

WHAT YOU WILL NEED BEFORE YOU BEGIN:

To make completing your online application easier, it will be helpful for you to have key documents on hand where they will be easily accessible for uploading or reference. These include:

- Federal Tax ID Number
- Charitable Registration Number - if required, see application for more detail
- Board of Directors List (PDF Format)
- Independent Audit Report - if required, see application for more detail (PDF Format)
- IRS Form 990 (PDF Format)

4 SIMPLE STEPS TO APPLY:

STEP 1 To start a new application go to:
https://www.grantrequest.com/SID_372?SA=SNA&FID=35098
(You may also request a link to the application by e-mailing info@oceanfirstfdn.org)

OR

To return to an application already in progress go to:
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 dash)

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 under **Ideas & Resources**.
- Follow OceanFirst Foundation on social media (Facebook, LinkedIn, Instagram and Twitter) to get alerted to upcoming opportunities and news.