

4

Managing **Applications**

Coordinating NSG Toolkit
Module 4 out of 9

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INTRODUCTION TO MODULE 4: MANAGING APPLICATIONS

Introduction to Module 4: Managing Applications

This Module includes a guide to the online Grant Management System (GMS), which is used to manage applications both when they are in-progress and when they are submitted. It is where the Neighbourhood Grants Committee (NGC) and Coordinator can enter comments about each application if they choose and where final decisions and grant amounts are entered. The GMS is also capable of other functions such as downloading application information into an Excel database and creating reports on grant statistics, including demographic data about the applicants.

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4.1

Guide to NSG Applications



4.1

Guide to NSG Applications

Most applications to the NSG program are made using the online application form, which then automatically becomes available in the online Grant Management System (GMS). However, this section includes where you can download shorter versions of the NSG application form in a variety of languages so you can provide them to applicants for whom the online application might create technical, literacy or language barriers.

Please note: it is important to ensure that you are using the most updated versions of the application forms each year.

English NSG Application

Although applicants should be encouraged and supported to apply online when possible, this can be a barrier for people without access to or comfort with the necessary technology. This application form is therefore available to be printed or copied into an email or word processing document to be filled out. It is also shorter than the online version, which may make it easier to fill out for those with literacy or language barriers. Once completed, the application will need to be entered into the online GMS by a staff person or volunteer involved in the program. Questions in the GMS application that are not included in this shorter version application can be left blank. [Here is an example of an English Application form.](#)

Arabic, Chinese, Farsi, Filipino, French, Punjabi, Spanish and Vietnamese NSG Applications

These applications can be used to offer applications in various languages that are spoken in your community. They can also be found on the website for download. These can be printed off and given to applicants to return completed, or sent to them by email for them to print off or copy into an email or word processing document to fill out and return. If a language that is spoken in your community is not included here, please work with your Regional Network or Vancouver Foundation to create a new translation.

In addition to the application being offered in the language they are most comfortable with, applicants can also be encouraged to apply in that language if this is helpful. Once they have submitted their application it will need to be translated before it is entered into GMS. If there are Partner Organization staff or NSG members who speak the language an application was submitted in and feel comfortable providing translation, then they can be provided with an honorarium to do so. Otherwise, professional translation services can also be used.

English application form →

neighbourhoodsmallgrants.ca/wp-content/uploads/2021/09/Sample-English-Application.docx

For the multilingual application forms, please go to →

neighbourhoodsmallgrants.ca/multilingual-application-forms/

Coordinators Guide to the Online Application System



4.2 **Coordinators Guide to the Online Application System**

This document is a step by step guide to the online Grant Management System (GMS) and its various functions.