

## 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](mailto: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

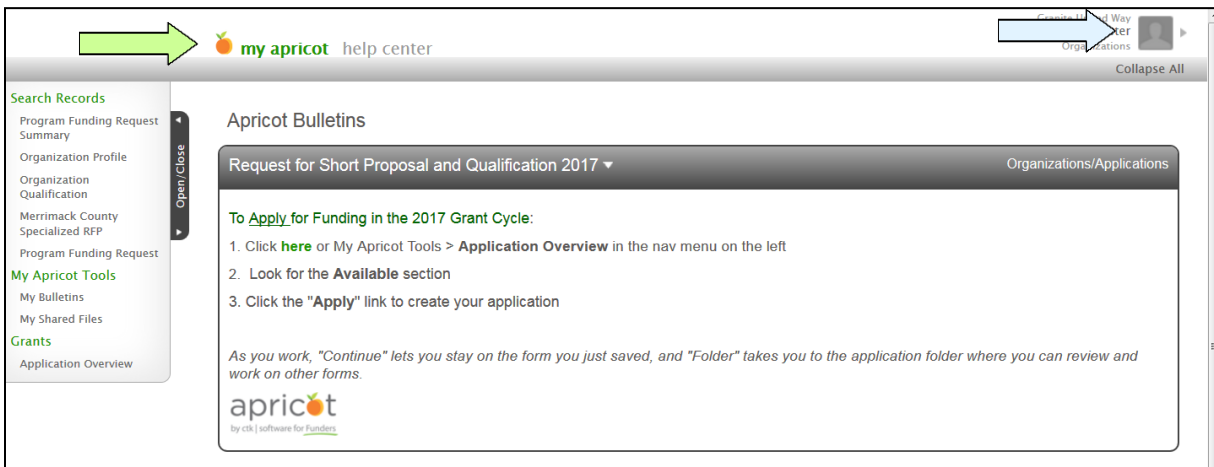
The username and password are case sensitive.

**If you do not know your username or password please contact Jennifer Sabin at [Jennifer.sabin@graniteuw.org](mailto: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.

**Apricot Bulletins**

Request for Short Proposal and Qualification 2017 ▾ Organizations/Applications

To **Apply for Funding in the 2017 Grant Cycle:**

- Click **here** or My Apricot Tools > **Application Overview** in the nav menu on the left
- Look for the **Available** section
- Click the **"Apply"** link to create your application

As you work, "Continue" lets you stay on the form you just saved, and "Folder" takes you to the application folder where you can review and work on other forms.

**apricot**  
by ctk | software for funders

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)

**Application Overview**

**Current Profile**  
Test UW Organization

**Application Summary**  
• 2 Grants (1 inaccessible, 3 total)  
• 0 Applications [Show Access Details](#)

**Request for Proposals - 2017 ▾**

Description	Enrollment End Date
RFQ/RFP 2017	12/14/2016 11:00 PM CST

[Open - Click Here to Apply](#)

Program Funding Request Summary Applications  
No applications have been created for this grant.

**RFQ - 2017 ▾**

Description	Enrollment End Date
Request for Qualification - 2017	12/15/2016 12:00 AM CST

[Open - Click Here to Apply](#)

Organization Qualification Applications  
No applications have been created for this grant.

#### 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.**

The screenshot shows the 'Organization Qualification' form in the 'my apricot' system. The form is titled 'Organization Qualification' and includes a 'Required Documentation' section. The instructions state: 'Please upload the most current copy of the following documents.' The form fields include: '\*Organization Name' (text input), '\*Date of the Close of the Organization's Last Fiscal Year' (date input), '\*Funding Cycle' (dropdown menu), and '\*Please indicate the region(s) where you are seeking qualification.' (checkboxes for Central Region, Merrimack County Region, North Country Region, Northern New Hampshire Region, and Southern Region). A red arrow points from the 'Organization Name' field to the 'Record Save Checklist' on the right. The 'Record Save Checklist' lists required field checks: '\*Organization Name', '\*Date of the Close of the O...', '\*Please indicate the region...', '\*Most Recent Organization F...', '\*Date of the Close of the O...', '\*IRS 990 or 990 EZ form (si...', '\*Date of the Close of the O...', '\*CFO/Staff Accountant', '\*CFO/Staff Accountant Email', '\*SOI(c)(3) IRS Letter of De...', '\*New Hampshire Non-Profit C...', '\*Counterterrorism Statement', and '\*Certificate of good standi...'. The 'Record Options' section includes a 'Save Record' button.

