



Community Foundation of Dutchess County
Community Foundation of Ulster County
Community Foundation of Putnam County

ONLINE GRANT APPLICATION: HOW TO UPLOAD FILES AND DOCUMENTS TO YOUR APPLICATION

As part of an application you may be required to attach several documents. **Please only attach documents that are in Excel, Word or PDF format.** JPG and other image file types may be attached if the attachment is an image. To upload a file, click the "Browse" button that is to the right of the gray area and choose the desired file from documents on your computer. A file size limit is noted next to the "Browse" button and the system will not accept files greater than this limit. **DO NOT ENTER ANY TEXT INTO THE GRAY BOX TO THE LEFT OF THE "BROWSE" BUTTON AS THIS WILL PREVENT YOU FROM SAVING OR SUBMITTING YOUR FORM.** If you have uploaded a file and saved your application, the filename of the uploaded file will be indicated under the Browse button. There is no need to upload another document if a filename is noted in this message but you may upload a new file to overwrite your previous selection if you wish.

If you attach Excel files it is important to review the "Print Packet." This feature creates a PDF of the entire application and attachments. Please make sure your attachments appear as you intend. ***Applications will be sent back or denied if the required attachments are not easily readable.***

If you only have a paper copy of the required document use the FaxToFile tool.

The purpose of the FaxToFile tool is to help you convert documents from hard copy format to digital format so that they may be uploaded in any of the forms through the grant process.

Using the fax tool is simple:

1. To start, click the "**Request a Fax #**" button and you will be presented with a toll-free fax number. Once you have a fax number, you will have a 20 minute period to fax needed documents for conversion.
2. Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to PDF format. You have the use of the toll-free number for 20 minutes.
3. After you have faxed each separate document click the "Finished Faxing" button to see your list of files.
4. Converted documents will be available to download to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process. These documents will now be available for other applications.

If you have any questions please contact Jennifer Killian at 845-452-3077 or jkillian@cfhvny.org.