

## Edwin S. Webster Foundation Online Application Guide

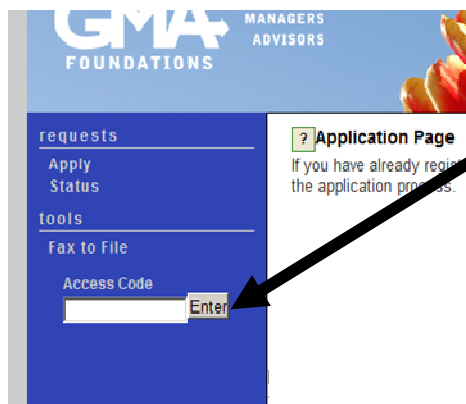
**First** Read the Edwin S. Webster Foundation guidelines to determine your eligibility.

**Register** Prior to submitting a proposal through the foundation's online grants system, applicants must complete a one-time registration. Previously registered applicants can simply log in. You only need to register once for all GMA Foundations clients. Please do not register your organization more than once.

To register, you will need to supply your contact information and create a password to log in to the system. The foundation prefers that the name of executive director be used to register the organization.

Be sure to **save your password** where you can find it again. You will need it to work on proposal drafts and to submit reports if you receive a grant.

**If you are a grant writer**, please register using the name and email address of the executive director or primary contact at the organization which is applying. If you use your own information, the organization information will be linked to your email address, which will cause a problem if you then try to fill out an application for another client or if you move on and the organization wishes to re-apply or submit a report.



**Click Apply** Once you are in the system, click **Apply** on the top left side of your screen.

**Enter Access Code** The Access Code routes your proposal to the foundation. Each of GMA's foundation clients has its own Access Code; it is **not** the same as your password. Enter the code: **webster** (all lowercase) in the Access Code box on the middle left side of your screen.

**Click Link to Open Form** Click **Enter** to open the application form. It is a good idea to review the questions prior to starting your application, click on **Print Question Legend**, located above your name, to get a list of the proposal questions.

**Draft Application** Fill out your online application. **Save frequently**. If you want to leave your application before it is complete, click on **Save as Draft** at the **bottom** of the screen – the next screen will confirm that you have saved your application. If you do not see the confirmation, there is an error on your page that needs to be fixed before you can continue. You can come back later and continue your application by signing in with your password and continuing to work on the application.

**Submit When Complete** Your application must be **submitted** when you are done in order to remove it from **draft** status. After clicking **Submit**, a new screen will appear confirming receipt of your application. **You cannot make changes after submitting your application.**

Click here to link to the online proposal form:

<https://www.grantinterface.com/Common/LogOn.aspx?eqs=3QVk173peTkm1XKlbu7wUg2>

## Tips for Using the System

**Can't find the application form?** If you don't see the link to the application form, you probably did not enter the access code in the field on the left side of your screen after you registered and logged in.

**Make a PDF of your proposal.** If you would like make a pdf of your submission, use the Print Packet function. You can choose to save or print this pdf for your records.



**Uploading?** The upload fields accept only one document. If you upload the wrong document, simply browse and upload the right one to overwrite the incorrect upload. Once you see the name of the document you want to upload in the grey box, scroll to the bottom of the page and click **Save as Draft**. You will know that the upload worked when you see the document link below the grey box. You will also see it when you use the Print Packet function. If you have trouble uploading a document, please email [online@gmafoundations.com](mailto:online@gmafoundations.com).

**Cutting and pasting is fast.** Cutting and pasting directly from your word processor is easy if you keep in mind that 3,200 characters (including spaces) equal approximately one page with four paragraphs in 12 point type. To facilitate cutting and pasting, text limits are typically generous, but do not feel compelled to write more than necessary just to use all of the characters allowed. **Please note:** If you choose to cut and paste, hit the space bar after pasting to ensure the system counts your characters properly.

**Forget formatting.** The system removes all formatting from your pasted text. It will turn bullets into gibberish. Saving your documents in **RTF** before you paste will require less clean-up in your proposal.

**What is the deadline?** The Edwin S. Webster Foundation has two application rounds per year. The deadlines are May 1 and November 1. If the deadline dates fall on a weekend or holiday, the date is extended to the next regular working day.

**Did we get it?** Once you click submit, your proposal is on its way. Log in to check the status of your proposal submission. If you see **Awaiting Foundation Action** beside the project name, your proposal was submitted properly.

**Need tech support?** Tech support is available between 9:00 a.m. and 4:00 p.m. Eastern Time. Call the Grants Manager at GMA Foundations at 617-391-3085 or email [online@gmafoundations.com](mailto:online@gmafoundations.com). Questions regarding the foundation and proposals in general should be directed to the Foundation Administrator, Michelle Jenney, at 617-391-3087, [mjenney@gmafoundations.com](mailto:mjenney@gmafoundations.com).

**Have suggestions?** Write [online@gmafoundations.com](mailto:online@gmafoundations.com) with comments, tips and ideas that can improve the online application system. Your feedback helps us make improvements.