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.**

The screenshot shows the 'Program Funding Request Summary' form in the 'my apricot' system. The form is titled 'Program Funding Request Summary' and includes a 'Program Information' section. The form fields include: '\*Organization Name' (text input), '\*Program Name' (text input), '\*UW Funding Cycle' (dropdown menu), '\*Program Contact Name' (text input), '\*Program Contact Email' (text input), '\*Program Contact Phone' (text input), and '\*Is this a first time application for this program?' (radio buttons for No and Yes). A red arrow points from the 'Program Name' field to the 'Record Save Checklist' on the right. The 'Record Save Checklist' lists required field checks: '\*Program Name', '\*Program Contact Email', and '\*Is this a first time appli...'. The 'Record Options' section includes a 'Save Record' button. Below the 'Program Information' section is a 'Central \_ Click to Open' section with a 'Amount Requested (\$)' field and a 'Focus Area - Partners are asked to select one focus area for their Central Region request' section with radio buttons for Behavioral Health, Substance Misuse and Addiction, Increased Financial Stability / Economic Well Being, and Educational Achievement.

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.

The screenshot shows the 'my apricot help center' interface. On the left is a sidebar with 'Search Records' and 'My Apricot Tools'. The main area is titled 'Program Funding Request Summary Document Folder' for 'Test UW Organization'. Below this is an 'Additional Documents' section. On the right, there are 'Folder Actions' and a 'Create New Tier 2' dropdown menu. A green arrow points to the 'Create New Tier 2' dropdown, which is open, showing a list of options: 'Program Narrative', 'Program Narrative', 'Program Budget', and 'Program Zip Code List'.

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.

my apricot help center

Program Funding Request Summary Document Folder

Test UW Organization

Quick View Information ▶

Additional Documents

Program Narrative (1 records) ▼

UW Funding Cycle %	Complete
2017	Complete

Page 1 of 1 | 20 records per page

Program Budget (1 records) ▼

UW Funding Cycle %	First Day of Current Fiscal Year %	Record Lock %	Complete
2017	11/01/2016	Complete	Complete

Page 1 of 1 | 20 records per page

Program Zip Code List (1 records) ▼

Region %	Total to be served %	Record Lock %	Complete
Central Merrimack County North Country Northern New Hampshire Southern Region	6	Complete	Complete

Folder Actions ▼

- Edit Program
- Return to Search
- Application Overview
- Print Records
- Record History

Create New Tier 2 ▼

Program Narrative

Create New

Grant Actions ▼

- Submit Short Form

Required Forms ✓

Required Fields ✗

- Program Narrative
- Program Budget

## 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.

my apricot help center

Program Funding Request Summary Document Folder

Test UW Organization

Quick View Information ▶

Additional Documents

Program Narrative (1 records) ▼

UW Funding Cycle %	Complete
2017	Complete

Page 1 of 1 | 20 records per page

Program Budget (1 records) ▼

UW Funding Cycle %	First Day of Current Fiscal Year %	Record Lock %	Complete
2017	11/01/2016	Complete	Complete

Page 1 of 1 | 20 records per page

Program Zip Code List (1 records) ▼

Region %	Total to be served %	Record Lock %	Complete
Central Merrimack County North Country Northern New Hampshire Southern Region Upper Valley	6	Complete	Complete

