

## 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.

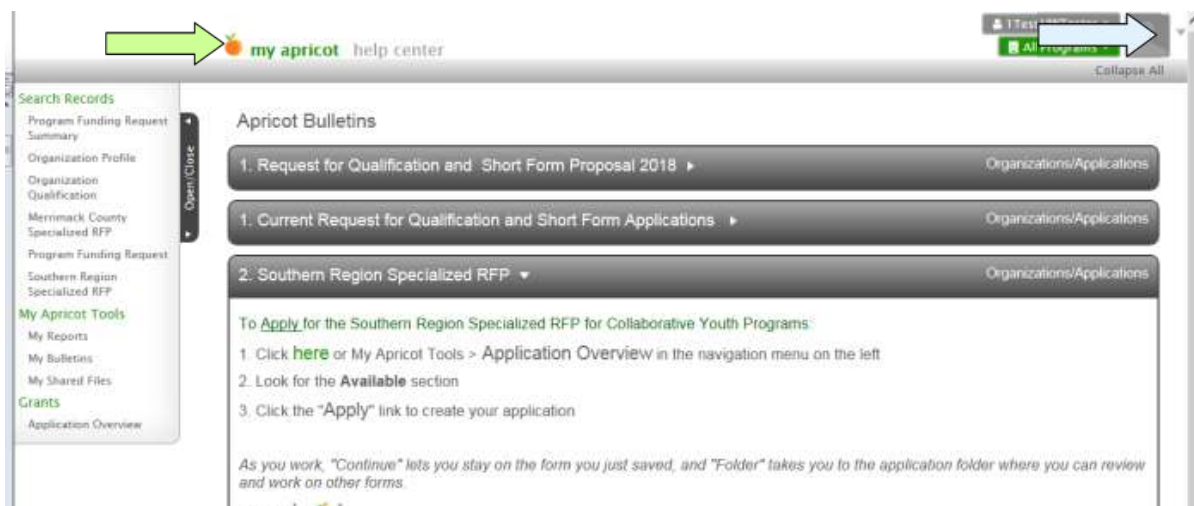
Also, please remember: Do not submit until all forms are completed for each program

### 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.

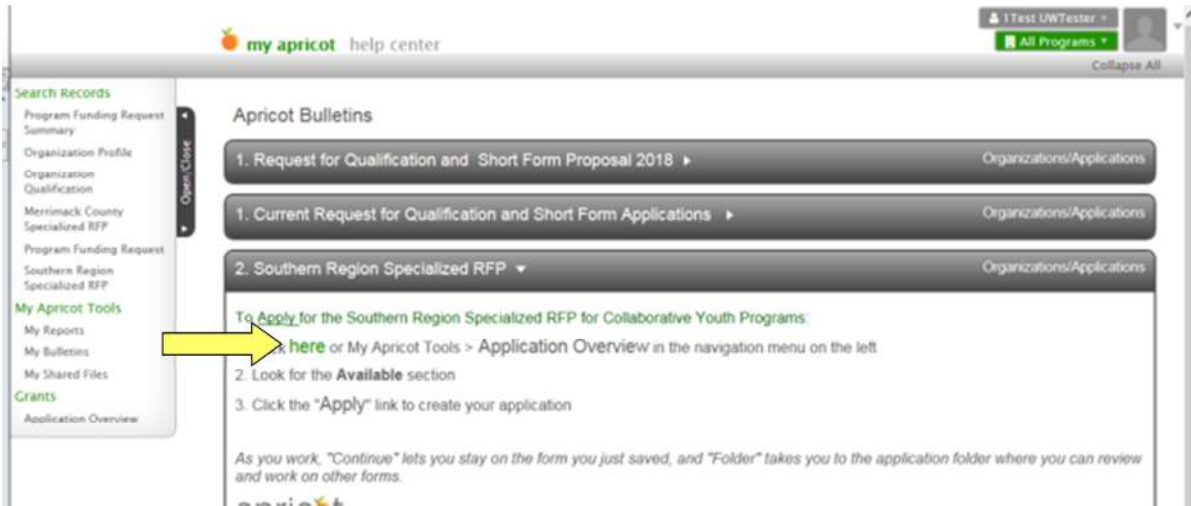
The Navigation Menu appears at the left. This will remain visible whenever you are logged in to the system.

