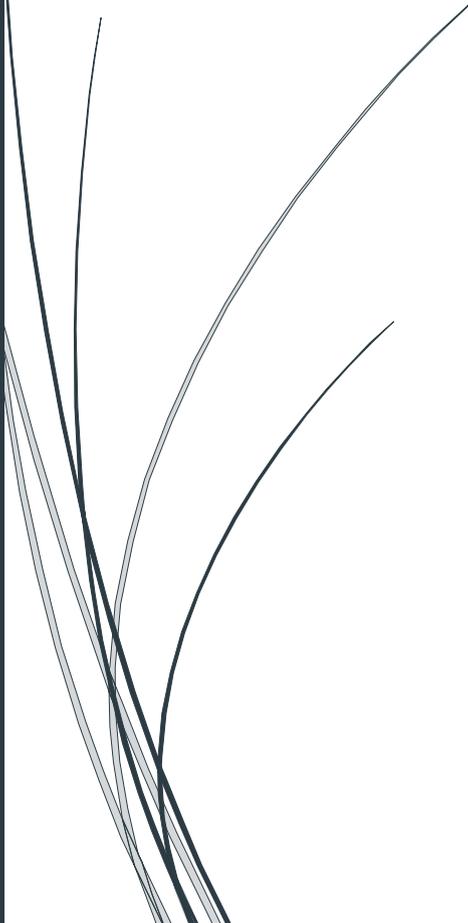


Applicant Dashboard



Contents

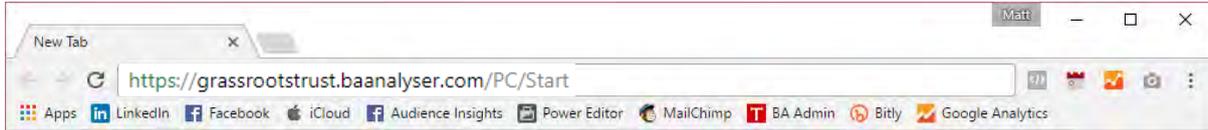
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Accessing the Applicant Dashboard

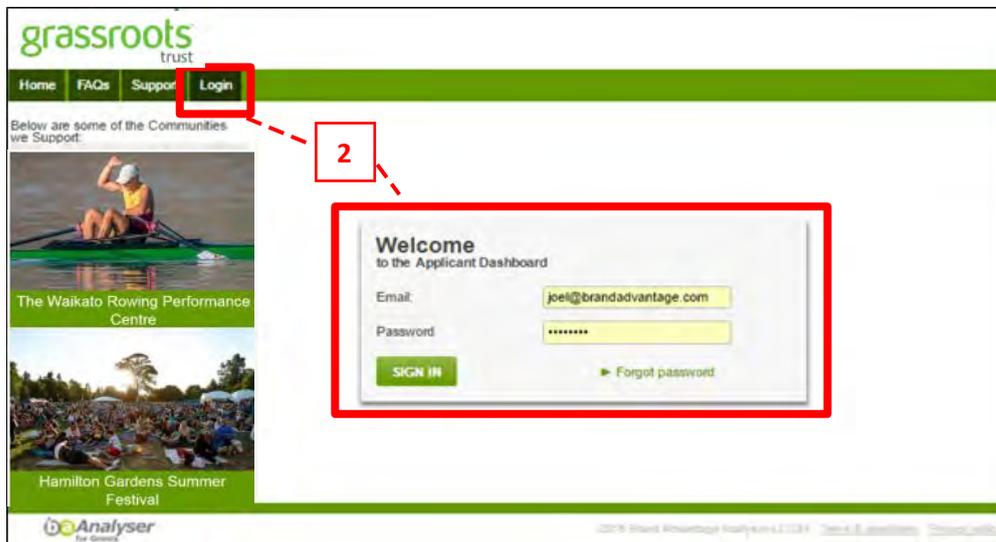
1. To access the Applicant Dashboard, enter the Grant homepage first.

↳ To open the site, enter <https://grassrootstrust.baanalyser.com/PC/Start> in the address bar (top of page) of your web browser. We will be using 'Chrome' for this guide. (You can click on the link as well to enter)

Site example:



2. Click **“Login”** located in the toolbar or click on the **“Login”** button in the middle of the page and enter in your **‘Email’** and **‘Password’**.



Important Note:

If this is your first time logging in, you will see the prompt below to ask you to assign a password. After you have confirmed your password, you can then use the new password assigned to login and view your application details.

A screenshot of a password assignment form. It has three input fields: 'Email' (pre-filled with joel@brandadvantage.com), 'New Password', and 'Confirm Password'. Below the fields is a green button labeled 'SAVE'. A red box highlights the 'SAVE' button, and a dashed red line connects it to a text box on the right.

