apigbv
ASIAN PACIFIC INSTITUTE
on GENDER-BASED VIOLENCE

GRANT APPLICATION HOW-TO

1. CREATE USER ACCOUNT

Go to this LINK and Select
Contact/Membership Type
as "Grant Applicants"
Enter contact information

Contact Information

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

Organization/Employer

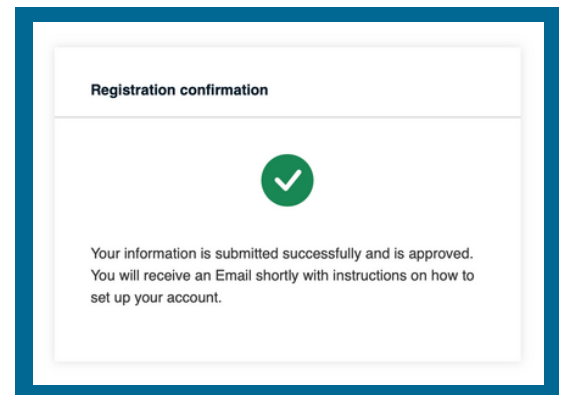Prefix | First Name * | Middle Name | Last Name *

Pronouns | Occupation
Select Occupation

Email *

SEND

2. REGISTRATION CONFIRMATION

This confirmation will appear after submitting
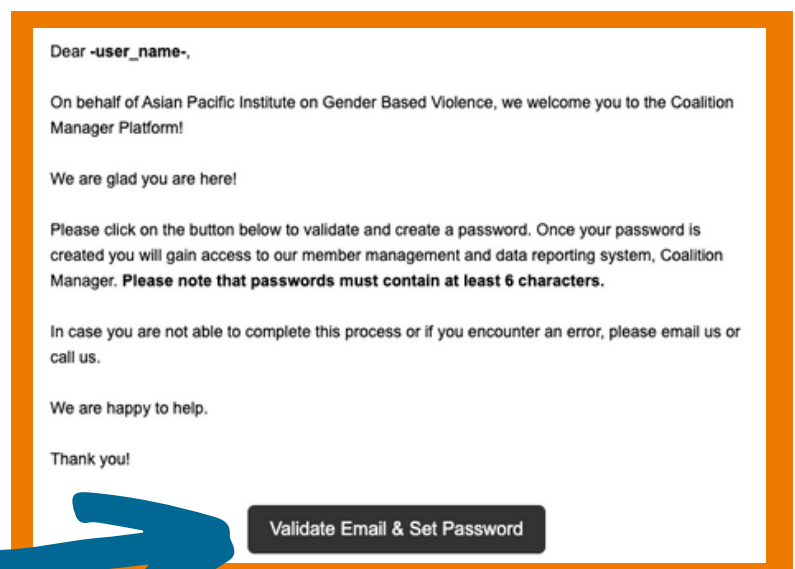contact information.

Registration confirmation

✓

Your information is submitted successfully and is approved.
You will receive an Email shortly with instructions on how to
set up your account.

3. VALIDATE EMAIL

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

Dear -user_name-,

On behalf of Asian Pacific Institute on Gender Based Violence, we welcome you to the Coalition
Manager Platform!

We are glad you are here!

Please click on the button below to validate and create a password. Once your password is
created you will gain access to our member management and data reporting system, Coalition
Manager. **Please note that passwords must contain at least 6 characters.**

In case you are not able to complete this process or if you encounter an error, please email us or
call us.

We are happy to help.
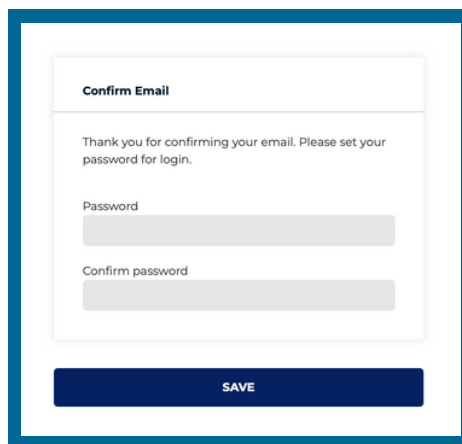
Thank you!

