

Washington AIDS Partnership Online Application FAQ

How can my organization apply for funding from the Washington AIDS Partnership?

Unless there is a Request for Applications (RFA) posted on the Washington AIDS Partnership's (WAP) website, WAP only accepts applications by invitation. Please see the RFA or your organization's invitation to apply for instructions on how to access the online application.

I have the online application link. How do I access WAP's online application?

First, click on the link to access WAP's online application, hosted by GIFTS Online. This link will take you to WAP's online application log-in page. If this is your first time using the system, click on the "new applicant?" text link, located below the email box. You will be taken to a new page and will be asked to enter an email address and password. Please read the response to the question below about what email should be used when setting up an account. If you have previously created an account with this system, enter your email address and password on the log-in page and click the log-in button.

I'm ready to set up my account. Does it matter what email address I use?

Ideally, WAP would like to have one account for each organization within WAP's grant system. Each account can only be linked to one email address. There are definite benefits to having just one account associated with WAP's grant system. That account would receive all the emails, and would be able to view in-process and submitted applications. If an application is funded, that account would receive "report is due" email notices and submit those reports. If you have multiple accounts in the system, e.g. Sarah submits the application, and Mollie sets up an account to submit a report, neither of them can view each other's work. Also, there's the worry that multiple staff will submit multiple applications under different accounts, some for the same project.

WAP would strongly recommend that you choose one staff email address to be the "account" email for the WAP grant system. It could be the ED/CEO, development staff, or whoever you deem appropriate. And just because you have one account for your organization does not mean that only person can use it. You can share the email address and password among the appropriate staff.

The online application is asking for a tax ID. Why?

Based on the tax ID you enter, we will be able to confirm that your organization is a 501(c)(3) nonprofit organization. WAP only funds 501(c)(3) nonprofit organizations, with very few exceptions. By entering this number, your application will be linked with your organization in our grants database. It is very important that you enter the correct tax ID!

Why is there an Eligibility Quiz?

After you have logged into the system and entered the application password, you will be asked to complete an eligibility quiz which ensures that your organization fits within WAP's funding eligibility requirements. If you meet the eligibility requirements when answering the questions (choose between yes/no and then click "submit"), you will be taken to the first page of the application. If your answers to the eligibility quiz indicate that your organization does not meet the eligibility requirements, you will receive an error message and will not be allowed to complete the application. If you feel you have received this message in error, please contact Jennifer Jue (jue@washingtongrantmakers.org).

Why are you asking if my organization's executive director/CEO knows about this application?

All applicants must certify that their organization's executive director/CEO has been informed about and signed off on their application. This is addressed in the eligibility quiz. By answering yes, applicants certify that this has taken place.

I have started the application but I need to finish it later. How do I log out and log back in?

If you need to log out, make sure to click the "Save & Finish Later" button at the bottom of the page to save what you have entered. You will be returned to your account page. Click "exit" at the top of the page which will log you out.

To log back in, go to this link, https://www.grantrequest.com/SID_1366/Default.asp?CT=CT&SA=AM, and enter the email address and password you used to first log into the system, and click “log-in.” You will be taken to your account page which should show a record of the application you started. On the right side, there is a drop down menu where you can choose between viewing a list of in-progress or submitted applications. If your application is funded, your account page is where you will also access report forms (called “requirements” in this system), under the “requirements” tab at the top of the page.

Do not try and login to your account through the original application link which is available in the RFA or sent to you as part of your invitation to apply. This link is only to create a new application. Please be sure to use the link above to access an application that is in progress. If you try to login to your account through the original application link, you will be creating multiple applications and will not be able to view applications that are already in progress. And be sure to save your work often!!

I have forgotten my password. What do I do?

If you have forgotten your password, click on the “Forgot Password?” text link on the main log-in page (https://www.grantrequest.com/SID_1366/Default.asp?CT=CT&SA=AM) and a temporary password will be sent to the email address you provided when setting up your account.

Some questions/fields in the online application have a red asterisk. What does this signify?

Any questions/fields in the application that have a red asterisk are required and you will not be able to submit the application without completing these questions/fields. All applicants must answer the organizational, contact, and request info questions, and submit attachments.

What attachments do I need to submit and how do I submit them?

Required and optional attachments are listed on the “Before You Begin...” page and explained on the attachment page of the application, including upload instructions. Microsoft Office file types are strongly preferred (Word and Excel) to Adobe Acrobat PDFs. Please limit file size when possible and the use of graphics/logos in your attachments.

Can I review my application before I submit it?

There are several ways you can review your application. You can view your full application by clicking the “Review My Application” tab located at the top of each page of the application form. This will show every question/answer field in your application in one webpage. This is a very important step in the application process as you will be able to see the fields that are blank that require an answer (required questions have a red asterisk). Red arrows next to blank fields will indicate that you have not provided an answer for a required question. If you try to submit your application without answering all the required questions, the system will not let you submit it.

You can also view your application by clicking the “Printer Friendly Version” link located at the top of each page of the application form. This will open a new webpage with a more printer-friendly version of your application.

Finally, you can also email a draft of your application to yourself and others. Click on the “Email Draft” link at the top of any of the pages of your application. When you click on the link, it will take you to a new webpage where you can email the application.

Once you have submitted your application, you will be emailed a copy.

What’s the difference between the “Save & Finish Later” and “Review & Submit” buttons? How do I submit my application?

The “Save & Finish Later” button allows you to save your application and finish it later by logging back into the system. It’s located at the bottom of each page of your application. Make sure to save your application often. Keep in mind that every time you click “Save & Finish Later,” you will be taken back to your account page. You can access the application again by clicking on the specific application

name link. The “Review & Submit” button is exactly what it implies...you click on this to submit your application and it is located on the bottom of each page of your application.

Is there a way to edit my application once it is submitted?

Once you have submitted your application, you will be unable to edit it. Please use all the options available for reviewing your application before clicking the “Review & Submit” button. This includes making sure your attachments are correct and uploaded. If you are submitting multiple applications, please be sure to check request specific questions to ensure that you are answering the appropriate questions for each application.

I have not received any emails from your new system. What’s going on?

Confirmation emails (“welcome to the system” email and “application submitted” email) through WAP’s online system will be addressed from “WAP,” using this email address: servidio@washingtongrantmakers.org. Please make sure that it is on your safe senders list.

I’m having trouble with the system and my question/issue is not addressed in this FAQ or WAP’s Request for Applications. Who should I contact?

If this FAQ or WAP’s invitation to apply does not address your question or issue, there are two WAP staff members available to assist you:

- For application content questions (i.e. what should I apply for/do I fall in this category/have you reviewed my LOI): Jennifer Jue, Senior Program Officer, jue@washingtongrantmakers.org
- For application questions/issues: Joe Servidio, Program Associate, servidio@washingtongrantmakers.org