Assign a password and click **Save** for first time users.

Applicant Dashboard Page

Once you have signed in, this is what your Applicant Dashboard looks like.

On the left side of the menu where you can click in, you can manage and edit your:

1. **Personal Information** – View Applicant/user details.
2. **Manage Organisations** – View Organisation details.
3. **Manage Users** – View system users.
4. **Current Application** – View details of current application.
5. **Current Grants** – View a list of approved grants.
6. **Accountability Reports** – View a list of accountability reports that must be completed for all approved funding requests.
7. **Application History** – View the history of previous applications.
8. **Creating a new Application**

Personal Information	1
Manage Organisations	2
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joel@brandadvantage.com
Logout

Home | **FAQs** | Support

Personal Information
Manage Organisations
Manage Users
Current Application
Current Grants
Accountability Reports
Application History
Create Application

Home Page

Welcome to your Applicant Dashboard. From here you can manage organisation and personal information for the purpose of future applications

View the progress of applications you have submitted.

View information concerning Grants which you have been approved for.

Access the accountability reports forms to fill in the required information following the close of your funded endeavours.

View previous applications which you have submitted.

Go straight to make an new applications using infomation populated from your dashboard.

If you have any questions regarding the Applicant Dashboard or application process please see our FAQs page or contact our support team.

Personal Information

This is where you can view and edit your personal profile and reset your password

- 1.1 Click “**Personal Information**” to access.
- 1.2 To edit the fields, click in the boxes and type your changes.
- 1.3 Once you have finished editing, click “**SAVE CHANGES**” to save your changes.

The screenshot displays the 'Personal Information' page for a user named Joe Bloggs. The page includes a sidebar with navigation options, a main form for personal details, and a 'Change Password' section. Red annotations highlight the 'Personal Information' menu item (1), the 'Role' dropdown menu (2), and the 'SAVE CHANGES' button (3). A text box explains that the role dropdown allows users to assign themselves as 'Applicant Admin' or 'Applicant User', and that the 'Admin' role grants administrative privileges.

1 Personal Information

2 Click on the dropdown list to select the 'Role' type to assign. You can either assign yourself as an "Applicant Admin" or an "Applicant User". Admin role gives user administrative privileges.

3 SAVE CHANGES

Manage Organisations

This is where you can view and edit Applicant Organisation details.

1.1 Click “**Manage Organisations**” to access.

1.2 To edit an existing Applicant Organisation, click “**Edit**” located on the right.

The screenshot shows the 'Manage Organisations' page. The left sidebar has a menu with 'Manage Organisations' highlighted by a red box labeled '1'. The main content area is a table with the following data:

Organisation Name	Phone	Other Details
1st Test Soccer		Edit
Freddy's Footy Club	4437658	Edit
J's Sports Footy	0212107614	Edit
Onehunga Sports Club	0212107614	Edit
Ron's Rugby	0212107614	Edit

A red box labeled '2' highlights the 'Edit' link for the '1st Test Soccer' organisation.

1. To edit the fields, click in the boxes and type your changes.

2. Once you have finished editing, click “**SAVE CHANGES**” to save your changes.

3. You can also add an additional Organisation you are part of by clicking “**Add additional organisation**”.

↳ The fields you can edit are exactly the same as you see below; click “**SAVE CHANGES**” when you have finished adding the new Organisation details.

The screenshot shows the 'Organisation Information' form. The left sidebar has a menu with 'Manage Organisations' highlighted by a red box labeled '1'. The main content area is a form with the following fields:

- Organisation Name: Freddy's Footy Club
- Phone: 4437658
- Other Details:
- Street address:
 - Street Line 1: 99 Queen Street
 - Street Line 2: (empty)
 - Suburb: Auckland
 - City/Town: Auckland
 - Region/Prov./State: Auckland
 - Postcode: 1010
 - Country: New Zealand

A red box labeled '1' highlights the Street Line 2 field. A red box labeled '2' highlights the 'SAVE CHANGES' button. A red box labeled '3' highlights the 'Add additional organisation' button.

How to Make an Organisation 'Inactive'

1. From the home page, click on **'Manage Active Organisations'**. Here you will see all organisations that have been added to your Applicant Portal.
2. Click **"Edit"** next to the organisation you wish to remove from the list.

