



(Fall 2020)

Guidelines to the new online Grant Application process

Welcome to the guidelines for The Vancouver Sun Children's Fund Adopt-a-School new grant application process. We have moved to an online grant management system in an effort to expedite requests and to speed up the granting process to provide timely support for needy school children throughout B.C.

If you have any questions while navigating this new system, please don't hesitate to contact Michelle Roebuck on 604-605-2264 or by email at mroebuck@postmedia.com.

(If you have feedback about these guidelines or the process itself, please let me know as well. Screens might not look exactly like the screenshots here, since things may be tweaked as we go.)

Go to <https://vansunkidsfund.grantplatform.com>. (see screenshot below)

The first time you will need to complete the middle "Register" column. For subsequent visits use the right "Log in" column to access your account.

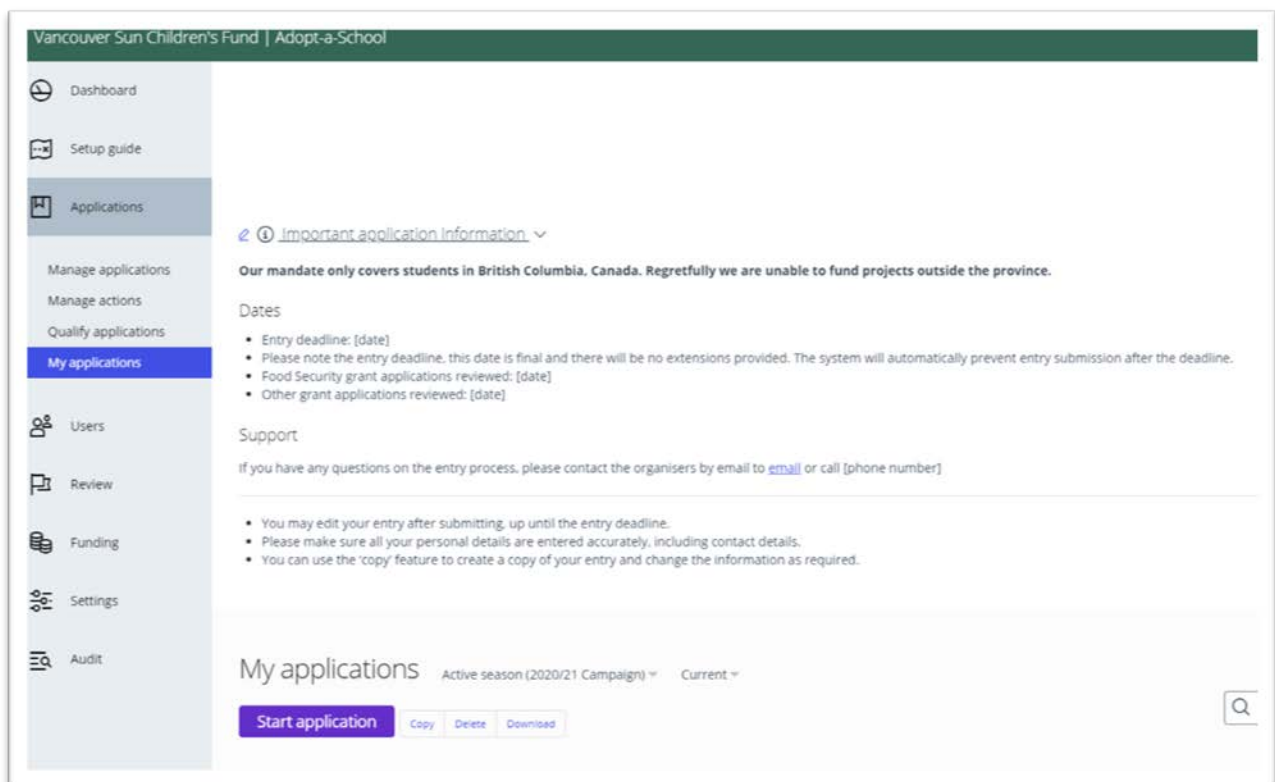
The screenshot shows the website interface for 'Adopt a School Vancouver Sun'. At the top is the logo with three stick figures and a sun. Below the logo, there are two main sections: 'Register' and 'Log in'.
Register Section:
- Fields: First name, Last name, Email, Password, Confirm password.
- Checkboxes: 'I have read and agree to the [privacy policy](#), [cookie policy](#) and [terms of service](#).', 'I agree to receive notification and communication emails or SMSs from Vancouver Sun Children's Fund | Adopt-a-School. You may withdraw your consent at any time.'
- Button: 'Register'
Log in Section:
- Fields: Email or mobile, Password.
- Checkbox: 'Remember me'
- Button: 'Log in'
- Link: 'Forgot password'
Start here (Green box):
- 1 Register an account.
- 2 Start your grant application (save it in-progress).
- 3 Submit your application to be considered.
- Best of luck!
- For any questions, please email adoptaschool@vancouver.sun.com or call 604-605-2264.
- Social media icons: Pinterest, LinkedIn, Facebook, Twitter, Email, and a plus sign for more.

