

Constellation On-line Application – FAQ

1) How can I receive a copy of the online application form?

You will be able to print a copy as you are filling out the online application form. Click on the Printer Friendly Version link located in the top right hand corner of each application page.

2) Do I have to complete the application in one online session?

No, you can start the application and choose to save and finish it at another time. Just click on the "Save" button located at the bottom of each application page.

3) Is my application automatically saved once I create an account?

No, your application is not saved automatically. To ensure no application data is lost, please click on the "Finish Later" button at the bottom of each application page.

4) How do I return to an incomplete application that I saved, but have not yet submitted?

Once you create an online grant application account, you will receive an e-mail notification that includes the e-mail address and password required to access your saved application. Please add Corporate.Contributions@constellation.com to your e-mail address book to ensure that these messages arrive in your inbox. This e-mail will also include the web address of the Account Login page. The following is the web address for the Account Login page: https://www.grantrequest.com/SID_1074/Default.asp?CT=CT&SA=AM&FID=

Please note: The bookmark for the New Application page is different than the bookmark for the Account Login page.

To begin a new application please access the following link provided on our homepage:
https://www.grantrequest.com/SID_1074/Default.asp?CT=CT&SA=SNA&FID=35003

To access applications in progress or previously submitted applications via your account, please use the following link (which was also provided in your account confirmation e-mail):
https://www.grantrequest.com/SID_1074/Default.asp?CT=CT&SA=AM&FID=

5) Where do I forward my online proposal?

Once the application is completed online, you will need to click the "Review & Submit" button at the bottom of the last page of the application to submit your application electronically on the internet. Once your application has been submitted, a confirmation e-mail will be sent to the e-mail address that you used to create your online grant application account. Please add Corporate.Contributions@constellation.com to your e-mail address book (or friendly senders) to ensure that these messages arrive in your inbox.

6) May I send the application via mail directly to a Constellation Energy representative or another contact at Constellation Energy?

Beginning in 2010, Constellation Energy will only accept applications via the online application system.

7) When will I be contacted about the status of my proposal?

After you submit your application, you will receive an e-mail confirmation. After an initial review, you may be contacted to provide additional information. Please add Corporate.Contributions@constellation.com to your e-mail address book to ensure that these messages arrive in your in-box. After Constellation Energy reviews your application, you will receive notification indicating whether your grant request has been approved or declined. Please note that review and processing can take up to eight weeks.

8) Is my internet browser compatible with the Constellation Energy Online Grant Application?

Our online grant applications are certified to work with the following internet browser versions:

- Internet Explorer 6.0 (for PC) SP-2
- Internet Explorer 7.0 (for PC)
- Safari 2.0 (for Mac)
- Mozilla Firefox 2.0

9) Do I need to have cookies enabled on my internet browser?

Yes, Constellation Energy online applications place a cookie on your computer to enable the "Save and Finish Later" functionality. Please check the user's manual for your internet browser to enable cookies if you receive an error message.

10) Whom should I contact if I have any questions?

Please e-mail your questions to Corporate.Contributions@constellation.com.

11) How should I notify Constellation Energy if my e-mail or mailing address changes after I submit my online application?

Please e-mail Corporate.Contributions@constellation.com to let us know. Be sure to provide the name of your organization and the old address information in the e-mail.

12) I forgot the password I created when I saved my application. How can I find it?

Click on the link at the bottom of the [login page](#) to have your password e-mailed to you.

13) I was completing my application when my Internet connection failed and I've lost what I filled in. Can I retrieve my partially completed application?

No. We do not have access to your application until you submit the finalized version. If you do not save your application, you will need to start over.

14) I have logged into my account and don't see my application listed.

If you did not press the "Save and Finish Later" or "Review & Submit" button upon leaving the application, your work was not saved and you will need to start a new application.

15) I logged in as a returning applicant and it takes me to a blank application.

If you logged in to work on an in-progress application and saw a blank page, you did not choose the "Save and Finish Later" button before you exited the program and your work was not saved. You will need to start a new application.

16) My application is ready to be submitted, but I can't find the submit button on the application. Where is it?

The submit button is on the bottom of the "Review My Application" page. If you see only a "Save and Finish Later" and an "Update" button, this means that you have not filled out all of the required fields. Once you fill out the required fields and attach the required documents, click "Update." Then you should see the "Submit" button in place of the "Update" button.

17) Can I copy and paste information from a Word document into one of the applications?

Yes. You can copy information from an existing Word document and paste that copy into the application.

18) I forgot my password and clicked on the "forgot password" link and I get an error message.

Please check to see if the email address you are using is different from the one you used to initially login and create an account, or if the address is either misspelled or a different address.