

CAA Funding Instructions



ARIZONA FRIENDS OF
FOSTER CHILDREN FOUNDATION

1. Click **Apply Now** button
2. Create **New Account** (if new user)
 - a. Fill in required fields
 - i. Name
 - ii. Home Address
 - iii. Phone
 - iv. Contact Email
 - v. Create new password
3. Log in using email and password
4. For new applicants, click **Add Youth** button
 - a. Fill out Add Youth Form – Required Fields
 - i. Relationship to Applicant
 - ii. Full Name
 - iii. Date of Birth
 - iv. Last 4 of SSN
 - b. Click **Submit** once info has been completed
5. Click **Add Request** button
 - a. Fill out Funding Request form Step 1
 - i. Confirm that contact info is correct
 - ii. Fill out General Funding Info section
 - iii. Find Youth name from the dropdown list
 - iv. Select Category
 - v. Describe the need for the request
 - vi. List amount request
 - vii. Enter Vendor name (if applicable)
 - b. Click **Continue** to documentation
6. Complete Step 2 - Documentation
 - a. Upload any required documentation
7. Click **Complete/Save Request**
8. Log back in at any time to see the status of your application or see if additional information is needed
 - a. You will be able to edit your application as long as the status is 01-Applying, 02-Submitted, or 03-Pending.
9. You will be contacted via email if we need additional information.
 - a. Please add CAAwards@AFFCF.org to your email contacts.