

ONLINE APPLICATION SYSTEM COORDINATOR GUIDE 2017

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Logging In

1. A VF administrator will create your Program Corodinator user account. You will receive an email notification with a link to the log-in page at the time the account is created.
2. In all other instances navigate to www.grants.vancouverfoundation.ca to begin an online session.

Note: It may be useful to bookmark this log in page in your browser.



2015 NEIGHBOURHOOD SMALL GRANTS AND GREENEST CITY NEIGHBOURHOOD SMALL GRANTS APPLICATION

For first time visitors, please register here.

REGISTER

You can use any email address as the user name for your account.

First Name

Last Name

Email

Password

Confirm password

Neighbourhood

LOGIN

Please login below if you already have an account

Email

Password

Remember me?

[Forgot your password?](#)

Account Settings

You will be provided with a password for your first log-in. After entering the system, it is important to change your password to something more secure. To change your password, click on your email address which appears at the top right corner of the menu.



Follow the on-screen prompts to enter a new password. Once complete, click on the "Applications" tab on the menu to return to the default landing page.

MANAGE.

Your password has been changed.

[Change your account settings](#)

Password: [[Change your password](#)]

Program Coordinator Operations

The basic operations available for NSG Coordinators are:

Applications

- Create a new application on behalf of an applicant without an email address
- View and/or change the status of applications that are **'In-Progress'** , **'Submitted'** , **'Approved'** , **'Declined'** or those with the **'Grant money returned'**
- Review, edit and make comments on applications
- Search, sort and filter applications

Neighbourhoods

- Edit contact information for respective neighbourhood
- Input the total grant budget for both NSG and Greenest City NSG (if applicable)

Users:

- View contact information for applicants, RAC members and volunteers
- create, de-activate and view your RAC, volunteer/staff accounts

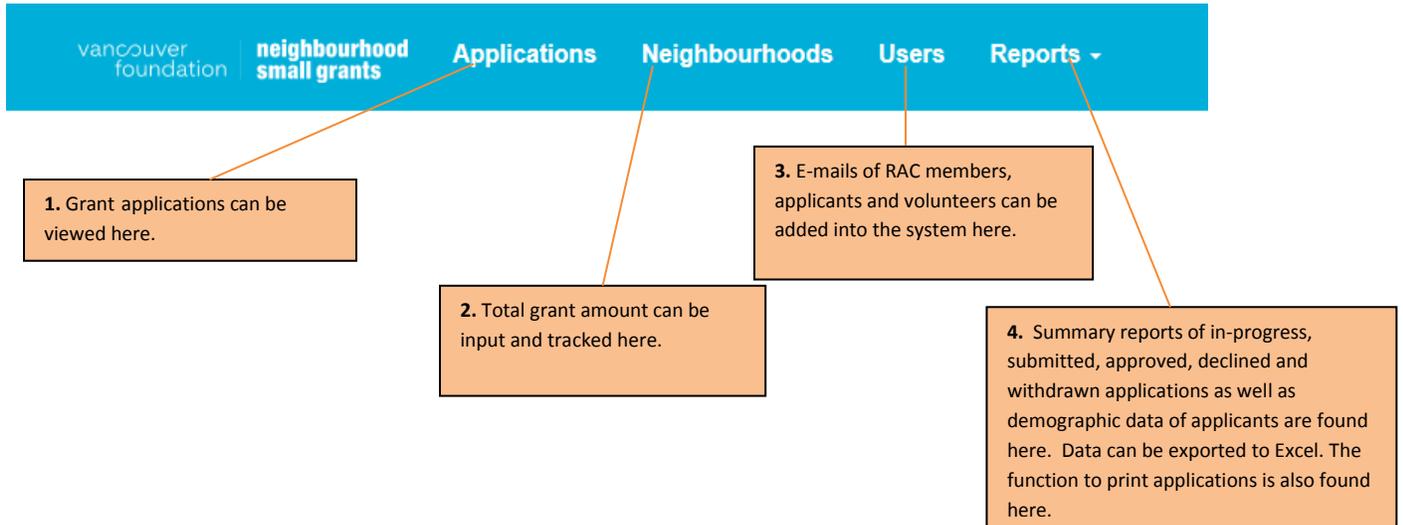
Reports

- Generate pre-defined statistical reports based on data generated from grant applications to assist you with gathering information for your community
- Print applications

Menu

The online system is built to reflect the basic operations of a Program Coordinator. After logging in you will automatically direct to the Applications homepage and see the following **menu headings** as shown on **Diagram 1** below:

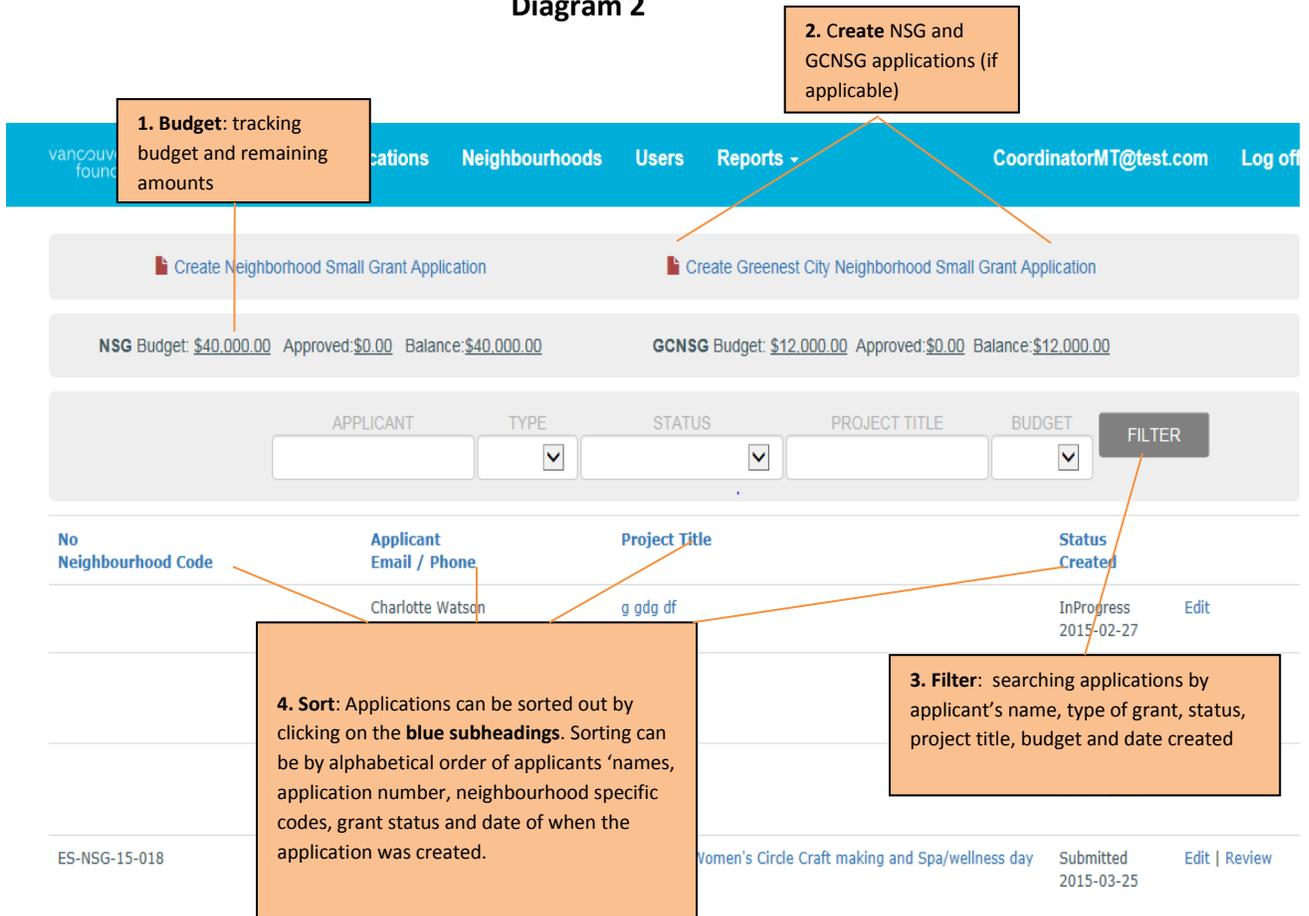
Diagram 1



Applications Page

The system defaults to the **Applications page**. The Applications page will show the menu as described above, as well as the following features represented in **Diagram 2**.

Diagram 2



Budget: This feature helps to track the amount of money granted out towards approved projects and indicates the remaining amount from the total granting budget. Please see Neighbourhoods Page for information about inputting budget amounts.

Create applications: Coordinators can create applications on behalf of an applicant. Please see Paper Application section for more detail.

Filter: You can **search** applications by applicant’s first or last name, type of grant (NSG/GCNSG), grant status (in-progress, submitted, approved, declined or withdrawn), project title and budget.

Sort: You can click on the blue sub-headings to **sort** by alphabetical order of applicants’ names, application numbers, Neighbourhood specific codes, Project titles, and dates of when the application are created and status of grant applications.

APPLICATION STATUS

During an open grant cycle you will see two types of applications listed on the Applications page. See **Diagram 3** below.

a) In-Progress applications: applications that are still being developed and can be **edited** by the applicant, Coordinator or volunteers until the grant application deadline date.

b) Submitted applications: are submitted and considered complete. Applicants can no longer edit submitted applications, though they can still log in to view their applications. If applicants need to edit their applications, they will need to contact the Coordinator to change the grant status from Submitted back to In-Progress. Coordinators can **Review, Edit** and **Change Status** of Submitted applications. (See Review Page for further instructions)

Diagram 3

No Neighbourhood Code	Applicant Email / Phone	Project Title	Status Created	
	Natalie Bolton 	Test	Submitted 2015-08-06	Edit Review
	Natalie Bolton 	Test	InProgress 2015-08-06	Edit Review

Managing In-Progress Applications

While grant applications are open, it is important to monitor the system for In-Progress applications. It is recommended that weekly reminders be sent to In-Progress applicants so that the applications are submitted before the deadline.