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

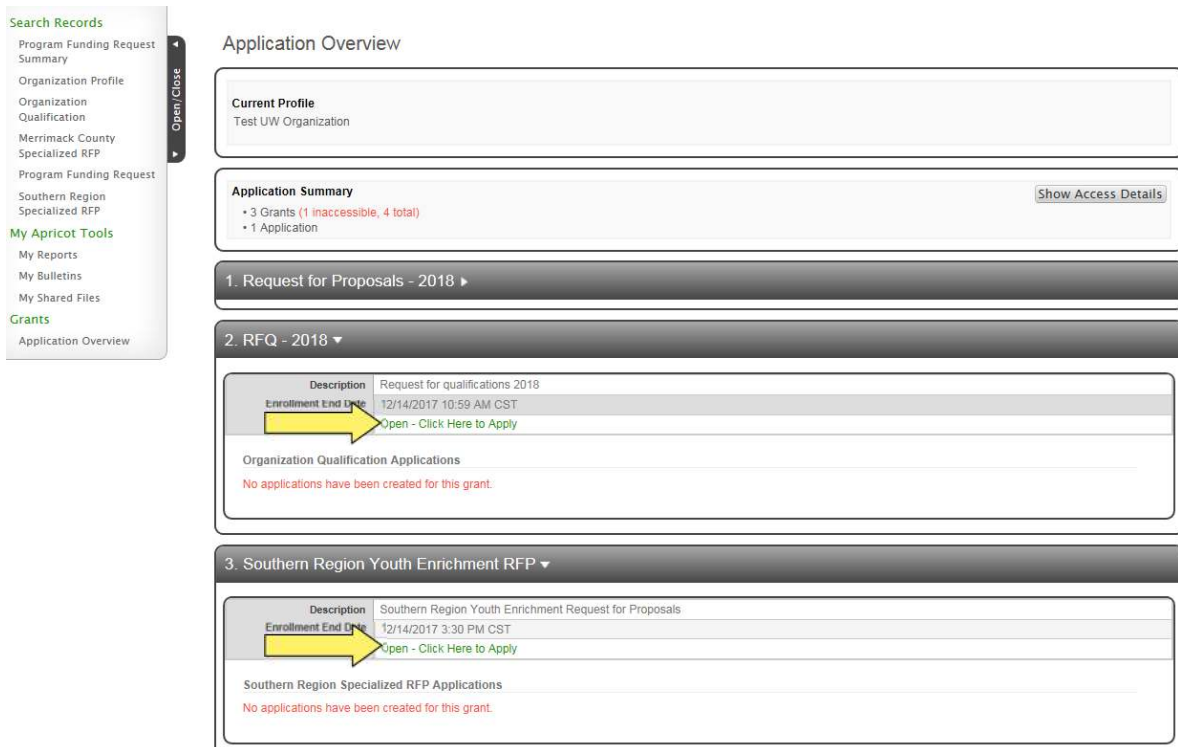
To begin working on the application or to return to an application that you've begun working on, click on the "Click here" link on the "1. Request for Short Proposal and Qualification 2018" bulletin.



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

The grants titled "2. RFQ – 2018" and "3. Southern Region Youth Enrichment RFP" 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)



#### 4. Completing the Youth Enrichment RFP 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.**

The screenshot shows the 'Organization Qualification' form in the my apricot system. The form is titled 'Organization Qualification' and is part of the 'Required Documentation' section. It includes the following fields and options:

- Organization Name:** A text input field.
- Date of the Close of the Organization's Last Fiscal Year:** A date picker set to MM/DD/YYYY.
- Funding Cycle:** A dropdown menu with the option 'Please Select--'.
- Region Selection:** A list of checkboxes for regions: Central Region, Merrimack County Region, North Country Region, Northern New Hampshire Region, and Southern Region.

On the right side of the form, there is a 'Record Options' section with a 'Save Record' button and a 'Record Save Checklist' section. The checklist includes the following items:

- Required Field Checks (marked with a red X):
  - \*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 “3. Southern Region Youth Enrichment RFP”, you will be navigated to a new “Southern Region Specialized RFP” form.

**And “Southern Region Specialized RFP” form will be needed for each program. Follow steps 2-3 to create additional forms for additional programs.**

The screenshot shows the 'Southern Region Specialized RFP' form in the my apricot system. The form is titled 'Southern Region Specialized RFP' and is part of the 'Introduction' section. It includes the following fields and options:

- Organization Name:** Text input field with 'Test UW Organization' entered.
- Program Name:** Text input field.
- UW Funding Cycle:** Dropdown menu with '2018' selected.
- Primary Program Contact:** Text input field with 'Joe' in the first part and 'Smith' in the last part, and 'Middle' in the middle part.
- Total Dollars Requested:** Text input field with '\$1,000.00' entered.
- Program Contact Email:** Text input field with 'tesetUW@communitytech.net' entered and a 'Change' button next to it.
- Program Contact Phone:** Text input field with '512 | 223 | 1234' entered and an 'ext.' field.

On the right side of the form, there is a 'Record Options' section with a 'Save Record' button and a 'Record Save Checklist' section. The checklist includes the following items:

- Required Field Checks (marked with a red X):
  - \*Program Name
  - \*Total Dollars Requested
  - \*Program Contact Email
  - \*Services Provided by Program
  - \*Availability of Service an...
- Field Validation Checks (marked with a green checkmark):
  - Field Validation Checks

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.
Southern Region Specialized RFP (created in Step 4)	Complete once for each program seeking funding.
2018 Specialized RFP - Program Narrative	Complete once 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 a web application interface for document management. On the left is a sidebar with navigation options like 'Search Records', 'Program Funding Request Summary', 'Organization Profile', 'Organization Qualification', 'Merrimack County Specialized RFP', 'Program Funding Request', 'Southern Region Specialized RFP', 'My Apricot Tools', and 'Grants'. The main content area is titled 'Southern Region Specialized RFP Document Folder'. It features a 'Test UW Organization' card with a 'Quick View Information' table containing the following data:

