Application Assistance

<u>Using a Placeholder Document on the Attachments Tab:</u>

There may be a time during the application process where you do not have anything to upload for a document that is required in the application. However, the way our system processes documents means that the system will think that you are missing documents if you haven't uploaded a document for all documents that are marked as required on the attachments tab. This can lead to frustration as you cannot submit the application without uploading something in its place. The purpose of this resource is to walk you through the placeholder document process.

1. **Download the placeholder document here:**
   https://tgkvf.org/wp-content/uploads/2019/04/TGKVF-Attachment-Placeholder.docx
   - When you click on the link above the attachment will begin to download.

2. **Open the document, complete it, and save it to your computer in a place where you can easily access it later (the desktop is a good option).**
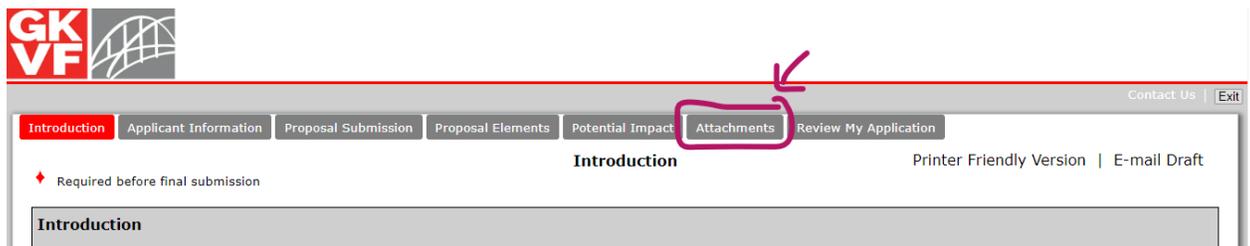   - PRO TIP: Save the document under a name that makes it easy to find later.
   Example: Organization name_Submission Checklist (TGKVF_Submisssion Checklist)

3. **Open your application.**
   Need help accessing your application? Get help here.

4. **Navigate to the "Attachments Tab"**
   This is the last tab on the application

5. **On the attachments tab, begin uploading the relevant documents being sure to update the drop-down box to reflect the document you are uploading.**
   For example, if you are uploading the Current List of Board of Directors, be sure that the drop-down box is updated to "Current List of Board of Directors"

   A screenshot showing the drop-down box can be found below.

Please attach each of the required documents prior to submitting your final application. You can do that by attaching a Word or Excel file or by scanning a document into a PDF format and attaching.

YOUR APPLI~~Application Submission Checklist(Required)~~ ~~AVE ALL REQUIRED DOCUMENTS. PLEASE DO NOT UPLOAD items such as: annual~~
reports, flye~~Projected Budget (Non-Constructed or Constructed)(Required)~~

UPLOAD TH~~Invoice(s), Estimate(s) or Bid(s) for a Single Item Over $1,000.00~~ ~~ENTED IN THE DROPDOWN MENU. For example, "Invoices Estimates or Bids" is first,~~
"Profit/Loss~~50I(c)(3) Determination Letter from the IRS(Required)~~ ~~your attachments. Example - name of organization, project year, title of document~~
(TGKVF201~~Current List of Board of Directors(Required)~~

Dropdown options:
- Application Submission Checklist(Required)
- Projected Budget (Non-Constructed or Constructed)(Required)
- Invoice(s), Estimate(s) or Bid(s) for a Single Item Over $1,000.00
- 50I(c)(3) Determination Letter from the IRS(Required)
- Current List of Board of Directors(Required)
- Profit/Loss Statement(Required)
- Balance Sheet(Required)
- Current Budget to Actual Revenues and Expenses(Required)
- 990 Form
- 990EZ Form
- 990N Form
- Audit/Financial Review Letters(Required)
- W-9 Form(Required)

Upload
The maximu~~...~~ ~~that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be~~
uploaded.

Title: Application Submission Checklist(Required)

File Name: [Choose File] No file chosen

[Upload]

[Save & Finish Later] [Review & Submit]

IMPORTANT NOTE: If you forget to update the drop-down box to the document you are uploading then the system will assume that the other documents are missing and it will not allow you to submit your application.

PRO TIP: If you can't submit your application please go to the attachments tab and see if you forgot to update the drop-down box. If the drop-down box was not updated, you will see the same doc. type listed (see the example below) under the "Uploaded Files" table which is displayed at the top of the attachments tab .
- You can see in the example that the dropdown box was not updated and all files are under the title " Application Submission Checklist."
- If this happens, you will have to remove the documents by checking the "remove" box on the right of the table and then hitting the "remove" button (highlighted in the screenshot below).

Uploaded Files

Title	File Name	Uploaded	Size	Remove?
Application Submission Checklist	TGKVF.jpg	9/2/2020	8 KB	☐
Application Submission Checklist	TGKVF_VER_1.jpg	9/2/2020	8 KB	☐
Application Submission Checklist	TGKVF_VER_2.jpg	9/2/2020	8 KB	☐
Total size of uploaded files			24 KB	
Available			102,376 KB	

[Remove]

6. **To upload the placeholder, use the dropdown box to navigate to the document title that you do not have anything to upload and select it. In the example below we will act like we do not have a document for "Projected Budget (non-constructed or constructed).**

7. **Click on "Choose File" and then using the pop-up window, navigate to the placeholder document that you saved back on step 2 (see the screenshot below).**
   This is why it is important to name your files something that you can find easily later and that is descriptive, so you know what you are uploading.

Upload
The maximum size for all attachments combined is 100 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

Title: [Projected Budget (Non-Constructed or Constructed)(Required)   ▼]

File Name: [Choose File] No file chosen

[Upload]

[Save & Finish Later] [Review & Submit]

8. **Then click the "Upload" button to upload your placeholder document.**

9. **You've now tricked the system into believing that the document has been uploaded and you can move on to uploading additional documents. Or if you are done uploading you can hit the "Review & Submit" button to review your application before submitting to TGKVF.**

If you have any questions or concerns, please feel free to contact Candace Krell at ckrell@tgkvf.org or by phone at 304-881-2660.