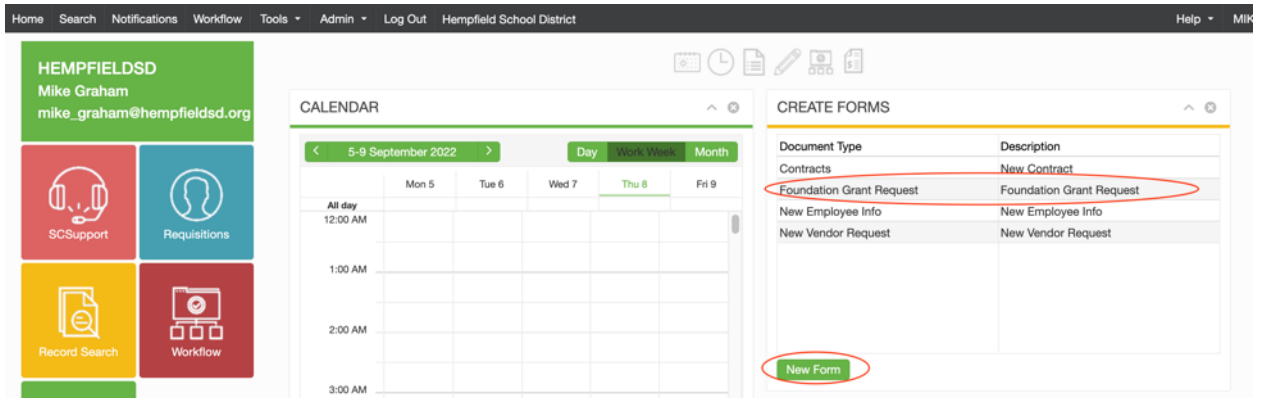


Submitting a Hempfield Foundation Grant Request for Approval

1. Visit <https://www.hempfieldfoundation.org/teacher-grants.php> and download the application form.
2. Complete the application form and save it as a PDF.
3. Log into SCView via the Tech page at <https://tech.hempfieldsd.org>.
4. If you don't start on the Home page, click Home in the top left.
5. Select Foundation Grant Request under the Create Forms widget, then click New Form. If you're missing the Create Forms widget, click the page icon to add it to your Home screen.



6. Complete the field for Grant Title, select the appropriate Grant Period, enter your email address under Submitter Email (and Additional Email if submitting with another person), and select your building. Click Browse to select your PDF containing the full grant application. Leave the Business Office fields blank.

The screenshot shows the 'New Form' page in SCView. The top navigation bar includes Home, Search, Notifications, Workflow, Tools, Admin, Log Out, Hempfield School District, and Help. The main content area features a dashboard with several widgets. On the left, there are four widgets: SCSupport, Requisitions, Record Search, and Workflow. In the center is a CALENDAR widget for September 2022. On the right is the 'CREATE FORMS' widget, which contains a table of document types. The 'Foundation Grant Request' row is circled in red, and a 'New Form' button at the bottom of the widget is also circled in red.

Department: Hempfield School ... Document Type: Foundation Grant ...

Grant Information

Grant Title:

Grant Period:

Building:

Attachment:

Submitter Email:

Additional Email:

Business Office Only

Account Code:

Total Funded:

7. Click Submit when finished.
8. You will receive an email when your application is approved by the district and sent to the Foundation for consideration and another email containing purchasing instructions if you are selected to receive funds.