Chicago Prize 2022 Application Guide

This document will guide you through key steps to starting your Chicago Prize application and tips for a successful application submission.

Getting Started

You may access the application here: https://ptfound.force.com/fundingprograms
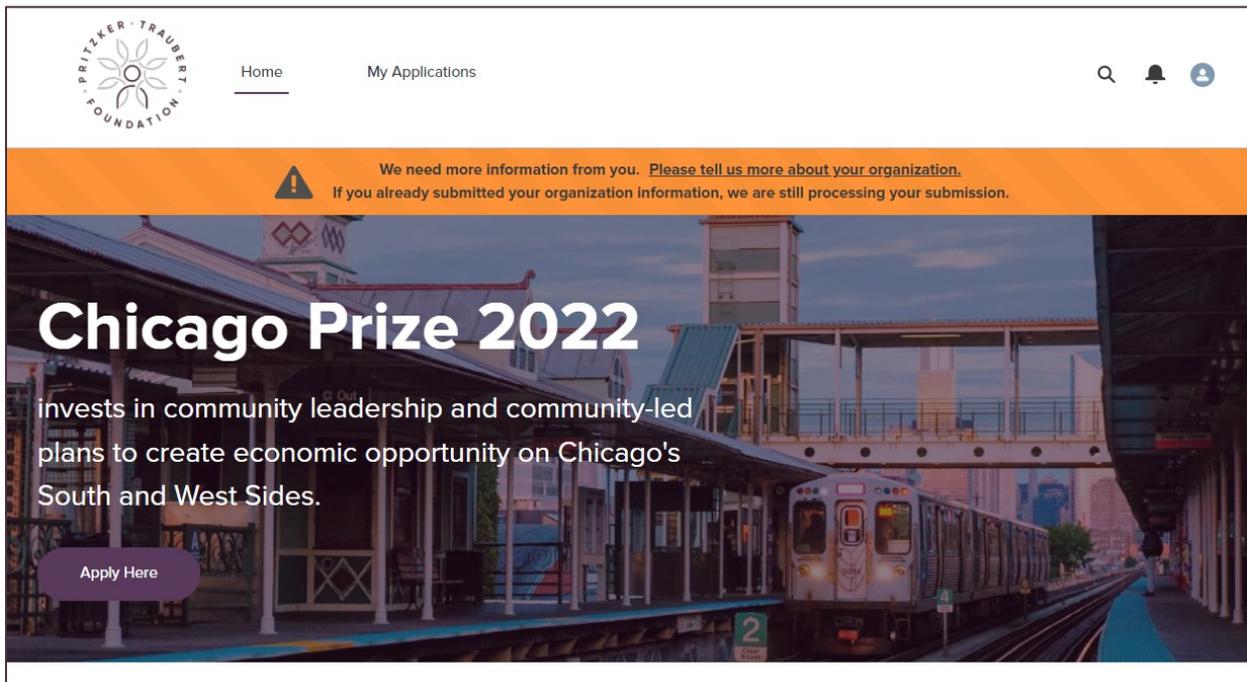
New User Registration

Applicants need to sign up for an account to access the Chicago Prize 2022 application. You will use the login information to access and edit your application any time prior to submission.

Add Organization Information

When you log into the application portal, you will see an orange banner at the top indicating we need more information from you. <u>Applicants must complete this step to complete their application</u>.

Click the **"Please tell us more about your organization" link** as shown below:

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On the right-hand side, click the **"Request an Update" button** to enter your organization's information. You will need your organization's EIN for this step.

After you have submitted your organizational information, navigate to the homepage and click the **"Apply Here" button** to continue to the application. You can click "Apply" on the following screen, ignoring any blank fields.

Application Sections

Follow the onscreen instructions to enter each section of the application: Initiative Narrative, Project Details, Team Details and Video. Required fields are indicated. You can edit and delete content, including project details and team members, at any time prior to submitting your application. Your video does not need to be professionally produced. Click the "Save" button after making any edits.

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Navigating the Application
After completing each section, save your work and use the menu on the left-hand side of the screen to move on to the next section. You can jump between sections at any time to edit or review responses. Ignore the Awarded and Requested amount fields near the top of the application, and the Additional Details page.

Save Your Application
Please make sure to save your application after each section to ensure you do not lose any work. Each section has a **"Save" button** in the bottom righthand corner.

Accessing Your Application Over Multiple Sessions
If you need to log in and out of your application to make edits, to access your existing application, click the **My Applications** link on the top navigation bar. You will see your existing application listed there.

Review Your Application
Please make sure you review your full application prior to submitting it. Once you submit your application, you will not be able to make additional edits. You will receive a confirmation email that we have received your application.

Applicant Tips

- Be as concrete as possible and consider Chicago Prize's assessment criteria – Team, Feasibility, Impact, and Leverage – in developing your responses.
- Be transparent where there are open questions or where you may encounter challenges – you will have an opportunity in the interview portion of the process to provide additional detail.
- You are not required to use the templates provided on the application. They are there as a resource if you want to use them.
- For the video portion of the application, the goal is to learn things about your team and community that cannot be conveyed through a written application. Your video does not need to be flashy or professionally produced – it should simply give our team an opportunity to learn more about your team and the work you are doing. For examples, we recommend watching the video submissions from the Chicago Prize 2020 Finalists:
    - [Working Together to Reinvigorate South Chicago](#)
    - [Catalytic Development of Auburn Gresham](#)
    - [The Aspire Initiative](#)
    - [Economic Equity & Opportunity via A Little Village Community Hub](#)
    - [Go Green on Racine: An Englewood Rising Project](#)
    - [Now is the Time: Advancing North Lawndale Together](#)

- Make sure you give yourself enough time to fill out the application, review it, and submit it prior to the March 1 deadline.
- Save, save, save! Please save your application at every step to ensure you do not run into any trouble or accidentally submit an incomplete application.
- Check out the Frequently Asked Questions on our website at www.chicagoprize.org.

Questions

Please email questions to chicagoprize@ptfound.org with subject line "Chicago Prize Application Question".