

## FY26 Online Grant Application – Portal Instructions

- A. Google Chrome internet browser works best for using our online grant portal.
- B. If this is the first time your organization is using our online application system, click on “*Create New Account*” button on our Grant Portal Logon page. 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 reset your password if necessary.
- C. To complete an application, click on “*Apply*” at the top left page. Look for the correct grant application name and click Apply button to begin. If you have been provided with an access code for an invitation-only grant, you will need to enter it in the small box at the top right of page and click Enter 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 form. When you log on again, your saved application will appear on your *Applicant Dashboard* under “ASSIGNED TO YOU” in the left panel. Click “Continue” button 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 form. Successfully submitted applications will appear as “*Submitted*” on your *Applicant Dashboard* page under the “No Action” column.
- 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 & Quality Manager at [cbatts@afmfl.org](mailto: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 grant portal, 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 grant portal 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. Reports and Payments and can be found on your Applicant Dashboard in the Allegany Franciscan Ministries' online grant portal. 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?**

Yes, you can. In prior years, our grant portal required a unique email for each organizational account you are associated with in order to log in and apply. However, you now have the ability to apply for grants using the same email address for multiple organizations you're associated with.

**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 open/competitive grant programs usually 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, Grants Administration & Quality Manager at [cbatts@afmfl.org](mailto:cbatts@afmfl.org) or (727) 507-9668.