ParentBoosterUSA

Grant Application Tips Guide

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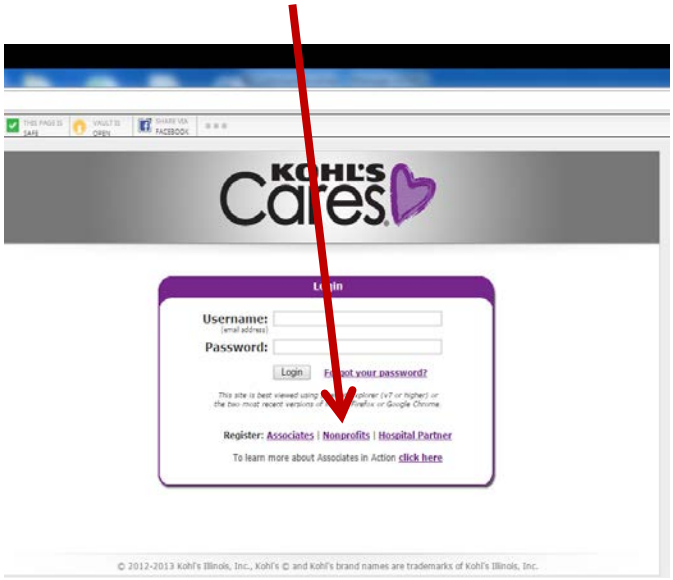
Applying for a Kohl's Cares- Associates in Action Grant

Information about the Kohl's grant program can be found at:
http://www.kohlscorporation.com/communityrelations/Community04.htm

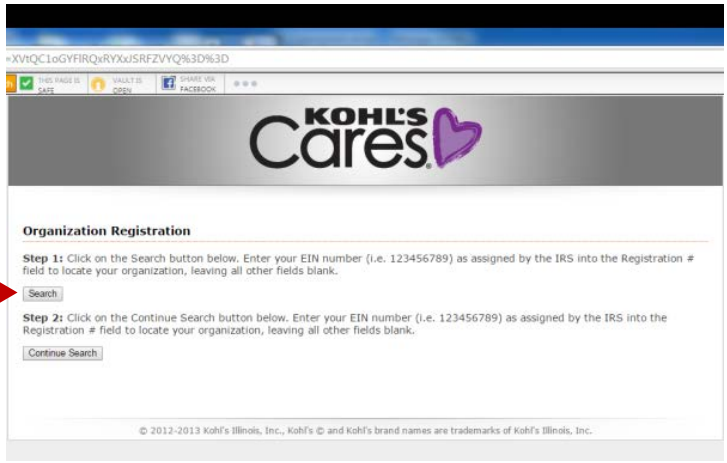
Step 1: Create a Kohl's Cares account

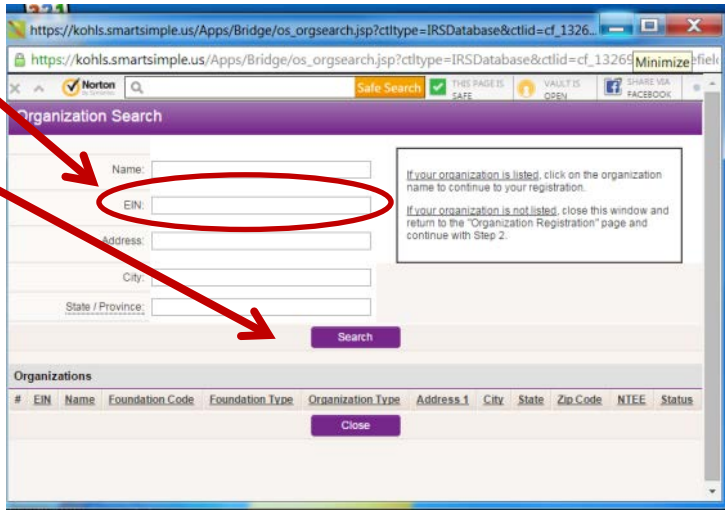
- Go to: https://kohls.smartsimple.us/s_Login.jsp
- Register as a nonprofit



Step #2: Organization search

- Click Search
- Complete ONLY the EIN field with your organization's EIN
- Click Search

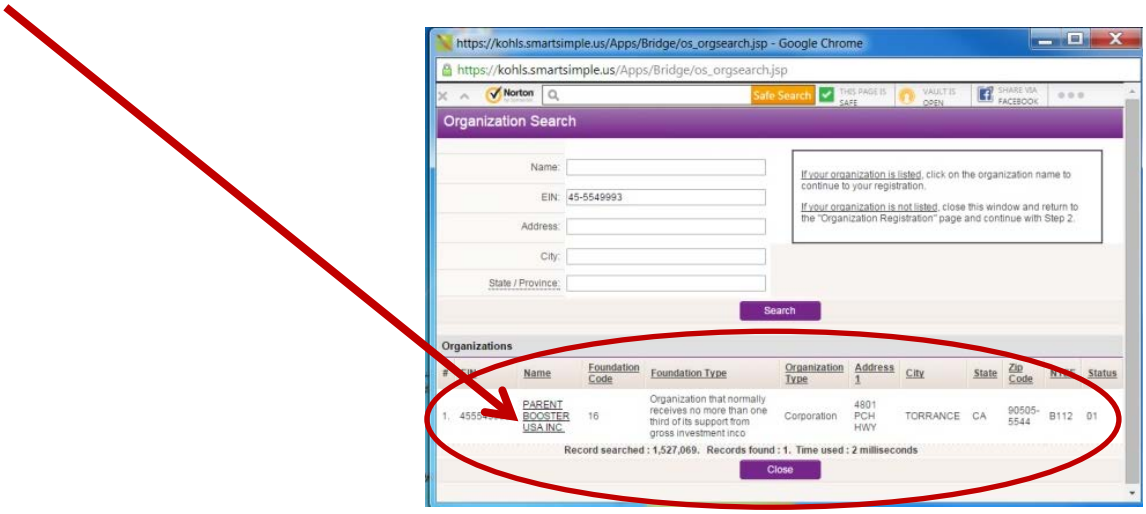




Search results

The search should find your group and return a listing such as the one below. Your group's EIN should be listed, followed by the name "Parent Booster USA Inc" and then your group's address.

<u>Click on the underlined name, Parent Booster USA</u>.

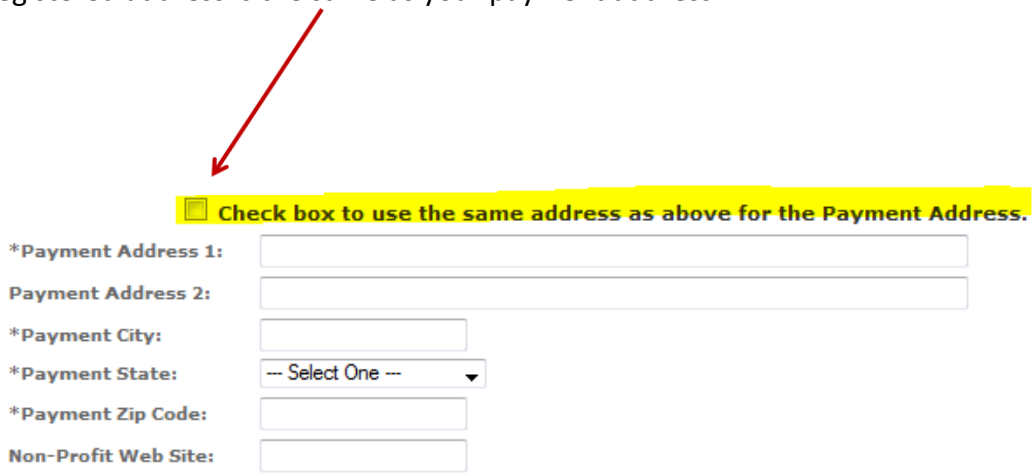


[The Kohl's record comes up under PBUSA's name because this is the way the IRS lists members of group exemptions in its BMF (Business Master File). See sample of IRS BMF listing below.]

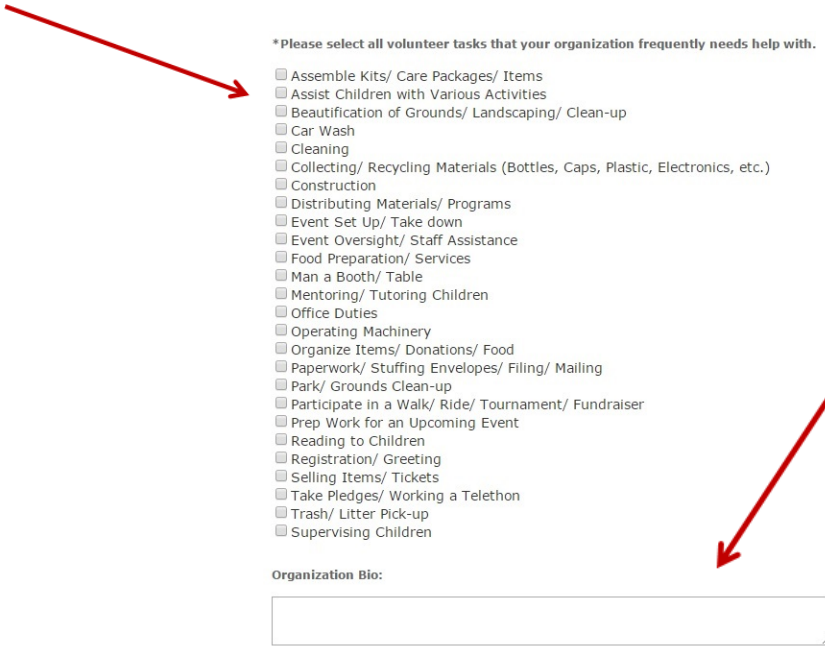
EIN	Name	ICO	STREET	CITY	STATE	ZIP	GROUP	.....	SORT NAME
12-3456789	Parent Booster USA, Inc.	%John Doe	123 Broad Street	Anywhere	FL	34787	5271		ABC Booster Club

Step #3: Organization registration

- Complete all mandatory fields marked with an asterisk (*)
- Ensure your payment address is correct; use the checkbox if your IRS registered address is the same as your payment address

