ANNE ARUNDEL WOMEN
GIVING TOGETHER
a fund of the community foundation of anne arundel county

2018 APPLICANT INSTRUCTIONS

Using the Application Software
2018 Grant Process

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2018 APPLICANT INSTRUCTIONS

Using the Application Software
2018 Grant Process

Section 1. Introduction to logging into AAWGT Grant Portal

a. **Go to www.givingtogether.org**: Follow the links beginning with **Grants**, then **How to Apply**, and finally **Grant Application Instructions.** Read the instructions and then choose the **AAWGT Grant Application Portal** link toward the bottom of the page. Upon entering the **Portal** you will find a **Logon Page** requesting an email and password.

b. **Before proceeding please note:**

   i. **Organization accounts:** Every organization that has previously applied for and/or received a grant from AAWGT after 2014 already has an account in the software system. An organization can have only ONE organizational account with AAWGT defined by its unique EIN number.

   ii. **Application Preparer:** The user who begins the application process is designated as the **Application Preparer** and is the only user within the organization who can edit the application once it is started. Other registered users within the organization can look at the application but not edit the content. These instructions are for the Application Preparer.

c. **If your organization <u>has an account</u> do not make a new one. Go to Section 2. Log on Instructions for Previous Application Preparers**

d. **If your organization <u>does not have an account</u>, go to Section 3. Log On Instructions for New Application Preparers** to establish an account for the Organization and as the **Application Preparer.**

Section 2. Log On Instructions for Previous Application Preparers

a. **Logon Screen:** Enter your Email Address and Password and click 'Log On.' If you have forgotten your password click on 'Forgot your Password?' and you will be sent an email with instructions on how to reset your password. Return and log on.

   NOTE: <u>If you are not the previous preparer</u> of a grant application for your organization, but will be preparing this year's application, you may set up your own account under the organizational account. Please email GrantAppHelp@givingtogether.org for assistance.

b. Applicant Dashboard: After logging in you will see your contact information under the heading **Applicant Dashboard**. This is your Homepage and can be returned to by choosing the house icon on the top menu. If any information needs to be corrected, click on the icon of the pencil in the middle of the top box.

<table>
<tr><td rowspan="7">Your screen will look a bit different as this is from our 'Demo' site.</td></tr>
</table>

Anne Arundel Women Giving Together (AAWGT)   Ellen Writer ▾

ANNE ARUNDEL WOMEN
GIVING TOGETHER   🏠   📄 Apply   🕑 Organization History   📠 Fax to File

Applicant Dashboard

Applicant:	✏️	Organization:	🌐
MS Ellen Writer		Do Good For All	
ewriter@dogood.org		19-1919191	
555-555-5555		555-555-5555	
100 Green St.		100 Green St.	
Annapolis, MD 21401	Contact Email History	Annapolis, MD 21401 United States	

The resulting screen will look similar to this. Edit your information and then click the blue 'Save' button at the bottom of the screen. Any field with an asterisk (*) is a required field. Saving will bring you back to the Applicant Dashboard.

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Update User

MS Ellen Writer
Last Logon: 1/12/2016 9:54 PM

MS Ellen Writer   View User Email History

Organization   View Organization

Do Good For All ▾

User Information

Prefix (Mr, Mrs, Ms, etc.)*	First Name*
MS	Ellen

Middle Name	Last Name*
	Writer

Suffix (Sr, Jr, III, etc.)	Business Title*
	Grant Manager

Cancel   Change Password   **Save**

c. **How to go to the application: Step 1: Click 'Apply'** at the top of the screen