The screenshot shows the Grassroots Trust Applicant Portal. The top navigation bar includes 'Home', 'FAQs', and 'Support'. The left sidebar contains a menu with 'Manage Active Organisations' highlighted by a red box labeled '1'. The main content area is titled 'Manage Active Organisations' and displays a table of active organisations. The table has columns for 'Organisation Name', 'Phone', and 'Other Details'. The first row is for 'Albany Community Watch' with phone number '92385796'. A red box labeled '2' highlights the 'Edit' button next to this organisation. Below the table are two buttons: 'ADD ORGANISATION' and 'VIEW INACTIVE ORGANISATIONS'.

Organisation Name	Phone	Other Details
Albany Community Watch	92385796	Edit
Ardmore Manse Rugby And Sports Club Incorporated	0212118107	Edit
Asthma New Zealand Incorporated	092385796	Edit
Community Education Trust Auckland	92385796	Edit

3. Clicking **'Make Inactive'** will remove the organisation from the list. It will then automatically save, put the organisation in the inactive list and take you back to the list of active organisations.

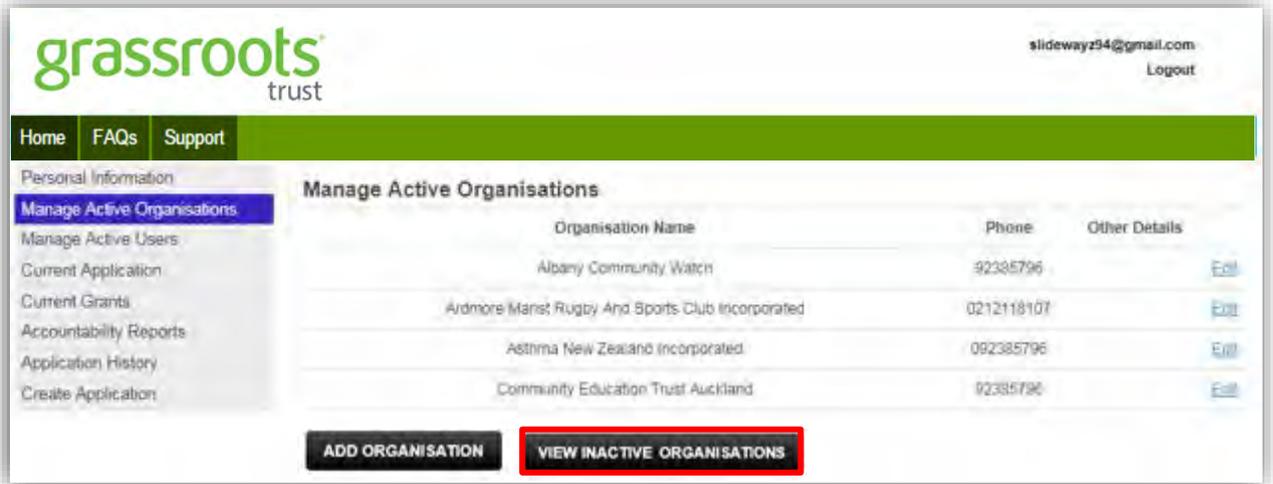
The screenshot shows the 'Organisation Information' form in the Grassroots Trust Applicant Portal. The form is titled 'Organisation Information' and contains several input fields. The 'MAKE INACTIVE' button is highlighted with a red box. The form fields are as follows:

Field	Value
Organisation Name	Albany Community Watch
Phone	92385796
Other Details	
Street Line 1	156 Albany Highway
Street Line 2	
Suburb	Albany
City/Town	Auckland
Region/Prov./State	Auckland
Postcode	0632
Country	New Zealand

Buttons: **SAVE CHANGES**, **MAKE INACTIVE**, Add additional organisation

How to Make an Inactive Organisation 'Active' again

- From the 'Manage Active Organisations' list, click the 'View Inactive Organisations' button to open the list of inactive organisations.

