

## 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 Charles Caldwell at [Charles.caldwell@graniteuw.org](mailto:Charles.caldwell@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. 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 Charles Caldwell at [Charles.Caldwell@graniteuw.org](mailto:Charles.Caldwell@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.

my apricot help center

granite united way  
1 Test  
All Programs  
Expand All

Arch Records  
Program Funding Request Summary  
Organization Profile  
Organization Qualification  
Merrimack County Specialized RFP  
Program Funding Request  
Southern Region Specialized RFP  
My Apricot Tools  
My Reports  
My Bulletins  
My Shared Files  
Reports  
Application Overview

Apricot Bulletins

1. Request for Qualification and Short Form Proposal 2018

Organizations/Applications

To **Apply** for Funding in the 2018 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.

apricot  
by ctk | software for funders

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 "1. Request for Short Proposal and Qualification 2018" bulletin.

The screenshot shows the 'my apricot help center' interface. On the left is a navigation menu with categories like 'Search Records', 'My Apricot Tools', and 'Grants'. The main content area is titled 'Apricot Bulletins' and contains a section for '1. Request for Qualification and Short Form Proposal 2018'. The instructions within this section are:

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

Below the instructions, there is a note: "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 'my apricot' logo is at the bottom of the content area.

This link will take you to your organization's Application Overview.

The grants titled "1. Request for Proposals - 2018 " and "2. RFQ – 2018" are required components of 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)

The screenshot shows the 'Application Overview' page. It features a sidebar with navigation options and a main content area with the following sections:

- Current Profile:** Test UW Organization
- Application Summary:** 3 Grants (1 inaccessible, 4 total), 0 Applications. Includes a 'Show Access Details' button.
- 1. Request for Proposals - 2018**
  - Description: RFP 2017
  - Enrollment End Date: 12/14/2017 3:30 AM CST
  - Link: [Open - Click Here to Apply](#)
  - Program Funding Request Summary Applications: No applications have been created for this grant.
- 2. RFQ - 2018**
  - Description: Request for qualifications 2018
  - Enrollment End Date: 12/14/2017 10:59 AM CST
  - Link: [Open - Click Here to Apply](#)
  - Organization Qualification Applications: No applications have been created for this grant.

#### 4. Completing the Request for Proposal 2018 & RFQ 2018

Upon clicking “Open – Click Here to Apply” under “2. RFQ - 2018”, you will be navigated to a new “Organization Qualification” form.

**Only one “Organization Qualification” form needs to be completed.**

my apricot help center

Test UWTester Organizations Collapse 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

Organization Qualification

Required Documentation

Instructions: Please upload the most current copy of the following documents.

\*Organization Name

\*Date of the Close of the Organization's Last Fiscal Year

MM/DD/YYYY

\*Funding Cycle

--Please Select--

\*Please indicate the region(s) where you are seeking qualification.

Central Region

Merrimack County Region

North Country Region

Northern New Hampshire Region

Southern Region

Record Options

Save Record

Record Save Checklist

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 (sl...

\*Date of the Close of the O...

\*CFO/Staff Accountant

\*CFO/Staff Accountant Email

\*SO1(c)(3) IRS Letter of De...

\*New Hampshire Non-Profit C...

\*Counterterrorism Statement

\*Certificate of good standi

Upon clicking “Open – Click Here to Apply” under “1. Requests for Proposals – 2018”, you will be navigated to a new “Program Request Summary” form.

**A “Program Request Summary” form will be needed for each program. Follow steps 2-3 to create additional forms for additional programs.**

Application Overview x Program Funding Reque: x Charis

ctk.apricot.info/document/edit/form\_id/44/id/new/grant\_id/9/link\_field\_id/28663/link\_id/78781/target/1

Granite United Way

my apricot help center

1 Test UWTester

All Programs

Collapse All

Program Funding Request Summary

Program Information

\*Organization Name

Test UW Organization

\*Program Name

Test

\*UW Funding Cycle

2018

\*Program Contact Name

Joe Middle Smith

\*Program Contact Email

tesetUW@communitytech.net Change

Program Contact Phone

Total Dollars Requested

0

Grant

1. Request for Proposals - 2018 (Application Open)

Is this a first time application for this program?

No

Yes

Record Options

Save Record

Record Save Checklist

Required Field Checks

\*Program Contact Email

Field Validation Checks

\*Organization Name

\*UW Funding Cycle

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.
Regional Program Deliverables	Complete a Central, Merrimack County, North Country, Northern New Hampshire, Southern Region, and Upper Valley Program deliverables form If you are not requesting money in a region you will still need to create each of these forms. However, you will not need to enter any information.

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.