Note: You can access an In-Progress report of applicants and their email addresses under the Reports tab on the menu. See the Reports page for more detail.

Managing In Progress applications after the grant deadline

After the grant deadline, Coordinators should check each In-Progress application to identify those that have a majority of the sections filled, and contact the applicants to complete the missing sections and submit them.

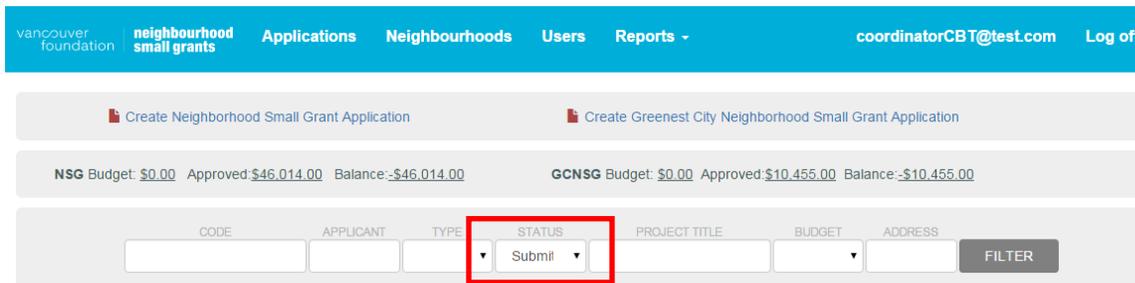
Once all In-Progress applications are checked and submitted (if applicable), there will be a remainder of In-Progress applications in the system. **It is important to save contact information for In-Progress applicants in your own files for future correspondences and email lists.**

Once you have captured and saved contact information for In-Progress applicants, please contact VF admin to delete all remaining In-Progress applications from the system.

Submitted Applications

After the grant application intake closes, you can review Submitted applications by filtering the Applications list using the Submitted status filter, shown below in **Diagram 4**, or by viewing the Submitted Report under the Reports tab on the menu.

Diagram 4



The Submitted application list is what Coordinators and RAC members should use to ensure they are reviewing applications that are complete.

Reviewing Applications

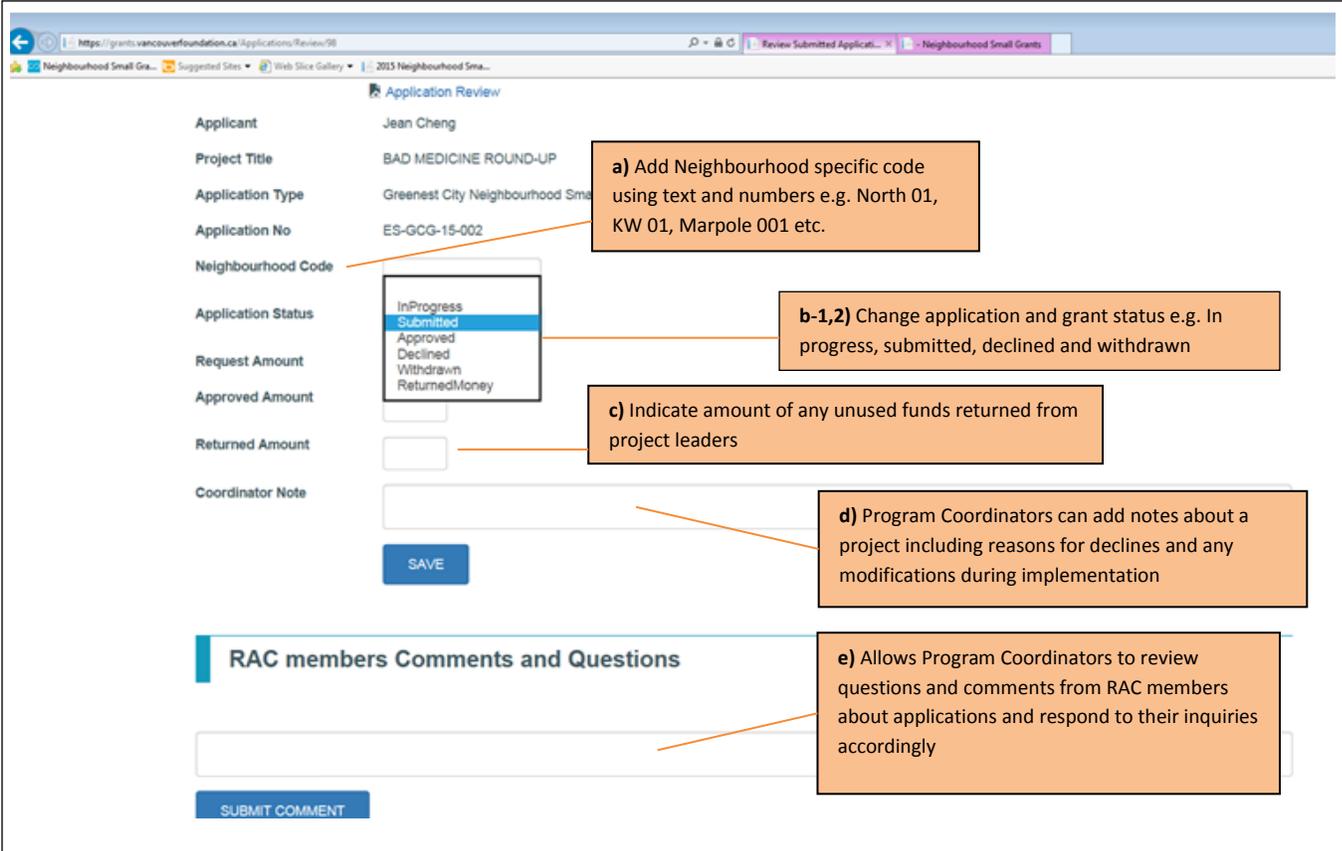
Once you have a list of Submitted applications, you can Review each application individually by clicking the Review link to the right of the status column, see **Diagram 5** below.

Diagram 5

No Neighbourhood Code	Applicant Email / Phone	Project Title	Status Created
	Natalie Bolton 	Test	Submitted 2015-08-06

The **Review** link on Submitted applications as highlighted below has a number of functions as listed under **Diagram 6** below:

Diagram 6



The screenshot shows the 'Application Review' form with the following fields and callouts:

- Applicant:** Jean Cheng
- Project Title:** BAD MEDICINE ROUND-UP
- Application Type:** Greenest City Neighbourhood Sma
- Application No:** ES-GCG-15-002
- Neighbourhood Code:** (Callout: a) Add Neighbourhood specific code using text and numbers e.g. North 01, KW 01, Marpole 001 etc.)
- Application Status:** (Callout: b-1,2) Change application and grant status e.g. In progress, submitted, declined and withdrawn)
- Request Amount:**
- Approved Amount:**
- Returned Amount:** (Callout: c) Indicate amount of any unused funds returned from project leaders)
- Coordinator Note:** (Callout: d) Program Coordinators can add notes about a project including reasons for declines and any modifications during implementation)
- RAC members Comments and Questions:** (Callout: e) Allows Program Coordinators to review questions and comments from RAC members about applications and respond to their inquiries accordingly)

a) Add neighbourhood codes: This feature is used if a particular NSG community wishes to divide its granting area into various subdivisions. Eg. Burnaby has four subcommittees comprised of North, South, East and West. The neighbourhood codes will help to identify which

area each application came from using combination of texts and numbers such as North, South, KW01, Marpole 001 etc.

b-1) Change the Status of an application: The Application status has six fields on the drop down menu for In-Progress, Submitted, Approved, Declined, Withdrawn and returned money that can be used to indicate the status of applications. Returned money is used when projects didn't occur and the grantees return the money they received or any leftover funds that project leaders haven't used at the end of the grant cycle.

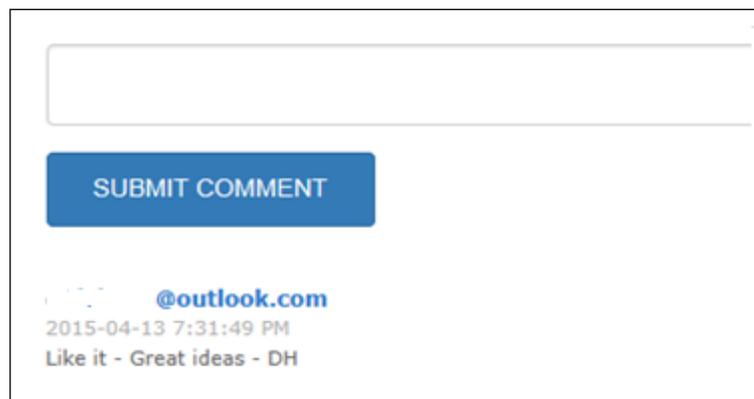
b-2) Unlock submitted application: Switching the grant status of a Submitted application to In-Progress will unlock the application. Once the application is switched to In-Progress, applicants can login and modify or edit their applications.

c) Returned Amount: if project leaders return unused funds from their projects, the amount will be indicated in the box labeled Returned Amount.

d) Coordinator note: Coordinators can add notes about each project including reason for declines or withdrawals as well as modifications that occurred during project implementations in this section.

e) RAC members comments and questions: Coordinators can view comments and questions from RAC members and respond to them accordingly within the same section. The comments section will show the e-mail addresses of the RAC member along with their comments as shown below on **Diagram 7**.

Diagram 7



Grant applications where RAC members have commented on can easily be identified with the maroon colored callout symbols attached to the application title as highlighted below in **Diagram 8**.