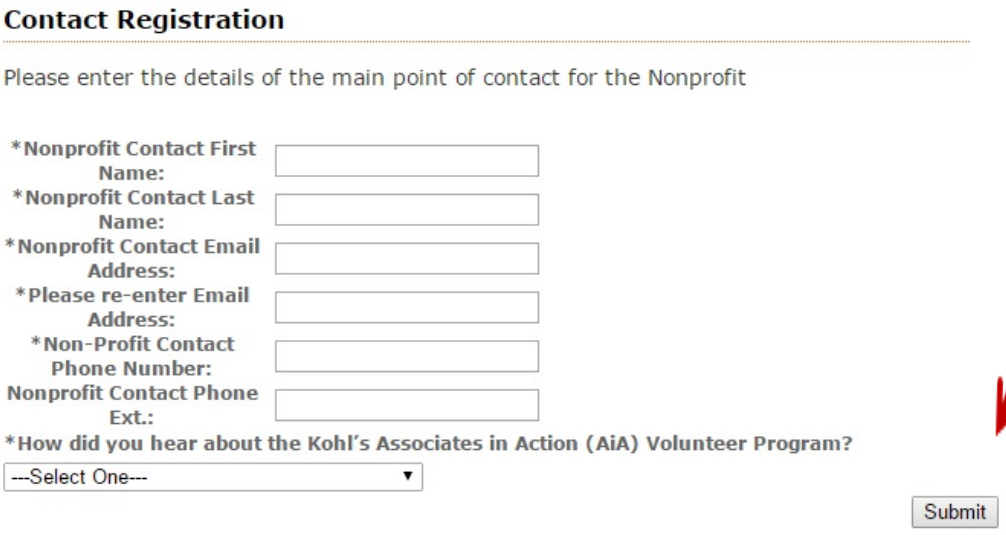


- Select all tasks that your organization needs assistance with

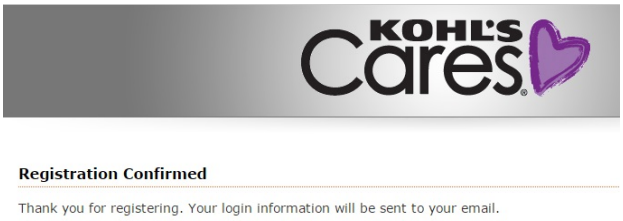


- *Optional*: write a bio for your organization

- Once you have completed the fields, click Submit.



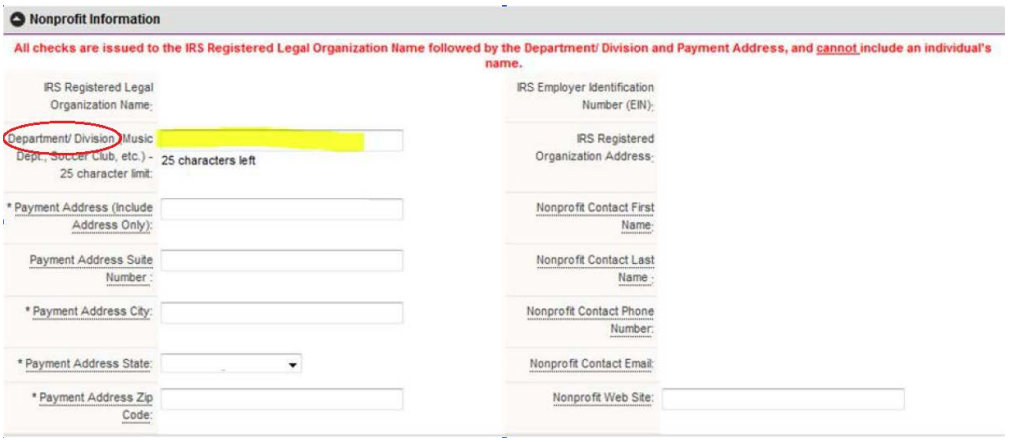
After you have completed the registration process, you will be directed to a confirmation screen (shown below). It can take up to 30 minutes to receive your login information depending on your email server. Once you have received your email, you can **log in** to the Grant Management System site to create, submit and manage your events.



Tip #1: Make sure your organization's name is included on the check

- After you've logged into the Grant Management System, you can edit your event information. Scroll through the event and ensure the information is accurate; update any fields as necessary.

- Make sure to put your organization's name in the **Department/Division** field so that the check from Kohl's includes your organization's name.

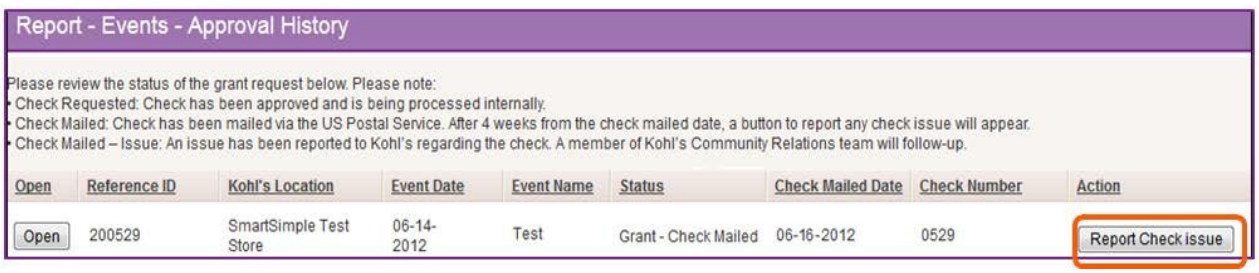


Tip #2: Report a check issue to Kohl's

- A check issue can be reported through the GMS if you have not received your check or there is an issue with the check you did receive. *This action can only be taken on a grant four (4) weeks after the check has been mailed.*

- To report a check issue:

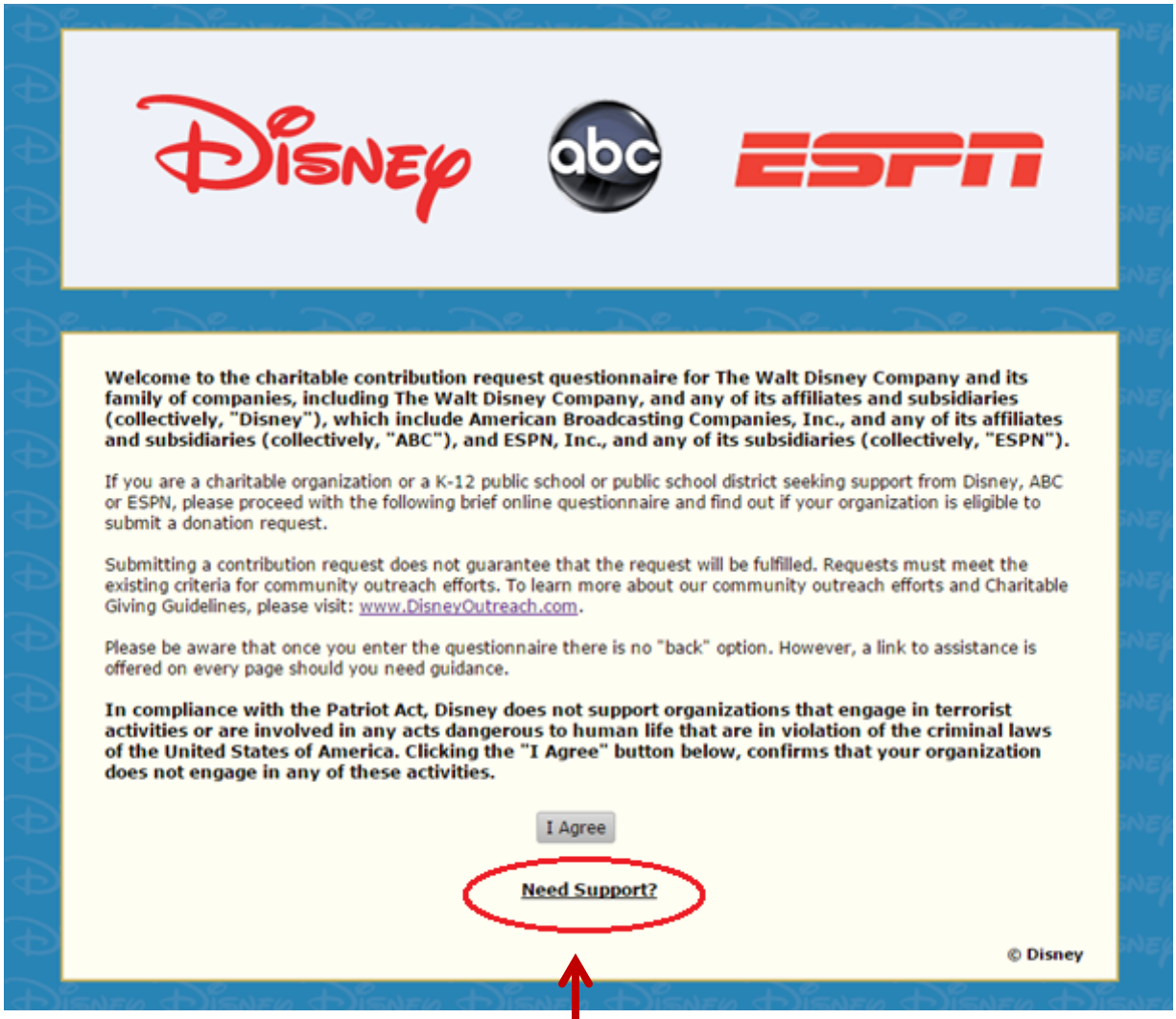
1. Go to Events -> Approval History
2. Click "Report Check Issue" next to the event you want to report an issue on
3. Scroll to the "Grant Check Mailed – Report Issues" section
4. Respond to the questions
   ~ From the drop down select a reason you are reporting the check issue
   ~ In the text box, add details about your check issue
   ~ Click "Report Check Issue"



