

GRANT APPLICATION HOW-TO

1. CREATE USER ACCOUNT

Go to bit.ly/3NGJfr5 and Select Contact/Membership Type as "Grant Applicants"
Enter contact information



Contact Information

--- Select Contact Type---
✓ Grant Applicants

Organization/Employer

Prefix First Name * Middle Name Last Name *

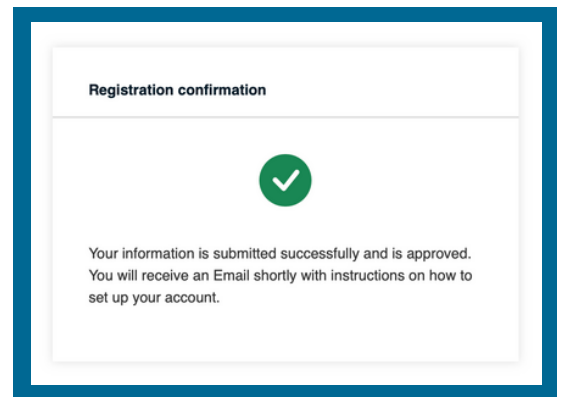
Pronouns Occupation
Select Occupation

Email *

SEND

2. REGISTRATION CONFIRMATION

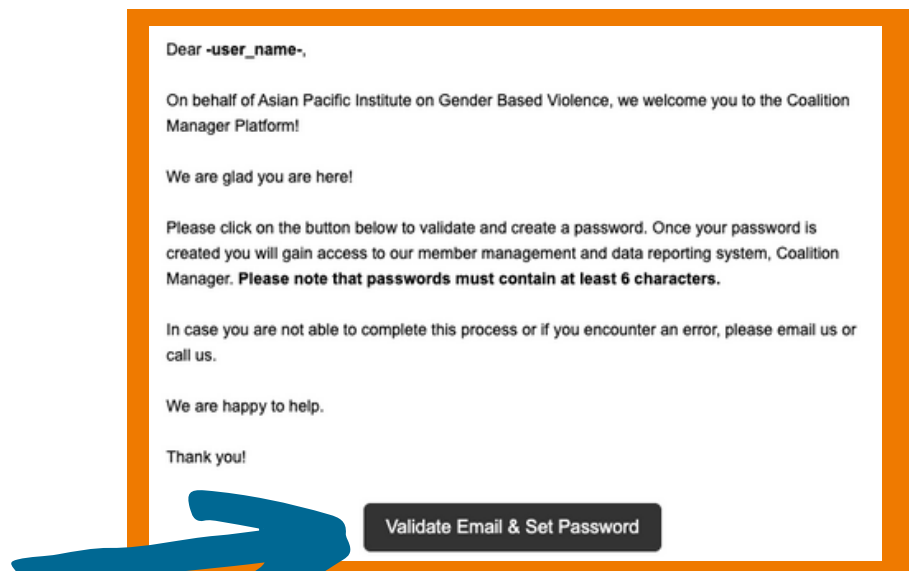
This confirmation will appear after submitting contact information.



3. VALIDATE EMAIL

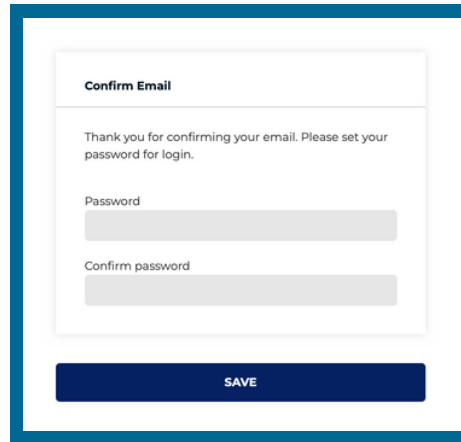
Check your email for an email with subject "Action required for email validation"

Click button to validate email



4. SET PASSWORD

After clicking the button, you will then be taken to the Coalition Manager website to set your password.



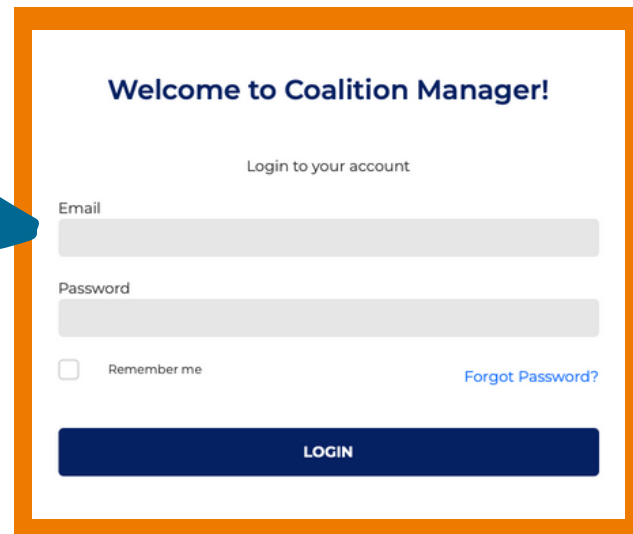
5. EMAIL VALIDATION CONFIRMATION & LOGIN

Upon setting your password, you will be taken to the Coalition Manager site:

<https://apigbv.coalitionmanager.org>

Enter your user login information.