Print

Program Funding Request Summary Print Options

Print options for Test UW Organization Tier 1 record Full Record ▼

Select Tier 2 records for Test UW Organization

Program Narrative (1) >

UW Funding Cycle %	Complete
2017	Complete

Page 1 of 1 | 20 records per page

Program Budget (1) >

UW Funding Cycle %	First Day of Current Fiscal Year %	Record Lock %	Complete
2017	11/01/2016	Complete	Complete

Page 1 of 1 | 20 records per page

Program Zip Code List (1) >

Region %	Total to be served %	Record Lock %	Complete
Central Merrimack County North Country Northern New Hampshire Southern Region Upper Valley	6	Complete	Complete

Print

Folder Actions ▼

- Edit Program
- Return to Search
- Application Overview
- Print Records
- Record History

Create New Tier 2 ▼

Program Narrative

Create New

Grant Actions ▼

- Submit Short Form

Required Forms ✓

Required Fields ✗

- Program Narrative
- Program Budget

## 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**.

The screenshot shows the 'my apricot help center' interface. The main content area is titled 'Program Funding Request Summary Document Folder' for 'Test UW Organization'. It contains three tables:

- Program Narrative (1 records):** A table with columns 'UW Funding Cycle %', '2017', and 'Complete'. The 'Complete' column has a red 'X' icon.
- Program Budget (1 records):** A table with columns 'GUW Funding Cycle %', 'First Day of Current Fiscal Year %', 'Record Lock %', and 'Complete'. The 'Complete' column has a green checkmark icon.
- Program Zip Code List (1 records):** A table with columns 'Region %', 'Total to be served %', 'Record Lock %', and 'Complete'. The 'Complete' column has a green checkmark icon.

On the right-hand panel, there are three sections:

- Folder Actions:** Includes 'Edit Program', 'Return to Search', 'Application Overview', 'Print Records', and 'Record History'.
- Create New Tier 2:** Includes 'Program Narrative' and 'Create New'.
- Grant Actions:** Includes 'Submit Short Form', 'Required Forms' (with a green checkmark), 'Required Fields' (with a red X), 'Program Narrative', and 'Program Budget'.

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.

The screenshot shows the 'my apricot help center' interface. The main content area is titled 'Apricot Bulletins'. It contains a bulletin titled 'Request for Short Proposal and Qualification 2017' with the following text:

To **Apply** for Funding in the 2017 Grant Cycle:

1. Click **here** or My Apricot Tools > **Application Overview** in the nav menu on the left
2. Look for the **Available** section
3. Click the **"Apply"** link to create your application

As you work, "Continue" lets you stay on the form you just saved, and "Folder" takes you to the application folder where you can review and work on other forms.

The sidebar on the left has two arrows pointing to 'Program Funding Request Summary' and 'Organization Qualification' under the 'Search Records' section.

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

my apricot help center

Test UWTester Organizations Expand All

Search Records

- Program Funding Request Summary
- Organization Profile
- Organization Qualification
- Merrimack County Specialized RFP
- Program Funding Request

My Apricot Tools

- My Bulletins
- My Shared Files

Grants

- Application Overview

Program Funding Request Summary

Program Funding Request Summary Search

-- Add Search Field -- Browse All

Organization Name (Program Funding Request Summary)

UW Funding Cycle (Program Funding Request Summary)

2017

The following 1 Program Funding Request Summary records matched your search criteria (0.04 Seconds)

Organization Name	UW Funding Cycle	Program Name	Program Contact Email
Test UW Organization	2017	Test	testUW@communitytech.net

Click any of the orange text to go directly to that record. Clicking any gray text will take you to the Tier 1 document folder.

Search Actions

- Clear Search History

Favorite Lists

-- Select Favorite List --

Favorite Details

Any questions about the online system, please contact Jennifer Sabin at [jennifer.sabin@graniteuw.org](mailto:jennifer.sabin@graniteuw.org). THANK YOU!