

# SUZANNE & WALTER SCOTT FOUNDATION

Thank you for contacting us and sharing information about your work. To begin the application process, select one of the options below:

## 1) Create an Organization Account

To create an account click here: [Create an Account-S&W](#)

You will be prompted to create an account with a password. We recommend that your organization establish only one account and password to be shared by staff members in your organization who are responsible for submitting grant requests. **An email address will be required and we recommend you consider a generic address** (e.g. [info@yourorganization.org](mailto:info@yourorganization.org)).

## 2) Start a new Application

To start a new application click here: [Start a New Application-S&W](#)

You must create an organization account before starting an application. (NOTE: This link can only be used to begin a new application; do **NOT** use this link to access an existing, in-progress application.)

## 3) Editing a Saved Application

To log in to an existing account and continue or edit an application click here: [Log in to Existing Account](#)  
If you previously created your organization account, please log in with the same username/password information.

You can view your “in progress” applications as well as your “submitted” applications by selecting from the drop-down menu on your account screen.

The first time you apply for funding with the foundation, you will be required to fill in all of the information in the organization section. However, this information will auto-fill the next time you complete our application and should be reviewed and updated each time you apply.

To save your application and continue working on it at a later time, simply click “Save and Finish Later.”

### **Helpful Hints:**

- Save your application often.
- Save the answers to the application questions in a word document first, and then copy and paste them into the application fields. This will prevent you from losing your data should you get kicked out of the system, lose internet connection, or forget to save your application before exiting.
- Provide concise answers.