

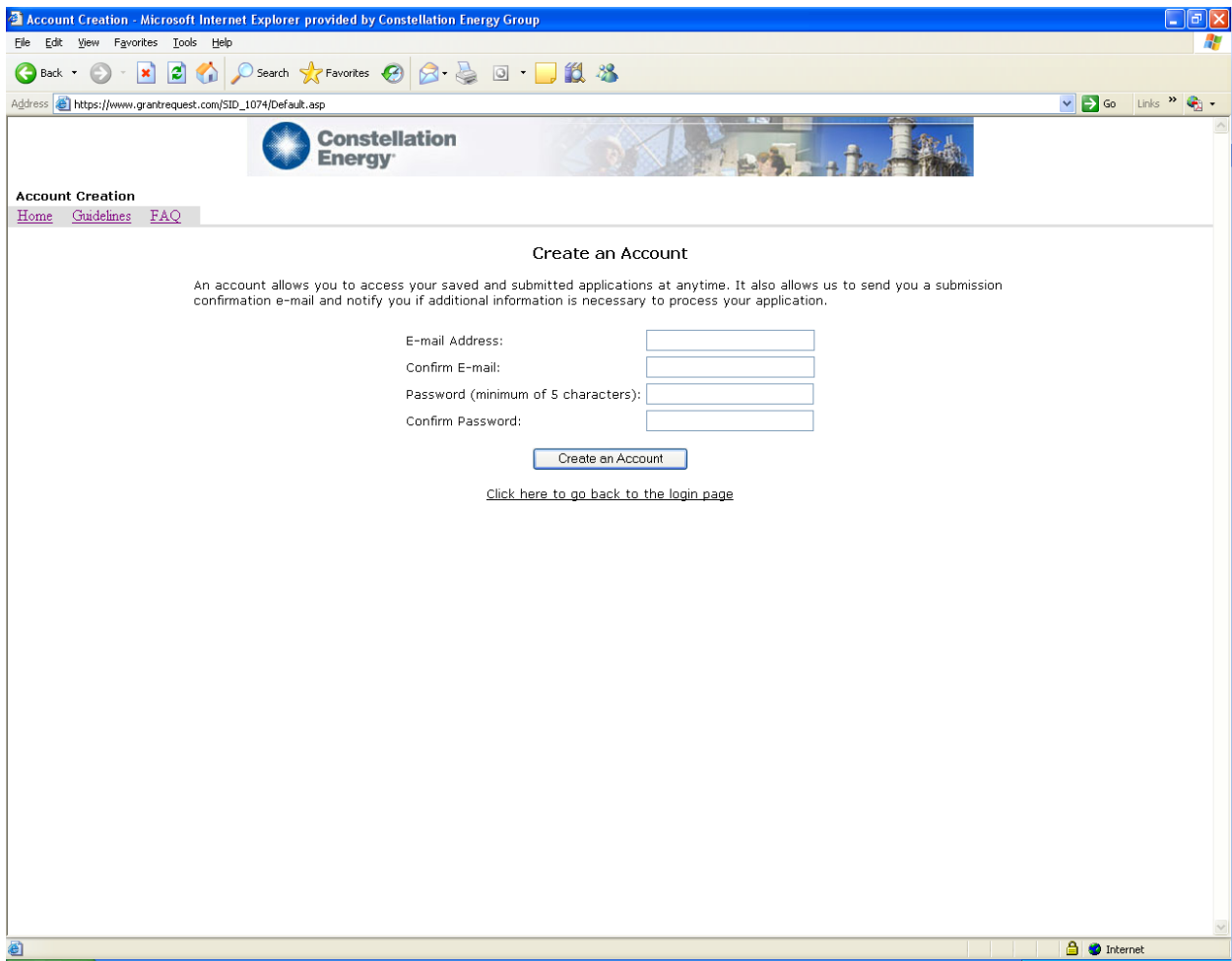


## Applicant Instructions On-line Contributions Request

### Step 1: Create a User Account

- Follow the link from our homepage or your bookmarks to access the account login page.
- If you have not previously submitted an application through the on-line system, You will need to set up a user account. To do so, choose the “I am a new online applicant” option.