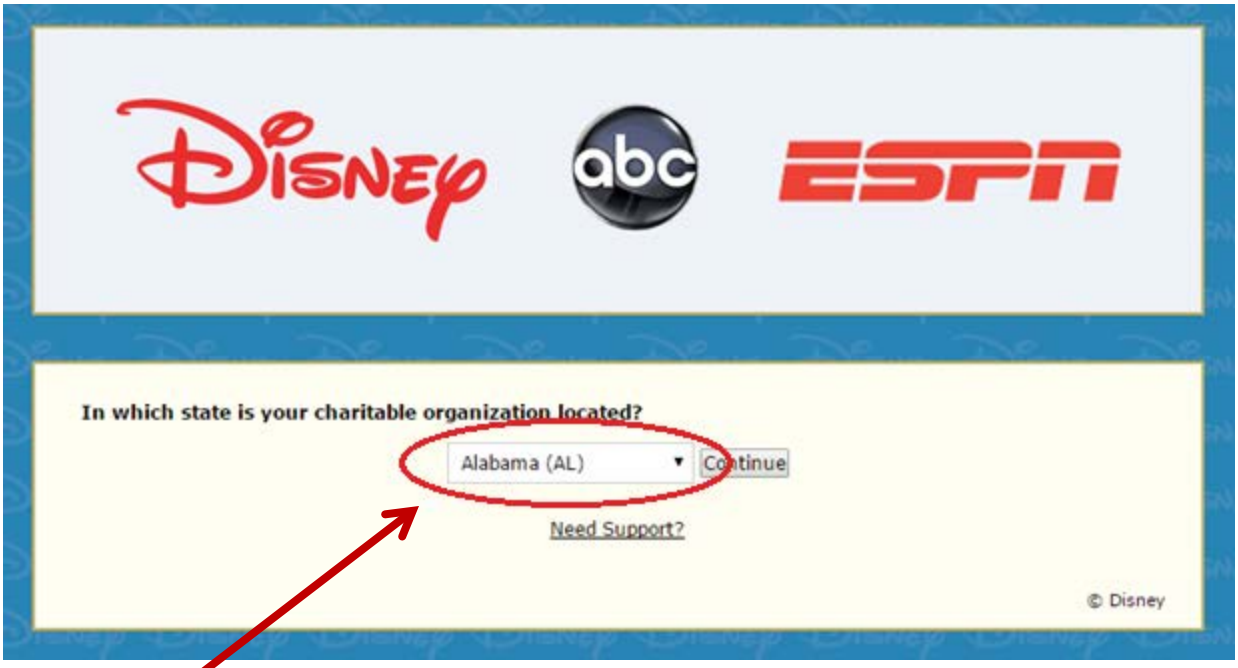
Applying for a Disney Cybergrant

Organizations may qualify to apply for grants with companies that use the online Cybergrant application system after the organization is listed by the IRS in its Business Master File (BMF). It takes approximately 3-6 months after joining PBUSA for our members to be added to the IRS BMF.

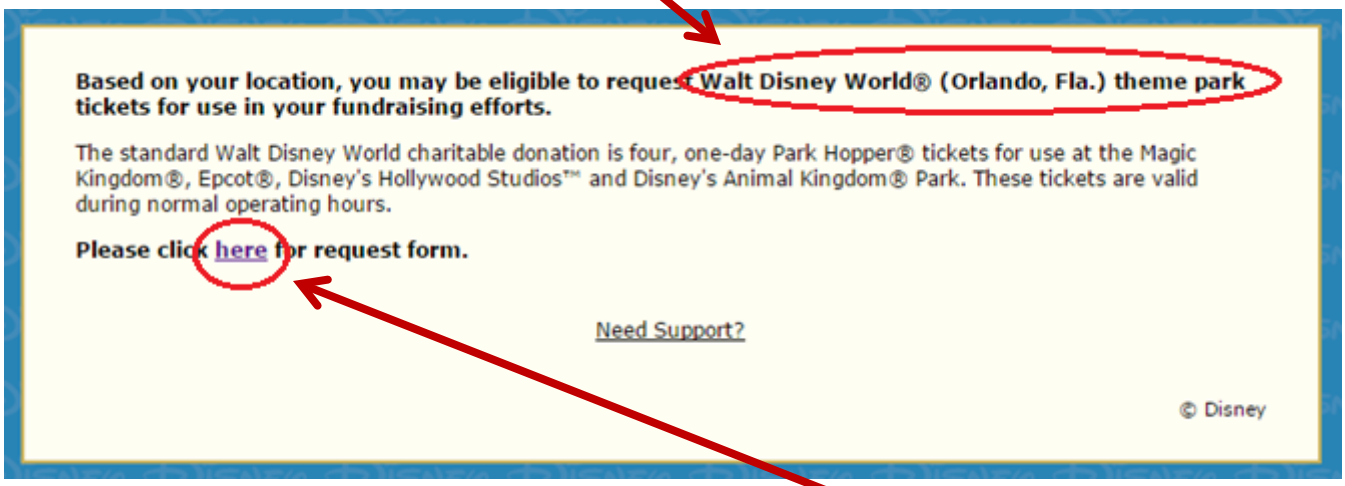
To begin an application for a charitable contribution from the Walt Disney Company, you must first complete the questionnaire found at www.cybergrants.com/cybergrants/plsql/disney.disney_quiz.next_step



For Technical Support questions while completing the online application you can click on the **"Need Support?"** link located at the bottom of each page of the application.

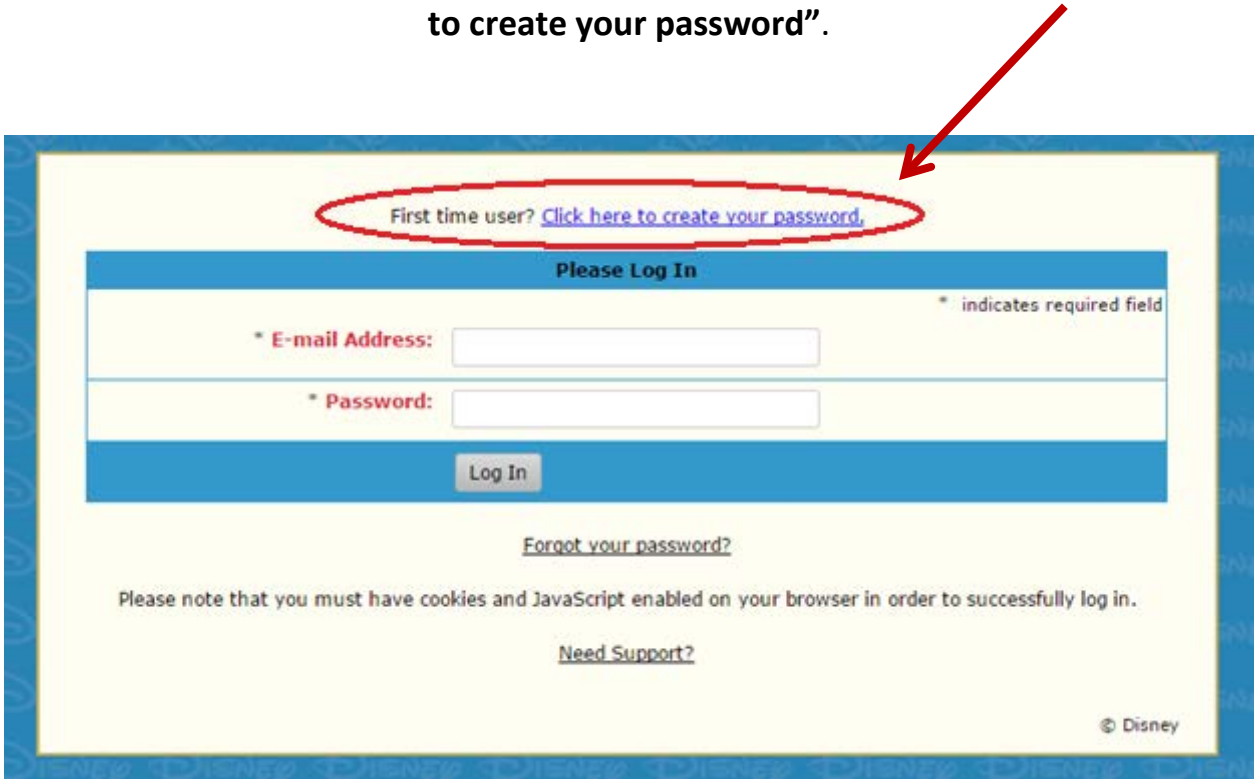


Your state selection will determine the theme park location from which you are eligible to request tickets. Selecting **"Florida"**, for example, would make you eligible to request Walt Disney World (Orlando, FL) tickets.

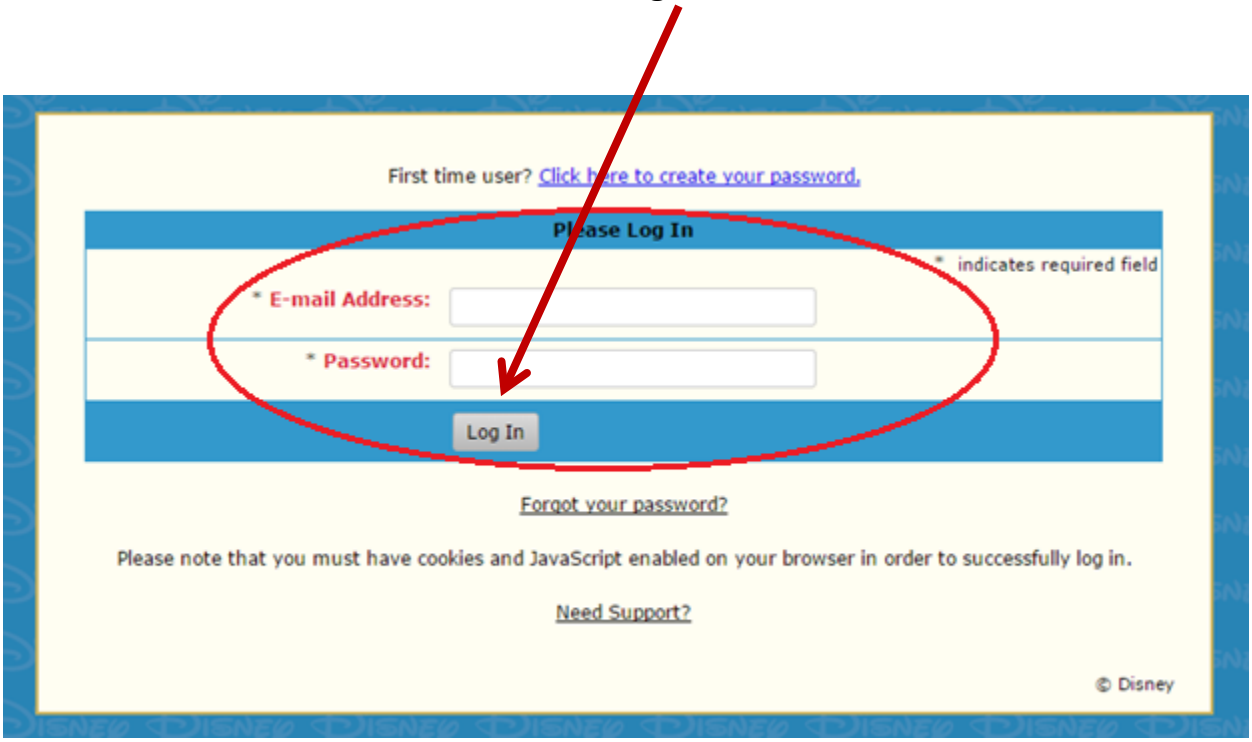


Once you have reviewed the location of your theme park, click the word **"here"** in the last sentence to proceed to the request form.

