



# APPLICANT GUIDE USER SETUP AND ACCESS

TRUCKEE NORTH TAHOE FOREST MANAGEMENT PROGRAM  
WINTER 2024

**TAHOE TRUCKEE**  
COMMUNITY FOUNDATION



# STEP 1: REVIEW REQUIREMENTS & RESOURCES

Prior to beginning your application ensure that you have reviewed the Program Website.

The website includes specific information and eligibility requirements for landowners and types of works that are able to be completed through this program.

It also includes a suite of program resources including FAQs, a downloadable version of the application and other key resources.

The website can be accessed at <https://www.ttcf.net/tntfmp/>

# STEP 2: CREATE A USER ACCOUNT

Login to the TTCF-hosted account to begin your application process

First time users will need to create a new account

The registration process and application can be accessed at the following site:

<https://www.grantinterface.com/Home/Logon?urlkey=ttcf>



Tahoe Truckee Community Foundation connects people and opportunities, generating resources to build a more caring, creative, and effective community.

## Logon

Email Address\*

testing@ttcf.net

Password\*

.....

Log On Create New Account

Forgot your Password?

Welcome to Tahoe Truckee Community Foundation's online grant system!

**New Users:** \*Please click "Create New Account\*" to begin the registration process.

**Returning Users:** Please enter your email address and password and click "Log On" to return to your Dashboard.

If you have questions, please contact .

# STEP 3: ENTER CONTACT INFORMATION

Enter current contact information on behalf of the applicant. This may include an individual or an entity.

## \*Tool Tip

If you are applying as an individual please enter First Name, Last Name in the "Organization Name" field.

Cancel Account Creation

## Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

### Organization Information

Organization Name\*

EIN / Tax Identification Number\*

Web Site

Telephone Number\*

Fax Number

Organization Email

Address 1\*

Address 2

City\*

State\*

# STEP 4: SELECT & COMPLETE LETTER OF INTENT (LOI)



Click “Apply” in the top left corner, then the blue button to Apply to the “2024 Truckee North Tahoe Forest Management Program Application”.

Through the LOI you will be guided through a brief series of questions to determine your fit with the program eligibility requirements.

2024 Truckee North Tahoe Forest Management Program Application

Accepting Submissions from 01/04/2024 to 02/18/2024

APPLY

Grant application for Technical Assistance and Implementation applicants in the second cycle of the Truckee North Tahoe Forest Management Program (TNTFMP) pilot program.

PREVIEW

SEND TO GRANTHUB



# STEP 4 CONT: LETTER OF INTENT (LOI)

In the LOI you will be prompted to include the Assessor's Parcel Number for the property. TTCF will use this to verify the property falls within the geographical boundaries of the program. Please use the hyperlinked tools to find this information if you do not already know your APN.

TTCF staff will review your LOI within 2 business days to determine if your project will advance to the application stage.

Question Group

**County\***

Please indicate which county the majority of your project acreage is located in. You may choose only one.

El Dorado County

Nevada County

Placer County

Sierra County

**Project Location - APN\***

Please enter the Assessor's Parcel Number (APN) for your project location. You may only include one APN for the purpose of the LOI. This should be where the majority of your project acreage is located. Please do not use dashes.

If you need assistance locating your APN please reference County Maps & Parcel Data at the following external websites:

- [El Dorado County](#)
- [Nevada County](#)
- [Placer County](#)
- [Sierra County](#)

When inputting your street address to the county database, if you encounter a challenge try looking it up by number only.

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# STEP 5: COMPLETE AND SUBMIT YOUR APPLICATION



If your application passes the LOI stage, you will receive a system-generated notification that you are invited to apply for a grant. [Log into the software](#) and click the home icon in the upper left corner. Under active requests select "Edit Application".

You must complete all required fields and submit the application no later than **February 18th 11:59PM PST**.

If during the application process you have any questions or need for technical support please contact: [anne@ttcf.net](mailto:anne@ttcf.net)



Active Requests <span>1</span>		Historical Requests <span>0</span>	
Eligibility Quizzes			
Eligibility - 2023 Truckee North Tahoe Forest Management Program Application		Submitted	03/07/2023 <a href="#">View Eligibility Quiz</a>
▼ TNTFMP_AnneGrahamathon_1122333			
<b>Process:</b> 2023 Truckee North Tahoe Forest Management Program Application			
LOI	Submitted	03/07/2023	<a href="#">View LOI</a> <a href="#">Edit Application</a>
Application	Draft	03/09/2023	
Decision	Undecided		