Diagram 8

NS-NSG-15-068	Lesya Adehlp	Neighbourhood BBQ Get To Know Your Neighbours! 
NS-NSG-15-065	Mary Ainslie	The Del Rio Bee Project: Bring Bees to Del Rio Drive 

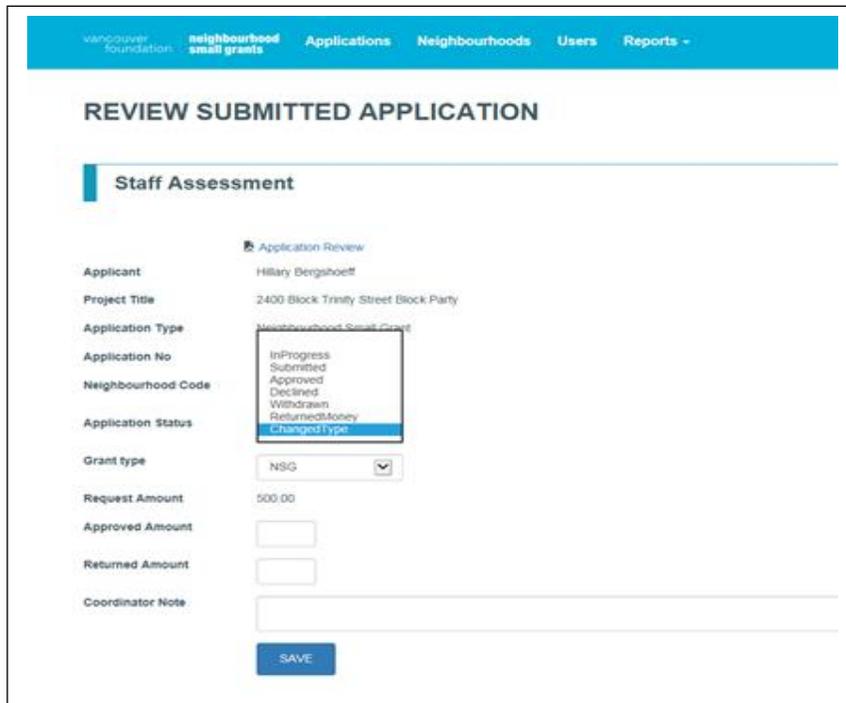
NOTE: Please note that **RAC members** can see each others’ comments and also responses from Coordinators. **Applicants** won’t be able to see RAC members comments. Both **RAC members and applicants** will not see the **Coordinators’ notes** section.

Note for RAC members: Please make sure to notify RAC members who review applications on line to **not let the system idle for a long time** as it logs them out automatically unless it is refreshed every 20 minutes. This is to protect the personal information of applicants.

f) Switch NSG applications to Greenest City NSG or Vice Versa—(applicable only for Vancouver Communities)

1. Scroll to the specific Submitted application you wish to switch and click on the **“Review”** Button.
2. Once on the Review page, change the **Application Status** to **“Changed Type”** as **Diagram 9** below.

Diagram 9



The screenshot shows a web interface for reviewing a submitted application. The page title is "REVIEW SUBMITTED APPLICATION". Below the title is a "Staff Assessment" section. The application details are as follows:

- Applicant:** Hillary Bergshoeff
- Project Title:** 2400 Block Trinity Street Block Party
- Application Type:** Neighbourhood Small Grant
- Application No:** [Blank]
- Neighbourhood Code:** [Blank]
- Application Status:** A dropdown menu is open, showing options: InProgress, Submitted, Approved, Declined, Withdrawn, ReturnedMoney, and **Changed Type** (which is highlighted in blue).
- Grant type:** NSG (selected in a dropdown)
- Request Amount:** 500.00
- Approved Amount:** [Input field]
- Returned Amount:** [Input field]
- Coordinator Note:** [Text area]

A "SAVE" button is located at the bottom of the form.

3. Change the **Grant Type** from NSG to GCNSG (or vice versa) and click **Save** as shown below on **Diagram 10**.

Diagram 10

REVIEW SUBMITTED APPLICATION

Staff Assessment

 Application Review

Applicant Hillary Bergshoeff

Project Title 2400 Block Trinity Street Block Party

Application Type Neighbourhood Small Grant

Application No EV-NSG-15-020

Neighbourhood Code

Application Status

All
 NSG
GCNSG
 DTES

Grant type

4. Once the change is saved, there will be **TWO** applications within the list that will have **ChangedType** and **Submitted** status as shown on **Diagram 11**. The **Submitted application** is the accurate application. The Changed application should be deleted from the database to avoid duplications and confusion especially for RAC members. The list of applications with **ChangedType** status should be compiled and sent to VF Admin staff for deletion.

Diagram 11

Applicant Email / Phone	Project Title	Status Created	
Natalie Bolton XXXXXXXXXX@vanover.org XXXXXXXXXX	Test	Submitted 2015-08-06	Edit Review
Natalie Bolton XXXXXXXXXX@vanover.org XXXXXXXXXX	Test	ChangedType 2015-08-06	Edit Review

- Because there are questions on the GCNSG application that are different, you will need to edit the application and manually make additions to the Greenest City appendix page. Click on the **Edit** button of the submitted application and use the **“Move to Next Page”** button to get to the Appendix (**Diagram 12**). Please fill out the responses on the Appendix page manually and click on the **Complete and Submit** link.

Diagram 12

SECTION D

GREENEST CITY

Which of the following Greenest City Action Plan goals does your project most relate to?

- Making businesses greener
- Growing and eating local food
- Making buildings more energy efficient
- Promoting greener forms of transportation
- Creating zero waste
- Mitigating climate change
- Breathing clean air
- Improving access to nature and planting trees
- Conserving drinking water
- Reducing our ecological footprint

If the project is to initiate a new community garden, have you obtained approval for your Expression of Interest Application from the City of Vancouver?

- Yes No Not Applicable

If the project is for boulevard gardening or beautifying a public space, have you obtained permission from the City of Vancouver or the owners of the boulevard space?

- Yes No Not Applicable

If the project involves installation, improving or upgrading a public park space, or if it involves exercise and recreation in a public park, do you have: a) a permit from the Park Board, b) liability insurance and WorkSafeBC coverage and c) approval from neighbours who live near the park?

- Yes No Not Applicable

If the project involves installation or gardening on city owned land or a public park, describe the long-term maintenance plan for the space.

Neighbourhood Page

The Neighbourhood page enables you to input the **total grant amount** so you can track the approved amount and also the remaining balance of the budget during the decision meetings.

1) When clicking on the **Neighbourhood** page, you will see the **Edit** Function as shown on **Diagram 13**.

Diagram 13

NEIGHBOURHOODS		
Name	Initial	
New Westminster	NW	Edit Details

2) When clicking on the **Edit** function above, you will be directed to the page below where you can input the total grant budget for NSG or Greenest City NSG as shown on **Diagram 14**. Remember to hit **Save** after making any changes.

Diagram 14

Greenest City Neighbourhood Small Grant

Start Date:

End Date:

Decision Date:

Total Budget:

Neighbourhood Small Grant

Start Date:

End Date:

Decision Date:

Total Budget:

Add the total grant amount to be able to track the approved amount and remaining budget

Users Page

CREATING USERS AND SWITCHING ROLES

There are three types of users: 1) Applicants 2) RAC members 3) Volunteers

Applicants: complete and submit their applications or they can begin to fill out the application, save their work and log out at any point to come back and complete it at a later time. They can log in multiple times to modify or update their **In-Progress application** but once the the application is completed and submitted, they can **only view** their application.

RAC Members: can review applications and provide comments or ask questions online.

Volunteers: can fill out online applications for applicants who may not have a computer access or have literacy or language barriers.

The users page has the following four functions as seen below on **Diagram 15**:

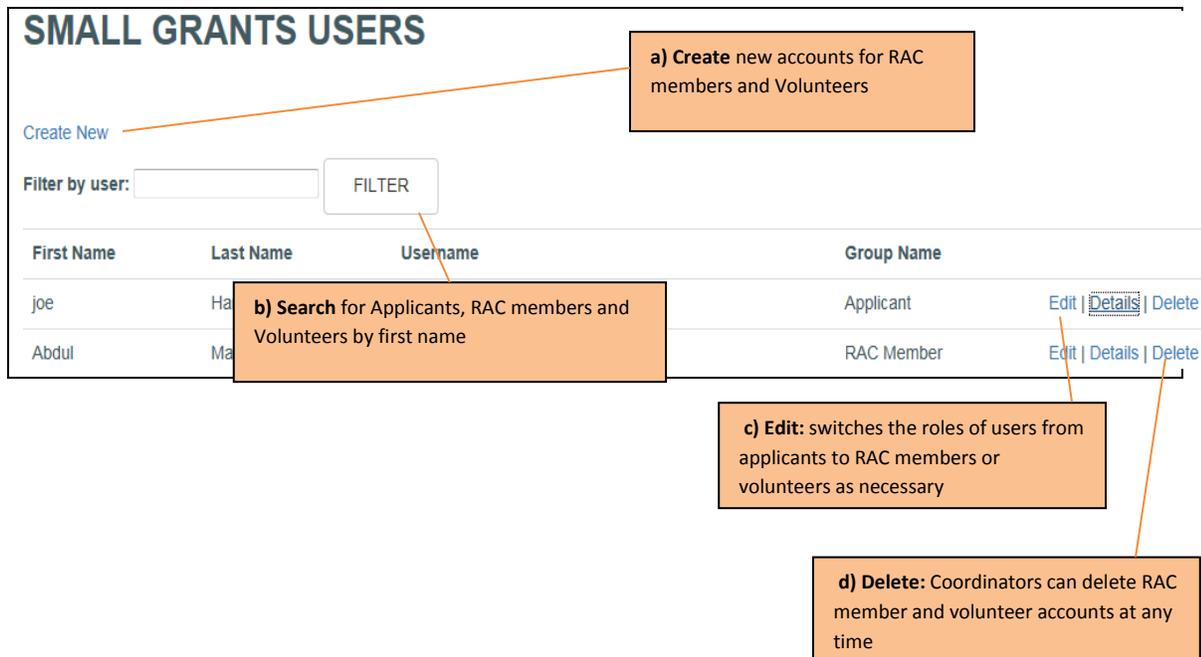
a) Create: creates new accounts for RAC members and volunteers using their e-mail addresses.

b) Filter: searches for applicants, RAC members or volunteers using their first names.

c) Edit: switches the roles of users from applicant to RAC members or volunteers as needed. This feature is helpful when RAC members are also applying for grants or are helping other applicants as volunteers.

d) Delete: Coordinators can delete RAC members and volunteers accounts at any time.