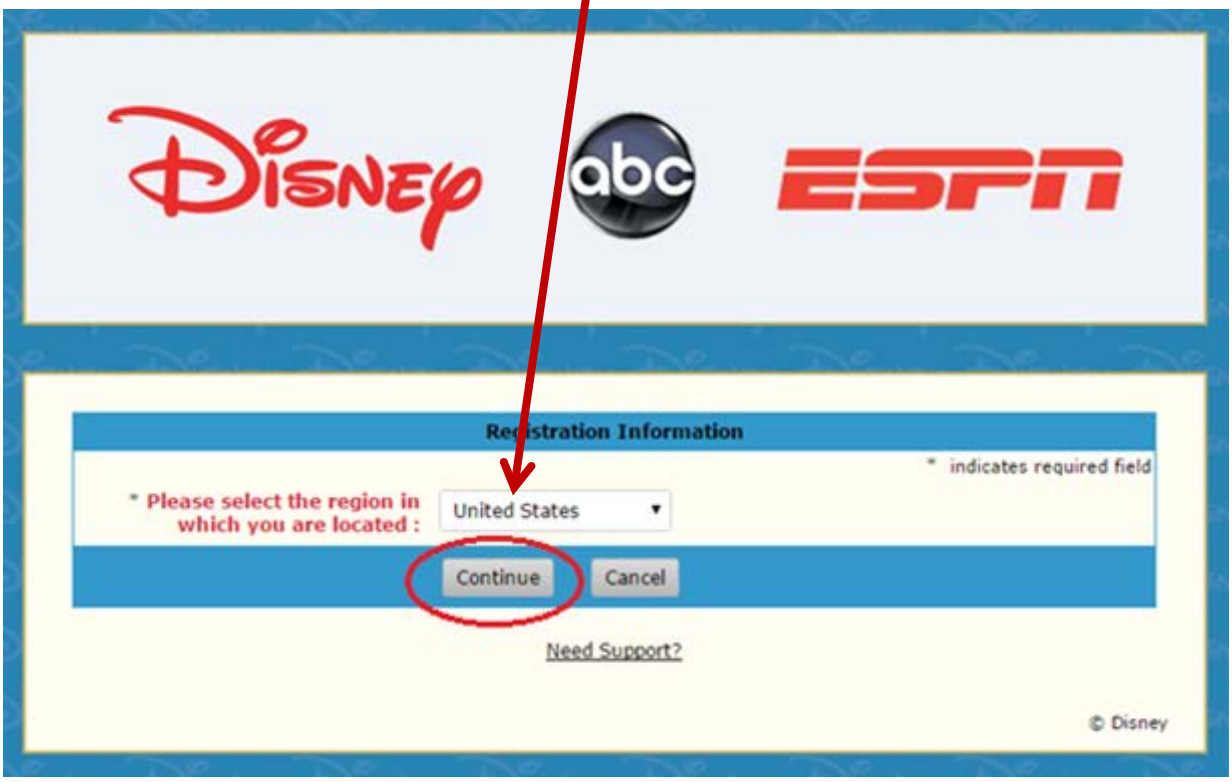
Next, you will be prompted to log-in. If you are a new user, select **“First time user? Click here to create your password”**.



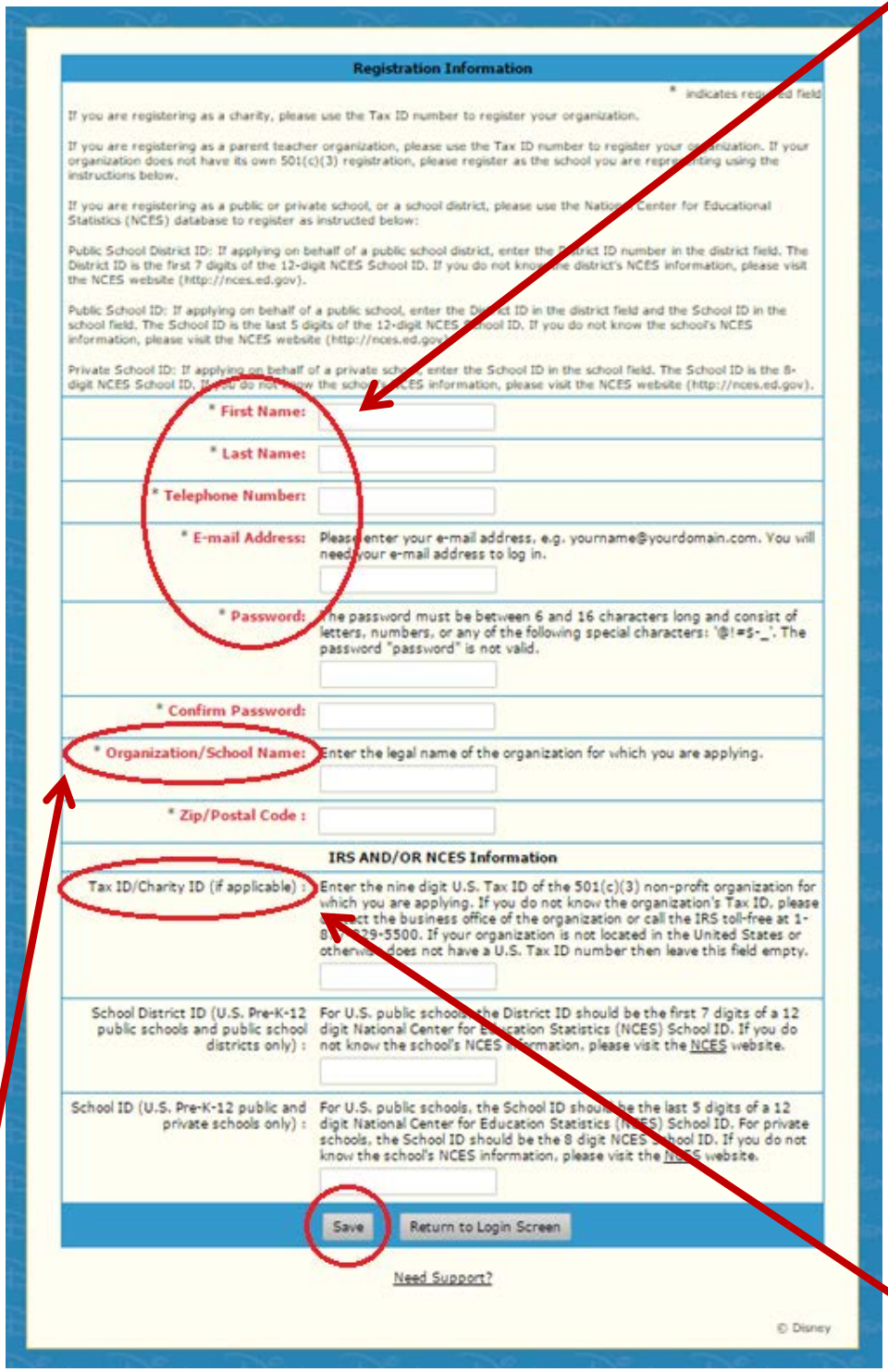
If you previously created an account, please enter in your email address and password and click **“Log In”**.



If you selected **“First time user”**, you will be taken to the Registration Information page (shown below). You will be prompted to select the region in which you are located then click **“Continue”**.