Your grant application can be saved as you go, so you can come back to it at any time and edit it before submitting.

To complete the application you will need the following information:

- Summary of the project (including a name, age range of students benefiting, number of student benefiting)
- Grant amount and duration (period of time the project will run)
- Contact details for the person running the project
- Contact details for someone at the charity (school board) who has authority to sign the Conditions of Funding Agreement
- Organization name, address, school district (if applicable)
- CRA qualified donee (charity) registration # - if not known this can be updated later, but it is required before funds are disbursed (for schools, this will be the school board's CRA number)
- Details about the project (including description, expected outcomes, activity / plan of action)
- (optional) A photo can be uploaded for use on our fundraising site to engage donors

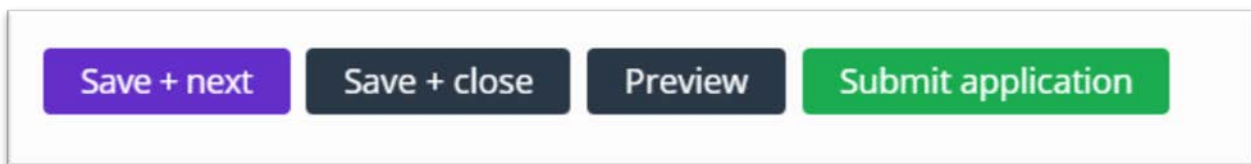
Once logged in you will see the “My Applications” screen (see screenshot below). From here you can access and edit your existing applications or start a new one.



When you start a new application you will be taken to this screen:

The screenshot shows the 'My applications' page in the Adopt-a-School system. The header includes the logo and the user's name, Michelle Roebuck. A sidebar on the left contains navigation links: Dashboard, Setup guide, Applications, Users, Review, Funding, Settings, and Audit. The main content area is titled 'My applications → Edit application' and includes a note: 'All questions must be answered, unless marked optional.' Below this are five tabs: Summary, Contacts, Organization, Project, and Attachments. The 'Summary' tab is active, showing a form with a 'Category' dropdown menu set to 'Food, Clothing & Necessities', an 'Application name' text box containing 'test Michelle', and a 'Yes/No' radio button question. A purple chat icon is visible in the bottom right corner.

Complete the questions and work your way through the tabs across the top of the form. At the bottom of each form page there are four buttons:



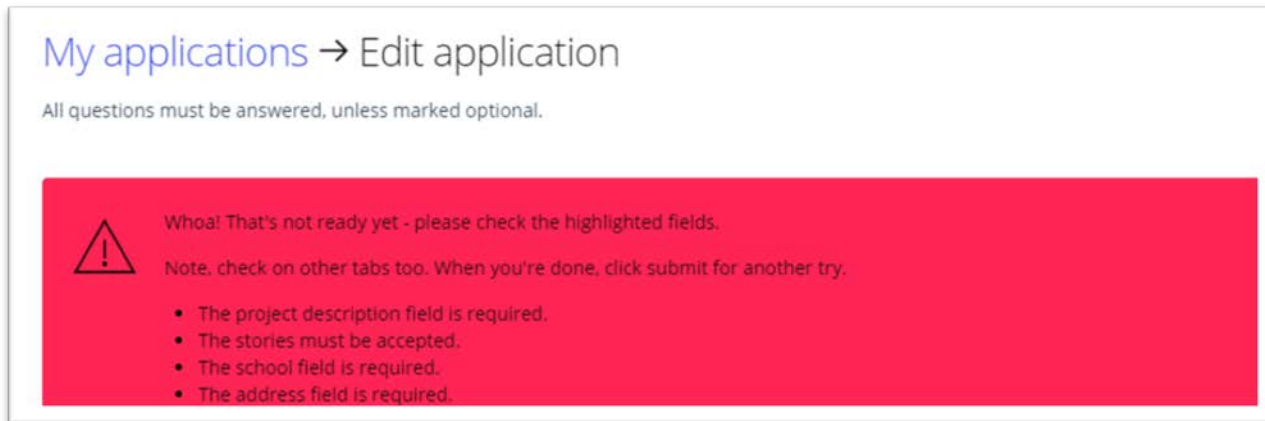
Save + next will take you to the next page

Save + close will take you back to the My Applications list of applications

Preview will show you a summary of your application with details completed so far


Submit application should only be selected when you are satisfied with your entries

When you click **Submit application** if you have any incomplete fields that are required you will receive a warning like the screenshot below. This will list any incomplete fields and as you scroll down the fields themselves will be red text (see screenshot). Any tabs containing missing info will have a red bar across the top of the tab (see screenshot).



