



CreateHealthy Application Portal

- Each time you apply for a Create Healthy Grant, you will be provided with a unique link to access the application through the Grant Writer's Account (GWA)
- The link will direct you to the GWA Application Portal to begin your application process.
- The GWA will maintain your application's progress and is where you will submit reports.

1. Create an Account in Your Cause/Grant Connect.

This is the grant writer's account (GWA). It will be linked to the application through the non-profit's tax identification number.

Recommend: "Sign Up with Email"

2. Link your GW-Account to an eligible 501(c)3.

*Search by **Registration ID = IRS Tax ID Number** to link your non-profit to your grant writer's account.*

Your non-profit must be 501(c)3 status in good standing.

3. Continue with your grant application.

*The software will automatically save your progress. When you **Submit** your application, you will be able to **view**, but not **edit**, your document.*

4. Before you exit the application portal, complete your "My Account" information.

*This is the information **where we will be able to contact you** about your grant application.*

For assistance with the application process, please do not hesitate to contact John Phelps (JP) at john.phelps@createhealthy.org or 830 990 6620