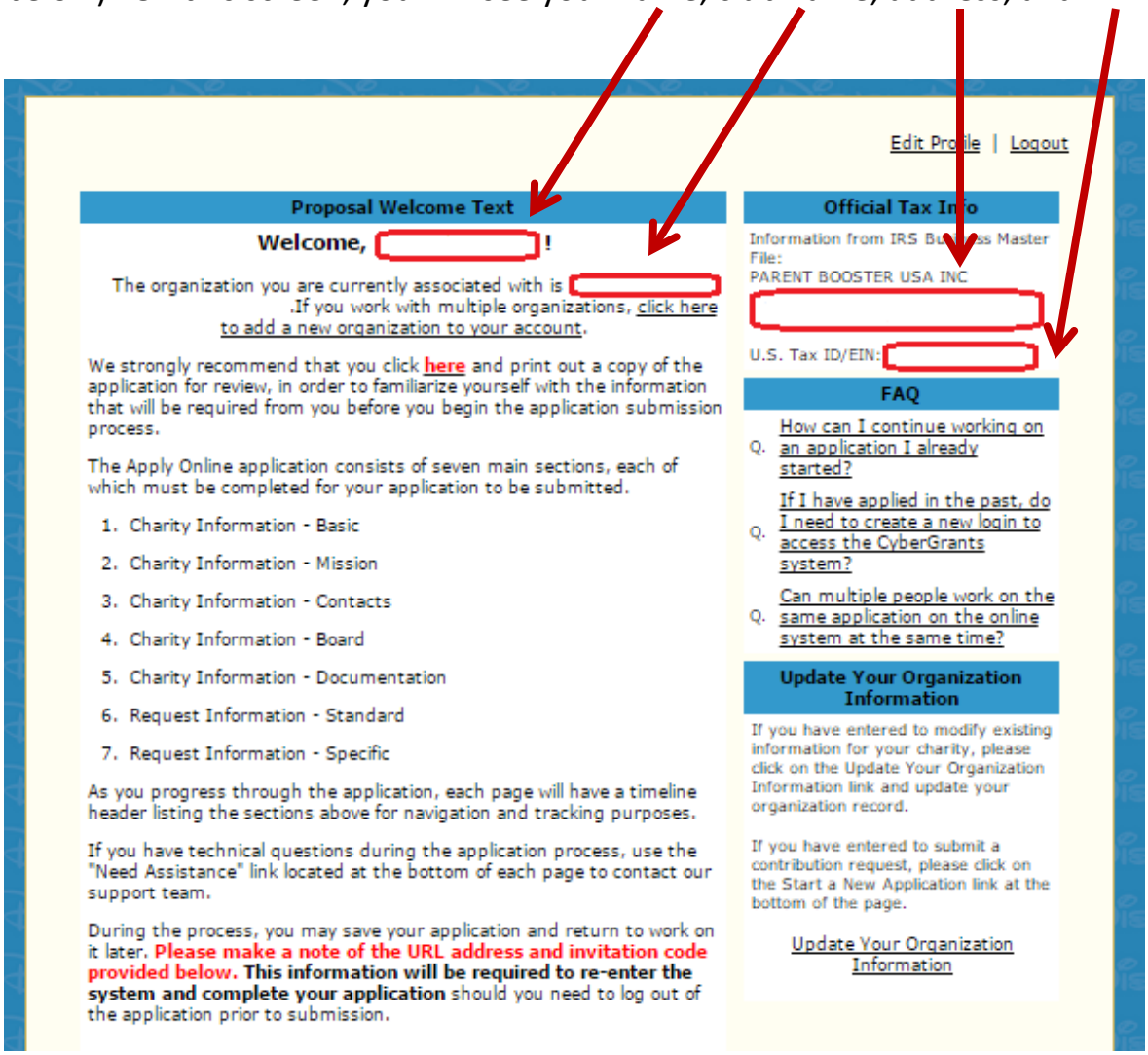


Next, you will complete the Registration Information (shown below). You will put in **<u>your own</u>** name, phone number, email address, and will be able to select a password.

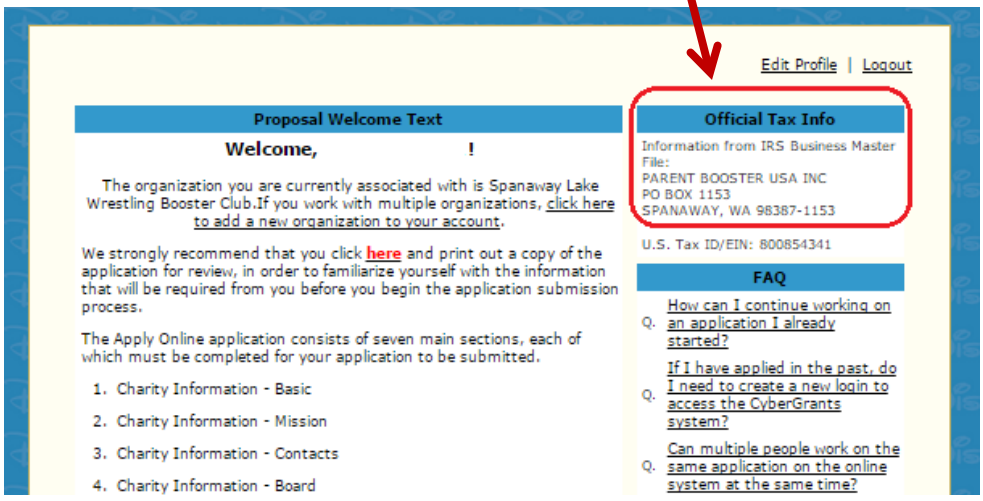


For the "**Organization/School Name**", you will enter **<u>your booster club's name</u>**. For the "**Tax ID/Charity ID**", you will enter **<u>your EIN.</u>** Once you've filled out all of the fields, click "**Save**".

Once you have saved your registration information, you will be taken to your Profile (shown below). On this screen, you will see your name, club name, address, and EIN.



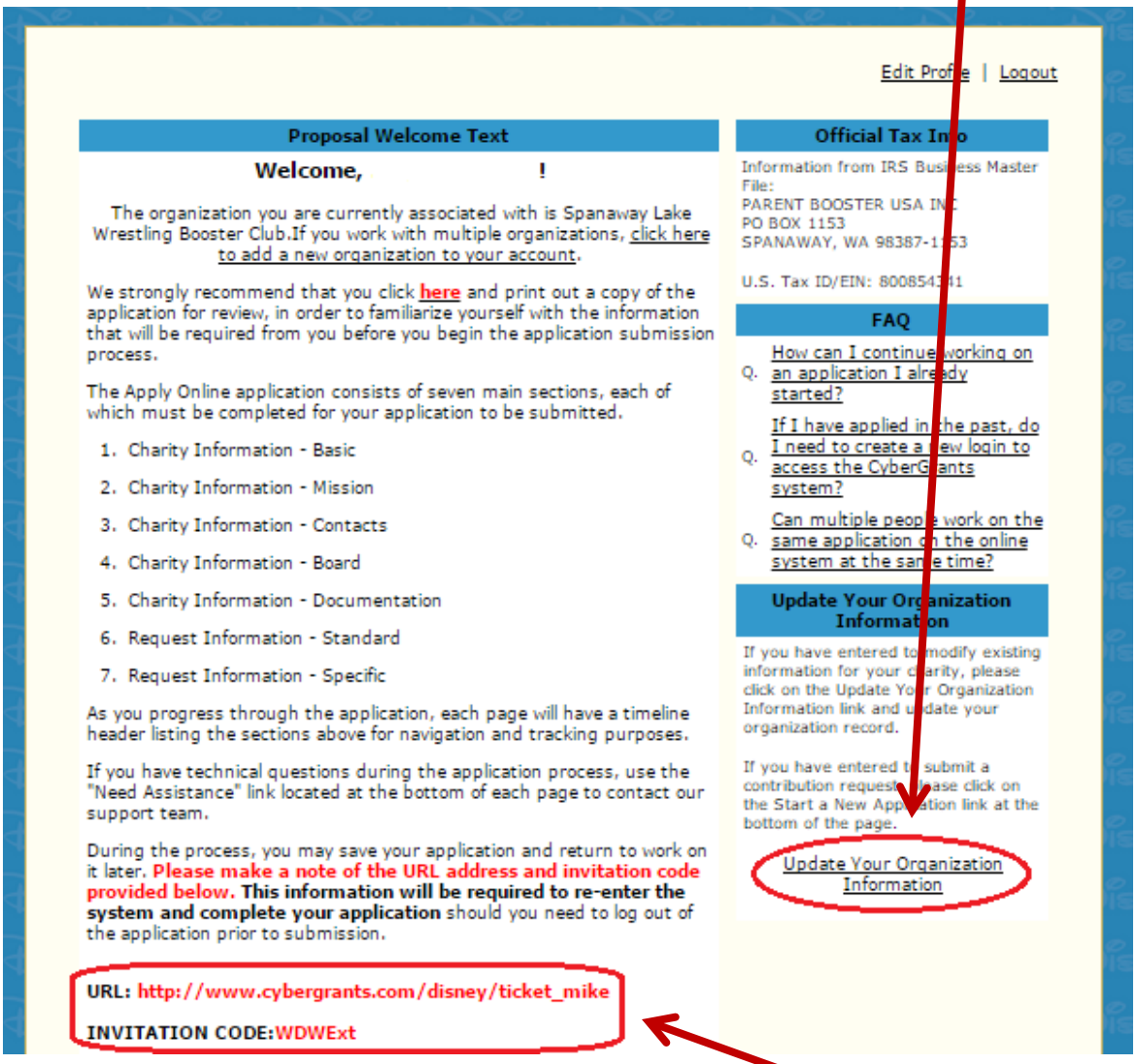
The information shown in the "**Official Tax Info**" section is pulled directly from the IRS Business Master File.



The record comes up under Parent Booster USA, Inc.'s name because this is the way the IRS lists members of group exemptions in its BMF. See sample of IRS BMF listing below.

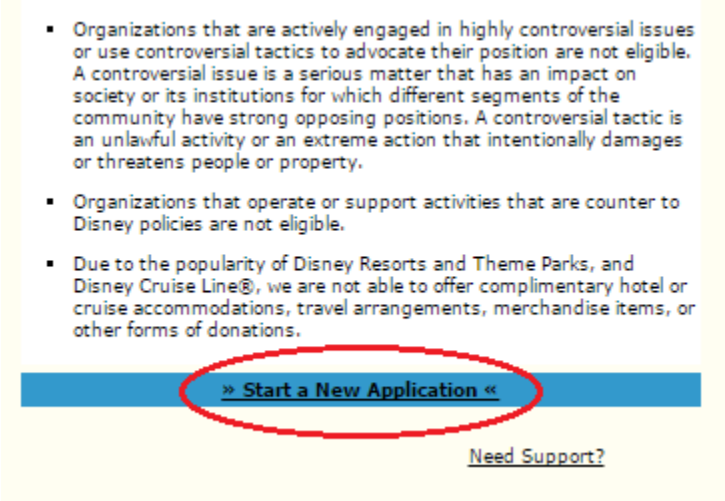
EIN	Name	ICO	STREET	CITY	STATE	ZIP	GROUP	.....	SORT NAME
12-3456789	Parent Booster USA, Inc.	%John Doe	123 Broad Street	Anywhere	FL	34787	5271		ABC Booster Club

If any of the information is incorrect, click "**Update Your Organization Information**" to update your organization record.

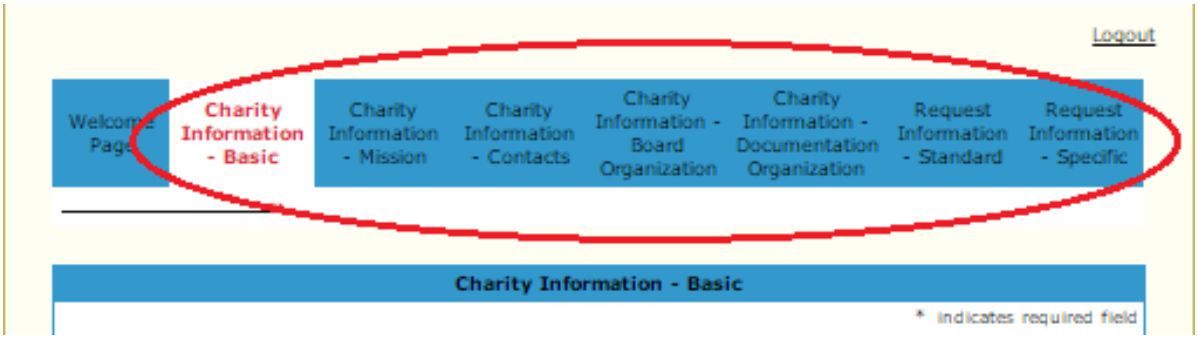


You may save your application at any time and return to work on it later. To re-enter the system and complete your application, visit the "**URL**" provided and enter the "**Invitation Code**".

