# Hilda & Preston Davis Foundation

# **Application Instructions**

# 1. Open application link:

Hilda and Preston Davis Foundation Online Application Form

#### 2. Login or Create an Account

Follow the prompts on the landing page to log in or create a new account.

# 3. Start a New Application

Click the blue "Start New Application" button.

Note: Submitted applications will appear twice in your account: once for the eligibility quiz and once for the application itself.

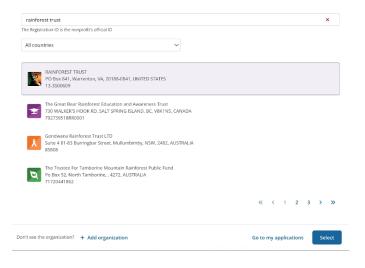
View all my applications

Start new application

# 4. Select Your Organization

Begin typing the name of your organization. Once it appears in the drop-down list, click on it. (Please allow a few seconds for the list to update as you type.)

Then, click the blue "Select" button in the bottom right corner. You may need to scroll down to see this button.



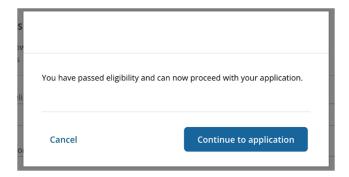
# 5. Complete the Eligibility Quiz

Select your responses using the drop-down menus beneath each question. When complete, click the blue "Submit" button at the bottom right of the page.

#### 6. Continue to the Application

If you meet eligibility requirements, a message will appear, click "Continue to Application"





### 7. Fill in the Application Form

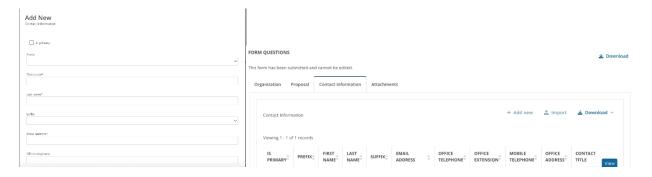
Complete all required fields (marked with an asterisk \*).

For additional guidance, hover over the blue question mark icons located next to specific questions.

Click "Next" at the bottom of each page to move through the four sections of the application. Do not click "Submit" until your application is complete.

#### 8. Enter Contact Information

On the **Contact Information** page, click "+ **Add new**" in the upper left corner. This will reveal a form where you can enter your contact details.



#### 9. Submit Your Application

Once all sections are complete, click the blue "Submit" button in the bottom right corner.

#### 10. Confirmation

After submission, you will see a confirmation page. It will show two application entries: One represents your completed **Eligibility Quiz.** The other represents your full **Application Submission** 

