

## Please follow the below steps to complete the CFC Grant Application.

(Please review the FAQs for items needed to complete the application.)

1. From the NAM Applications page, click on the Christmas for Christ Logo or go to [wa.upci.org/nam](http://wa.upci.org/nam)
2. Click "Click Here to Login Now"
3. Enter your email and password and click on the blue Login button
  - a. If you are a minister your login will have been setup previously for you. If you do not know this login information, it should be your preferred email setup on the [upciministers.com](http://upciministers.com) website. If you have forgotten your password, you may use the "Forgot your password" link on the login page.
  - b. If you continue to have issues logging in, please contact us at [nam@upci.org](mailto:nam@upci.org)
4. Once on the home page, select the correct Application Form (CFC Funding Application)
5. Confirm the correct church for your application by hitting select
6. Read the Policy and FAQs and select "I have read the CFC Grant Policy and FAQs"
7. Fill out all the requested data fields
8. The application can be saved and finished at another time. (select "save and resume later" at the bottom of the application page)
9. Once all data fields are filled, click submit
10. If the application will not allow you to proceed to the next page or submit, please make sure you have filled out all the information fields and checked all the boxes

At this time, your application will be forwarded to your district officials for approval. Please contact your District Superintendent and District NAM Director to notify them and to confirm they have received your submission. YOUR APPLICATION IS NOT COMPLETE UNTIL THEY HAVE APPROVED AND SIGNED IT. Any application that does not have the appropriate signatures by **January 15** will be considered incomplete.

If you have questions regarding this application, please email [nam@upci.org](mailto:nam@upci.org) or call North American Missions at 636-229-7905.