Granite United Way Online Grant Application System Instructions

Follow the instructions below to submit your online application for qualification and funding. You will be able to return to the application to make adjustments or changes as needed until it has been submitted. Please contact Jennifer Sabin at Jennifer.Sabin@graniteuw.org for questions or if you forget your sign on information.

We recommend using Internet Explorer to complete this application. For those using Macs, we recommend using Foxfire 3.6 or higher. We recommend that applicants disable pop-up blockers for this site.

The Granite United Way staff reminds you to save, save, save often.

Also, please remember: Do not submit until all forms are completed for each program

1. **Navigate to https://ctk.apricot.info/**
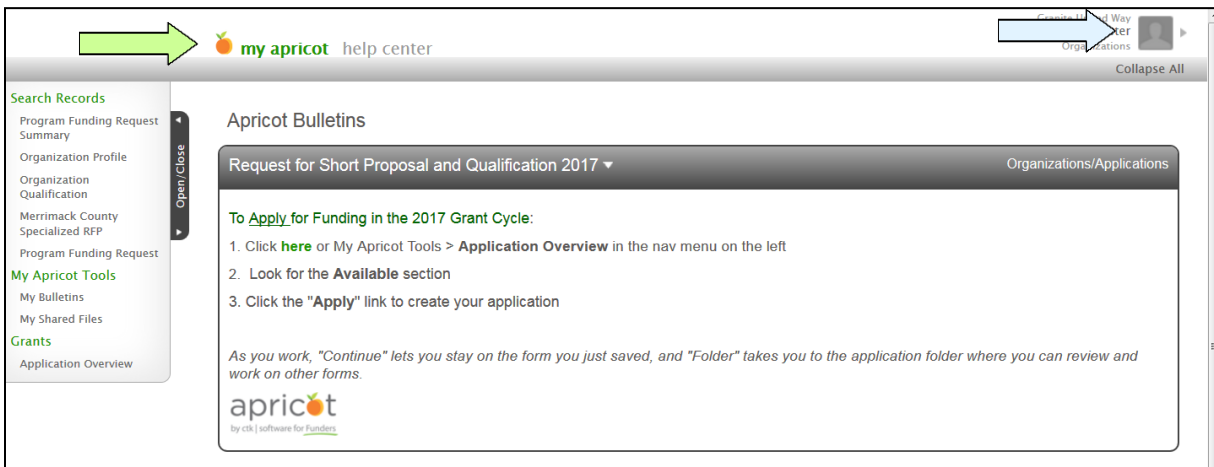   Log in using your username and password

   The username and password are case sensitive.

   If you do not know your username or password please contact Jennifer Sabin at Jennifer.sabin@graniteuw.org

2. **My Apricot Bulletin**
   This is the My Apricot Bulletin.
   The Navigation Menu appears at the left. This will remain visible whenever you are logged in to the system.

To return to this dashboard at any time during the application process, click on "My Apricot" in the top Navigation Menu.

To log out of the system, hover your cursor over your username in the top right of the screen and select the Logout link

3. Accessing the Application

To begin working on the application or to return to an application that you've begun working on, click on the "Click here" link on the "Request for Short Proposal and Qualification 2017" bulletin.

This link will take you to your organization's Application Overview.
The grants titled "Request for Proposals 2017" and "RFQ – 2017" are required components of the the application.

Click the green text "Open – Click Here to Apply" to begin either section
(*You can return to the other by following earlier steps*)

4. Completing the Request for Proposal 2017 & RFQ 2017

Upon clicking "Open – Click Here to Apply" under "RFQ - 2017", you will be navigated to a new "Organization Qualification" form.

Only one "Organization Qualification" form needs to be completed.

Upon clicking "Open – Click Here to Apply" under "Requests for Proposals – 2017", you will be navigated to a new "Program Request Summary" form.

And "Program Request Summary" form will be needed for each program. Follow steps 2-3 to create additional forms for additional programs.

On the right side of the screen is the record save checklist. This notes the fields that are required within each form and will notify you of any fields that need to be entered. After clicking save, click "View Folder."

Necessary Forms for Program Funding Requests & Request for Qualification

Form Name	Completion Requirement
Organization Profile Form (Qualified Partners have already created this form)	Please update any organization information that may have changed.
Organization Qualification Form	Complete once.
Program Funding Request Summary (created in Step 4)	Complete once for each program seeking funding.
RFP Program Narrative	Complete once for each program seeking funding
Program Budget	Complete form for each program seeking funding.
Program Zip Code List	Complete form for each program seeking funding.

To create each of the sub forms for a program, select a form from the drop down list under "Create New Tier 2". Once a form is selected click "Create New," and begin completing the form. Anytime you leave a form, be sure to click on the **Save** button at the top of the screen.

As each form is completed, it will appear in the **Additional Documents** section of the Program Funding Request Bulletin.

If a completed or partially completed form requires editing or review, click on the row in the bulletin.

Printing your forms

At any time you can print one or all of your forms by clicking on the **Print Records** **Link** from the **Program Funding Request folder**. This link will bring up a window with the options to print your form(s) as a PDF or as an HTML document.

5. Submitting Your Application

When you are ready to submit your application, simply click the ==Submit Application== link in the ==Program Funding Request Document Folder==.

This button will do three things:

- Determine if all of the required fields have been completed; if any fields remain incomplete the system will notify you of which forms need to be completed. Complete these changes and click the link again.
- Lock the application and prevent any changes from being made to the forms.
- Send you an email confirming the receipt of your application.

Organizations must complete the Organization Qualification and be qualified in order for their Short Form Requests for Proposals to be considered

Navigating back to a Program's Funding Request or Organization Qualification Form

To navigate back to a started application navigate to "My Apricot" at the top of the screen and click Program Funding Request Summary or Organization Qualification under Search Records.

Click on the program name and it will return you to the Program Funding Request Document Folder

Any questions about the online system, please contact Jennifer Sabin at jennifer.sabin@graniteuw.org. THANK YOU!