Diagram 15



SMALL GRANTS USERS

Create New

Filter by user: FILTER

First Name	Last Name	Username	Group Name	
joe	Ha		Applicant	Edit Details Delete
Abdul	Ma		RAC Member	Edit Details Delete

a) Create new accounts for RAC members and Volunteers

b) Search for Applicants, RAC members and Volunteers by first name

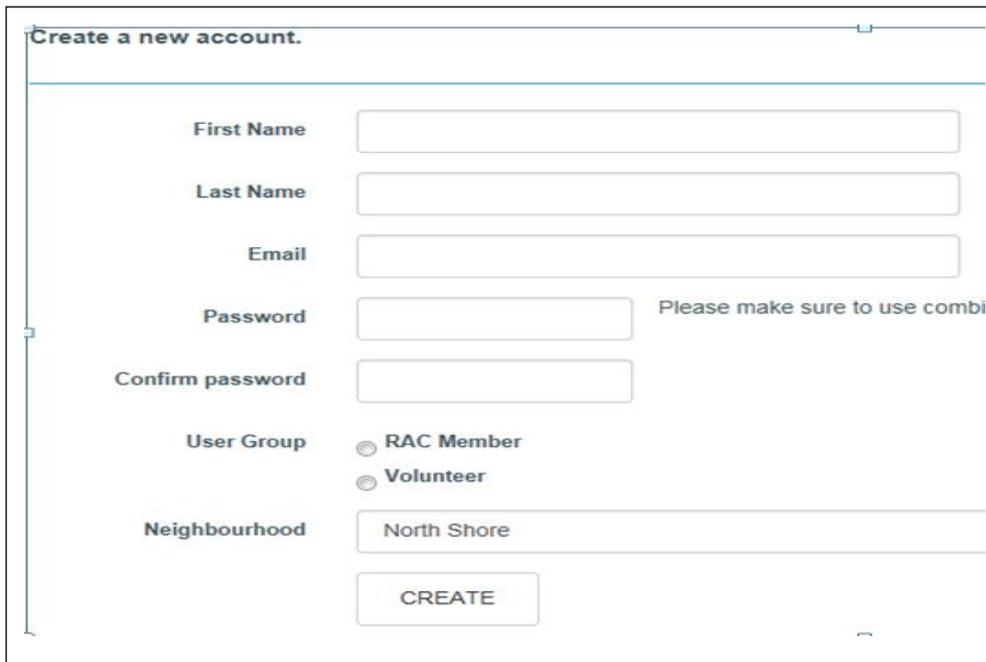
c) Edit: switches the roles of users from applicants to RAC members or volunteers as necessary

d) Delete: Coordinators can delete RAC member and volunteer accounts at any time

Creating a new user account

When adding a user's information for the first time (see **Diagram 16** below), please create a password using **combinations of text and number including Capital letters**. Once a user is added to the system, she/he will receive an automatic e-mail message to reset their own personal password.

Diagram 16



Create a new account.

First Name

Last Name

Email

Password Please make sure to use combi

Confirm password

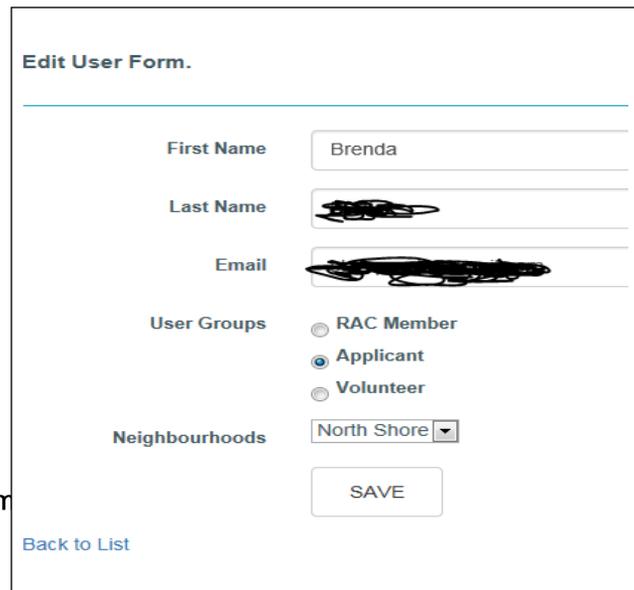
User Group RAC Member Volunteer

Neighbourhood

Changing users roles from applicant to RAC to Volunteer:

The **Edit** button will direct you to a page as shown below on **Diagram 17**. To change the role of a user, please choose the preferred one from the list under **user groups** and click on **Save**.

Diagram 17



Edit User Form.

First Name

Last Name

Email

User Groups RAC Member Applicant Volunteer

Neighbourhoods

[Back to List](#)

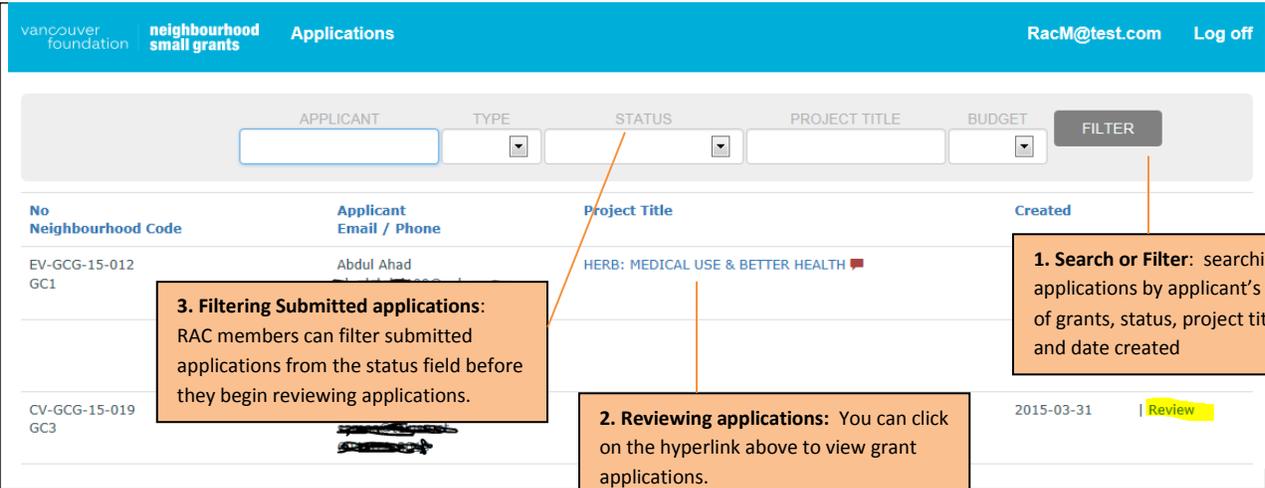
RAC MEMBERS PAGE

Once RAC members log into the system, they will view the list of all In-Progress and Submitted applications as below in **Diagram 18**.

- They are able to **search or filter** applications by applicants' names, types of grants (if applicable), grant status (In-Progress or Submitted), project title and budget.
- RAC members should **review only the Submitted applications and may want to filter those before they begin reviewing applications.**
- RAC members can view Submitted applications by clicking on the links under the **Project Title**. The review link highlighted in yellow below will direct them to a page where they can write their comments and questions for the Coordinator to see.
- **Note:** RAC members only have the ability to review and comment on applications. Once a granting decision has been made, the coordinator will need to change the application status to approved or declined.

Note for RAC members: Please make sure to notify RAC members who review applications on line to **not let the system idle for a long time** as it logs them out automatically unless it is refreshed every 20 minutes. This is to protect the personal information of applicants.

Diagram 18



The screenshot shows the 'Applications' page with a search and filter bar at the top. The bar includes input fields for 'APPLICANT', 'TYPE', 'STATUS', 'PROJECT TITLE', and 'BUDGET', along with a 'FILTER' button. Below the bar is a table of applications with the following columns: 'No', 'Neighbourhood Code', 'Applicant Email / Phone', 'Project Title', and 'Created'. The table contains two rows of data. The first row has 'EV-GCG-15-012 GC1' in the first two columns, 'Abdul Ahad' in the third, 'HERB: MEDICAL USE & BETTER HEALTH' in the fourth, and '2015-03-31' in the fifth. A 'Review' link is highlighted in yellow in the fifth column of the first row. Three callout boxes provide instructions: 1. Search or Filter: searching applications by applicant's name, type of grants, status, project title, budget and date created. 2. Reviewing applications: You can click on the hyperlink above to view grant applications. 3. Filtering Submitted applications: RAC members can filter submitted applications from the status field before they begin reviewing applications.

VOLUNTEERS PAGE

Once volunteers log into the system, they can **create** and submit applications on behalf of other applicants who may not have access to a computer (See **Diagram 19**). See Paper Applications section.

Diagram 19

Create Neighborhood Small Grant Application		Create Greenest City Neighborhood Small Grant Application	
No	Applicant Email / Phone	Project Title	Created
<hr/>			

ADMINISTERING USERS

Please ensure to remove RAC members and volunteers or staff member' contacts from the system when they are no longer assisting with the program. This will help to maintain the security of the application system. On the Users page, you can filter the RAC members or volunteers by name and use the **delete** button as highlighted on **Diagram 20** to remove their account.

