

Online Grant Application – Portal Instructions

- A. Use **Google Chrome** internet browser (please do not use Internet Explorer). Download **Google Chrome** [here](#) if needed.
- B. If this is the first time your organization is using our online application system, click on “*Create New Account*”. Complete all required fields. If your organization already has an account, log on to the system with your email address and password. There is a link on the logon page to retrieve your password if necessary.
- C. To begin to complete an application, click on “*Apply*” at the top of the page. Select the appropriate application and begin! If you have been provided with an access code for an invitation-only grant you will need to enter it in the box at the top of the page in order to begin the correct application.
- D. You can print out the application questions in advance and share them with colleagues or work on the responses off-line. Click on the “*Question List*” button at the top of the application. You may also consider using the “Collaborate” feature to work on the application together with other colleagues.
- E. Respond to all questions in the spaces provided.
- F. Applications can be saved, allowing you to return to your work later by clicking on the “*Save Application*” button at the bottom of the page. When you log on again, your saved application will appear on your *Application Dashboard* page as “*Draft*”. Click the blue “*Edit Application*” link to the far right of the application name to resume your work. Please save your work frequently.
- G. To download and upload forms to your application, follow these steps:
 1. Download the form using the link provided in the online application.
 2. Save the document to your desktop ... be sure to rename the document and save it somewhere you will remember (not as a temporary file).
 3. Complete the saved form(s).
 4. Click “*UPLOAD A FILE*” button, locate your saved file and click Open. You should see the file name selected uploaded to the form.
 5. Follow these steps for each individual document.
- H. When you are certain your application is complete, click “*Submit Application*” at the bottom of the page. Successfully submitted applications will appear as “*Submitted*” on your *Application Status* page. An indication of “*Submitted*” does not necessarily mean your application is complete, only that it has been successfully transmitted.
- I. DO NOT USE ALL CAPS (please).

Online Grant Portal Frequently Asked Questions (FAQs):

1. I am having problems using the online grant application system. Can you help?

Please first review the grant portal instructions above. If you still need help, contact Carla Batts, Grants Administration Manager at cbatts@afmfl.org or 727-507-9668.

2. Why do you have character/word limits in the applications?

We hear you – character or word limits can be frustrating! We set character limits for each question based on your feedback and our experience, which has shown us how much information is needed for us to understand your request. The character counts are listed for each narrative question on all grant applications, and we've made the range larger for many questions based on your input. You don't need to use all the space provided – answer the questions in sufficient breadth and detail, without adding or repeating information just to fill space.

3. How do I access my grant agreement and how does the electronic signature work? Can I print a copy for my records?

Allegany Franciscan Ministries uses an electronic grant agreement. Grant agreements serve as the legal document that defines and communicates expectations and responsibilities between Allegany Franciscan Ministries and its grant partners.

Grant agreements are located in our online grants management system, the same system used to complete your application. The agreement itself is a "FollowUp" form located within the system. Once a grant is approved, we will communicate with you to start the process of completing the agreement. Grant agreements are assigned to the chief executive officer or another authorized officer for the organization who is responsible for reviewing the agreement, agreeing to the terms and conditions of the grant and entering their name, title and date on the form before submitting the agreement. This constitutes the electronic signature and completes the agreement FollowUp.

Completed grant agreements can be printed by clicking on the "FollowUp Packet" button at the top of the document. Once the agreement is completed, we will process the payment of the grant, according to the schedule included in the agreement.

4. Where can I find information about what will be expected in my progress reports?

Progress reports will either be written and submitted online in our grants system or will be completed verbally with the Allegany Franciscan Ministries staff lead overseeing the grant and may include a program and financial update. The report will be an opportunity for you to share successes, challenges, and a budget update. Reporting schedule information is included in the grant agreement under Section II. Payments and Reports and can be found on your Applicant Dashboard in the Allegany Franciscan Ministries' online grants management system. The system will automatically send you reminders three weeks before the due date of a written report and one week past the due date.

To submit written reports, look at the "FollowUp Forms" section for the specific grant and you should see a "FollowUp" notation; then look to the right and click on the "Start" action button to go to the actual report. From there, you will be able to print the questions, view documents associated with the report and complete the report. You also have the ability to preview an upcoming scheduled report using the "Preview" action button on your dashboard.

5. As a grant writing consultant, I may be involved in drafting applications for more than one organization. Can I do so under the same user account and email?

At this time, our grants system requires a unique email for each organizational account you are associated with that is used to log in. If you are working with more than one organization to apply for grants, you will need a different email address for each user account of which you're associated. We understand the inconvenience having multiple email addresses and login credentials under different organizational accounts can cause and realize it's not efficient. We are excited to share that, in the near future, applicants will have the ability to be an active user under multiple accounts with only one active email.

In the meantime, and before the change is implemented, reach out to Carla Batts at cbatts@afmfl.org or 727-507-9668 if you're working with a new organization and need to be added to their account.

6. Will there be any opportunities to get more information and assistance in filling out an application?

Educational webinars are offered for several of our grant programs towards the start of each fiscal year informing what the grant entails, the eligibility requirements and how to apply. To discuss any questions or content on an application, we encourage you to contact the Allegany staff lead for the grant type you're seeking out (located on each grant program page of our website). For technical-related questions, contact Carla Batts at cbatts@afmfl.org or 727-507-9668.