

Active Lifestyle Grant

Application Guide

All Community Investments grant applications must be submitted electronically through CAHEC's [Community Investments Online Application](#) (CI Online). Applicants must request a CI Online User ID from Stefanie Lee at (919) 645-9825 or slee@cahec.com. An applicant is defined as an owner of the ownership entity.

1. An applicant is required to consult with the CAHEC Foundation's Community Investments division in the early development phase to review eligibility and receive conditional approval.
 - a. The applicant must sign and return the *Grant Qualification Letter* within 10 days from the consultation. Applicants requesting to deviate from this agreement must submit a written addendum and receive approval from the CAHEC Foundation.
2. Visit <https://cionline.cahec.com> and log in using the assigned User ID and Password. Upon initial log in, CI Online will require a password reset. An applicant should not share his/her User ID and Password.
3. Next to **Application Type**, use the drop down menu to select **Active Lifestyle Grant**.
4. Click **New Application**.
5. Verify the **Property Information**.
6. Complete the **Ownership Entity Information**.
7. Complete the **Vendor Information**.
8. Complete the questions under the **Guidelines Agreement**.
9. **Document Checklist**:
 - a. **Upload** the final itemized invoice detailing the total investment and proof of payment by the ownership entity (i.e., cancelled check or credit card receipt).
 - i. Approved funding is a reimbursement to the ownership entity.
 - b. **Upload** an IRS W-9 form completed by the recreation area vendor.
 - c. **Upload** an IRS W-9 form completed by the ownership entity seeking reimbursement.
 - d. **Upload** a high definition photograph of the completed recreation area.
10. Additional comments can be added to the **Comments and Notes** section.
11. Review the **Statement of Understanding and Commitment** and check box.
12. Saving and submitting an application:
 - a. If the application is not complete, click **Save**. This will allow the applicant to return to the application at a later time.
 - b. To edit and complete a saved application, click **View** in the blue table beside the investment property's name.
 - c. Click **Save and Submit** when the application is complete.

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13. A notification email will be sent to an applicant when an application is submitted to the CAHEC Foundation.
14. Check the status of an application by logging in to <https://ciconline.cahec.com>.
15. If an application is denied, an email will be sent to an applicant detailing the reason(s) for denial.
 - a. Application can be resubmitted with corrections as long as the eligibility period has not expired and the grant criteria is still met.
 - Once an application is resubmitted, the application process and notification emails will occur as indicated above.
16. If an application is approved, an applicant and the applicable property management company will receive an email containing an award letter.
17. Approved funding is a reimbursement contingent upon an application adhering to all the grant criteria.