

## Create an Account/Log On

1. Click the provided link to access the Logon Page

If you have already created an account, enter your information and click **Log On**.



### Logon

Email Address\*

Password\*

**Log On**

Create New Account

[Forgot your Password?](#)

Welcome to the City of Vernon's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

If you have already created an account but have forgotten your password, click **Forgot Your Password** to reset it.

### Logon

Email Address\*

Password\*

**LOG ON**

CREATE NEW ACCOUNT

[FORGOT YOUR PASSWORD?](#)




If you have not created an account, click **Create New Account**.

## Logon

Email Address\*

Password\*

**LOG ON** **CREATE NEW ACCOUNT** 

[FORGOT YOUR PASSWORD?](#)

If someone else from your organization has created an account for this site but you have not created your own account yet, reach out to [finance@vernon.ca](mailto:finance@vernon.ca), they can create an account for you that will be connected to your organization in the site.


2. If you clicked Create New Account, you will be asked to complete registration information for yourself and your organization. After filling out all the information, click **Create Account**.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%\*()\*\_

Password\*

Confirm Password\*

**< PREVIOUS**  **CREATE ACCOUNT**

- The next page asks you to verify that you received your confirmation email. This helps ensure that you will receive other communications about your application. Click **Continue**.

Email Confirmation

**i** You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *L&D Standardized GLM <administrator@grantinterface.com>*, look in your junk or spam folder.

To remove *L&D Standardized GLM <administrator@grantinterface.com>* from your spam filter, use the link below.

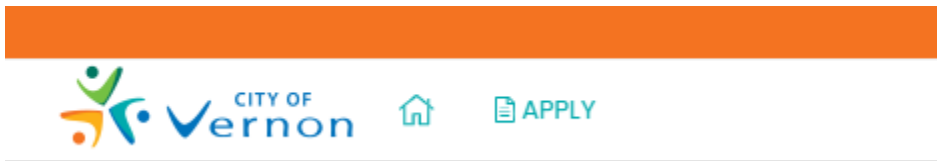
[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email  
 Continue without checking  
 I have not received the email

[SEND EMAIL AGAIN](#) [CONTINUE](#)

## Submitting an Application

- Click **Apply** to reach the application page which lists the available opportunities.



Click Preview for any opportunity if you would like to view the first form without starting a request.

Applications will only be accepted during the intake periods of April 1- April 30 and October 1 to October 31. (Apply 31st).

Applicants may run the risk of grant funding being depleted if waiting to apply until the October intake deadline.

If grant applications are not completed after the cut off periods they will not be considered and must be submitted

**Please note: Incomplete applications will not be considered.**

[Preview](#) [Send to GrantHub](#) **i**

- Click **Apply** when you are ready to start a request.

October 2024 Discretionary Grant Accepting Submissions until 10/31/2024 [Apply](#)

Council Discretionary Grants are available to organizations that contribute to the general interest and quality of life for residents.

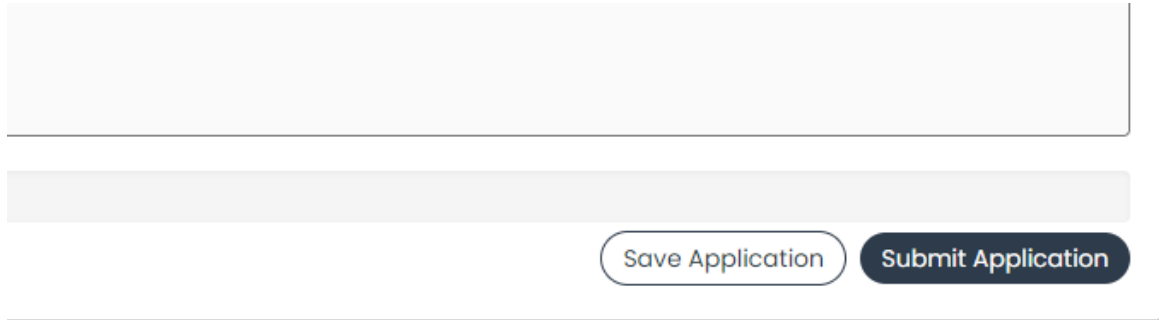
*For full eligibility requirements and the application process details, please read the Council Discretionary Funds Grant Policy.*

*More information can be found on the City of Vernon's website.*

**IMPORTANT: The deadline for Council Discretionary Grant Applications are semi-annual being April 30 and October 31 each calendar year.**

Applications will only be accepted during the intake periods of April 1- April 30 and October 1 to October 31. Applications must be submitted no later than 11:59 pm on the application deadline (April 30th and October 31st).

3. Complete the questions on the form.
  - The deadline can be found at the top of the form
  - Required questions are marked with an asterisk
  - The system automatically saves your work when you click out of a question
4. Click **Submit** at the bottom of the application when you are ready to submit the form. The application can also be manually saved by clicking **Save**.



The image shows a screenshot of a form interface. It consists of two large, empty rectangular input fields stacked vertically. Below the second input field, there are two buttons: a light blue button labeled 'Save Application' and a dark blue button labeled 'Submit Application'. The buttons are positioned to the right of the input fields. The entire form area is enclosed in a thin black border.

The system will notify you if any of the required questions were missed. Complete those and then click **Submit** again.

**NOTE: The form cannot be edited once it is submitted**

5. You will receive a confirmation message when your form is successfully submitted