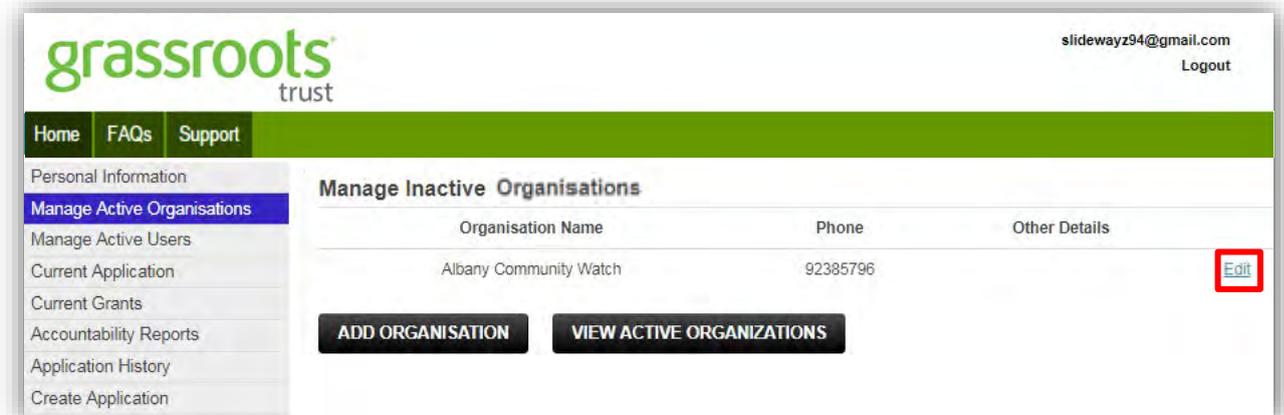


The screenshot shows the Grassroots Trust website interface. The top navigation bar includes 'Home', 'FAQs', and 'Support'. The user is logged in as 'slidewayz94@gmail.com'. The main content area is titled 'Manage Active Organisations' and contains a table with the following data:

Organisation Name	Phone	Other Details
Albany Community Watch	92385796	Edit
Ardmore Marine Rugby And Sports Club Incorporated	0212118107	Edit
Asthma New Zealand Incorporated	092385796	Edit
Community Education Trust Auckland	92385796	Edit

At the bottom of the page, there are two buttons: 'ADD ORGANISATION' and 'VIEW INACTIVE ORGANISATIONS'. The 'VIEW INACTIVE ORGANISATIONS' button is highlighted with a red box.

- From the Inactive Organisations list, click 'Edit' next to the organisation you wish to make active again.



The screenshot shows the Grassroots Trust website interface. The top navigation bar includes 'Home', 'FAQs', and 'Support'. The user is logged in as 'slidewayz94@gmail.com'. The main content area is titled 'Manage Inactive Organisations' and contains a table with the following data:

Organisation Name	Phone	Other Details
Albany Community Watch	92385796	Edit

At the bottom of the page, there are two buttons: 'ADD ORGANISATION' and 'VIEW ACTIVE ORGANIZATIONS'. The 'Edit' button next to the 'Albany Community Watch' organisation is highlighted with a red box.

- Clicking **'Make Active'** will automatically save and show the reactivated organisation back in the **'Manage Active Organisations'** list.

The screenshot shows the 'grassroots trust' website interface. At the top right, the user email 'slidewayz94@gmail.com' and a 'Logout' link are visible. A green navigation bar contains 'Home', 'FAQs', and 'Support'. A left sidebar lists menu items: 'Personal Information', 'Manage Active Organisations', 'Manage Active Users', 'Current Application', 'Current Grants', 'Accountability Reports', 'Application History', and 'Create Application'. The main content area is titled 'Organisation Information' and contains several input fields: 'Organisation Name' (Albany Community Watch), 'Phone' (92385796), 'Other Details', 'Street address' (Street Line 1: 156 Albany Highway, Street Line 2:), 'Suburb' (Albany), 'City/Town' (Auckland), 'Region/Prov./State' (Auckland), 'Postcode' (0632), and 'Country' (New Zealand). At the bottom of the form, there are two buttons: 'SAVE CHANGES' and 'MAKE ACTIVE'. The 'MAKE ACTIVE' button is highlighted with a red rectangular border. To the right of the 'MAKE ACTIVE' button is a link that says 'Add additional organisation'.

Manage Users

You can enter the email addresses of colleagues or other contacts whom you wish to have access to the selected Organisations information available on the dashboard here.

An email will then be sent asking the new user to create a login.

If another member of your Organisation is going to complete the Accountability Report(s) on your behalf, please create them as a User now.

1. Click **“Manage Users”** to access.
2. To edit an existing user, click **“Edit”** on the right.
↳ Click **“SAVE CHANGES”** after you have completed your changes.
3. To add a new user, click **“ADD USER”**.

grassroots trust

joel@brandadvantage.com Logout

Home FAQs Support

Personal Information
Manage Organisations
Manage Users
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First Name	Last Name	Email	Position	Phone/DDI	Organisation	
Joe	Bloggs	joel@brandadvantage.com	Admin	3070790	1st Test Soccer	Edit
Jane	Smith	janes@email.com	Director of Sport	093077090	Netball Inc	Edit
Max	Payne	max.payne@warners.co.n	Mr	0215555555	Warners Studios	Edit

ADD USER

Adding a User

1. For adding a new user fill in the fields provided.
2. Click **“SAVE CHANGES”** once you have filled in the necessary fields.

grassroots trust

joel@brandadvantage.com Logout

Home FAQs Support

Personal Information
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Manage Users
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Add User

First Name: Jack

Last Name: Trades

Email: jackt@hammer.co.nz

Position: Technician

Role: Applicant User

Phone/DDI: 0212107614

Organisation: J's Sports Footy

SAVE CHANGES

Click on the dropdown list to select the 'Role' type to assign to the new user. (User or Admin)

Click on the dropdown list to select the organisation the user belongs to.