Program Funding Request Summary Document Folder

The screenshot shows a software interface for a document folder. At the top, there is a header "Program Funding Request Summary Document Folder". Below this, there is a main container for the folder "Test UW Organization" with a "Quick View Information" link. A dark grey button labeled "Additional Documents" is positioned below the folder name. To the right, there is a "Folder Actions" panel with options: "Edit Program Funding...", "Return to Search", "Application Overview", "Print Records", and "Record History". Below the folder name, there is a "Create New Tier 2" dropdown menu. A green arrow points to this dropdown, which is currently open, showing a list of options: "Program Narrative", "Program Budget", "Central Region Program Deliverables", "Merrimack County Program Deliverables", "North Country Program Deliverables", "Northern New Hampshire Program Deliverables", "Southern Region Program Deliverables", and "Upper Valley Program Deliverables".

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.

If you need to edit the Program Funding Request cover sheet (where you selected the amounts you are applying for within each region,) click “Edit Program Funding Request in the top right corner.

Program Funding Request Summary Document Folder

Test UW Organization

Quick View Information ▶

Additional Documents

Program Narrative (1 records) ▼

UW Funding Cycle	Record Lock	Record ID	Complete
2018	Unlocked	107792	

Page 1 of 1 | 20 records per page

Program Budget (1 records) ▼

GUV Funding Cycle	First Day of Current Fiscal Year	Record Lock	Complete
2018			

Page 1 of 1 | 20 records per page

Central Region Program Deliverables (1 records) ▼

UW Funding Cycle	Complete
2018	

Page 1 of 1 | 20 records per page

Folder Actions ▼

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

Create New Tier 2 ▼

Program Narrative ▼

Create New

Grant Actions ▼

- Submit Short Form

Required Forms X

- Merrimack County Program Deliverables
- North Country Program Deliverables
- Northern New Hampshire Program Deliverables
- Southern Region Program Deliverables

## 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.

Program Funding Request Summary Document Folder

Test UW Organization

Quick View Information ▶

Additional Documents

Program Narrative (1) ▶

2018

Page 1 of 1 | 20 records per page

Program Budget (1) ▶

2018

Page 1 of 1 | 20 records per page

Central Region Program Deliverables (1) ▶

2018

Page 1 of 1 | 20 records per page

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) ▶  all

2018

Page 1 of 1 | 20 records per page

Program Budget (1) ▶  all

2018

Page 1 of 1 | 20 records per page

Central Region Program Deliverables (1) ▶  all

2018

Page 1 of 1 | 20 records per page

Folder Actions ▼

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

Create New Tier 2 ▼

Program Narrative ▼

Create New

Grant Actions ▼

- Submit Short Form

Required Forms X

- Merrimack County Program Deliverables
- North Country Program Deliverables
- Northern New Hampshire Program Deliverables
- Southern Region Program Deliverables
- Upper Valley Program Deliverables

## 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**.

Program Funding Request Summary Document Folder

Test UW Organization  
Quick View Information ▶

Additional Documents

Program Narrative (1 records) ▼

UW Funding Cycle %	Record Lock %	Record ID %	Complete
2018	Unlocked	107792	

Page 1 of 1 | 20 records per page

Program Budget (1 records) ▼

G UW Funding Cycle %	First Day of Current Fiscal Year %	Record Lock %	Complete
2018		Unlocked	

Page 1 of 1 | 20 records per page

Central Region Program Deliverables (1 records) ▼

UW Funding Cycle %	Complete
2018	

Page 1 of 1 | 20 records per page

Folder Actions ▼

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

Create New Tier 2 ▼

Program Narrative ▼

Create New

Grant Actions ▼

- Submit Short Form
- Required Forms X
- Merrimack County Program Deliverables
- North Country Program Deliverables
- Northern New Hampshire Program Deliverables
- Southern Region Program Deliverables

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 the links under the bulletin "1. Current Request for Qualification and Short Form Applications" called "Click here to Access Application Folder".

1. Current Request for Qualification and Short Form Applications ▼ Organizations/Applications

Current Short Form Proposals

Search [ ] Displaying 1 of 1 Rows (Expand All Cells)

Organization Name	Program Name	Total Dollars Requested	Click Here to Access Short Form Application Folder
Test UW Organization	Tester 1	100000.00	Click Here to Access Short Form Application Folder

Total Rows 1

Current RFQ Proposals

Search [ ] Displaying 1 of 1 Rows (Expand All Cells)

Organization Name	Click here to Access RFQ Application
Tester	Click Here to Access RFQ Application Folder

Any questions about the online system, please contact Charles Caldwell at [charles.caldwell@graniteuw.org](mailto:charles.caldwell@graniteuw.org). THANK YOU!