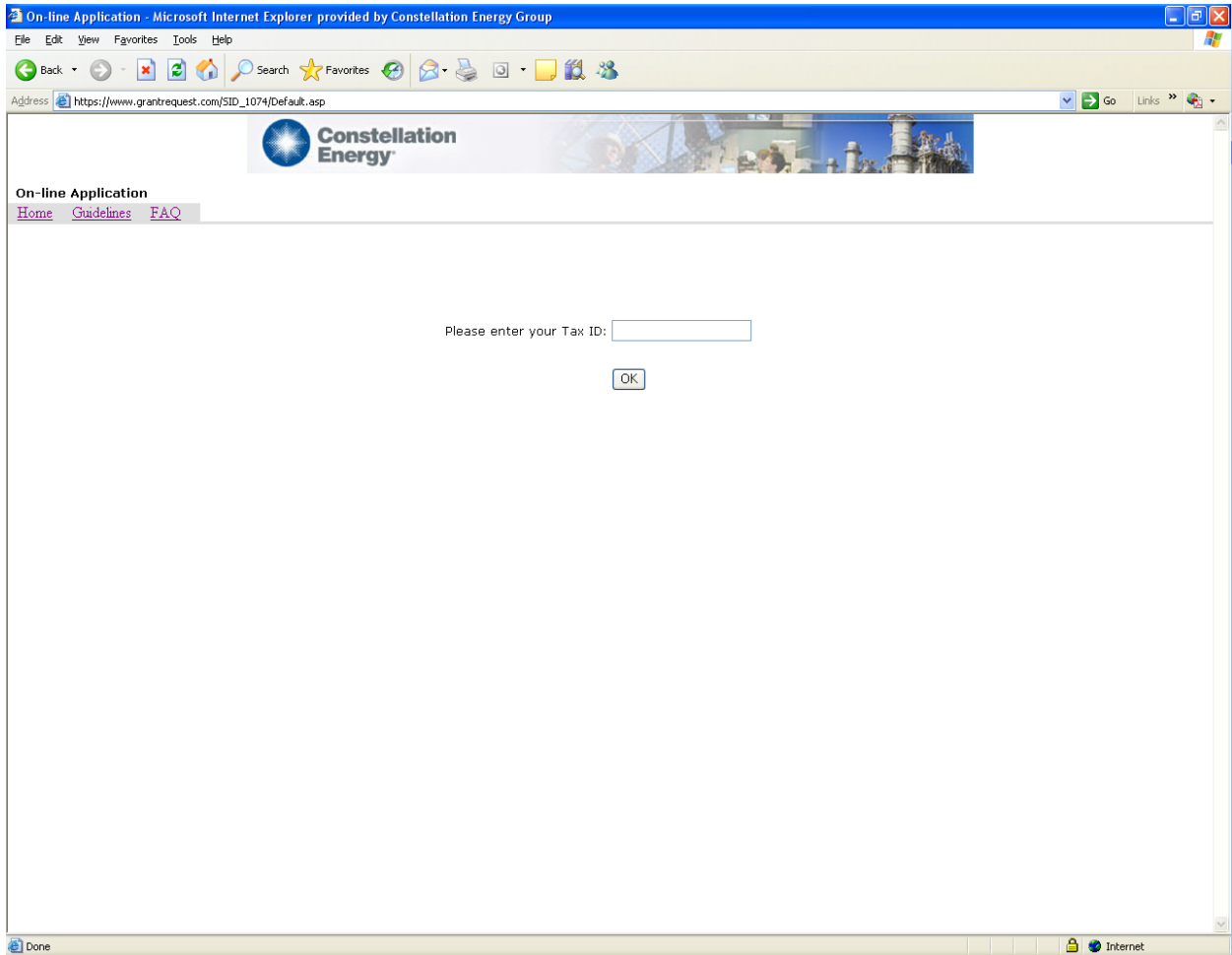
A screenshot of a Microsoft Internet Explorer browser window displaying the "Account Login" page for Constellation Energy. The browser's address bar shows the URL: https://www.grantrequest.com/SID%5F1074?SA=SNA&FD=35003. The page features the Constellation Energy logo at the top left. Below the logo, there are navigation links for "Home", "Guidelines", and "FAQ". The main heading is "Please Sign In", followed by the instruction "Please provide your e-mail below to log in to online application system". There is a text input field for "E-mail Address:". Below this, there are two radio button options: "I am a new online applicant" (which is currently unselected) and "I am a returning online applicant." (which is selected). Below the radio buttons is another text input field for "My password is:". A "Continue" button is positioned below the password field. At the bottom of the form area, there is a link that says "Forgot your password? Click here". The browser's status bar at the bottom shows "Done" and "Internet".



