

# AAWGT 2016 GRANT APPLICATION INSTRUCTIONS

Anne Arundel Women Giving Together (AAWGT) has an online application process that all applicants are required to use -- so we encourage you to get acquainted with this format. BEFORE BEGINNING THE ONLINE APPLICATION PROCESS, please read these instructions and the [Frequently Asked Questions \(FAQs\)](#). This information will help facilitate your use of our online system.

**The Basics** This is "must have" information for using the online application system.

**Internet Browsers:** You must use Mozilla Firefox, Google Chrome or Safari browsers. This grant software does *not* support Internet Explorer. If you choose to use Internet Explorer anyway, you may lose functionality and we cannot assist users who experience computer issues. You may download any of these browsers for free from these links:

[Mozilla Firefox](#)

[Google Chrome](#)

[Safari \(Mac only\)](#)

**Creating an Account:** First-time users must first create an organizational account to log-in to the system. From the log-on page, click the link labeled 'Create New Account.' Enter the information requested on the 'Register' page and click the 'proceed to next step' button. When creating your account, please select a user name and password that you will remember for future log-ins. Once you create an account, you may log-on and apply. The account you are creating is an "organizational" account, which means if awarded a grant, your organization will be using this same account to submit interim and final grant reports.

**Organizational Accounts:** The account set up initially will continue to be the organization's single and only account. Even if your organization applies again next year you will use the same account. If you forget your user name or password or the grant proposal writer is no longer with the organization, please DO NOT create a new organizational account. Use the "Forgot your password" link at the sign in page to start retrieving/editing your organizational information.

**User Name and Password:** You will use the same User Name and Password every time you log-on to your account... even next year. You may only use ONE user name and password to access your account. We recommend that organizations create their account using the primary staff responsible for all grant-related follow-up reporting. If you should lose this information there is an online user name/password retrieval service.

**Non-profit Status:** AAWGT only provides grants to 501 (c)(3) organizations. We also recommend that applicants register as charitable organizations in Maryland. You will need the federal EIN number to create an account. Please see the following links for further information:

- Federal Employee ID Number (EIN) and proof of 501 (c)(3) status  
– [guidestar.org](#)

- [Maryland Charitable Organization proof of registration status](#) - Make sure your nonprofit organization is listed at this link, as required by the Community Foundation of Anne Arundel County. You can also find your [Maryland Charitable Organization ID #](#) on your most recent official IRS 501(c)3 determination letter. The status of your MD Charitable Organization ID number is a required question in the application.

## Submitting an Application

Deadline: Grant applications must be submitted online by no later than 11:59 pm on Wednesday, February 3, 2016. After that time, your access to your application will be closed and you will not be able to make further changes or submit your application. Your application can be saved and edited up until the deadline, but to be considered, you must officially SUBMIT it.

You will receive an email acknowledgement when you have successfully submitted your application.

Only one application may be submitted in a single year.

**The Application** – A preview of some of what is required on the application:

- Registration: Organization information, contacts, non-profit status numbers
- Target population information
- Program Description narrative: Purpose/need, Program description/activities, Program participants, Program impact/outcomes, Organizational capacity
- Financial Information: Program budget funding from AAWGT, Program Funding from non-AAWGT sources
- Other information: List of Board of Directors, most recent Organizational budget, most recent financial audit or review or Form 990
- After you register, you may make a copy of the application questions to help prepare for writing the application; at the top of the application, find a link labeled "Print Questions"; click on this link and then use your "Print" button
- Some information can be uploaded from your working documents

**GRANT APPLICATION PORTAL: To apply, update, or submit a grant application, access the grants portal [here](#).**

**We recommend you bookmark the [AAWGT Grant Application Portal](#)**

**Information Sources** - We strongly recommend that you attend the first two events below and review the following resources:

AAWGT Applicant Grant Workshop: Tuesday, January 5, 2016; see information and register [here](#)

AAWGT Online Application Tutorial: Thursday, January 7, 2016; see information and register [here](#);

Read [Grant Proposal Guidelines](#) and [Grant Application Frequently Asked Questions \(FAQs\)](#)

Read [Applicant Workflow Instructions](#), a step by step guide to the application process online with sample screen shots (in PDF).

**If you still need assistance** Contact our 'Help Desk' at [GrantAppHelp@givingtogether.org](mailto:GrantAppHelp@givingtogether.org). Provide a telephone number at which you can be reached. Assistance will be available starting December 1 but may be delayed during the holidays. After January 1, you may expect assistance within 48 hours.