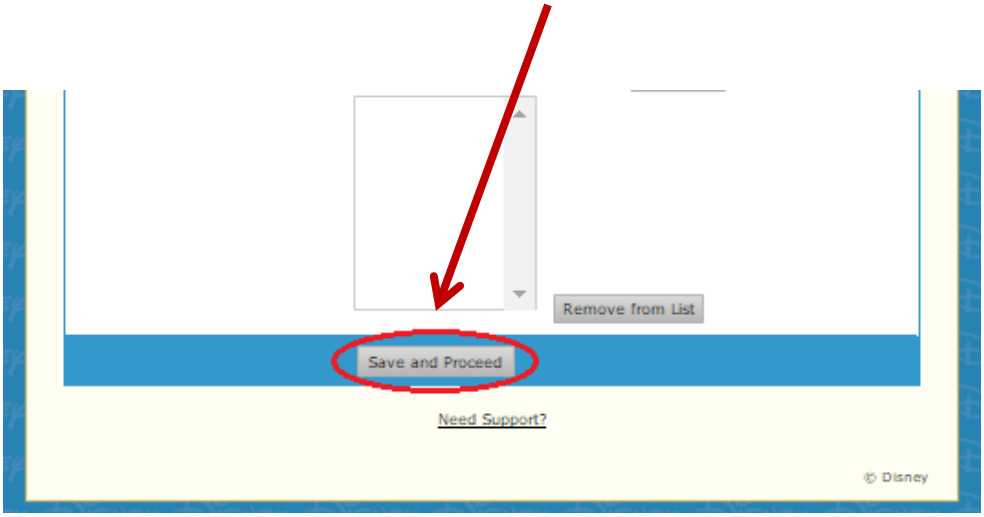
If your organization's information is correct, click "**Start a New Application**".



You will be asked to complete 7 tabs of information. All required fields are marked with a red asterisk, and must be completed before submitting the application.



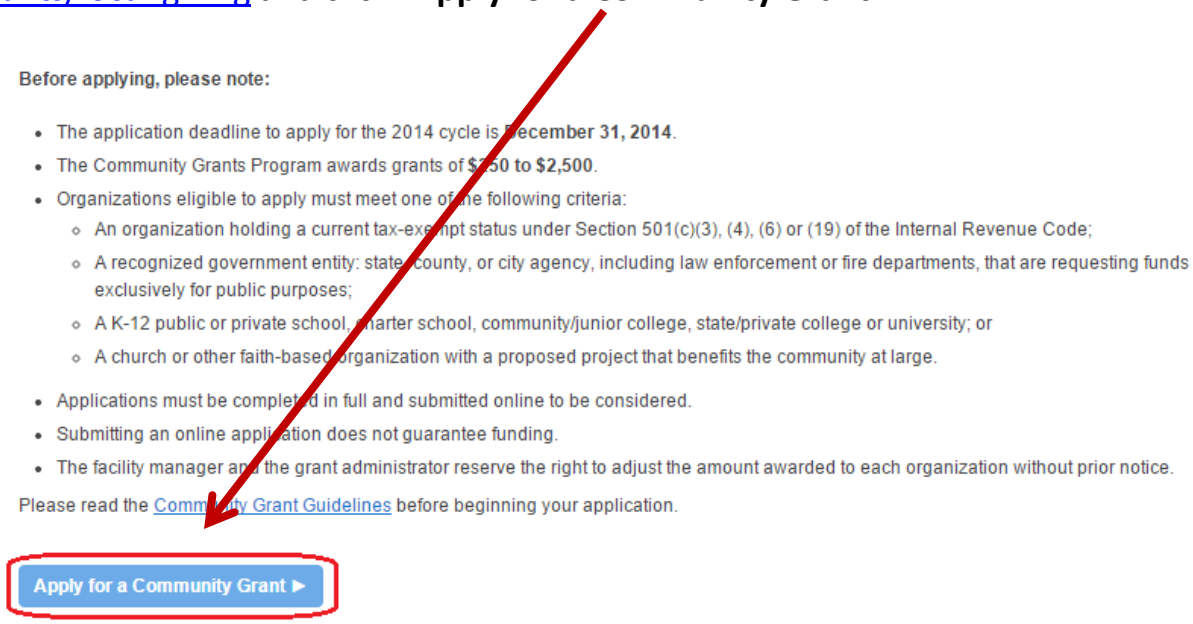
After completing each tab, click "**Save and Proceed**" to continue onto the next section.



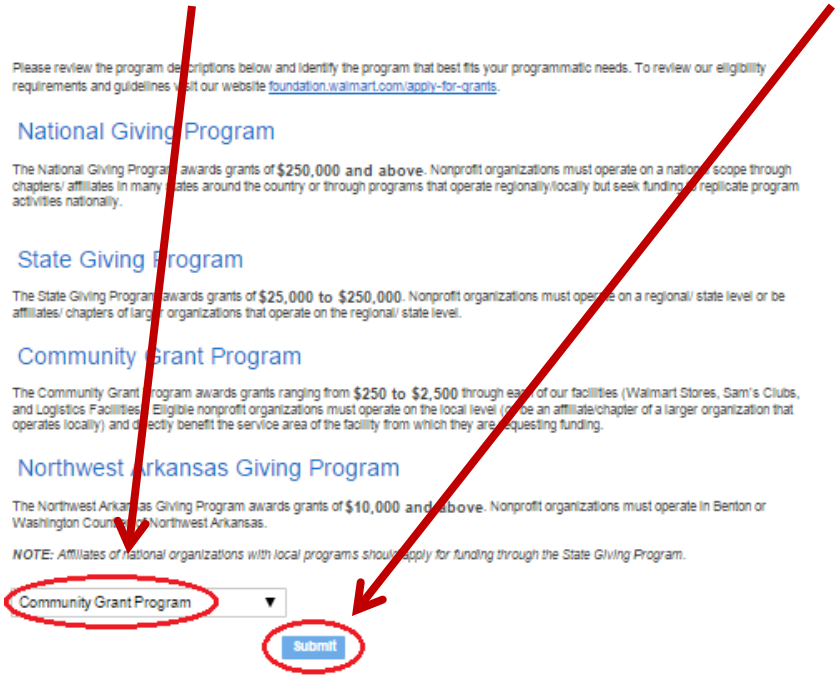
Applying for a Walmart Cybergrant

The Community Grant Guidelines can be found at http://foundation.walmart.com/apply-for-grants/local-giving-guidelines

To begin an application, please visit http://foundation.walmart.com/apply-for-grants/local-giving and click "**Apply for a Community Grant**".

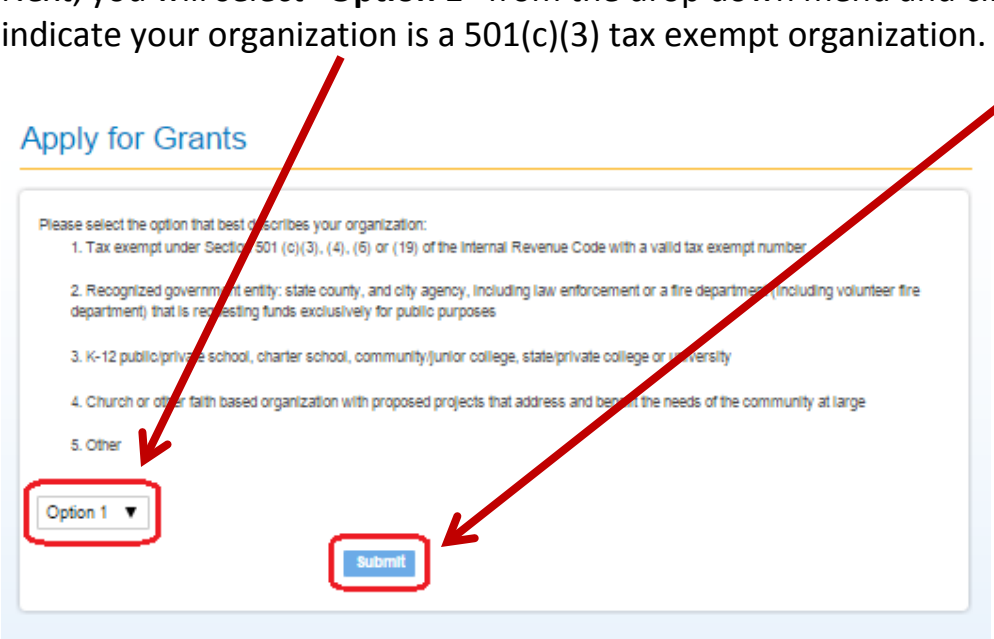


Select the "**Community Grant Program**" from the list, then click "**Submit**".



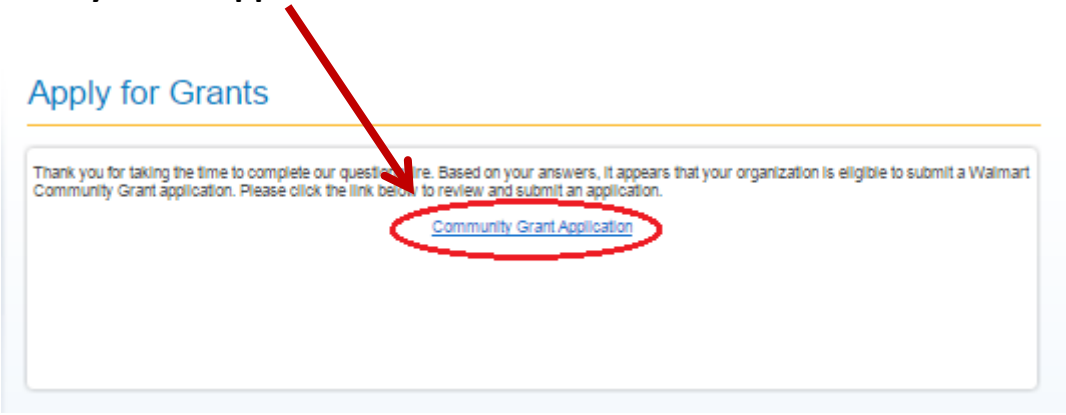
You will be asked to verify that your organization directly benefits the community, and will be given the opportunity to select the area of focus in which your organization falls.

