



The On-line Application

Electronic Preparation and Submission of Grant Applications and Final Reports

The electronic submission of grant applications is becoming increasingly popular, and for many funders and foundations, required. This chapter will describe the protocols, steps and information that are necessary and required for electronic preparation of a grant application and final report. The following topics will be covered in this section.

Section 1. The Application

A. Introduction

Funder's Guidelines and Submission Deadlines

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C Register by setting-up user account and secure password.

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Section 1.

The Application

A. Introduction

Always be sure to read and review the funder's guidelines, and carefully note its submission deadline(s). Determine if the electronic document is a:

- a letter of inquiry (LOI) or abstract, or,
- a full proposal

Depending on the funder's preferred process, a letter of inquiry (LOI) or abstract that describes your Congregation, the project, its impact, amount requested, other funding sources and budget may be required for initial consideration by the funder. Upon favorable review, an invitation may then be extended by the funder to submit a full proposal, on-line. There is no guarantee of approval and funding.

A full proposal contains all of the elements described above in greater detail PLUS a method or means of evaluation and assessment. Once again, there is no guarantee of approval or funding. However, the process of cultivating and establishing a mutual relationship between the funder and your Congregation has begun!

Maintain the name, address, phone number and email address of your point of contact, and a calendar or diary of edits and iterations, and submission date. If an **electronic confirmation** is generated and sent by the funder upon receipt of the application, print and save it for future reference if needed.

B. Secure Computer, Storage and Network

By taking every precaution, ensure that your computer and network are secure. Always save your application "in progress". Back-up your data to the internal hard drive, and where possible, an external storage device or program.

When sending an email to a funder, adopt the practice of copying yourself, i.e., "cc". In this way, you can be certain that your email has successfully reached your intended recipient.

Always guard against potential "hacking" by carefully reading the name and address of incoming emails and reading the text contained in the email.

NEVER PROVIDE BANKING AND/OR FINANCIAL INFORMATION UNLESS THE INDIVIDUAL MAKING THE REQUEST IS PERSONALLY KNOWN TO YOU, AND YOU ARE AUTHORIZED TO DO SO.

Online Application

C. Register by Setting-up a User account and Secure Password.

If you are a first-time user, register with the funder's website. Follow their instructions for a "strong" user name and password. This means some combination of upper and/or lower case alpha and numeric characters, followed one or two punctuation marks. Store your user name and password in a safe place.

D. Complete the Application and Follow the Prescribed Instructions

The funder's website will provide a detailed set of instructions for completing the on-line application. Read the instructions carefully and contact the funder if you have any questions.

The application will consist of a combination of fields of information to be "populated", i.e., filled-in, or a **narrative**. Many times, the narrative fields are **strictly limited** to a specific number of words and characters. To save characters, use single spaces between sentences, and abbreviate proper nouns, e.g., "Sr", "Cong", country name or distance. For example, US (United States), Col. (Colombia), Ind. (India), 120 km² (one hundred twenty square kilometers).

In preparation for completing the on-line application, assemble the following information and have it readily available with you.

1. **Your Congregation and Suffix:** full name, mailing address, phone number and email address. Depending on its guidelines, the funder may request the complete name and address of the:
 - a. Superior General, and/or
 - b. Provincial Superior, and/or
 - c. Provincial Treasurer.
2. **Country and (Arch) Diocese** where the project will take place.
3. **Name of the (Arch) Bishop** where the project will take place.
4. **Province's Annual Budget OR** Statement of Income and Expense.
5. **Estimated income and expense** for the proposed project in *US Dollars*.
6. **Length of the project** and estimated beginning and end dates.

E. Upload and Attach Required Documents

Depending on the Funder's guidelines, any one of the following documents may be required. **All signatures and seals must be original and appear on original stationery, i.e. letterhead.**

- Letter of Endorsement from your Local Ordinary.
- Letter of Endorsement from your Superior General, or
- Letter of Endorsement from your Provincial Superior.
- Annual Operating Budget for your Province.
- Operating Budget for the Project (denominated in US Dollars).

Section 2.

The Acknowledgement Letter

Once you are awarded a grant, a formal acknowledgement letter, prepared and personally signed by your Provincial Superior, should always be sent and posted promptly upon the receipt of the grant award. Preference is given to sending the acknowledgement letter via the postal service. However, given the loss, or risk of delay of foreign postal services, a copy of the acknowledgement letter can be scanned and sent via email with a note indicating that the original is being mailed.

Section 3.

The Final Report

Submission of the final report is part of the funder's standard protocol (and Grant Agreement) and is due upon completion of the project. If you are unable to submit the report by its due date, contact the funder and request an extension of the deadline.

The final report primarily consists of :

1. a detailed description of expenditures according to the approved expense categories, and an explanation of unspent grant funds,
2. a project summary,
3. an evaluation in narrative and quantified formats as applicable.

A. Due Date

Every effort must be made to submit the final grant report by its designated due date. Whenever possible, photographs are most helpful. If an extension for filing is needed, confer with your point of contact and obtain their approval. Failure to meet the submission deadline might result in an unfavorable response to future applications.

The following materials should be uploaded and submitted electronically.

B. Project Narrative (not to exceed 2-3 pages, double-spaced).

C. Statement of Project Budget versus Actual Expense

D. Paid Vendor Invoices

All vendor invoices **marked "paid"** should be uploaded and submitted as part of the final report.

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