

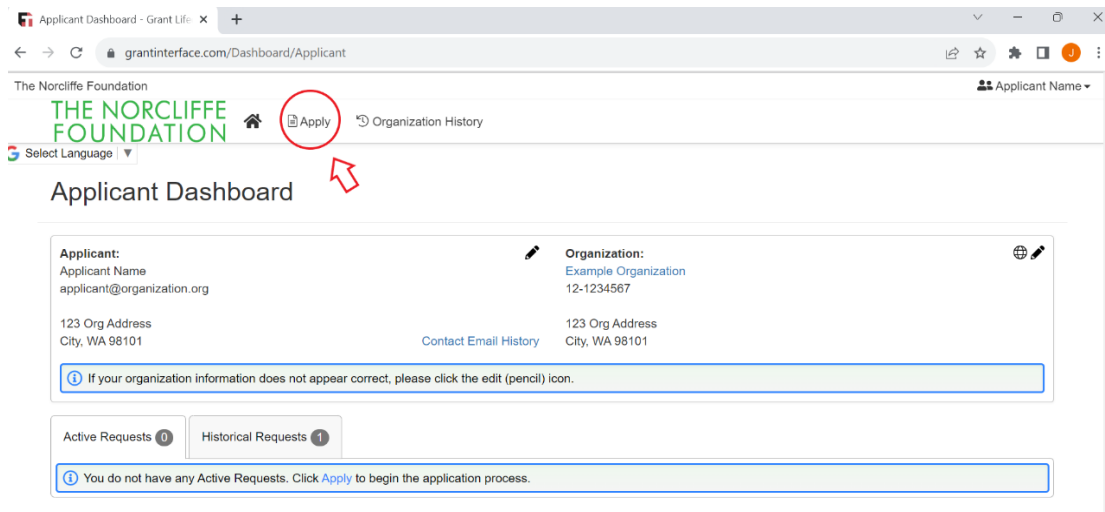
THE NORCLIFFE FOUNDATION

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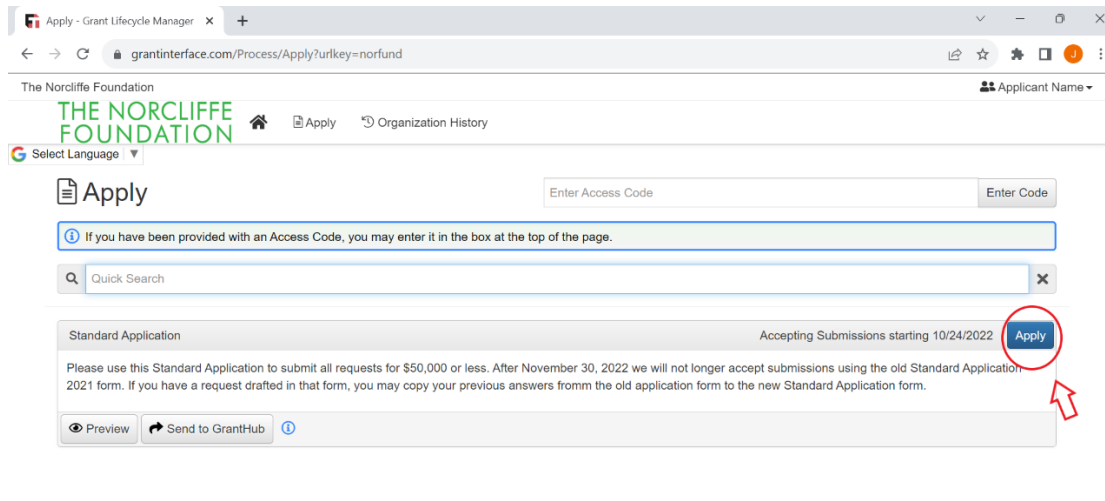
Hello!

We are migrating to a new application form on December 1, 2022. After that date, if you would like to submit a request to our Foundation, you will need to use the new application form. To save your responses from the old form into overlapping questions on the new form, please follow these instructions.