Step 2: On the next screen under the heading **2018 Grant Process**, click **'Apply'**
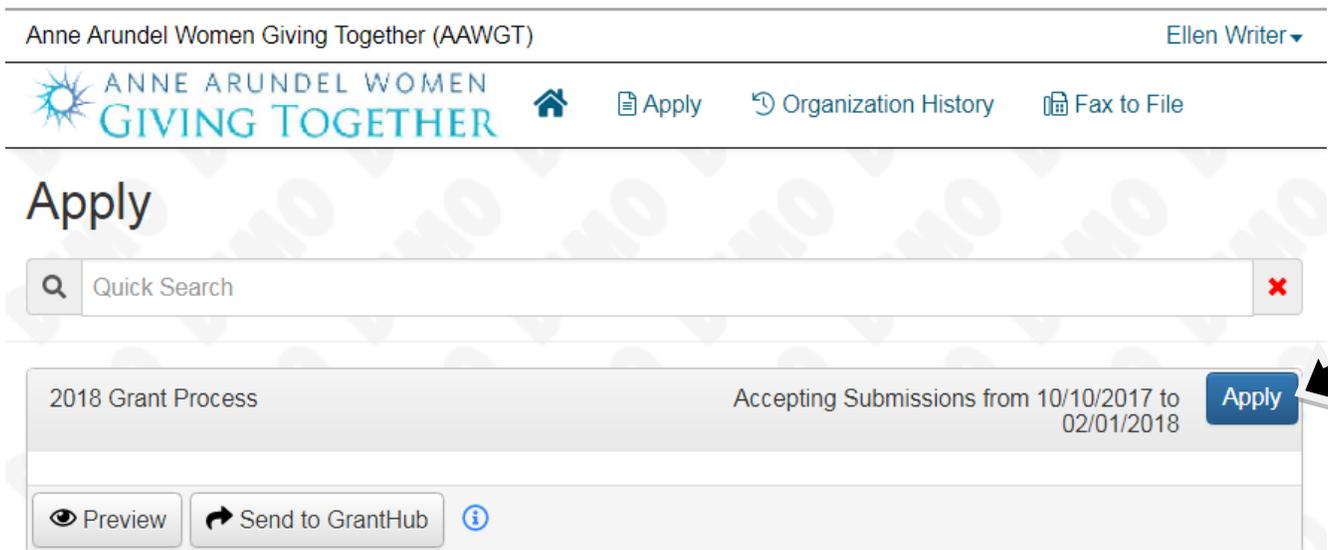
This will bring you to the on-line Application.

Go to Section 4. The Application Form

Section 3. Log On Instructions for New Application Preparers

a. If your organization is a new applicant, click on the **'Create New Account'** button on the Log In screen.

Your screen will look a bit different as this is from our 'Demo' site.

b. **Complete the information on the resulting screen.** Fields marked with '*' are required and must be completed before you will be allowed to move on to the next screen.

c. **Below the word 'Next'** are the areas of information that you will be asked to complete in subsequent screens which are:

User Information: This screen is where the **application preparer** information is entered. If you want to copy the Address information from the previous screen, click on the 'Copy Address from Organization' button at the top left. Click on the Next button when the page is complete.

Executive Officer Question: This screen will ask if you are the **Executive Director**. If you answer 'yes' and choose the Next button you will move on to additional information.

Additional Executive Officer Information: If you answer 'no' to the previous question complete the Executive Director information. Note that the address of the Organization can be copied onto this form. When complete, click 'Next'.

This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

User Information

Executive Officer Question

Additional Executive Officer Information

Copy Address from Organization

Prefix (Mr, Mrs, Ms, etc.)*

First Name*

Middle Name

Last Name*

Suffix (Sr, Jr, III, etc.)

Business Title*

Email*

Telephone Number (###-###-#### x###)

Mobile Number (###-###-####)

Address 1

Address 2

City

State

Postal Code

Country

< Previous

Next >

Password

Password: Create your password, following the indicated protocols and click 'Create Account'.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

User Information

Executive Officer Question

Additional Executive Officer Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#$%&*()_

Password*

Confirm Password*

< Previous

Create Account

Email Confirmation: You will receive an email indicating that you successfully created an account. Choose your response from the options and click 'Continue'.

Email Confirmation

ℹ You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'Anne Arundel Women Giving Together (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Anne Arundel Women Giving Together (administrator@grantinterface.com)' from your spam filter, use the link below.

Click Here for a tutorial about removing email addresses from spam filters.

○ I have received the email
○ Continue without checking
○ I have not received the email

Send Email Again   Continue

d. You will be directed to the initial **Application page**. Click the blue Apply button under the **2018 Grant Process**.