Click button to validate email

Validate Email & Set Password

Updated 12/5/2022

4. SET PASSWORD

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

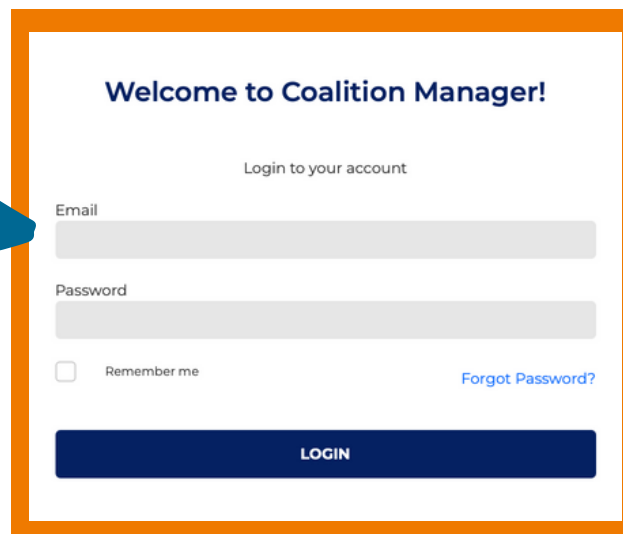**Confirm Email**

Thank you for confirming your email. Please set your password for login.

Password

Confirm password

SAVE

5. EMAIL VALIDATION CONFIRMATION & LOGIN

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

Enter your user login information.

Bookmark this URL for ease of access.

Welcome to Coalition Manager!

Login to your account

Email

Password

☐ Remember me   Forgot Password?

LOGIN

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.
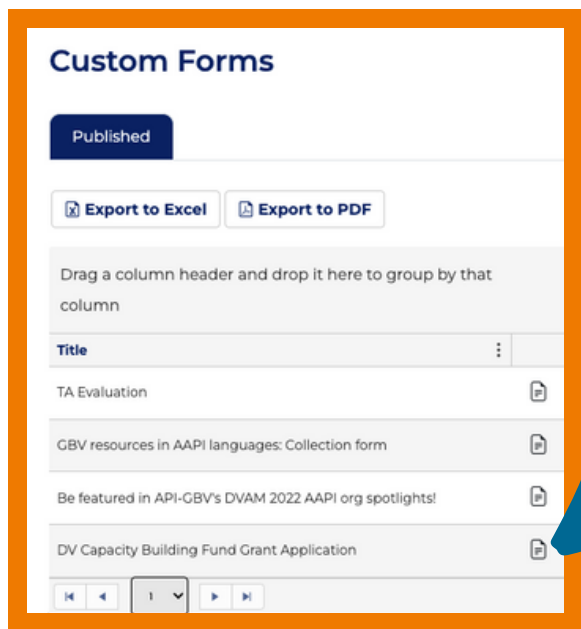
6. ACCESS SITE AND SUBMIT APPLICATION

Click on CUSTOM FORMS > CURRENT FORMS to access completed and in progress applications.
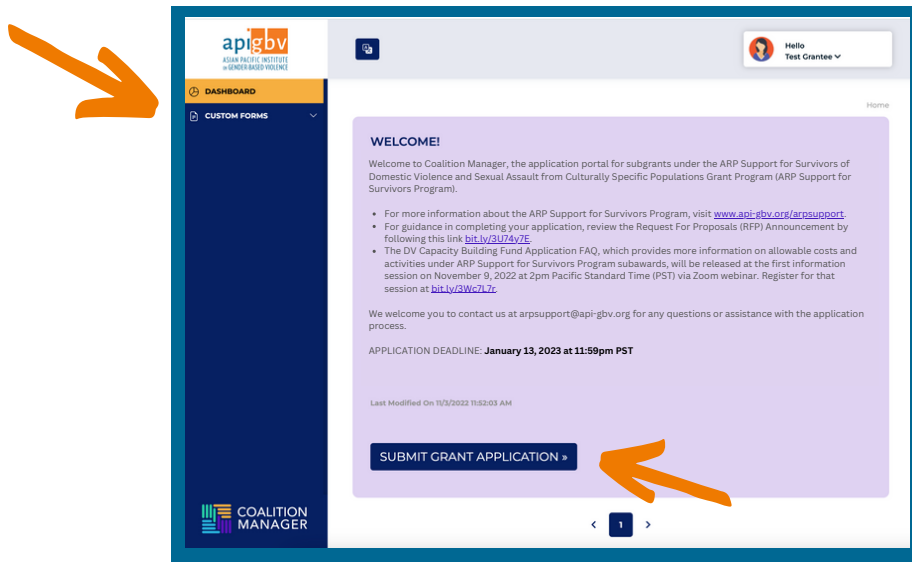
Click on SUBMIT GRANT APPLICATION to begin completing the grant application.

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

DV/SA Capacity Building Fund Grant Application
Form Responses/Submission

ADD NEW

START NEW SUBMISSION

| Completed | In Progress | Archived |

📄 Export to Excel   📄 Export to PDF

Drag a column header and drop it here to group by that column

Id	Submission Title	Submission Date			
84	DV/SA Capacity Building Fund Grant Application	11/16/2022 9:40 AM	✎	🗄	👁

1 - 1 of 1 items

📝 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.

SAVE & NEXT

17%

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SUBMIT   **SAVE & EXIT**