



Quick Start Guide: COMMON PARTNERSHIP APPLICATION



Updated 04.17.2026

Buckle Up for Life's free Common Partnership Application will open for a limited time each year.

The *Common Partnership Application* is the only way for interested and eligible community-based organizations to apply for our *Community Grant* and/or *Gift of Safety* partnership; or our *Greater Cincinnati* partnership.

Ready to apply? Follow the 5 steps, below!

To review helpful application resources, visit:
www.buckleupforlife.org/apply



1 Update/Complete Your Partner Registration

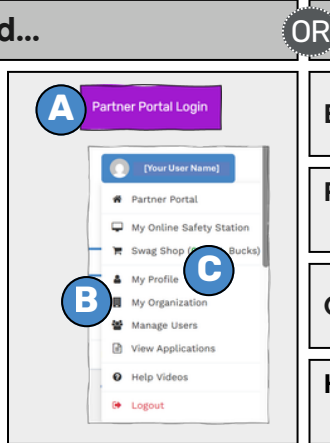
If Already Registered...

A. Login to the [Partner Portal](#) (top right of the Buckle Up for Life homepage).

B. Verify and update your organizational details through the "My Organization" option.

C. Verify and update your personal details through the "My Profile" option.

D. Proceed to **Step 2**, below.



OR If Not Already Registered...

E. Visit: www.buckleupforlife.org/register

F. Check out our [Partner Registration Quick Start Guide](#).

G. Complete a *Partner Registration*.

H. After registration, proceed to **Step 2**, below.

2 Build Your Team

Prior to final submission of your application, please ensure that all team members at your organization who intend to work on your Buckle Up for Life program (if awarded) are fully registered for their own affiliated individual user account (see Step 1E, above).

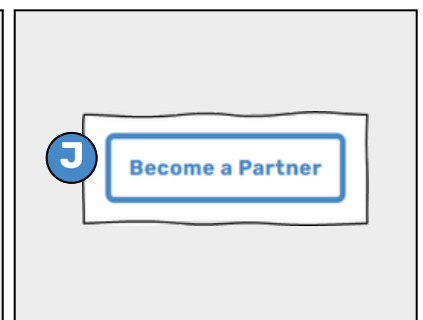
Each affiliated team member should enter complete details in their profile (E.g., passenger safety certifications, relevant trainings, language fluency, Etc.).

Upon review by BUFL, credit for team size and strength is assessed based on an aggregate review of details provided by all individual users affiliated with your organization, under their own accounts.

3 Review Open Opportunities

Visit [Become a Partner](#) (top left of the Buckle Up for Life homepage) to review open partnership opportunities, eligibility, benefits, and timelines.

The *Common Partnership Application* uses smart branching logic and will route you to relevant sections and fields depending on your interests and eligibility, as determined by the responses you provide. For this reason, your presentation and sequence of questions may differ from other applicants. Each applicant organization will be assessed for each opportunity for each they apply.



4 Gather Information



Questions?
buckleupforlife@cchmc.org

Application Details:

- Your organization's reach data from the last 12 months (# of people educated, # of car seats checked, and # of car seats distributed)
- If applying for the *Community Grant*, download and review the following from our website:
 - Community Grant Budget Instructions
 - Community Grant Budget Template, to be completed and uploaded with your application

Additional Considerations:

- Who from your team will be included in your proposal, what will each person's role be, in both program implementation, and in collaborating to prepare your application? Who will submit it?
- What will your workplan need to include? If applying for more than one opportunity, how will your workplan differ for each?
- What resources do you need from Buckle Up for Life to successfully implement your workplan(s)? If applying for the *Community Grant*, what will you need to include in your budget?

5 Apply

I. Login to the [Partner Portal](#).

J. Click on "View Applications."

K. Click on "Start Common Partnership Application."

L. Navigate through the application using the "Previous" and "Next" buttons on each page. Click "Save Draft" at any time to save your progress.

M. Complete all required fields, as prompted; and any optional fields, as you wish. Please take note of and adhere to character limits, and formatting rules when applicable.

N. For *Community Grant* applicants only, upload your budget when prompted. Ensure you select and attach the correct file.

O. When you reach the end of your application, review the summary page and verify all of your details and responses.

P. To pause, and return to a saved application prior to submission, click on "View Applications."

Q. When you are ready to finalize your application, select "Submit." A green message box will confirm your submission. After submission, an application cannot be edited or withdrawn.

R. You may review all of your organization's historical, completed applications by selecting the "View Applications."

The screenshot displays the Partner Portal interface for Patrick Edmunds. It highlights several key areas: 1. 'Partner Portal Login' (I) is the entry point. 2. The user menu (J, P, R) includes 'View Applications'. 3. The 'Common Partnership Applications' section (K) has a 'Start Common Partnership Application' button. 4. A navigation bar (L) contains 'Previous', 'Next', and 'Save Draft' buttons. 5. A 'Budget' upload prompt (N) is shown with a file upload icon and instructions. 6. A final navigation bar (Q) includes 'Previous', 'Submit', and 'Save Draft' buttons.

! Important Info

- All approved users affiliated with your organization may access, draft, update, save and/or submit your application.**
- Only one user may access the organization's shared application at a single time.** Be sure to communicate with your team members to manage who is logged in, so that progress is not lost.
- At the application deadline, any outstanding applications that are saved but incomplete will be frozen and considered un-submitted.**
- If you realize after submission, that you made a mistake, you may re-submit an entirely new application before the deadline.** In this case, Buckle Up for Life will only review and assess the most recent version submitted. You will not be able to otherwise retract or edit your application after submission or after the application deadline.