ANNE ARUNDEL WOMEN GIVING TOGETHER   🏠   📄 Apply   🕘 Organization History   📠 Fax to File

Apply

🔍 Quick Search   ✖

| 2018 Grant Process | Accepting Submissions from 10/10/2017 to 02/01/2018 | Apply |

👁 Preview   ↪ Send to GrantHub   ℹ

Section 4. The Application Form

Please refer to the Grant Application Instructions, FAQ's and other helpful documents and links on the AAWGT website for instructions on completing the application at www.aawgt.org: Grants, How to Apply, and Grant Application Instructions

a. **Initial Application Page:** Your organizational information will be in the top section and your name at the top right corner. The down arrow next to your name will allow you to edit your Profile and to Log Out. Each of the Application Sections has a right facing arrow that expands the section when clicked and becomes a down-facing arrow which closes the section when clicked.

b. **2018 Grant Application Form Summary**

Momentum Grant: An explanation of a new pilot program with two-year funding
I.   Basic Information: Organization and Program/Project name, dates, amount requested
II.   Grant Use Information: A one sentence summary of the Program/Project
III. Organization Information: Basic information about the Organization
IV.   Program/Project Narrative: Purpose, Participants, Outcomes, Capacity, Partnerships and Tell Us a Story
V.   Demographic Information: select from options presented
VI.   Program/Project Financial Information: See below for help downloading and uploading budget documents
VII. Organization Personnel
VIII. Momentum Grant Additional Information: If your organization qualifies for and desires to be considered for a Momentum Grant this section must be completed.
IX.   Executive Signature

Section 5: Tips for Application Completion

    a. **Save as a document or print a copy of the Application:** Once you have started your application two boxes will appear at the top of the Application on the right side, click on 'Question List' for the blank application with all the questions and 'Application Packet' for the completed or partially completed application. A .pdf will be downloaded to your computer. NOTE: Before you start and save your application only the Question List button is available.

    b. **Continue Application in Progress:** When you return and log on, your application will be on the Organization Dashboard. Choose 'Edit Application' to continue preparing the document.

    c. **Budget Templates:** You will need to download two templates for budget information, fill them out and upload them to the application. Note: If you apply for the Momentum Grant, two additional budget forms are required.

d. **Finding previous grant applications and awards for your Organization:** From your Applicant Dashboard, choose 'Organization History' from the top Menu Bar.
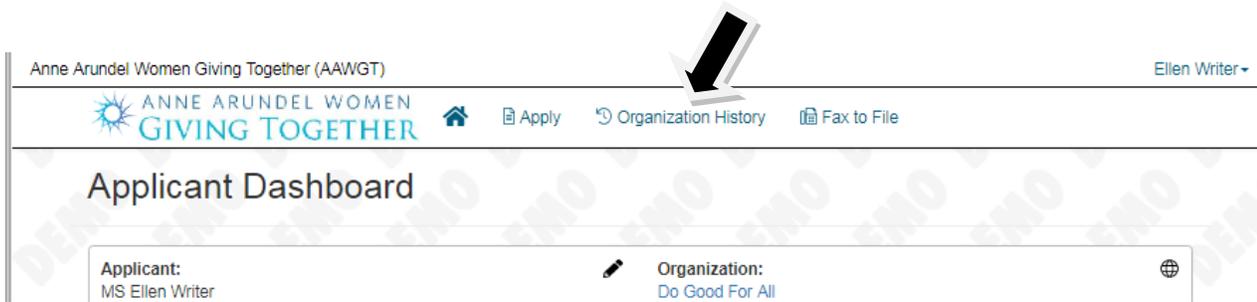
The resulting screen will have a section called **'Application and Grant History'** that will look similar to this. Click on the blue name of the Project to open a page where you can find the application and any reports related to it.

DATE	PROCESS	PROJECT	TYPE	STATUS	GRANTED	PAID
11/13/2017	2018 Grant Process	New 2018 Program/Project	N/A	Application Draft	$0.00	$0.00
03/27/2017	2017 Grant Process	Project for 2017	One Time	Approved	$20,000.00	$0.00
01/28/2016	2016 Grant Process	Homework Help for Families	Installment	Follow Up Draft	$15,000.00	$0.00
				Totals:	$35,000.00	$0.00

e. **Submitting the Application:** Once you have fully completed the application click on **'Submit Application'** at the bottom of the page.

NOTE:

Once an application has been submitted it cannot be opened and edited.

Thank you for your interest in applying for a grant from AAWGT.

Please send any questions about using the online application to
GrantAppHelp@givingtogether.org.

Please send any questions of a non-technical nature to
Grants@givingtogether.org