Diagram 20

SMALL GRANTS USERS				
Create New				
Filter by user:	<input type="text"/>	<input type="button" value="FILTER"/>		
First Name	Last Name	Username	Group Name	
Kate			RAC Member	Edit Details Delete
Cheryl			RAC Member	Edit Details Delete
Greg			RAC Member	Edit Details Delete
Sebastian			RAC Member	Edit Details Delete
M	T	RacM@test.com	RAC Member	Edit Details Delete
M	T	VolunteerM@test.com	Volunteer	Edit Details Delete

Reports Page

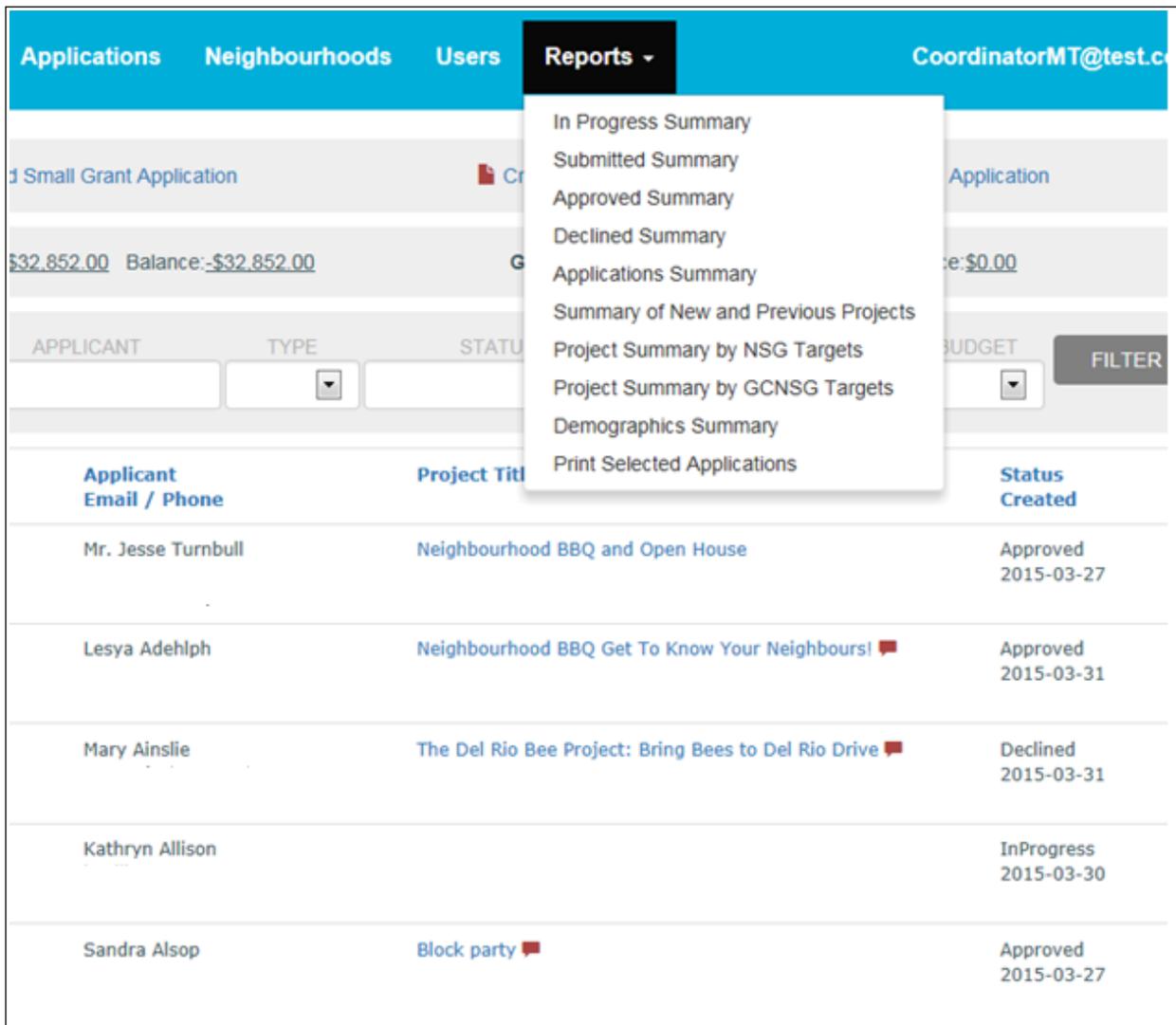
The **Report** section provides statistical data based on responses from grant applications. This is also where the feature to mass **print** applications is located. There are currently 10 report types available as displayed in **Diagram 21** below.

a) **Summaries:** These include the list of In-Progress, Submitted, Approved and Declined applications that can be exported to Excel. The data can be sorted, filtered and printed in Excel.

b) **Quantitative data in a table format:** the application summary, summary of new and previous projects, project summary by NSG targets, project summary by Greenest City NSG targets and demographics are summary quantitative data organized in table formats with hyperlinks to the relevant list of grant applications.

c) The **Print Selected Application** tab allows you to choose one or more applications to print.

Diagram 21



Applicant	Project Title	Status	Created
Mr. Jesse Turnbull	Neighbourhood BBQ and Open House	Approved	2015-03-27
Lesya Adehlp	Neighbourhood BBQ Get To Know Your Neighbours!	Approved	2015-03-31
Mary Ainslie	The Del Rio Bee Project: Bring Bees to Del Rio Drive	Declined	2015-03-31
Kathryn Allison		InProgress	2015-03-30
Sandra Alsop	Block party	Approved	2015-03-27

APPLICATION SUMMARIES

Approved Summary: The names, e-mail addresses and phone numbers of approved applicants is on the front page of the reports for easy viewing (**Diagram 22**). A more detailed report can be converted to **Excel** through the **Export** function. Similar reports can be generated for In Progress, Submitted and Declined summaries.

Diagram 22

REPORT : SUBMITTED SUMMARY			
All Grants ▾			
No Neighbourhood Code Neighbourhood	Applicant Email	Project Title	Requested Approved Returned
NS-NSG-15-035 North Shore	Mr. Jesse Turnhill	Neighbourhood BBQ and Open House	
NS-NSG-15-068 North Shore	Lesya Adehloh	Neighbourhood BBQ Get To Know Your Neighbours!	
NS-NSG-15-065 North Shore	Mary Ainslie	The Del Rio Bee Project: Bring Bees to Del Rio Drive	
VS-NSG-15-001 North Shore	Tina Yaskowich [REDACTED]	Lynn Valley Living	
SV-NSG-15-102 North Shore	ARIEL ZHANG [REDACTED]	Family Participatory Drawing Workshop	
NS-NSG-15-057 North Shore	Sarah Zurbuchen [REDACTED]	Community 'Gear Up' for Summer	



QUANTITATIVE DATA

1. **Summary of new and previous projects:** table view of the data hyperlinked to the relevant application is seen below (**Diagram 23**) which is also based on approved applications.

Diagram 23

REPORT: SUMMARY OF NEW AND PREVIOUS PROJECTS						
Neighbourhood Small Grants						
Neighbourhood	New Applicants	Previous year applicants	1 Year project is funded	2 Years project is funded	3 Years or more project is funded	New projects
North Shore	27	39	19	12	9	35

2. **Project Summary by NSG Goals and Objectives:** table view of data based on NSG objectives based on approved applications as shown on **Diagram 24**.

Diagram 24

REPORT: PROJECT SUMMARY BY NSG TARGETS		
Connect and engage neighbourhood residents		
Neighbourhood	Bring neighbourhood residents for the first time	Happen in two or more sessions
North Shore	46	18
Share residents' skills and knowledge		
Neighbourhood	Involve local residents to share their skills and knowledge with other residents	Provide opportunities for local residents to learn from each other
North Shore	50	52

3. **Project Summary by Greenest City Targets:** table view of each target (if applicable) based on approved applications with hyperlinks (see below at **Diagram 25**).

Diagram 25

Neighbourhood	Making businesses greener	Growing and eating local food	Making buildings more energy efficient	Promoting greener forms of transportation	Creating zero waste	Mitigating climate change	Breathing clean air	Improving access to nature and planting trees	Conserving drinking water	Reducing our ecological footprint
Cedar Cottage, Hastings-Sunrise and Renfrew	0	7	0	0	2	1	0	2	1	2

4. **Demographics Summary:** table view of totals for each optional question based on submitted applications along with hyperlinks as shown on **Diagram 26**.

Diagram 26

REPORT: DEMOGRAPHICS SUMMARY								
Neighbourhood Small Grants: Age Range								
Neighbourhood	13-18	18-24	25-34	35-44	45-54	55-64	65-74	75 and older
North Shore	0	1	2	30	20	5	5	1

Neighbourhood Small Grants: Gender			
Neighbourhood	Male	Female	Other
North Shore	9	59	0

PRINTING

Printing Selected applications: under the report feature, select **Print Selected Applications** from the drop down menu. This feature is used to print single or multiple grant applications by selecting them from a list as shown below in **Diagram 27**.

Diagram 27

PRINT APPLICATIONS

Print	No	Neighbourhood Code	Project Title	Applicant	Requested
<input checked="" type="checkbox"/>	NS-NSG-15-013		Summer Street BBQ & Neighbourhood Christmas Progressive Dinner	Hiltraud Chant	300.00
<input type="checkbox"/>	EV-NSG-15-091		VF Test	Donald Duck	1000.00
<input checked="" type="checkbox"/>	WS-NSG-15-085		Newbie Block Party Extravaganza	Galen Hutcheson	600.00
<input type="checkbox"/>	NS-NSG-15-011		MY North Van Photography Workshop	Talisa Nyte	700.00
<input type="checkbox"/>	CV-NSG-15-144	GC9	Organics and Rooftop composting	Corey Redvers	1000.00
<input type="checkbox"/>	VC-NSG-15-001		test title	Heather Urquhart	300.00
<input type="checkbox"/>	CV-NSG-15-095	GC19	Beneficial Stumpery Gardens	Lori Weidenhammer	420.00
<input type="checkbox"/>	NS-NSG-15-031		Seymour Community Kitchen	Lorrie Welch	500.00

PRINT APPLICATIONS

Note: Please change your print settings to single-sided printing before using the “select all” print option. Otherwise page breaks will not appear between applications.

Saving Applications

Approved and Declined applications should be saved as PDFs and saved offline in your own computer files.

