

# The Alliance

Below is a step by step instruction set on how to create an account and setup a new grant. It is not necessary to fill the application out all at once. The information you save will be available to you next time you login. If you run into an error or have any problems please contact the Alliance at [marcel@alliancewv.org](mailto:marcel@alliancewv.org)

## **Login or create a new account:**

- 1.) If you already have a username and password, then go to #5.
- 2.) If you are new user then click, “New User? Request an account”
- 3.) Fill out all required fields.
  - Organization Name (non-profit, government organization, or group name)
  - Mailing Address
  - Full Name (first and last)
  - Email (contact information purposes, will not be shared)
  - Username (be sure to record for future use)
  - Password (be sure to record for future use)
  - Confirm Password
- 4.) Click the Request button at the bottom of the page. If it is accepted it will take you to the original login page.
- 5.) Login with your username and password and click “Login” button.

## **Create a new grant:**

- 6.) Find Organization name, under it click “New Grant” (Please be patient, this may take a little while depending on your internet speed and computer hardware). Application tab will automatically be selected.

\*\*\*\*Do Not Hit the Submit Tab until “ALL” pages of the application are complete\*\*\*\*

- 7.) Fill out all the required fields (the fax number is not required, everything else is).
- 8.) When the application is complete please click the “Save” button at the bottom of the application.
- 9.) Saved information will be displayed. Click the “Edit” button at the bottom of the page to make corrections or change information.

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- 10.) Click “Project Members” tab (at the top of webpage). This should take you to the Project Members form.
- 11.) To add a new project member, click the “+” key
- 12.) Fill out all required fields (email is not required).  
- Affiliation field should reflect the member’s affiliation with community (job title, position in community service, etc.).
- 13.) Click “Insert” to save project member information. Project member information is saved when you click the insert button
- 14.) Repeat as necessary for each project member.
- 15.) After you insert the member you can “Delete” or “Edit” by selecting the appropriate button.

\*\*\*Remember for an application to be considered you must have 5 project members\*\*\*

- 16.) Click “Organizational History” tab (at the top of webpage). This should take you to the Organizational History form.
- 17.) Fill out the text box.
- 18.) When the organization history is complete please click the “Save” button at the bottom of the page.
- 19.) Saved information will be displayed. Click the “Edit” button at the bottom of the page to make corrections or change information.
- 20.) Click “Project Description” tab (at the top of webpage). This should take you to the Project Description form.
- 21.) Fill out the text box.
- 22.) When the project description is complete please click the “Save” button at the bottom of the page.
- 23.) Saved information will be displayed. Click the “Edit” button at the bottom of the page to make corrections or change information.
- 24.) Click “Outcomes” tab (at the top of webpage). This should take you to the Outcomes form.

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- 25.) To add a new outcome, click the “+” key
- 26.) Fill out all required fields.
- 27.) Click “Insert” to save information. Outcomes are saved when you click the insert button.
- 28.) Repeat as necessary for each outcome
- 29.) After you insert the outcome you can “Delete” or “Edit” by selecting the appropriate button.
- 30.) Click “Implementation Plan” tab (at the top of webpage). This should take you to the Implementation form.
- 31.) To add a new phase/activity, click the “+” key
- 32.) Fill out all required fields.
- 33.) Click “Insert” to save information. Phase/activity is saved when you click the insert button
- 34.) Repeat as necessary for each phase/activity
- 35.) After you insert the phase/activity you can “Delete” or “Edit” by selecting the appropriate button.
- 36.) Click “Budget” tab (at the top of webpage). This should take you to the Implementation form.
- 37.) To add a new “Source”, click the “+” key (Project Budget Revenue)
- 38.) Fill out all required fields.
- 39.) Click “Insert” to save information. Source is saved when you click the insert button.
- 40.) Repeat as necessary for each source.
- 41.) After you insert the source you can “Delete” or “Edit” by selecting the appropriate button.
- 42.) To add a new “Expense”, click the “+” key (Project Expense)
- 43.) Fill out all required fields.

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- 44.) Click “Insert” to save information. Expense is saved when you click the insert button
- 45.) Repeat as necessary for each expense.
- 46.) After you insert the expense you can “Delete” or “Edit” by selecting the appropriate button.
- 47.) Click “Sustainability Plan” tab (at the top of webpage). This should take you to the Sustainability Plan form.
- 48.) Fill out the text box.
- 49.) When the sustainability plan is complete please click the “Save” button at the bottom of the page.
- 50.) Saved information will be displayed. Click the “Edit” button at the bottom of the page to make corrections or change information.
- 51.) Ignore evaluation tab.
- 52.) Click submit tab

**\*\*\*WARNING: you will be double prompted before it allows you to submit. Please make sure all changes are made before submission, YOU WILL NOT BE ABLE TO CHANGE YOUR APPLICATION ONCE IT IS SUBMITTED\*\*\***