Organization Name	Test UW Organization
Program Name	Test
UW Funding Cycle	2018
Program Contact Email	tesetUW@communitytech.net

Below the card is an 'Additional Documents' section. A green arrow points from this section to a document titled '2018 Specialized RFP - Program Narrative'. To the right of the main content are three action panels: 'Folder Actions' (Edit Southern Region..., Return to Search, Application Overview, Print Records, Record History), 'Create New Tier 2' (with a dropdown menu open showing '2018 Specialized RFP - Program Narrative' and a 'Create New' button), and 'Grant Actions' (Submit Short Form, Required Forms 2018 Specialized RFP - Program Narrative, Required Fields).

As each form is completed, it will appear in the **Additional Documents** section of the **Southern Region Specialized RFP Document Folder Bulletin**.

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

Southern Region Specialized RFP Document Folder

**Test UW Organization**

Quick View Information ▾

Organization Name	Test UW Organization
Program Name	Test
UW Funding Cycle	2018
Program Contact Email	tesetUW@communitytech.net

**Additional Documents**

2018 Specialized RFP - Program Narrative (1 records) ▾

UW Funding Cycle	Complete
2018	

Page 1 of 1 | 20 records per page

**Folder Actions** ▾

- Edit Southern Region...
- Return to Search
- Application Overview
- Print Records
- Record History

**Create New Tier 2** ▾

2018 Specialized RFP - ▾

Create New

**Grant Actions** ▾

- Submit Short Form
- Required Forms ✓
- Required Fields ✓

## Printing your forms

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

Southern Region Specialized RFP Document Folder

**Test UW Organization**

Quick View Information ▾

Organization Name	Test UW Organization
Program Name	Test
UW Funding Cycle	2018
Program Contact Email	tesetUW@communitytech.net

**Additional Documents**

2018 Specialized RFP - Program Narrative (1) ▾

UW Funding Cycle	Complete
2018	

Page 1 of 1 | 20 records per page

**Southern Region Specialized RFP Print Options**

Print options for Test UW Organization Tier 1 record | Full Record ▾

Select Tier 2 records for Test UW Organization

2018 Specialized RFP - Program Narrative (1) ▾

UW Funding Cycle	Complete
2018	

Page 1 of 1 | 20 records per page

Print

**Folder Actions** ▾

- Edit Southern Region...
- Return to Search
- Application Overview
- Print Records
- Record History

**Create New Tier 2** ▾

2018 Specialized RFP - ▾

Create New

**Grant Actions** ▾

- Submit Short Form
- Required Forms ✓
- Required Fields ✓

## 5. Submitting Your Application

When you are ready to submit your application, simply click the **Submit Application** link in the **Southern Region Specialized RFP Document Folder**.

The screenshot shows a web application interface for submitting an application. On the left is a sidebar with navigation options: Search 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, Grants, and Application Overview. The main content area is titled 'Southern Region Specialized RFP Document Folder' and displays details for 'Test UW Organization'. A 'Quick View Information' section shows: Organization Name (Test UW Organization), Program Name (Test), UW Funding Cycle (2018), and Program Contact Email (tesetUW@communitytech.net). Below this is an 'Additional Documents' section for '2018 Specialized RFP - Program Narrative (1 records)'. A table shows one record for 'UW Funding Cycle' with a 'Complete' status. A green arrow points from the 'Complete' status to the 'Submit Short Form' button in the 'Grant Actions' panel on the right. The 'Grant Actions' panel also shows 'Required Forms' and 'Required Fields' with checkmarks.

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" & "2. SR – Specialized RFP – Current Applications" called "Click here to Access Application Folder".

The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar contains a list of navigation options: Qualification, Merrimack County Specialized RFP, Program Funding Request, Southern Region Specialized RFP, My Apricot Tools, My Reports, My Bulletins, My Shared Files, **Alerts**, and Application Overview. The main content area is divided into three sections:

- 1. Current Request for Qualification and Short Form Applications**: This section is titled "Current Short Form Proposals" and contains a table with the following data:

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
- Current RFQ Proposals**: This section contains a table with the following data:

Organization Name	Click here to Access RFQ Application	Click Here to Access RFQ Application Folder
Test		Click Here to Access RFQ Application Folder
- 2. Southern Region Specialized RFP**: This section is titled "New Section" and contains a table with the following data:

Organization Name	Program Name	Total Dollars Requested	Click Here to Access Application Folder (and Complete Your Forms)
Test UW Organization	Test	100.00	Click Here to Access Application Folder

Each table includes a search bar, a "Displaying 1 of 1 Rows (Expand All Cells)" indicator, and a "Total Rows 1" box. A "View Full Report" link is located below each table. A purple arrow points to the "Click here to Access RFQ Application" link in the second section, and another purple arrow points to the "Click Here to Access Application Folder (and Complete Your Forms)" link in the third section.

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