How to Make Users 'Inactive'

1. From the home page, click on 'Manage Active Users'.

The screenshot shows the 'grassroots trust' logo at the top left and the user email 'slidewayz94@gmail.com' with a 'Logout' link at the top right. A green navigation bar contains 'Home', 'FAQs', and 'Support'. A sidebar on the left lists menu items: 'Personal Information', 'Manage Active Organisations', 'Manage Active Users' (highlighted with a red box), 'Current Application', 'Current Grants', 'Accountability Reports', 'Application History', and 'Create Application'. The main content area is titled 'Home Page' and contains a welcome message, instructions on how to use the dashboard, and a section for 'Important Information – Please Read' regarding other trusts or foundations.

2. Here you will see all users that have been added to your Applicant Portal. Click 'Edit' next to the user you wish to remove.

The screenshot shows the 'grassroots trust' logo at the top left and the user email 'slidewayz94@gmail.com' with a 'Logout' link at the top right. A green navigation bar contains 'Home', 'FAQs', and 'Support'. The sidebar on the left lists menu items: 'Personal Information', 'Manage Active Organisations', 'Manage Active Users' (highlighted with a blue bar), 'Current Application', 'Current Grants', 'Accountability Reports', 'Application History', and 'Create Application'. The main content area is titled 'Manage Active Users' and displays a table of active users.

First Name	Last Name	Email	Position	Phone/DDI	Organisation	
Mike	Nolan	mike@educationtrust.org.nz	Board Representative	02102367853	Community Education Trust Auckland	Edit
Karl	Sullivan	karl@educationtrust.org.nz	Fundraising Manager	092385796	Community Education Trust Auckland	Edit
Janice	Smith	janice@educationtrust.org.nz	Financial Advisor	092385796	Community Education Trust Auckland	Edit

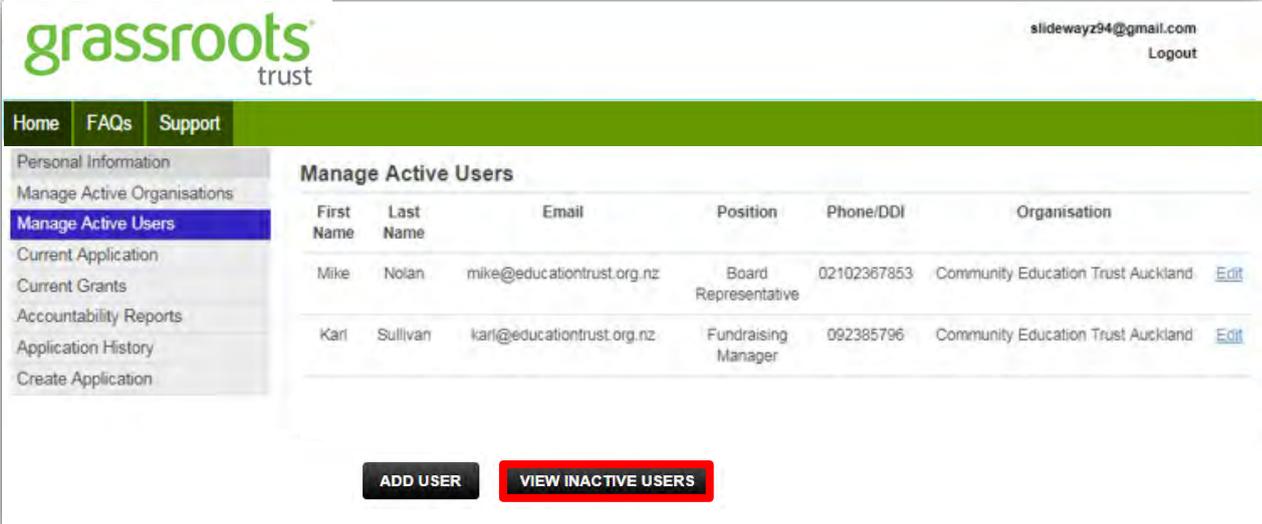
3. Clicking **'Make Inactive'** will remove the user from the list. It will then automatically save, put the user into the list of inactive users and take you back to the list of active users.

