

Completing Your Application: Technical Tips and Instructions

This tutorial will cover several of the basic features you will use when completing an Application Form in the Meals on Wheels Association Online Grant System.

Part I: Saving and Printing Your Work

Saving Your Work

The Meals on Wheels America Online Grant System allows you to save your work on a grant application.

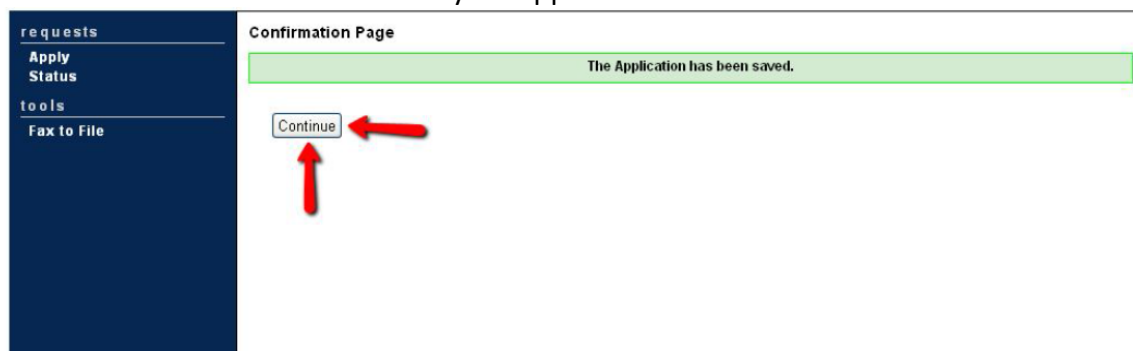
While you are working on an application, we encourage you to save your work often (at a minimum, once an hour).

To save a draft of an application, scroll to the very top or very bottom of the application web page, and click the “Save As Draft” button.



The screenshot shows the 'Application Page' in the Meals on Wheels Association Online Grant System. On the left is a dark blue sidebar with links: 'requests', 'Apply Status', 'tools', and 'Fax to File'. The main content area has a header 'Application Page' and a sub-header 'Current Process: Vision Grant: Walmart Foundation – MOWAA Building the Future Grant Program'. Below this is a light blue banner with an information icon and the text: 'To avoid losing your work, please **Save As Draft** a minimum of once per hour.' Two red arrows point to the 'Save As Draft' button. Below the banner is a section for '* = Required Field' and a 'Print Question Legend' link. Further down is a 'Contact Information' section for Suzanne SampleApplicant, with an 'Edit Contact' link. At the bottom is a 'Project Name*' section with instructions: 'Please enter your program's city and state, followed by the name of the grant (e.g., Alexandria, VA Vision)'.

Then click “Continue” to return to your application.



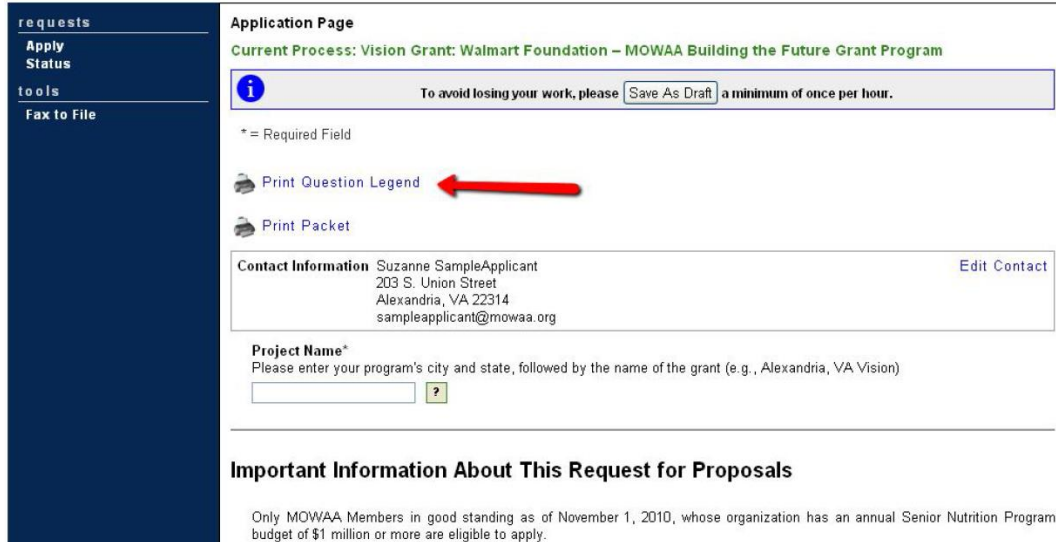
The screenshot shows the 'Confirmation Page' in the Meals on Wheels Association Online Grant System. On the left is the same dark blue sidebar as the previous screenshot. The main content area has a header 'Confirmation Page' and a green banner with the text: 'The Application has been saved.' Below the banner is a 'Continue' button, which is highlighted with two red arrows.

Saving your work means that you do not need to complete the application in a single setting. You may save your work and return hours, days or even weeks later.

