FAFCC State Grant Funds Program
Online LOI and Application Walkthrough
July 23rd, 2019

Christina Swiridowsky & Matt English
Agenda

• Finding your Application Links
• Getting familiar with the Log-In Page
• Navigating the LOI and Application
• Live Demo
• Next steps
• Q&A

Please Note:

• Please refrain from asking any content related questions in the chatbox until the Q&A Session. The Q&A near the end of the presentation will be utilized to answer any questions.
Accessing the FAFCC Online Applications and Grants Management System

Letter of Intent & Application Form Links:
All links for the LOI and Applications process can be found on the Grant Funding Program tab of the FAFCC website using this link: https://fafcc.site-ym.com/page/Grantintro

Grants Management Account Log-In Link:
This link takes you to your grant management account, where you can access applications that have been previously started and saved or submitted: https://www.grantrequest.com/SID_5776/default.asp?SA=AM
This is the application log-in page. Here, returning grantseekers will use their account from the previous Grant Cycle. New grantseekers will click on New Applicant to create a GiftsOnline account with FAFCC. Please use your functional and monitored e-mail address as your log-in e-mail. Only one account per organization. Please Note: while other members of the same clinic may have accounts to view the application, we strongly advise that project liaisons have ownership of the application at all times. This should be the same email as the liaison’s contact email to be provided in the LOI and the Application.

Only first time grant seekers will fall under New Applicants when visiting this page for the first time, select New Applicant to create an account.

Once you have created an account / User ID and Password and click Login. If you forgot your password, use the Forgot Password function to have it sent to the email address on file.
You will be required to login prior to proceeding to the LOI. Please refer to the previous page on first time grantseekers.

To access the LOI, click on the unique link provided on the Grant Introduction page of our website.

Letter-of-Intent

LOI Link: https://www.grantrequest.com/SID_5776?SA=SNA&FID=35029 (This link can only be used once in order to start the LOI. After you have begun the LOI and saved your progress, to return, please use the GiftsOnline Login page found here).
Eligibility Quiz

The LOI will have an Eligibility Quiz in which grantseekers will have to answer questions to ensure you meet basic criteria for receiving funding.

Please answer the statement corresponding to your intent:

Our clinic/network intends to apply for a grant through the 2017-2018 FAFCC State Funds Grant Program.

- Select One -

Are you a full member of the Florida Association of Free and Charitable Clinics?

- Select One -

Yes

No
If your answers to the Eligibility Quiz do not reflect the guidelines of the application, you will receive an error message.

Please answer the statement corresponding to your intent:

⚠️ Your responses to the quiz questions have indicated that your proposal most likely does not meet our funding guidelines.

Our clinic/network intends to apply for a grant through the 2017-2018 FAFCC State Funds Grant Program.
No

Are you a full member of the Florida Association of Free and Charitable Clinics?
No
Accessing your Grant Application

Your Grant Application will become available in your GiftsOnline within 48 hours of your LOI Submission. You may access Application one of two ways. 1) Log-in to your GiftsOnline account directly. 2) Use the email notification that will direct you to the application.

Once your LOI has been processed, you will receive an email notifying you that the application is now available. Click the link here.

Your Grant Application will be under “New” in the Applications tab. Click on “2019-2020 State Funds Grant Application” to begin.
This is an example of where grantseekers will enter their information.

Each required field is identified by a red asterisk and must be completed before the application can be submitted.

NOTE: For parent organizations with multiple sites, please complete only one Intent to Apply form to cover all sites.
To navigate to the different pages of the application, you can click on the page numbers/descriptions.

If you want to print your application, click here.

If you want to email a draft of your application, click here.
Attachments will be required in the full application. Requirements are clearly outlined on the attachments page of the application is provided in advance in the LOI (see above).
To upload an attachment, click on the choose file button to open a search window that will allow you to navigate to the location of the document on your computer. Once you have selected your file in the search window, clicked open. You will see your file name replace “No file chosen.” Finally, click the Upload button to attach the file to your application.

Each Attachment Category has its own upload box. If the use of a template is required, it is indicated by the upload box. Required attachments are identified by a red asterisk.

When you successfully upload a document, it will appear as in the example above. To see what you have uploaded, click the blue link. To remove it, click the Remove button.
Saving and Reviewing

At any time during your application submission, if you wish to save and continue at a later time, you can click the link “Save & Finish Later.”

If you close the application without Saving it, your work will be lost.

When you have completed all tabs and reviewed your completed form on the “Review My Application tab,” you can click on “Submit” to submit your application.
When you click on “Save & Finish Later,” you will be taken to your grants management account. You will have the ability to log back into your account and continue working on your application.

### Applications

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

Welcome to your "My Application Page". This is the area where you will manage your work.