The screenshot shows the 'Edit User' interface for the Grassroots Trust system. The page header includes the logo and the user's email 'slidewayz94@gmail.com' with a 'Logout' link. A navigation bar contains 'Home', 'FAQs', and 'Support'. A sidebar menu lists various options like 'Personal Information', 'Manage Active Organisations', and 'Create Application'. The main content area is titled 'Edit User' and contains several form fields: 'First Name' (Janice), 'Last Name' (Smith), 'Email' (janice@educationtrust.org), 'Position' (Financial Advisor), 'Role' (Applicant Admin), 'Phone/DDI' (092385796), and 'Organisation' (Community Education Trust Auckland). At the bottom of the form, there are two buttons: 'SAVE CHANGES' and 'MAKE INACTIVE'. The 'MAKE INACTIVE' button is highlighted with a red rectangular border.

How to Make an Inactive User 'Active' Again

If someone that previously left your organisation was made inactive, and then came back to the organisation. Instead of re-adding all their details, you can make the inactive user active again.

1. In the 'Manage Active Users' tab, scroll to the bottom of the list and click 'View Inactive Users'.

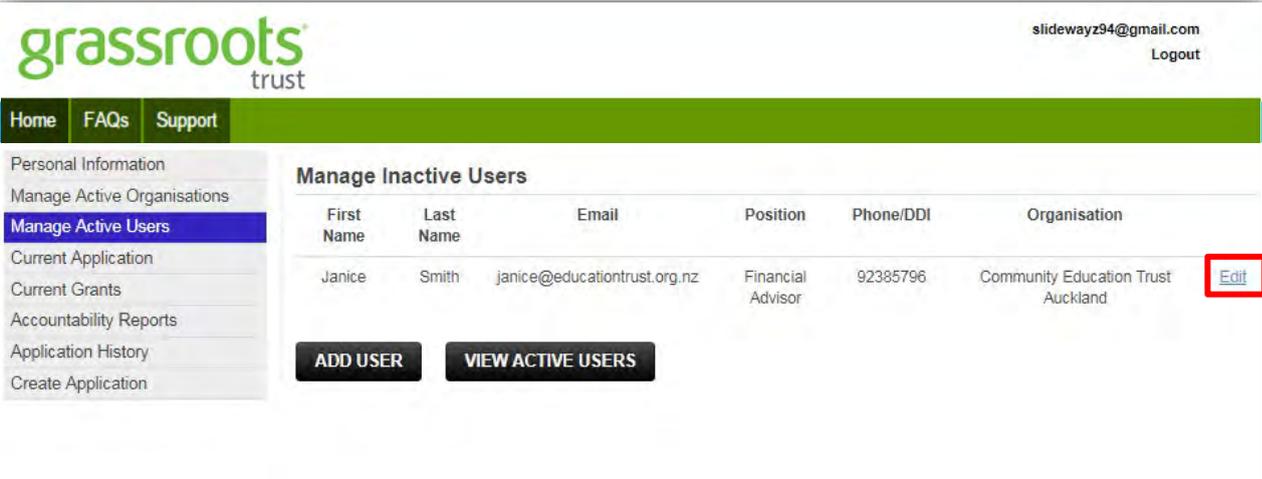


The screenshot shows the Grassroots Trust user management interface. The top navigation bar includes 'Home', 'FAQs', and 'Support'. The left sidebar contains a menu with options like 'Personal Information', 'Manage Active Organisations', 'Manage Active Users' (highlighted), 'Current Application', 'Current Grants', 'Accountability Reports', 'Application History', and 'Create Application'. The main content area is titled 'Manage Active Users' and displays a table of active users:

First Name	Last Name	Email	Position	Phone/DDI	Organisation	
Mike	Nolan	mike@educationtrust.org.nz	Board Representative	02102367853	Community Education Trust Auckland	Edit
Karl	Sullivan	karl@educationtrust.org.nz	Fundraising Manager	092385796	Community Education Trust Auckland	Edit

At the bottom of the page, there are two buttons: 'ADD USER' and 'VIEW INACTIVE USERS', with the latter highlighted by a red box.

2. Here you can see a list of your inactive users, click 'Edit' next to the user you wish to make active again.



The screenshot shows the Grassroots Trust user management interface. The top navigation bar includes 'Home', 'FAQs', and 'Support'. The left sidebar contains a menu with options like 'Personal Information', 'Manage Active Organisations', 'Manage Active Users' (highlighted), 'Current Application', 'Current Grants', 'Accountability Reports', 'Application History', and 'Create Application'. The main content area is titled 'Manage Inactive Users' and displays a table of inactive users:

First Name	Last Name	Email	Position	Phone/DDI	Organisation	
Janice	Smith	janice@educationtrust.org.nz	Financial Advisor	92385796	Community Education Trust Auckland	Edit

At the bottom of the page, there are two buttons: 'ADD USER' and 'VIEW ACTIVE USERS'. The 'Edit' link in the table is highlighted with a red box.