Printing the Application

You can download a printer-friendly version of the application form questions by clicking the “Print Question Legend” link at the top of the application form.

Note: You must submit your application through the Online Grant System. Printed applications will not be considered.




requests
Apply
Status
tools
Fax to File

Application Page
Current Process: Vision Grant: Walmart Foundation – MOWAA Building the Future Grant Program

To avoid losing your work, please [Save As Draft](#) a minimum of once per hour.

* = Required Field

[Print Question Legend](#) 

[Print Packet](#)

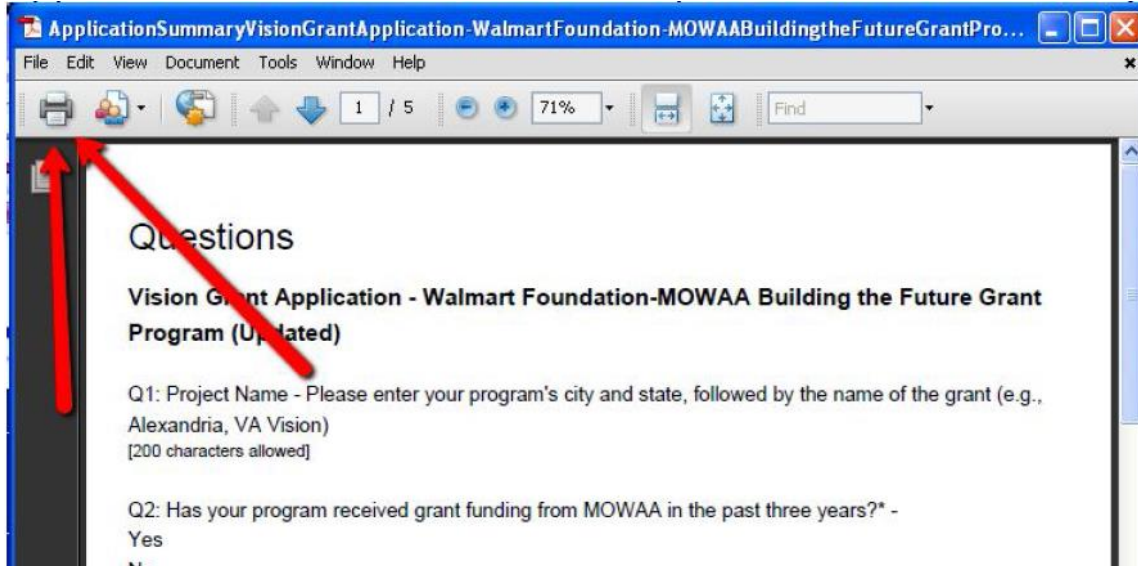
Contact Information Suzanne SampleApplicant [Edit Contact](#)
203 S. Union Street
Alexandria, VA 22314
sampleapplicant@mowaa.org

Project Name*
Please enter your program's city and state, followed by the name of the grant (e.g., Alexandria, VA Vision)
 ?

Important Information About This Request for Proposals

Only MOWAA Members in good standing as of November 1, 2010, whose organization has an annual Senior Nutrition Program budget of \$1 million or more are eligible to apply.

This will open a PDF document containing a list of the questions asked on the application. You can then view and print the document from your computer.



ApplicationSummaryVisionGrantApplication - WalmartFoundation - MOWAABuildingtheFutureGrantPro...

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1 / 5 71% Find

Questions

Vision Grant Application - Walmart Foundation-MOWAA Building the Future Grant Program (Updated)

Q1: Project Name - Please enter your program's city and state, followed by the name of the grant (e.g., Alexandria, VA Vision)
[200 characters allowed]

Q2: Has your program received grant funding from MOWAA in the past three years?* -
Yes
No

Printing Your Work

You can print a copy of the application questions, including all the answers you have provided, by clicking the “Print Packet” link at the top of the application page. Note that any documents you have uploaded will be appended to the form questions and answers.

The screenshot shows a web application interface. On the left is a dark blue sidebar with the following menu items: 'requests', 'Apply Status', 'tools', and 'Fax to File'. The main content area is titled 'Application Page' and has a green header bar that reads 'Current Process: Vision Grant: Walmart Foundation – MOWAA Building the Future Grant Program'. Below this header is a grey box with an information icon and the text: 'To avoid losing your work, please [Save As Draft](#) a minimum of once per hour.' Below this is a legend indicating '* = Required Field'. There are two links: 'Print Question Legend' and 'Print Packet'. A red arrow points to the 'Print Packet' link. Below the links is a 'Contact Information' section for 'Suzanne SampleApplicant' with address '203 S. Union Street, Alexandria, VA 22314' and email 'sampleapplicant@mowaa.org'. An 'Edit Contact' link is to the right. At the bottom is a 'Project Name*' field with a placeholder text 'Please enter your program's city and state, followed by the name of the grant (e.g., Alexandria, VA Vision)' and a small green question mark icon.

This will open a PDF document containing a list of the questions asked on the application. You can then view and print the document from your computer.