1. Select in progress or submitted in the drop down.
2. If you select submitted, you can only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the garbage can next to it.

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Project Title</th>
<th>Requested</th>
<th>ID</th>
<th>Last Updated</th>
<th>My Role</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Application</td>
<td></td>
<td></td>
<td>20180</td>
<td>08/01/2017</td>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>LOI 2017-2018 State Funds Grant Program</td>
<td></td>
<td>0</td>
<td>20172</td>
<td>08/01/2017</td>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>Grant Application</td>
<td></td>
<td></td>
<td>20167</td>
<td>08/01/2017</td>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>LOI 2017-2018 State Funds Grant Program</td>
<td></td>
<td>0</td>
<td>20166</td>
<td>08/01/2017</td>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>Grant Application</td>
<td></td>
<td></td>
<td>20144</td>
<td>07/31/2017</td>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>LOI 2017-2018 State Funds Grant Program</td>
<td></td>
<td></td>
<td>20127</td>
<td>07/27/2017</td>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>LOI 2017-2018 State Funds Grant Program</td>
<td></td>
<td></td>
<td>20126</td>
<td>07/27/2017</td>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>Grant Application</td>
<td></td>
<td></td>
<td>20125</td>
<td>07/27/2017</td>
<td>Owner</td>
<td></td>
</tr>
</tbody>
</table>
When you click on the “Submit” button, if any of the required fields/documents are missing you will receive this message.

The system will then indicate the fields/attachments that are missing and required before submission.
You have the capability to transfer the ownership of an application to a new person, assign viewers to your application and email a copy of the application from your grant management account dashboard.

**Transfer to New Owner** – Clicking this icon will open the Transfer Ownership form.

**Manage Viewers** – Clicking this icon will open the Manage Viewers form.

**Email a Copy** – Clicking this icon opens a new email form.

Please Note: Accounts are not required in order to receive an email of the application, Viewers will have to create an account through “new applicant.”
Definition of Application Owners & Viewers

**OWNER:** The owner has exclusive rights to edit, save, or submit an application.

- The current owner will be allowed to transfer each application to a different owner. The new owner must accept the transfer. If the new owner does not have a grants management account, one will be created during the transfer process.
- The owner can grant View-only rights to any number of other people; a read-only version of the application will be listed on the others’ Grants Management Account dashboard. Again, if the new viewer does not have a grants management account, one will be created for them.
- The owner can see a list of all “viewers” and take view rights away from any of them.

**VIEWER:** “Viewers” will see applications owned by others listed in their grant management account dashboard, and can view read-only copies until view rights are taken away by the owner.
Live Demo

https://fafcc.site-ym.com/page/Grantintro
Tips & Tricks for Success

- Gifts-online is compatible with all internet browsers including:
  - Internet Explorer
  - Google Chrome
  - Safari
  - Mozilla Firefox
- Keep to a workstation when starting and completing the LOI and the Application.
  - Use PC or Mac laptops, or desktop computers.
  - Do not Use mobile devices, including Ipads and tablets.
- Copy and paste long answer descriptions in to field.
  - Exiting the browser without clicking the “save and finish later” function, your work will be lost.
  - A confirmation email will provided with every “save and finish later” click.
- Although the GIFTS Online system does not have a timeout function, a browser may refresh. We ask that applicants ALWAYS SAVE AND CLOSE their application prior to leaving it for an extended period of time.
State Funds Grant Correspondences

• For Grant specific details and correspondence FAFCC will be contacting only one Project Liaison for clinic or network indicated by 2019-2020 LOI

• It is the responsibility of the Project Liaison to include, cc, and forward, correspondence to additional clinic or network staff.

• FAFCC will communicate General Correspondences and Announcements via the monthly Newsletters
  – Please subscribe to be included on the mailing list
    • Use this link: http://www.fafcc.org/?page=Newsletter
    • Newsletter subscription can be found on the FAFCC website
Next Steps

• Complete and submit the Letter of Intent by Friday, July 26th at 5 pm EST.
• Complete and submit the Grant Application, along with all required attachments, by Friday, August 23rd at 5 pm EST.
Questions & Inquiries

• If you have any questions regarding the application (technical or otherwise), please contact Matt
• Please use the subject: FY19/20 State Funding Program questions/concerns.
• Matt: matt@fafcc.org
• Christina: christina@fafcc.org
Please keep all questions in this Q&A related to the technical process of completing the LOI and Application.

Please refer to the NOFA and July 22nd Webinar for any questions regarding grant and proposal parameters.

For additional policy related questions please contact a FAFCC staff member following this webinar.
July 24th @ 10am EST: Grant Scoring and Expectations

- This webinar will devote additional time to the scoring process as well as expectations FAFCC has for our grantseekers.