Next, you will select "**Option 1**" from the drop down menu and click "**Submit**" to indicate your organization is a 501(c)(3) tax exempt organization.



You will be asked to verify whom the funding will be benefitting, which category the money will be spent on, and how much money you will be requesting from the facility.

If you are eligible, you will be prompted to continue the application by clicking "**Community Grant Application**".



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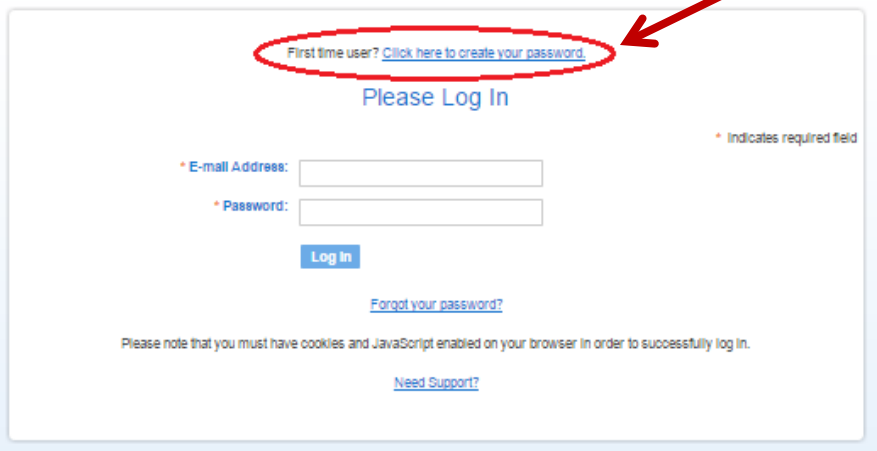
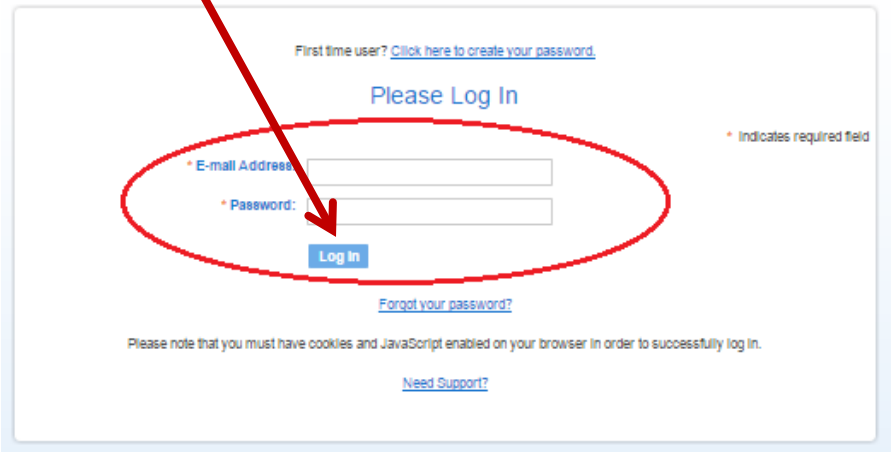
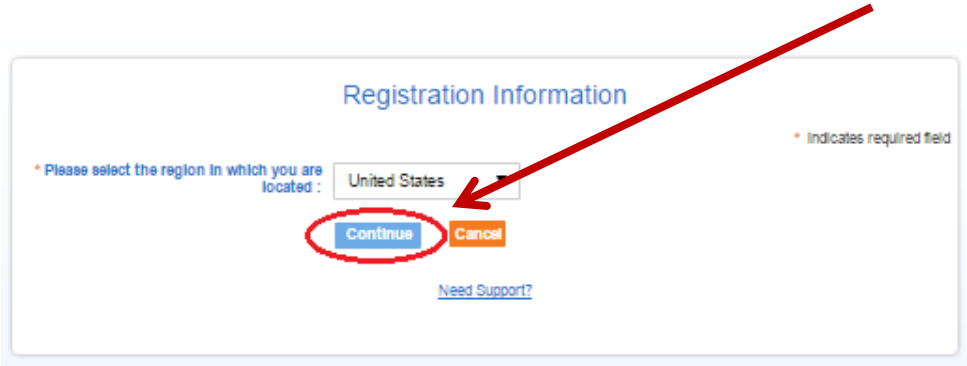


If you previously created an account, please enter in your email address and password and click "**Log In**".



First time users will be taken to the Registration Information page (shown below). Select the region in which you are located then click **"Continue"**.



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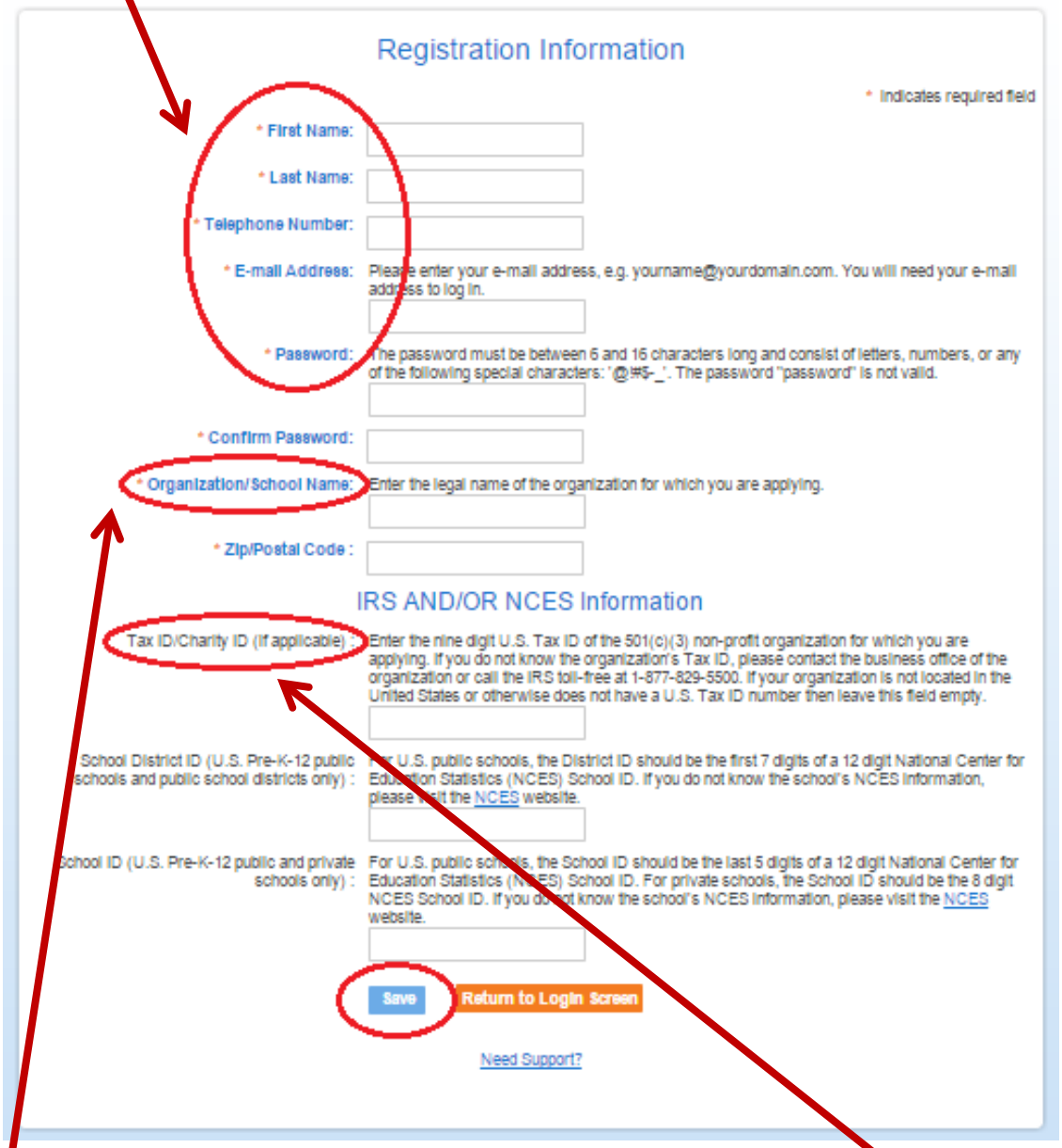