Applications can be saved two ways:

1. Applications can be saved as **PDF** if your computer has Adobe Converter (or something similar).
2. If you don't have a PDF converter, please use **Microsoft XPS Document Writer** for saving applications which is free software and a default in Windows. Mac users can download this program from Microsoft.

On the Review screen of a submitted application, click the **Application Review** link that appears and a new window will appear with the complete application. See **Diagram 28** below.

Diagram 28

REVIEW SUBMITTED APPLICATION

Staff Assessment

	 Application Review
Applicant	Abdul Ahad
Project Title	HERB: MEDICAL USE & BETTER HEALTH
Application Type	Greenest City Neighbourhood Small Grant
Application No	EV-GCG-15-012
Neighbourhood Code	<input type="text" value="GC1"/>
Application Status	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Approved"/> ▼
Grant type	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="GCNSG"/> ▼
Request Amount	1000.00
Approved Amount	<input type="text" value="900.00"/>
Returned Amount	<input type="text"/>
Coordinator Note	<input style="width: 100%; height: 20px;" type="text"/>

Right-click on the application and select 'Print' as shown below in **Diagram 29**.

Diagram 29

PART1: Applicant Information

1. Main Applicant
 Name:
 Address:
 Email: Phone:

2. Co-Applicant
 Name:
 Address:
 Email: Phone:

3. Name of partner organization staff, if cheque is to be issued on behalf of the applicant
 Organization:
 Staff:

PART2: General Information

1. Have you applied to the Neighbourhood Small Grants (NSG) program before?

2. If yes, how many years have you received funding?

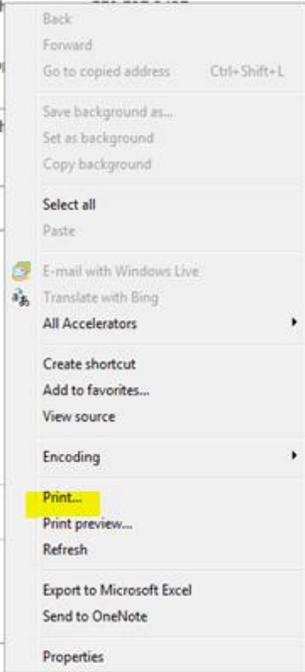
3. Are you applying for a project funded in previous years?

4. If yes, describe the new elements you are adding to your project this year?

5. Are you getting any other financial and material support for your project?

PART3: Details about your project

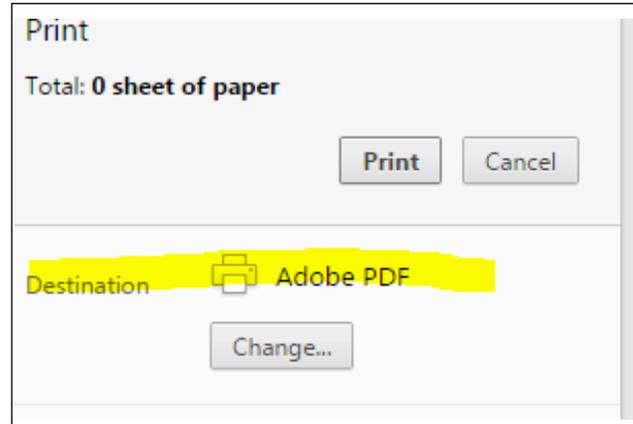
1. What is the name of your project?



If you have Adobe PDF Converter on your computer:

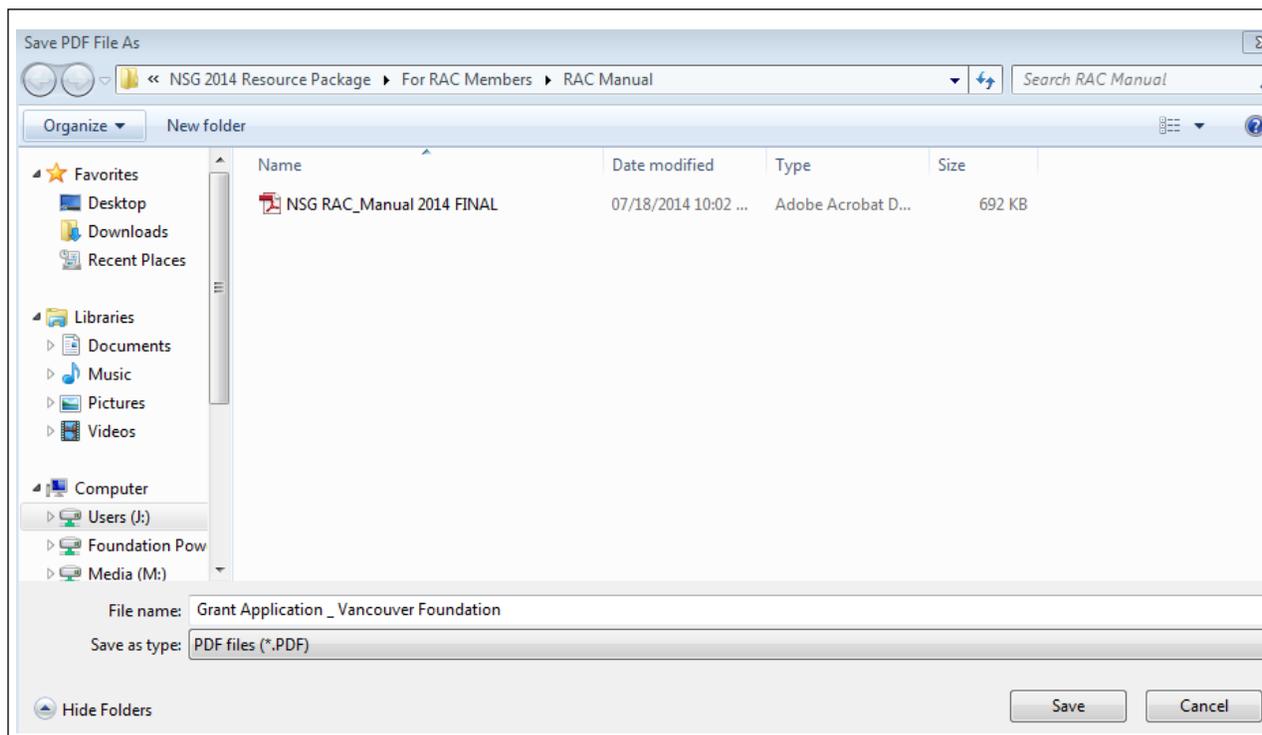
- Please change the **destination** from a printer to Adobe PDF and **print as shown below on Diagram 30.**

Diagram 30



- Input the file name and click **Save as Diagram 31**.

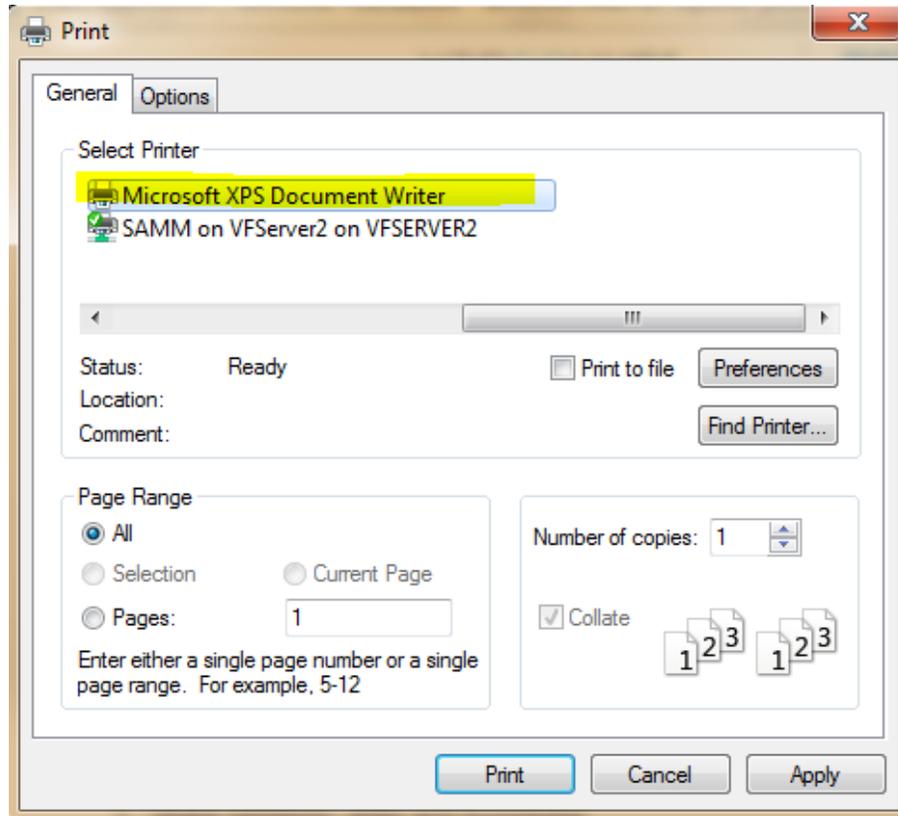
Diagram 31



If you're using Microsoft XPS Document

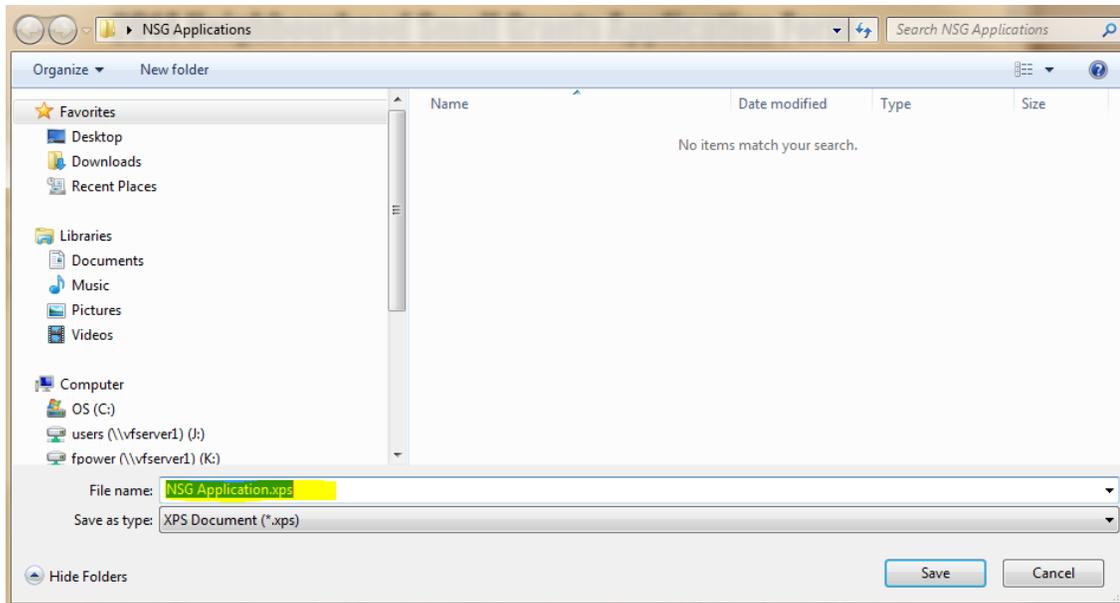
- Please select Microsoft XPS Document Writer as shown below in **Diagram 32**

Diagram 32



- Input the file name and click **Save** as **Diagram 33**.