3. Clicking **'Make Active'** will automatically save and show the reactivated user back in the **'Manage Active Users'** list.

The screenshot shows the 'Edit User' interface for the grassroots trust. The page header includes the logo and the user's email 'slidewayz94@gmail.com' with a 'Logout' link. A navigation bar contains 'Home', 'FAQs', and 'Support'. A sidebar menu lists various options, with 'Manage Active Users' highlighted. The main content area is titled 'Edit User' and contains the following fields:

- First Name: Janice
- Last Name: Smith
- Email: janice@educationtrust.org
- Position: Financial Advisor
- Role: Applicant Admin
- Phone/DDI: 92385796
- Organisation: Community Education Trust Auckland

At the bottom of the form, there are two buttons: 'SAVE CHANGES' and 'MAKE ACTIVE'. The 'MAKE ACTIVE' button is highlighted with a red border.

Current Application

You will be able to see all the applications currently in progress or has been submitted but requires further action, for the selected Organisation here.

1. Provides you with the details of the application which includes:

- Application number
- Organisation name
- Grant organisation name
- Grant category the application is for
- Amount requested by the Applicant Organisation
- Who the application is submitted by
- When the application was submitted

2. What stage an application is at represented by the progress circle which includes:

- Application being submitted
- Application being assessed
- Final decision of the Application made by the Board
- Eligibility of the Application
- Application being voted on

The screenshot displays the 'Current Application' page on the Grassroots Trust website. The page includes a navigation menu with 'Home', 'FAQs', and 'Support'. A sidebar on the left contains links for 'Personal Information', 'Manage Organisations', 'Manage Users', 'Current Application' (highlighted), 'Current Grants', 'Accountability Reports', 'Application History', and 'Create Application'. The main content area shows the details of a specific application (Application No. 40) submitted by Harrison Pyne on 09/09/2016. A progress circle indicates the application is in the 'Final Decision' stage. Below the form is a table listing other applications with columns for App No., Organisation, Grant Name, Grant Category, Applicant Name, and Submitted date. A 'View' link is provided for each application.

App No.	Organisation	Grant Name	Grant Category	Applicant Name	Submitted	
40	Youth Aide	Grassroots Trust Grant	Community	Harrison Pyne	09/09/2016	View
38	School of Music	Grassroots Trust Grant	Education	Sue Dean	09/09/2016	View
39	Hammer FC	Grassroots Trust Grant	Sports	Don Harvey	09/09/2016	View
22	AKL Resthome	Grassroots Trust Grant	Community	Harrison Harrison	09/09/2016	View

You will notice that as an application goes through the different stages of progress, the colour will change for each once it is complete. In this example, the outstanding progress is 'Final Decision'.

To view the progress of a particular application, click on the "App No."

To view the application form itself, click on "View" and you will be taken to the application page.

Current Grants

You can see information about any grants that have been approved for the Organisation and if there are any conditions attached to them.

You can also make notes regarding these grants for all with access to the Applicant Dashboard.

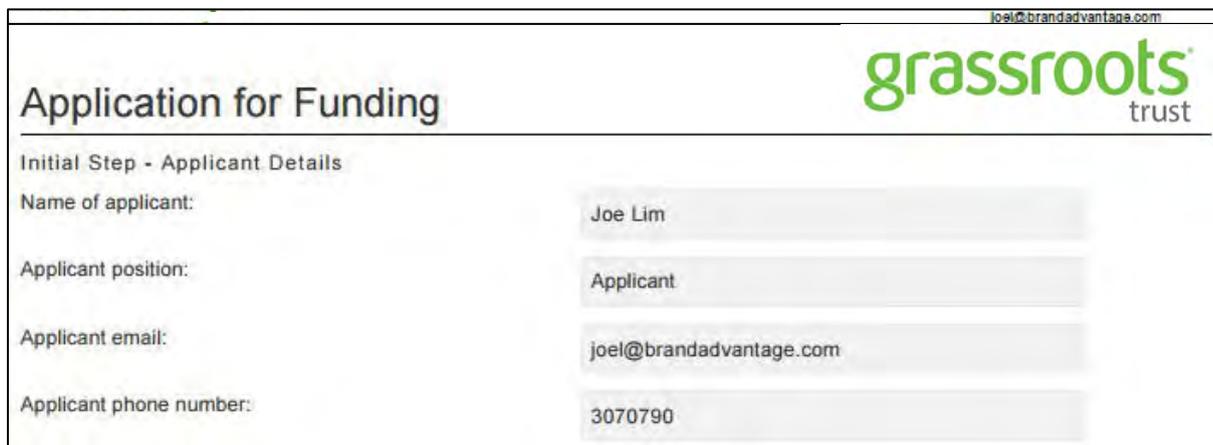
1. Click “**Current Grants**” to access.
2. To view an approved grant application, click “**View**” located on the right.



