, it will be helpful for you to save key documents in PDF format (separate files) to your computer where they will be easily accessible for uploading or reference. These include:

- Board of Directors List
- Charitable Registration Number - if required, see application for more detail.
- Independent Audit Report - if required, see application for more detail.
- IRS Form 990

## 4 SIMPLE STEPS TO APPLY:

**STEP 1** To start a new application go to:  
[https://www.grantrequest.com/SID\\_372?SA=SNA&FID=35084](https://www.grantrequest.com/SID_372?SA=SNA&FID=35084)  
(You may also request a link to the application by emailing [info@oceanfirstfdn.org](mailto:info@oceanfirstfdn.org))

*OR*

To return to an application already in progress go to:  
[http://www.GrantRequest.com/SID\\_372](http://www.GrantRequest.com/SID_372)

**STEP 2** Follow the directions to sign in. If you are signing in for the first time, you will be prompted to create a user account.

**STEP 3** Enter your organization's nine-digit Tax Identification Number (do not use dashes)

**STEP 4** Complete the required fields on the application form and upload the required attachments. When you are satisfied with your request, hit the "Review and Submit" button. After you have completed a final review, hit "Submit" one final time. You will receive a confirmation message that your application has been submitted. If you do not see this message, then your request has not been submitted.

## EXTRA TIPS:

- Samples of the required documents can be found on our website [www.oceanfirstfdn.org](http://www.oceanfirstfdn.org) under **Ideas & Resources**.
- Like OceanFirst Foundation on Facebook and follow us on Twitter, Instagram, and LinkedIn to get alerted to upcoming opportunities and news.