Diagram 33



Paper Applications

Coordinators and Volunteers can create applications on behalf of an applicant.

Note 1: if an applicant has an email address but needs assistance to complete an application, please create an account using his/her email address. E-mail addresses of Coordinators and Volunteers can be used for individuals who have no e-mail address. Coordinators and Volunteers do not have a limit to the amount of applications they can create using their own e-mail addresses. Grant applicants can use their e-mail address **only once** to submit applications.

Note 2: Inputting paper applications into the online system: Paper applications will have to be entered manually into the online system so the data can be captured. When inputting the paper application information, you will notice that:

- a) The five questions under **Section D: Project Information on page 5 of the online application** are not included on the paper application so please skip this page.
- b) The **Appendix** on the online application has both the program goals and objectives, while the paper application only has the goals, please fill out the goals and skip the objectives.
- c) Please note that **Question #10** on the paper application about how the project connects and engages residents is the first question on the **Appendix section** of the online application.

What's Happening Website

The www.neighbourhoodsmallgrants.ca platform features a blog site designed to help project leaders promote their events by:

1. Submitting a description of their upcoming event or project [Event]
2. Submitting a recap of their event or project [Story]

Both types of content are shared in the 'What's Happening' section, a blog-type format displaying all events, stories and news (updated by Vancouver Foundation staff). By having project leaders submit descriptions of their projects directly to the site, we hope to alleviate some of your workload in manually inputting these and to encourage participants to take a more vested interest in sharing and promoting their project and results. You can promote this site at your cheque issuing event as well as in email correspondence.

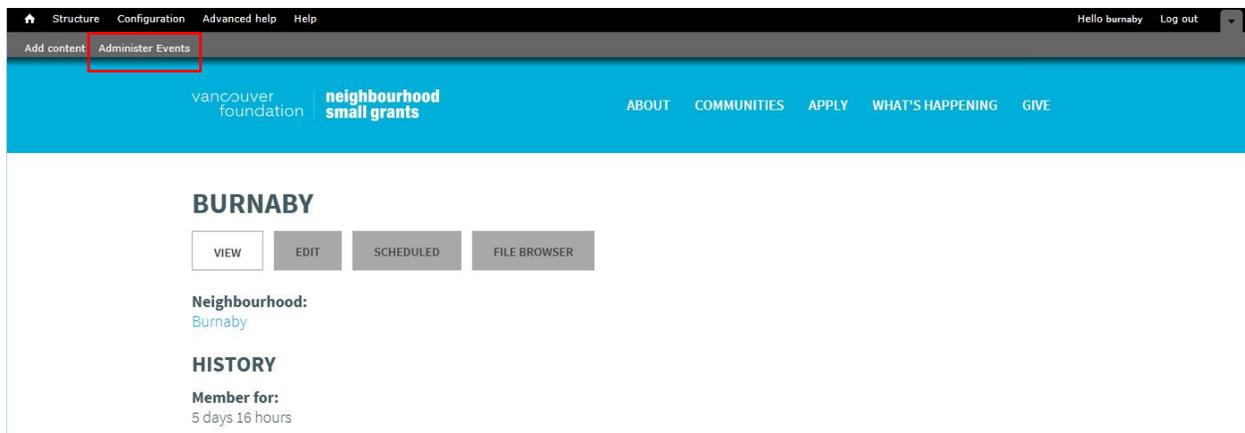
Login

1. Visit <http://www.neighbourhoodsmallgrants.ca/user>
2. Input your username and password as provided to you and change the password after your first log in

Approving a Submitted Event/Project

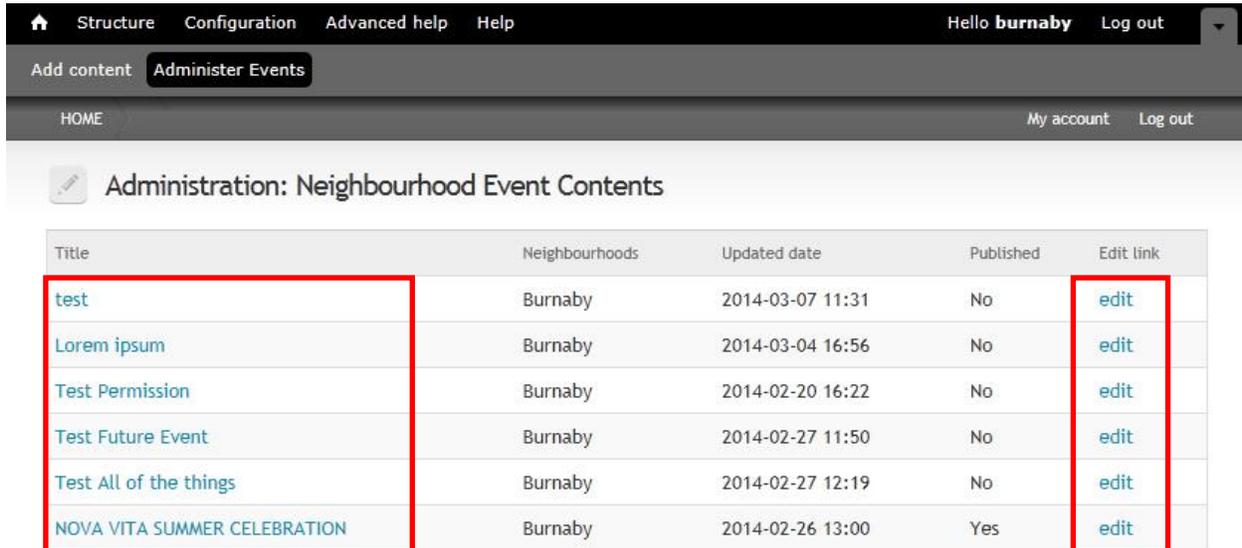
Once project leaders in your community submit their content to the site, it will be held in a queue for your approval to publish live on the website.

1. Once you are logged in, navigate and click 'Administer Events' in the top left corner of your browser



2. You will see a list of submitted events and stories specific to your community, as below. You will see under 'Published', whether they are live or not. Please review each and if

satisfactory, publish live to the site. To view the post as it would look on the website, click the 'Title'. To edit, click 'Edit' in the furthest right column.



Structure Configuration Advanced help Help Hello **burnaby** Log out

Add content **Administer Events**

HOME My account Log out

Administration: Neighbourhood Event Contents

Title	Neighbourhoods	Updated date	Published	Edit link
test	Burnaby	2014-03-07 11:31	No	edit
Lorem ipsum	Burnaby	2014-03-04 16:56	No	edit
Test Permission	Burnaby	2014-02-20 16:22	No	edit
Test Future Event	Burnaby	2014-02-27 11:50	No	edit
Test All of the things	Burnaby	2014-02-27 12:19	No	edit
NOVA VITA SUMMER CELEBRATION	Burnaby	2014-02-26 13:00	Yes	edit

Your editing view is as below. You are able to change all fields (e.g. title, community, event date, etc.) and view the name and email of the person who submitted the article at the bottom.

- Please verify that the name and email are indeed associated to a legitimate NSG grant recipient.
- Ensure that all information is accurate and true, and edit for spelling and grammar.
- Once you are satisfied with the post, click 'Publish' in the top right corner. If you click 'Save', it saves any changes you have made but does not publish the post to the site.

Structure Configuration Advanced help Help
Hello burnaby Log out

Add content Administrator Events

HOME LOREN IPSUM EDIT
My account Log out

Lorem ipsum

TITLE/EVENT NAME *
Lorem Ipsum

PERMALINK: <http://neighbourhoodsmallgrants.ca/>

COMMUNITIES *

- All Communities
- Burnaby**
- New Westminster
- North Shore

CATEGORY *

- Upcoming Events
- Past Events
- Stories**
- News

Event Date *

Select the date of your project/event. If takes place over a period of time, please choose the start and end date.

Show End Date

DATE: 2014-03-04

EVENT LOCATION

GRANTS *

- Neighbourhood Small Grants**
- Greenest City Neighbourhood Small Grants
- Downtown Eastside Small Arts Grants

DESCRIBE YOUR UPCOMING OR PAST PROJECT/EVENT *

B I  Source

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed molestie porttitor feis, nec posuere diam pulvinar id. Aliquam sollicitudin porttitor lorem non vehicula. Nunc at erat rutrum, euismod nisi a, mollis purus. Maecenas ac sollicitudin nisi, vitae mattis arcu. Suspendisse posuere eros in euismod dapibus. Praesent ultrices dapibus erat, nec fringilla odio lobortis nec. Aenean id neque ullamcorper, rutrum velit nec, gravida feis. Pellentesque interdum posuere tellus. Donec vulputate lacinia feis, a tincidunt est condimentum vitae. Morbi convallis dapibus euismod. Donec quis venenatis tortor. Duis blandit viverra consectetur. Nunc feugiat eros lorem, sed dapibus eros tincidunt nec. Maecenas et magna ut augue pharetra feugiat.

