

GRANTS: How to Apply

The Legacy Foundation of Southeast Arizona makes it easy for you to apply for a grant online. Please read the instructions below before beginning an application. All LFSAZ grant applications should be made online unless otherwise noted.

Step 1: Review Eligibility, Guidelines & Deadlines

- Each of the grants LFSAZ makes has its own guidelines, application and deadlines for submission of proposals.
- Each grant cycle application is only available when the grant cycle is open.
- Review the [Grants Overview](#)
- **Applicants are required to read the guidelines before starting an application.**

Step 2: Create an Account

- To begin the application process, visit our [Grants Portal](#). If you are a returning user, log on to the system using your e-mail address and password. Do not create a second, new user account. You may choose to bookmark the log in website address.
- Recommended browsers: Our application system works with all major Internet browsers, though we recommend using [Mozilla Firefox](#) or [Google Chrome](#).
- If you are a new **user** of an organization that already exists in the grant system, contact LFSAZ Grants Manager becky.smyth@lfsaz.org to be added as a new contact.
- If you are a new user and a new **organization** to the grant system, click on "Create New Account," and select one login email address and password to be used for all your submissions. The Legacy Foundation will communicate all pertinent information to this email address.

Step 3: Complete the Online Grant LOI or Application

Step 4: LFSAZ Will Review Your LOI or Application

- Your LOI is reviewed by LFSAZ CEO and Grants Manager. If your LOI is approved you will be asked to submit a full application. You will be notified if your LOI is either approved or denied.
- Your grant application is reviewed and evaluated by the philanthropy committee. The committee's recommendations for funding are reviewed by the Legacy Foundation's Board of Directors. During either process, our staff may contact you for more information.

Step 5: Final Grant Decisions are Made

- You will be notified if your organization received full or partial funding or if funding has been denied. Decisions are typically made within 6-8 weeks after the application deadline.
- No applicant should interpret our ability to act favorably on a request as a failure to appreciate or recognize the value, level of effort, and dedication involved in preparing the request.

Helpful Hints

- [Read an Application Tutorial](#)
- [Watch a Registration Tutorial](#)
- [Watch an Application Tutorial](#)