Note: The “Print Packet” link will appear once you have saved your application for the first time.

Part II: Successfully Completing Open Response Questions

Many of the questions on the grant application forms will require you to write several sentences or paragraphs to describe a certain aspect of your grant proposal.

We encourage you to work on these questions in an outside word processing program, and then copy and paste your answers into the text boxes on the application form to limit spelling and grammar errors.

Character Limits

It is important to know that the open response/essay questions on the grant application forms have an enforced character limit.

The maximum number of characters permitted for an answer will appear below the response text box.

Summary of Proposed Grant Project*
Please provide a brief description of the proposed grant project.

[500 characters left of 500]

A red arrow points to the character limit text.

As you type in the text boxes, the characters will “count down” so that you can always see how many characters are still available to you.

Summary of Proposed Grant Project*
Please provide a brief description of the proposed grant project.

The grant project is designed to do

[457 characters left of 500]

Two red arrows point to the character limit text.

If you exceed the character limit allowed for a question, you will see a red error message alerting you to this fact.

Summary of Proposed Grant Project*
Please provide a brief description of the proposed grant project.

character limit. As you can see, the response to this question is just a little too long. You can tell that it is too long because the character limit counter below this box has turned red and tells by how many characters I am "over" the limit. In order to successfully submit this application, I will need to edit this response to make it shorter.

[10 characters over the limit of 500]

Maximum length is 500.

Note: You will still be able to save this response as a draft. However, you will not be permitted to Submit your application unless all responses meet the character limits.

Part III: Submitting Your Final Application

You may save and update your application information as often as you like. However, in order to formally submit your proposal for consideration, you use the “Submit Form” button at the bottom of the application page.

Submitting Your Application

Once you have completed your application and reviewed it for accuracy, click the “Submit Form” button.

Submission Instructions

You do not need to complete this application in one sitting; you may save your work and continue at a later time.

When you are ready to submit your final proposal, click the “Submit Form” button below. Please note that you will not be able to edit or change any information once your proposal has been formally submitted.

To print a copy of this proposal for your records, please use the “Print Packet” link, located at the top of this form.



Important Note: Once you have submitted your application, you will still be able to view and print your completed application; however, you will be unable to edit any of your responses.

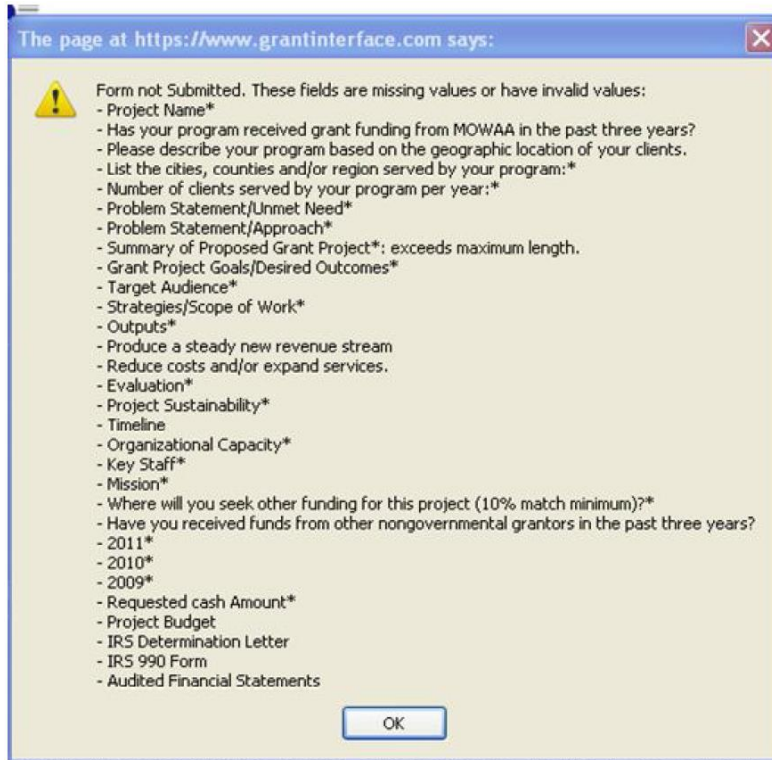
Please only click the “Submit Form” button if you are sure that you have completed your application and that you no longer wish to add or change information in your proposal.

Resolving Errors

In order to submit your application, you must have:

- Answered all “required” questions. (Marked with an “*” asterisk.)
- Met all character limits (for open response questions).
- Uploaded all “required” files. (Marked with an “*” asterisk.)

If you attempt to submit your application and one or more of these requirements is not met, you will receive an error alert informing you which questions must be corrected.



Additionally, you will see red error text on the application form, flagging any responses which are preventing your form from being submitted.

Demographics of Population Served

Please describe your program based on the geographic location of your clients.*Field is required.

☐ Primarily Urban/Suburban ?

☐ Primarily Rural

☐ Mixed (Urban/Suburban and Rural)

List the cities, counties and/or region served by your program:*Field is required.

?

[1000 characters left of 1000]

Number of clients served by your program per year:*Field is required.

?