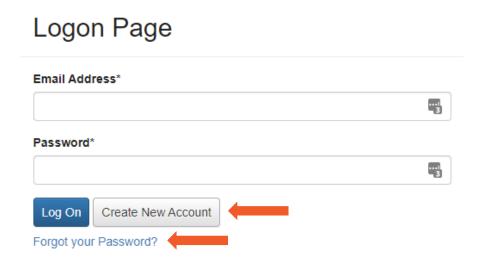
## Part 1: Register & Start Your Application

Step 1: There are two ways to become a registered user on FCH's <u>online portal</u>: 1) through an invitation from FCH staff and 2) by registering directly on the <u>online portal</u>. If invited, use the information provided in your invitation to log in. To register, simply select which is located directly below the Password field on the Logon Page.



Step 2: Once registered, select 'Apply' to see current grant programs accepting applications.

Step 3: Review details of the grant program you want to apply to and click the Apply button associated with it.

Want to know what is involved before starting or work on your application elsewhere? Prospective grantees can also 'Preview' the application form and generate a PDF of the Question List in advance.

Step 4 (*Optional*): Want to add a collaborator from your organization or another organization, to support the preparation of your application? Read this collaborator tutorial <a href="https://here.ncb/here">here</a> and/or watch this short <a href="https://wideo.ncb/here">video</a>.

## Part 2: Apply for a Grant

Step 1: Visit our <u>online portal</u> and log into your account. If you have not yet registered, see Part 1: Register & Start Your Application.

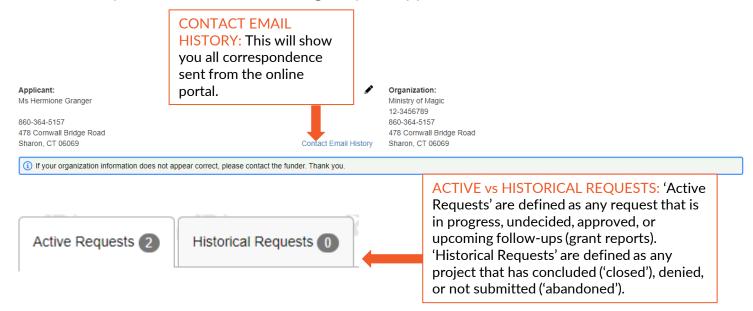
Forgot your password or username? Click 'Forgot your password?' to reset. Please note, FCH staff do not have access to your password information but can confirm your username.

Step 2: Select 'Apply' to see current grant programs accepting applications. If you have started an application previously you will see all active and historical requests in your dashboard.



Step 3: Review details of the grant program you want to apply to and click the Apply button associated with it.

Step 4: Once you have opened the application, you will be able to view each required section. See tips below on how to navigate your application's dashboard:



Step 5: Complete the form, by answering the required questions and uploading any supporting materials. The portal will save your work as you go.

Step 6: Once you are ready to submit, review your application for completeness and accuracy and press the Submit Application button. You will be able to access your submitted application within the portal and download a PDF of the submitted application, as well.



## Part 2: Submit a Grant Report

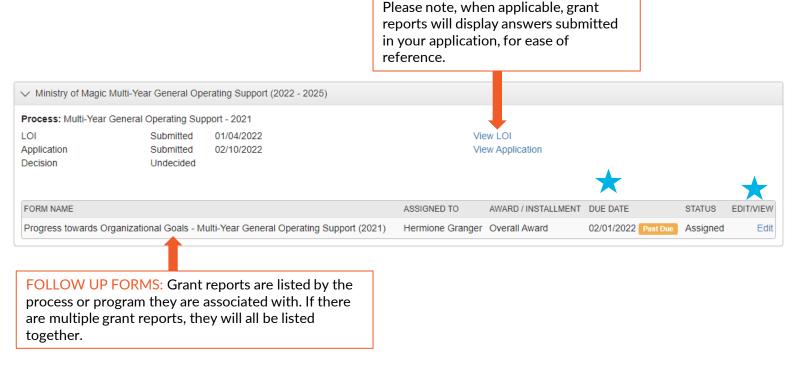
Step 1: Visit our online portal and log into your account.

Forgot your password or username? Click 'Forgot your password?' to reset. Please note, FCH staff do not have access to your password information but can confirm your username.

Step 2: When you log in, you'll immediately land at your 'Applicant Dashboard' this is where you can see your information, the organization's information, as well as any information pertaining to 'Active' or 'Historical' grant requests. Any pending grant report will be found in 'Active Requests'.

VIEW LOI/APPLICATION: You'll always

have access to the application(s) submitted for every grant request.



Step 3: To review or start a pending grant report, select 'Edit'. Once you have opened the report, you will be able to view each required section.

Want to know what is involved before starting or work on your report elsewhere? Grantees can also generate a PDF of the Question List in advance.

Step 4: Complete all necessary follow-up forms, by answering the required questions and uploading any supporting materials. **The portal will save your work as you go.** 

Step 5: Once you are ready to submit, review your grant report(s) for completeness and accuracy and press the submit Follow Up button. You will be able to access any submitted grant report within the portal and download a PDF of any submitted grant report, as well.