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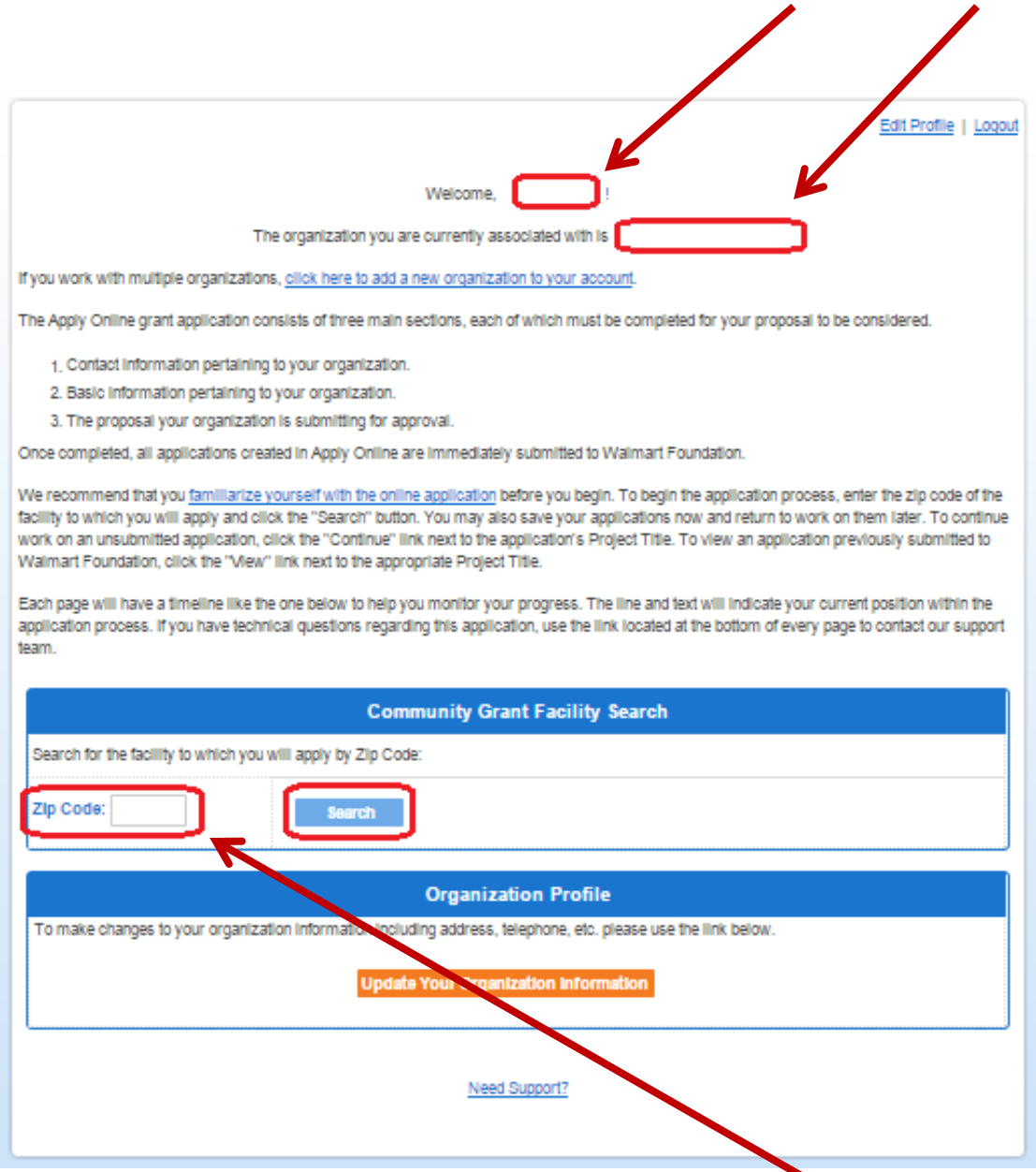
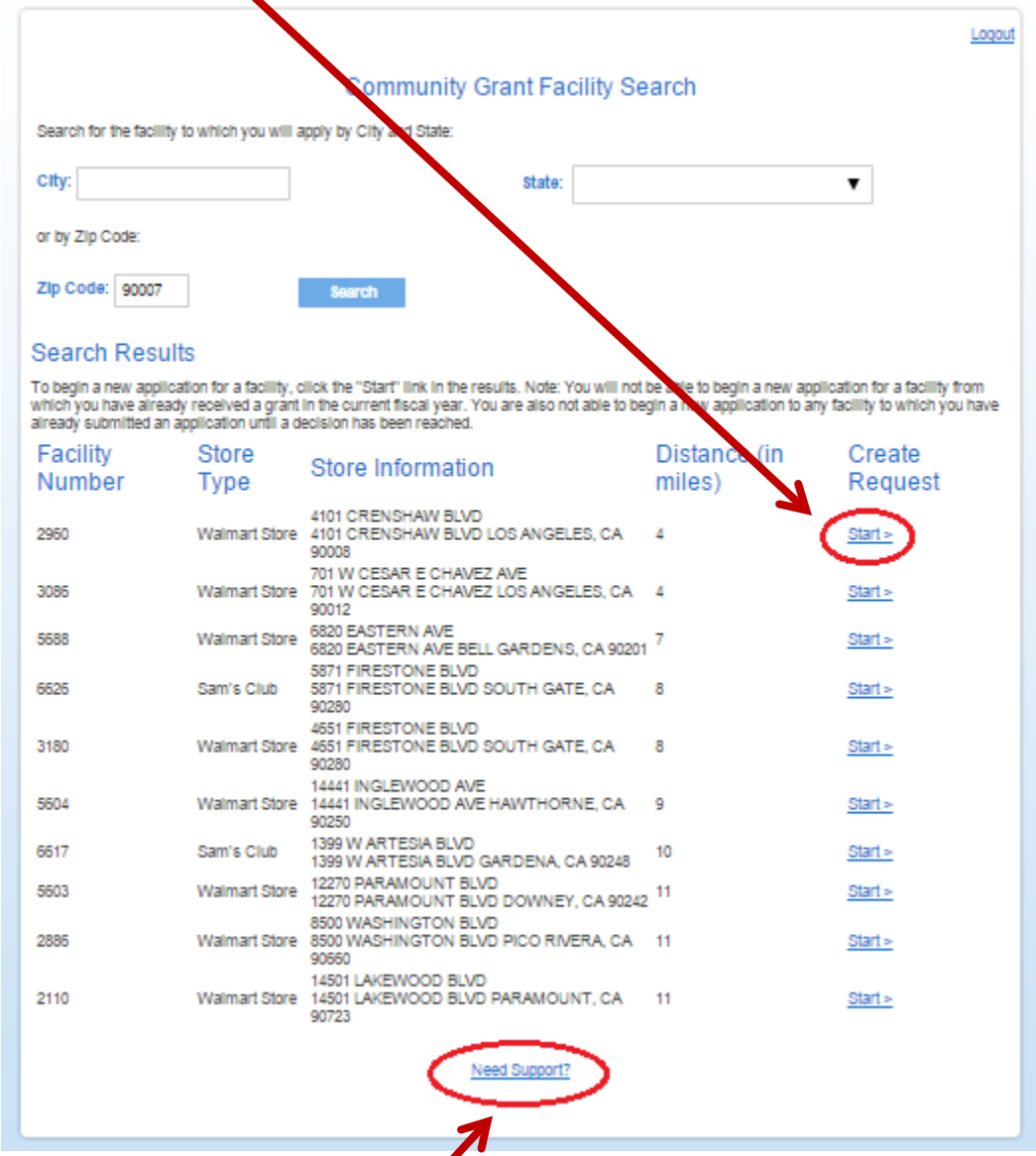
Once you have saved your registration information, you will be taken to your Profile (shown below). On this screen you will see your name and club name.



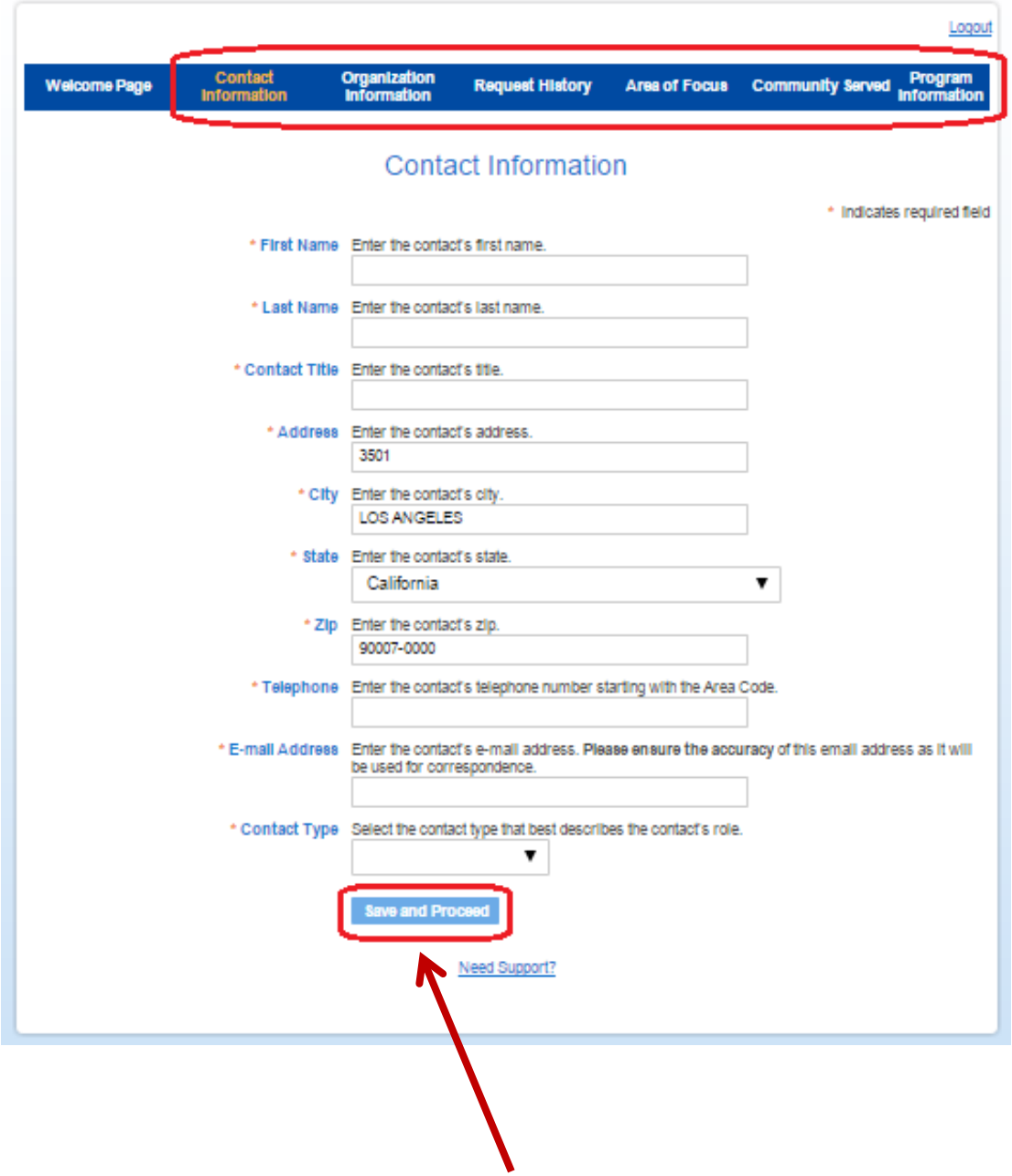
To search for your community grant facility, enter your organization's zip code and click "**Search**".

This will produce a list of facilities near your zip code. Scroll through the list and click "**Start**" next to the facility of your choice to create a request.



For Technical Support questions while completing the online application you can click on the **"Need Support?"** link located at the bottom of each page of the application.

You will be asked to complete 6 tabs of information. All required fields are marked with a red asterisk, and must be completed before submitting the application.



After completing each tab, click "**Save and Proceed**" to continue to the next section.