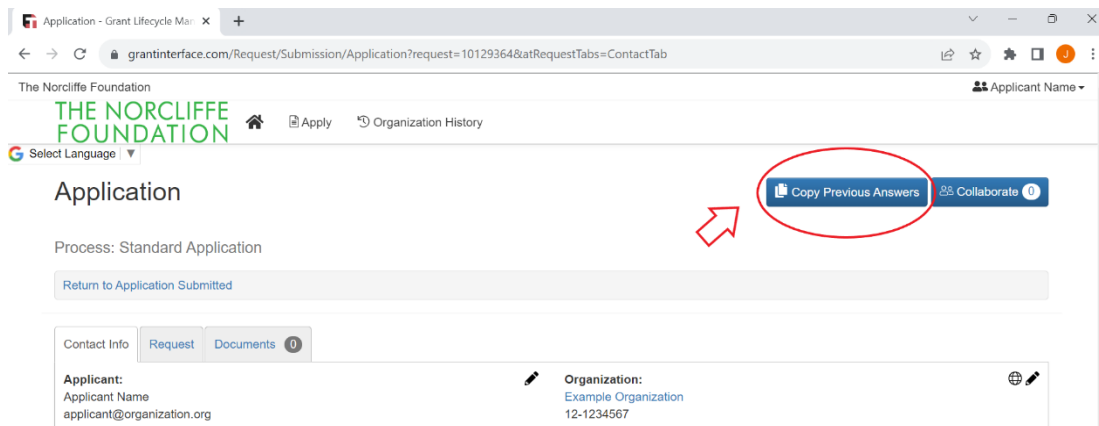
1. Login to [The Norcliffe Foundation's egrant portal](#). Your email address is your username. If you have forgotten your password, please use the "Forgot Password" link.
2. From your dashboard, select the "Apply" button to the right of The Norcliffe Foundation green logo.



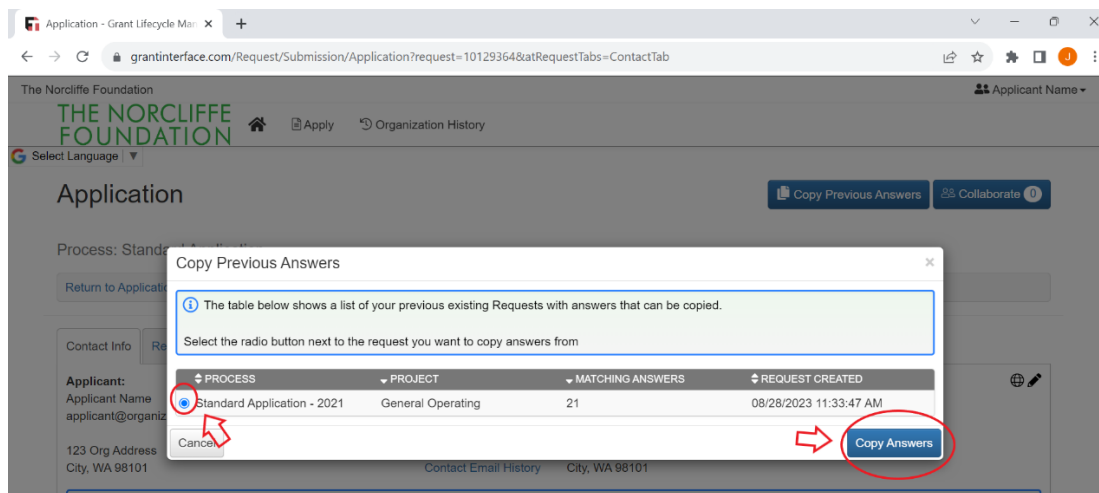
3. Next, select the blue "Apply" button on the right of the screen (the process should be the Standard Application).



4. On the top right of the next screen, select the “Copy Previous Answers” blue button. This will show you your previous applications and the matching answers from that application to the current application.



5. Select the radio button from the application you wish to copy (don't worry, you'll have a chance to go in and make edits before submitting). Once the radio button is selected, hit the blue “Copy Answers” button.



6. Confirm your choice to copy the answers. Now you should have autofilled answers on the new application! Please note that the new application differs *slightly* and answers will only autofill for overlapping questions. **Be sure to save a draft at the bottom of the screen.** You can continue to edit until you are ready to submit the request.

Reach out to me with any questions you may have (and be sure to check out our [egrant portal FAQs](#) too!).

Thanks,

Jen

Jennifer Beatty, Director
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