Instructions for Applying as an Individual Applicant

*IMPORTANT NOTE:* In order to apply for a Conversation to Action Grant, you must have the “Conversation to Action Grant Applicant” organization attached to your web portal account as shown below. If you do not have this, please follow the instructions below pertaining to your current status: either 1) Existing Web Portal User or 2) New User needing to register

1) Existing Web Portal User
   a. [https://cfga.spectrumportal.net/](https://cfga.spectrumportal.net/)
   b. Enter Login ID and Password
   c. Select the dropdown menu to see if “Conversation Action Individual Applicant” is an option.
      i. If so, select it, log in, and you can now apply for a Conversation to Action Grant.
      ii. If not, contact our office at 478-750-9338 or grants@cfga.org so that we can add it for you OR create a new account with a different email address and follow the “2) New User needing to register” instructions below
2) New User needing to register
   a. https://cfga.spectrumportal.net/Accounts/LogOn
   b. Click the “Register” hyperlink
      i. Enter all information with a red star by it
      ii. Check the box next to “I accept the terms and conditions”
      iii. Check ONLY the box next to “Grant Applicant” for portal access
           1. Organization Information will appear once this box is checked
      iv. In the search box that appears, type in: conversation
           1. Click search and select “Conversation to Action Individual Applicant – 577 Mulberry Street, Suite 1600, Macon GA” from the search results
      v. Enter YOUR personal information in the boxes under Personal Information
   c. Click the “Register” button