This is the account log-in page. Here you will either need to create a new account (if a new applicant) or use your existing log in if you have created an account previously. **It is imperative that you use your functional work email address as your log-in email.**
Accessing the Online Application

There are two ways to access the online applications

1. Start a new application

To begin a **NEW** application proceed to the application form through the links provided on the McAuley Ministries website in the **How to Apply** section (www.mcauleyministries.org).

2. Log into a previously created application account

If you have previously used the application system and created an account, you can log back in to see applications that you have started or submitted.
Enter Tax ID Number

Enter your organization’s Tax ID / EIN number here.
Tax ID Error

If your Tax ID is not found in the IRS database you will receive this message. Please check the number.
Required Attachments

Before starting your application, you may find it helpful to gather the following information as PDFs to attach to the application:

- Board of Directors list
- IRS Determination Letter
- Most recent audit
- Project budget
- Racial Diversity and Equity Tool
- Letters of endorsement or Memorandum of Understanding from your collaborators if applicable
- Your most recent 990 if the 990 is not posted to Guidestar
This is the actual application page where you will enter information for your application.

Each required field is identified by a gold diamond and must be completed before the application can be submitted.
Application Sections

To navigate to the different pages of the application, you can click on the tabs here.

At any time that you want to review your application or when you’re done, click here.

If you want to print your application, click here.

If you want to email a draft of your application, click here.
Required Attachments

Required attachments are outlined within the application and generally include your Board of Directors list, IRS Determination Letter, most recent Audit, Project Budget, and the Racial Diversity and Equity Tool. Depending on your project, there may be other attachments, such as letters of endorsement from your collaborators, or your most recent 990 if the 990 is not posted to Guidestar.

Click on the Browse button to locate the document to be uploaded from your computer. Then click on Upload to attach the document.
Optional Attachment

You also have the option of attaching one additional document such as an annual report, organizational chart, or business plan. The preferred format is a PDF.

Click on the Browse button to locate the document to be uploaded from your computer. Then click on Upload to attach the document.
At any time, if you wish to save and continue the application at a later time, you can click the “Save & Finish Later” button.

When you are ready to continue you will log back into your grant application account.
Save & Finish

When you click on "Save & Finish Later" this is the page you will see.

You will receive an email confirming that the document has been saved.

You will have the ability to log back into your account and continue working on your application.
When you have filled in each field and added all required attachments, you can click on “Review & Submit” to review your application before submission. You will still have the opportunity to make needed changes.
When you click on the “Review & Submit” button, if any of the required fields/documents is missing you will receive this message.

The system will then indicate the fields/attachments that are missing and required before submission.
If the application is complete, you will receive this message and a confirmation email.
Questions & Inquiries

If you have any questions about completing the online application or the application process, please do not hesitate to contact Michele Rone Cooper

412-578-6223

mrcooper@mcauleyministries.org