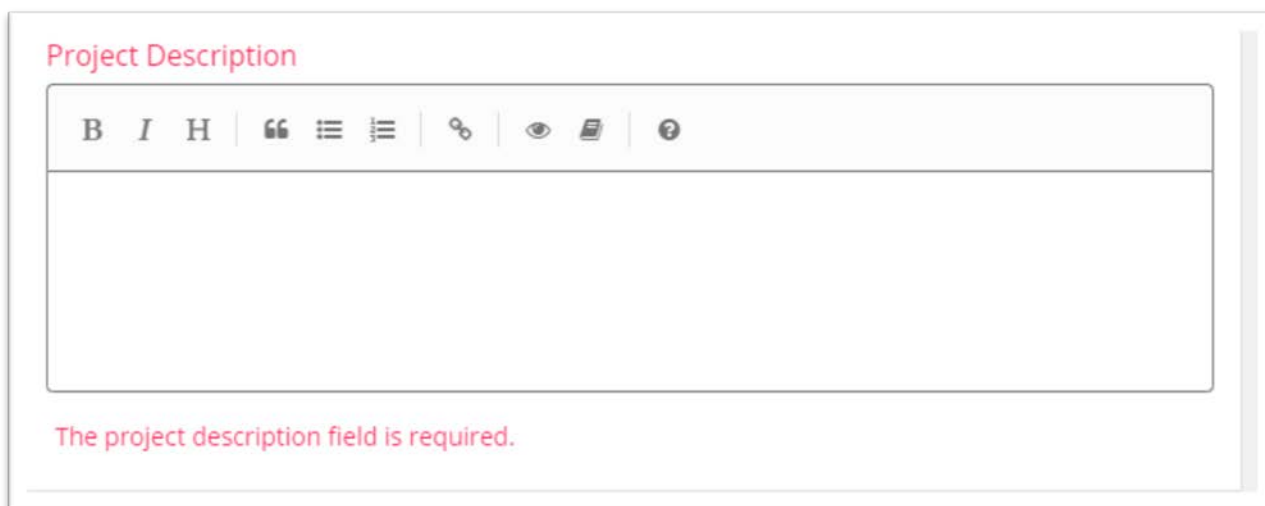
My applications → Edit application

All questions must be answered, unless marked optional.








 Whoa! That's not ready yet - please check the highlighted fields.

Note. check on other tabs too. When you're done, click submit for another try.

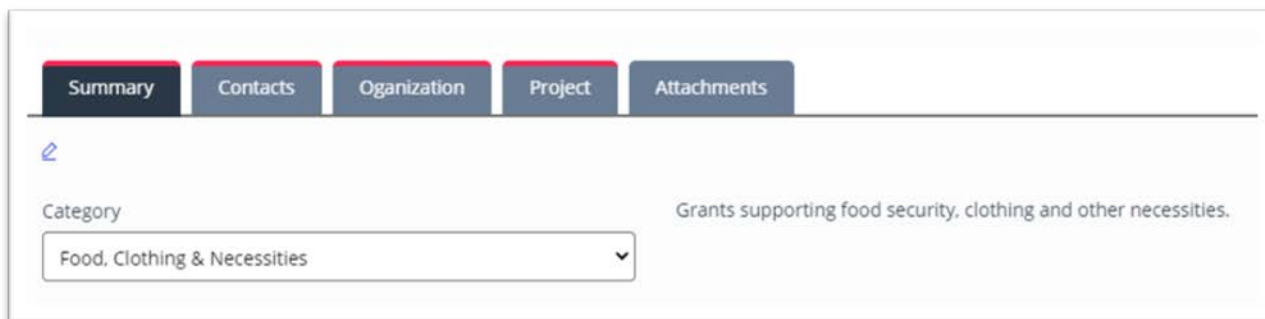
- The project description field is required.
- The stories must be accepted.
- The school field is required.
- The address field is required.




Project Description

B I H |    |  |   | 

The project description field is required.



Summary | Contacts | Organization | Project | Attachments



Category Grants supporting food security, clothing and other necessities.

Food, Clothing & Necessities

That's all. Hopefully it will be reasonably straightforward, but if you have any questions while navigating this new system, please don't hesitate to **contact Michelle Roebuck on 604-605-2264 or by email at mroebuck@postmedia.com**.