

## New Applicant:

- Click on *New Applicant* and follow the steps to create an account.
- You will be asked to create an online account using an email address and password. Keep a record of this login information. And, please note, ALL notifications and correspondence related to your application will be sent to this e-mail address. Set up a password of your choice. If multiple people from your organization need access to the account, you will need to share this login information and password with them. We cannot provide a separate login for multiple users working on the same application. You will remain the gatekeeper of correspondence between your organization and Cargill through this one e-mail address.

## Returning Applicant:

- Enter the email address and password used when you created your account.
  - Your “Account” page will now be displayed and you have access to “In Progress” Application and “Submitted” Applications.
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## Application Form

- All questions with a red diamond require answers. You will not be permitted to submit your application without answering these questions.
- Some applications have required documents. You will not be permitted to submit your application without attaching the documents. Documents types that are accepted include: doc., docx., xls., xlsx., pdf, ppt., pptx., pdf, html, tif, bmp, gif and jpeg.
- Some application questions do have word limits, and when applicable the limit is noted.
- Application responses will not accept bold, italics or bulleting.

## Save and Finish Later

- At the bottom of any page you can save your work to continue the application at a later time by clicking SAVE AND FINISH LATER.
- To continue to the next page of the application, click NEXT.
- To access an application that is in progress, you may either use the link that was emailed with your account confirmation, or return to using the link labeled “Login to Your Account” from the Giving website.

## Review and Submit

- When you have completed your application, click REVIEW AND SUBMIT. You will be able to review your application one last time before submitting it. Submitted inquiries are final and can no longer be edited. A copy of the submitted application will be sent to the email address of the account holder.
- Within six weeks, Cargill will contact you in regards to the status of your request.

For application questions, please email: [Cargill\\_grants@cargill.com](mailto:Cargill_grants@cargill.com)