- You will be asked to create an on-line account using an email address and password. You will use this information in the future to access in-process applications, as well as the history of application that you have submitted using this system. It is important that you keep a record of the email address that is used to create the account.
- You may share this information with others who need access to the on-line application.
- Once the account is created, you will be automatically logged in and taken to the application.

## Step 2: Access the Application

- On the application page, you will be asked to enter your Tax ID. This is the EIN number provided to you by the IRS. Once entered, the system will verify your status against the IRS database.



### Step 3: Eligibility Questionnaire

- Once your tax status has been verified, you will be asked to complete a three question questionnaire to determine whether your program is eligible per our guidelines and target initiatives.

The screenshot shows a web browser window titled "On-line Application - Microsoft Internet Explorer provided by Constellation Energy Group". The address bar shows the URL "https://www.grantrequest.com/SID\_1074/Default.asp". The page features the Constellation Energy logo and navigation links for "Home", "Guidelines", and "FAQ". The main heading is "Eligibility Questionnaire".

The questionnaire consists of three questions, each with a dropdown menu:

- Question 1: "Are you a nonprofit organization?" with a dropdown menu currently showing "-Select One-".
- Question 2: "From the following list, please select the primary geographic region which your proposal would serve." with a dropdown menu currently showing "-Select One-".
- Question 3: "Which of the following best describes your organization?" with a dropdown menu currently showing "-Select One-". The dropdown list is open, showing the following options: Arts/Cultural, Athletic/Sports, Children and Families, Church/Religious, Economic Development, Energy Assistance, Environment, Health, Higher Education, Individual, International, Primary Education, Secondary Education, and Weatherization.

A "Submit" button is located to the right of the third question's dropdown menu.

#### Step 4: Complete Application

- Complete the application fields as described.

On-line Application - Microsoft Internet Explorer provided by Constellation Energy Group

File Edit View Favorites Tools Help

Address [https://www.grantrequest.com/SID\\_1074/Default.asp?RP=1&CP=QUIZ](https://www.grantrequest.com/SID_1074/Default.asp?RP=1&CP=QUIZ)

Constellation Energy

On-line Application

[Home](#) [Guidelines](#) [FAQ](#)

Required before final submit Page 1 2 3 4 5 [Review My Application](#) [Printer Friendly Version](#) [Email Draft](#)

### Organization Background

♦ Organization Name  
If your organization is a subsidiary of a larger umbrella group and the tax id used is from that parent organization, please provide in the fields below your local affiliate information.

Legal Name  
The name on your tax determination letter, if different from above

Tax ID  
743071064

Website Address

♦ Mission  
Provide organization mission statement and brief general description of programs (500 words)

- When you enter the on-line application you will see the following:
  - *Reference links* to the program guidelines and requirements, as well as FAQs.
  - *Page numbers* indicating the number of pages of the on-line application.
    - Note: The full set of attachments and project documentation required for submission are uploaded on page five of the application.
  - *Review my Application* gives you the opportunity to review what you have completed before submitting.
  - *Email Draft* allows you to e-mail a draft version of the application items completed thus far, to any number of designated recipients.
- All items denoted with a blue diamond are required fields.

