



## Full Plates Grant Portal Instructions

### 1. Sign Up

- a. Sign up for your grant portal account if you haven't already done so through applying for our Summer Meals Grant
  - i. Sign up for an account for the Breakfast Grant [here](#)
  - ii. Sign up for an account for Oakhurst Afterschool Grant [here](#)
- b. Create a username using your email address and create a password as instructed.
- c. Once you create an account, you will be able to use those credentials for all of our grants. For example, if you applied for our 2021 Summer Meals Grant, use the account information you created previously. Or if you are applying to both the Breakfast and Oakhurst Afterschool Meals Grants, you only need to create an account once.

*\*\* You will need a separate email address for each organization's application. For example, if you run the nutrition programs at two districts, you will need a separate email address for each.*

### 2. Create Profile

Once signed in, create a profile.

- a. Click "[Create Profile to Get Started](#)"
- b. Type in and/or select your sponsor name in the Organization Name dropdown menu (your organization name will appear as it does on NEO)

*\*\*If your Organization Name is not listed, Select "Other/Organization Not Listed" and then manually type in your organization name into the "Other Organization" field below.*
- c. Complete profile and be sure to "[Save Draft](#)" or "[Create Profile](#)" before navigating away from the page.

### 3. Summer Meals Grant Application

Once your profile has been created, start your application.

- a. Click the "[+ Get Started](#)" button located at the bottom left of your screen.
- b. To begin application, click the "[Open](#)" button under the "Application Intake" section
- c. Fill out your Application, making sure to click "[Save Draft](#)" or "[Mark Complete](#)" at the top or bottom of the window before navigating away from the page.

- d. **Once back on the application homepage, click the green “SUBMIT” button when you are finished and ready to submit your application.**
- e. Once your application has been successfully submitted, you will receive an email confirmation from Full Plates.

***Questions?***

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