Aliquam commodo urna magna, sit amet feugiat sapien pellentesque ac. In eros arcu, sagittis mollis euismod vitae, suscipit quis dul. Cras consectetur placerat orci. Id egestas nisi rutrum vel. Donec in enim interdum, vulvinar mauris sit amet, rhoncus lorem. Ut oellentesque, lioula

[More information about text format](#)

Enter up to 750 words to describe your NGO project or event.

Photos

If you have any photos for your event, upload them here. Up to 8 photos are allowed

File information Operations



img_1591scaled.jpg (809.76 KB)

Remove

ADD A NEW FILE

YOUR NAME *

test

EMAIL *

testine@vancoverfoundation.ca

This content is currently unpublished

Authoried by: not set [edit](#)

Authoried on: Tue, 2014-03-04 16:56 [edit](#)

Meta tag
(Using defaults)

Revision information
(No revision)

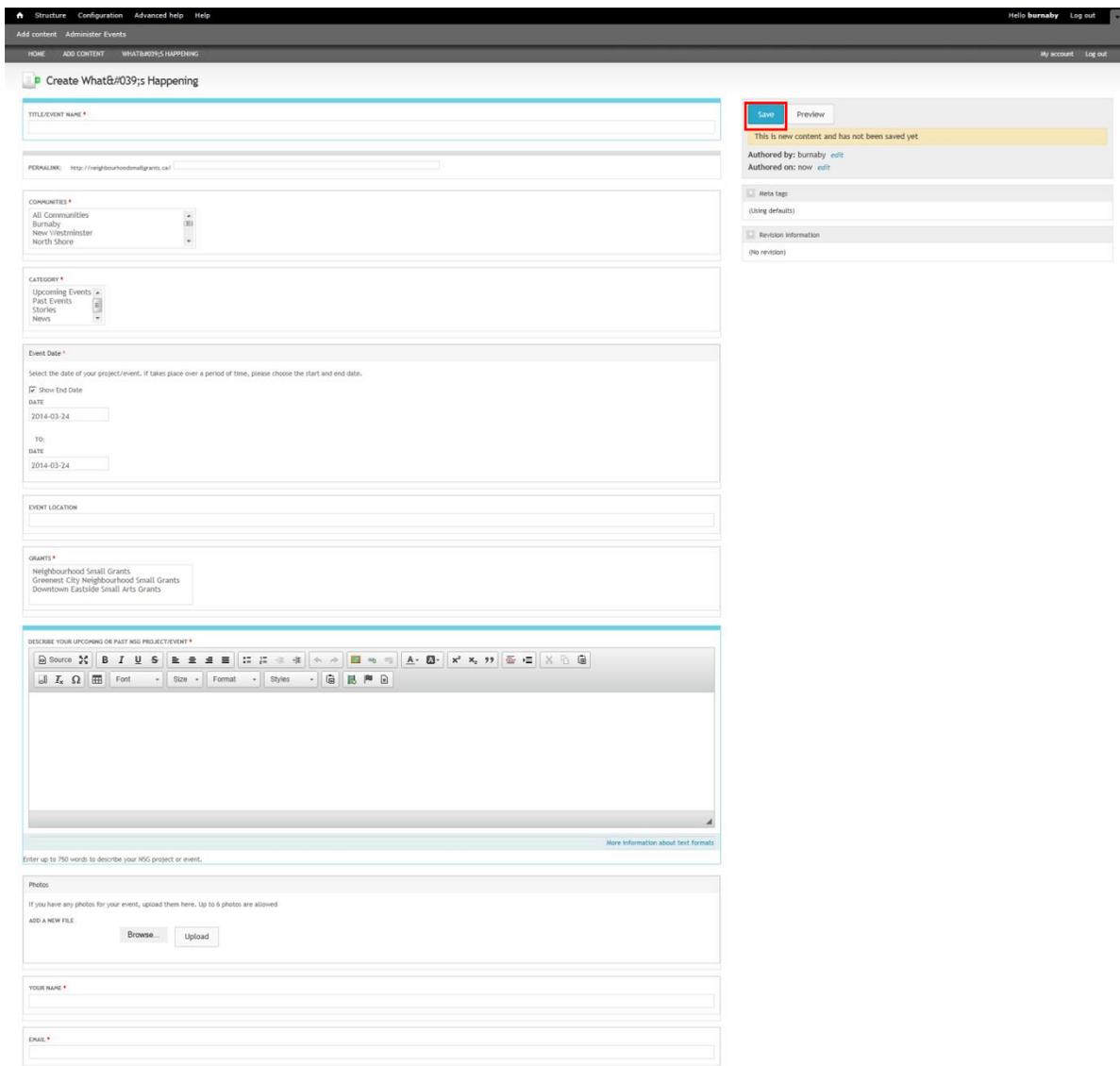
Adding an Event/Project

We have also enabled the ability for you to post an event or story if the need arises.

1. Click 'Add content' in the top left



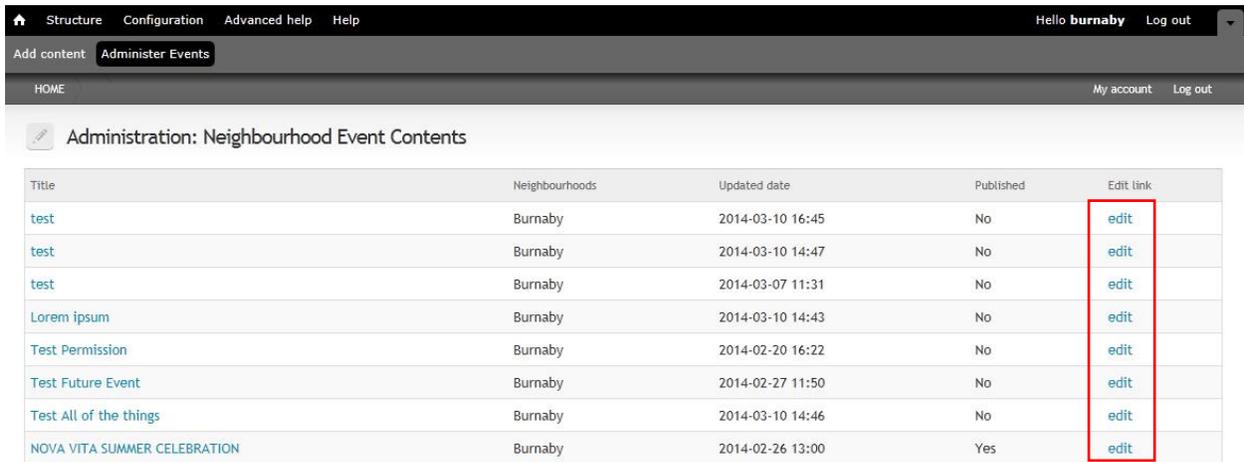
2. Complete the What's Happening post, filling in all the mandatory fields
3. When finished, click 'Save'



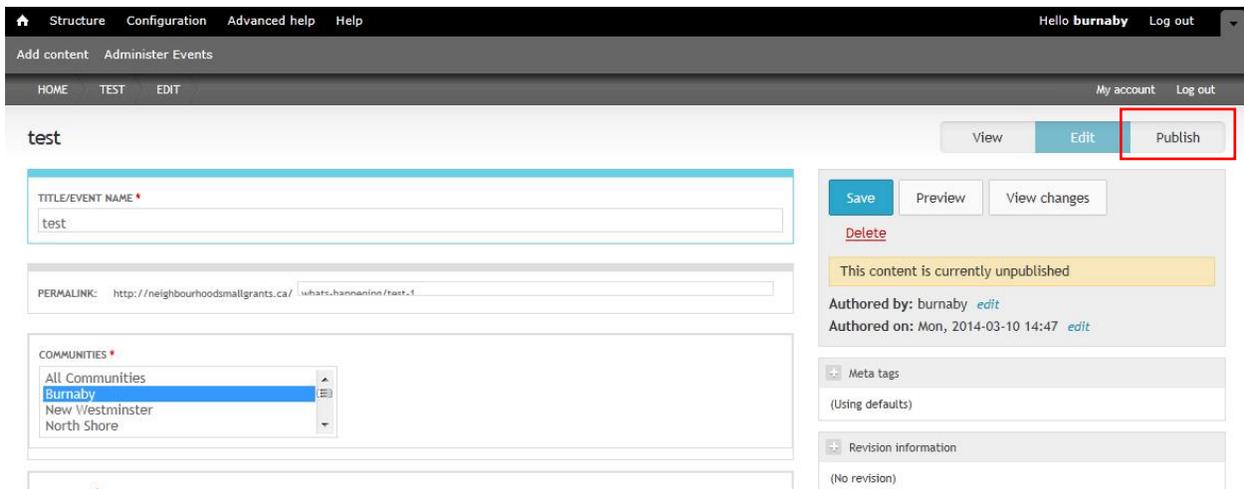
4. To post live to the website, click 'Administer Events'



5. Click 'edit' in the furthest right column to amend 'published' status



6. Click 'Publish in the top right to publish live on the website



VF Admin User Function

For security purposes and in agreement with Vancouver Foundation's IT department, there are certain functions that can only be completed by a VF Admin user.

1. Adding a new neighbourhood
2. Adding a user with NSG Coordinator permissions
3. Deleting applications from the system*
4. Moving applications between communities

***Note:** After applications close there may be a remainder of In-Progress applications in the system. It is important to save contact information for these applicants, and then contact a VF administrator to have the In-Progress applications deleted from the system.

Support

For questions, feedback or support related to the online application system or the What's Happening blog, please contact Vancouver Foundation's Neighbourhood Small Grants team. Please contact the team if any information in this document is inaccurate or misrepresented.

Natalie Bolton, Grants Administrator

Natalie.bolton@vancouverfoundation.ca

604-638-8734