## Step 5: Saving and Finishing the Application Later

- You have the option of saving your work and submitting the application at a later time. Click the “Save and Finish Later” button at the bottom of the page in order to keep the information you have entered. If you want to continue working, click the “Next” button.

On-line Application - Microsoft Internet Explorer provided by Constellation Energy Group

File Edit View Favorites Tools Help

Address [https://www.grantrequest.com/SID\\_1074/Default.asp](https://www.grantrequest.com/SID_1074/Default.asp)

Constellation Energy

On-line Application

[Home](#) [Guidelines](#) [FAQ](#)

Required before final submit Page 1 2 3 4 5 [Review My Application](#) [Printer Friendly Version](#) [Email Draft](#)

### Budget/Finances

\*\*\* Please note that budget and financial statements are required attachments to submit any request.

- Please click on the following links to find samples of the required [Program/Project Budget](#) and [Organization Budget](#) items.
- The templates are meant to serve as a guide; however, operating and project budget forms standard to your organization are acceptable.
- Independently prepared or audited financial statements are preferred.

**Request Amount**

Dollar Amount Requested

**Budget**

Total Program/Project Budget Amount

Current Organization Operating Budget Amount

Done Internet

- If you decide to use the “Save and Finish Later” option, you may access the incomplete application at a later time. In order to access an in-process application, you can utilize the link that was sent to you, via email, with the confirmation of your account username and password:  
Account Access link:  
[https://www.grantrequest.com/SID\\_1074/Default.asp?CT=CT&SA=AM&FID=](https://www.grantrequest.com/SID_1074/Default.asp?CT=CT&SA=AM&FID=)

*Note: Do not use the link from the constellation.com homepage, as this will initiate a new blank application.*

## Step 6: Uploading Required Attachments

- The required attachments for requests are detailed at [www.constellation.com/contributionsrequest](http://www.constellation.com/contributionsrequest) and also on page five of the application, where they can be uploaded.
- From the on-line form, you can browse for the appropriate files on your computer to be uploaded.

The screenshot shows a web browser window titled "On-line Application - Microsoft Internet Explorer provided by Constellation Energy Group". The address bar shows the URL "https://www.grantrequest.com/SID\_1074/Default.asp". The page header includes the Constellation Energy logo and navigation links: "Home", "Guidelines", and "FAQ". Below the header, there are page navigation links: "Page 1 2 3 4 5", "Review My Application", "Printer Friendly Version", and "Email Draft". The main content area is titled "Attachments" and contains the following text:

**Required Attachments**

Please provide the following required attachments:

- List of Board of Directors
  - Occupations, community affiliations, and board committee assignments.
  - Criteria for board selection.
  - Describe the board members' financial support of the organization for most recently completed fiscal/calendar year -- total percent of board members who contributed and total amount contributed.
- Finances
  - Agency's current annual [Operating Budget](#) and/or [Program/Project Budget](#) with summary of itemized expenses and revenues.
  - Itemized list of major corporate and foundation contributors with dollar amounts for current year and prior year.
  - Most recent audited annual financial statement - if available.
- A copy of the original IRS determination letter indicating 501(c)(3) tax-exempt nonprofit status.
- If this request includes partner organizations, please provide a copy of a Memorandum of Understanding or a description of the roles and responsibilities for each organization that is signed by all parties.
- Most recent annual report.

**Upload**

The maximum size for all attachments combined is 50 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

Title: Board of Directors List (Required) [v]

File Name: Board of Directors List (Required)  
Financial Statements (Required)  
Project Budget (Required)  
Organization Budget (Required)  
List of Corporate & Foundation Contributions (Required)  
IRS Determination Letter (Required)  
Annual Report  
\*\*\*Request Specific Requirements Below \*\*\*  
Sponsor Benefits (Sponsorship)  
Partner MOUs (Grant)

## Step 7: Review and Submit Your Application

- Once you have completed all the required fields and uploaded the required attachments, click the "Review and Submit" button.
- Once you submit the application, you will receive a confirmation e-mail, which will also contain a copy of the completed application for your records.