

Instructions for Applying as an Individual Applicant

***IMPORTANT NOTE:** In order to apply for a Downtown Challenge 2.0 grant, you must have the “Downtown Challenge 2.0 Individual Applicant” organization attached to your web portal account. If you do not have this, please follow the instructions below.

- 1) Go to: <https://cfga.spectrumportal.net/>
 - a. Enter your login information and then click “Log In”
 - b. In the top right corner, click on “My Profile”
 - i. Scroll down until you find My Organizations and then click, “Add an Organization”

My Organizations

Conversation to Action Individual Applicant
577 Mulberry Street, Suite 1600, Macon, GA 31201
Tax ID:
Phone:
Website:
Application Access: admin

(To change your Application Access contact Darius Maynard)

Add an Organization

- 2) When you click Add an Organization, the following box will appear:

Cancel Add

Search approved organizations by name

Select an organization from the search results or select 'Create a new organization'

Create a new organization

Downtown Challenge 2.0 Individual Applicant - 577 Mulberry Street, Suite 1600, Macon GA

- a. In the search bar, type “downtown challenge” and the click Search
 - i. Select “Downtown Challenge 2.0 Individual Applicant” as shown above

- 3) Lastly, in the Personal Information box, erase the prepopulated information and add your own. After that, click Save Profile and the organization will be added to your web portal account.
- a. **Please note that this still needs to be processed by CFCG and can take up to 24 hours.

Personal Information

Address (line 1)	<input type="text" value="577 Mulberry Street, Suite 1600"/>		
Address (line 2)	<input type="text"/>		
City	<input type="text" value="Macon"/>		
State	<input type="text" value="Georgia"/> ▼	Zip	<input type="text" value="31201"/>
Primary Phone #	<input type="text"/>	Phone Type	<input type="text"/> ▼
Secondary Phone #	<input type="text"/>	Phone Type	<input type="text"/> ▼