Bookmark this URL for ease of access.



Dear **-contact_name-**,

Welcome to Coalition Manager, the private site for the Asian Pacific Institute on Gender-Based Violence and our grantees. We have successfully validated your email and you can now log into the site using your email address and password. If you need to reset your password for any reason, you can do so at the login page.

Coalition Manager is a web-based contact and data management system where you can apply for grants, submit grant reports, and find resources. [Click here to see a brief tutorial on how Coalition Manager works.](#)

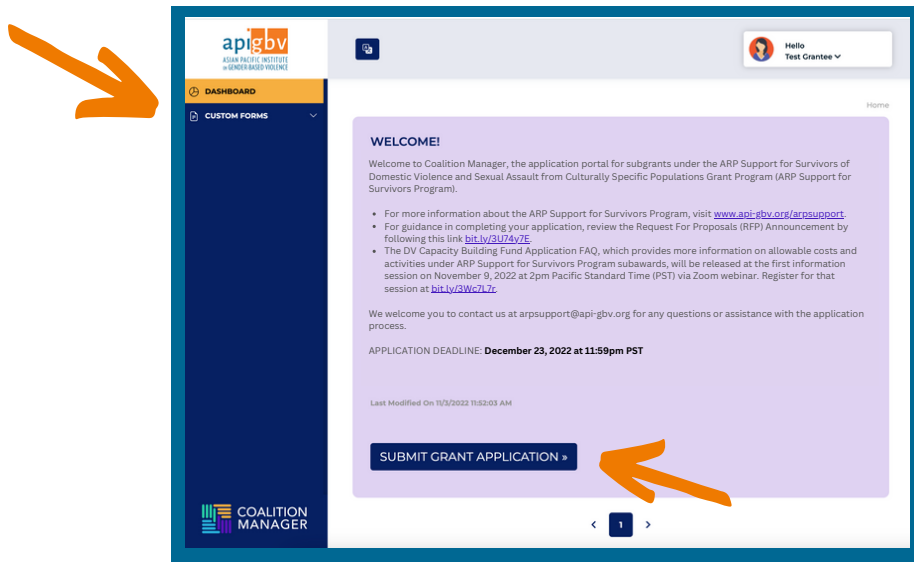
We hope you will enjoy our system. If you have any questions about the system or experience any technical any issues, please let us know.

Thank you,

You will also receive the following email after your email has been validated.

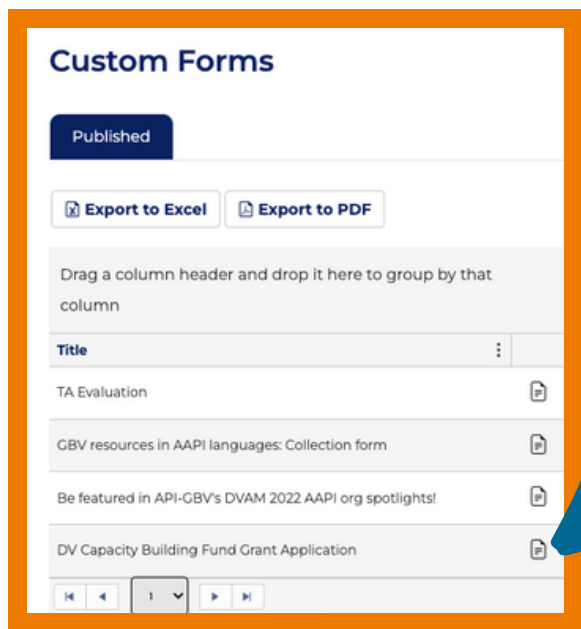
6. ACCESS SITE AND SUBMIT APPLICATION

Click on CUSTOM FORMS > CURRENT FORMS to access completed and in progress applications.



Click on SUBMIT GRANT APPLICATION to begin completing the grant application.

7. VIEW/EDIT COMPLETED OR IN PROGRESS APPLICATIONS






In progress applications can be accessed by logging into the Coalition Manager System.

Click on the form symbol to access incomplete and completed applications.

8. EDIT, ARCHIVE, OR VIEW SUBMISSION

START NEW
SUBMISSION

-  EDIT
-  ARCHIVE
-  VIEW

9. SAVE & SUBMIT APPLICATION

Click SAVE & NEXT on each page to save your progress.

SAVE & EXIT must be clicked before closing the application or your information will be lost.

Click SUBMIT when your application is finalized. Clicking submit notifies the grant management team.