The screenshot shows the Grassroots Trust Applicant Dashboard. The top navigation bar includes the logo, the email joel@brandadvantage.com, and a Logout link. Below the navigation bar is a green header with links for Home, FAQs, and Support. A sidebar on the left contains a menu with items: Personal Information, Manage Organisations, Manage Users, Current Application, **Current Grants** (highlighted with a red box and the number 1), Accountability Reports, Application History, and Create Application. The main content area is titled 'Current Grants' and contains a table with the following data:

App No	Organisation	Grant Name	Grant Category	Applicant Name	Requested Amount	Approved Amount	Date Granted	View
GR11	EA Sports	Grassroots Trust Grant	Sports	Joe Bloggs	\$9,000.00	\$8,000.00	22/09/2016	View (highlighted with a red box and the number 2)
GR13	Tester Footy Club	Grassroots Trust Grant	Community	Jamie Lind	\$9,000.00	\$3,000.00	31/08/2016	View
GR14	Hockey Inc	Grassroots Trust Grant	Sports	Arthur King	\$8,000.00	\$3,000.00	20/09/2016	View

1. To view the approved grant, you will need to click “**Download Application**”. A PDF document will be generated and downloaded to your computer.



The screenshot shows the 'Application for Funding' form. The top navigation bar includes the logo, the email joel@brandadvantage.com, and the Grassroots Trust logo. The form is titled 'Application for Funding' and is labeled 'Initial Step - Applicant Details'. The form contains the following fields:

- Name of applicant: Joe Lim
- Applicant position: Applicant
- Applicant email: joel@brandadvantage.com
- Applicant phone number: 3070790

You can open the PDF document to view, it will have the heading ‘Application for Funding’ on top.

Accountability Reports

When a grant has been received and used for its purposes the Applicant/Users can view the details of the grant and click through this link to go to the Accountability Report required of them to fill in.

1. Click “**Accountability Reports**” in the Applicant Dashboard to enter:
2. Click on the “**App No**” that relates to your application to complete Accountability Report.

The screenshot shows the Grassroots Trust Applicant Dashboard. The user is logged in as joel@brandadvantage.com. The dashboard has a green header with 'Home', 'FAQs', and 'Support' links. A sidebar on the left contains a menu with items: Personal Information, Manage Organisations, Manage Users, Current Application, Current Grants, **Accountability Reports** (highlighted with a red box labeled '1'), Application History, and Create Application. The main content area is titled 'Accountability Reports' and contains a table with the following data:

App No	Organisation	Grant Name	Grant Category	Applicant Name	Money Requested	Date Granted	Report Due	Amount Approved
GT2	Tester Footy Club	Grassroots Trust Grant	Sports	Joe Lim	\$0.00	20/09/2016	30/11/2016	\$0.00

2. Here is the first page you will see for completing your Accountability Report. Please refer to “**Accountability Report Guide**” for instructions on how to complete an Accountability Report.

The screenshot shows the 'Grant Accountability Report' page. It includes the following text:

Grant Accountability Report:
 The following is the Accountability Report that you must complete and submit to Grassroots Trust by the Report due date as stated in the 'Accountability Report' email you received or as stated in the Accountability Report page in your Applicant Dashboard.
 The accountability report is the confirmation that the Grant money has been spent in accordance with the approved purposes. The supporting documentation must be provided to allow the Trust to confirm the Grant money has been spent correctly.
 Please see the below information for confirmation of the details of the Grant that has been provided.
 Then [click](#) Start at the bottom of the page to commence with completing your Accountability Report.
 Once completed, please note, that you may “**modify**” or “**download**” the report as a PDF; then please click the “**Submit Report**” button that will appear at the bottom of the page. The Grant details information appears below as a [confirmation only](#).

Grant Details Information
Accountability Report

Application id:
 Organisation name:
 Amount granted:
 Grant type:
 Grant category:
 Date Granted:
 Purpose/reason for grant:

Start ►

Details of Applicant Organisation; purpose/reason for grant and amount granted. Automatically populated by system.

Application History

Here the Applicants will be able to view all applications that has been submitted, assessed and finalised ('closed off' with no further actions required).

1. You will see:

- Application number
- Name of Applicant Organisation
- Grant name
- Grant category
- Requested amount from the Application
- Who has submitted the Application
- When the Application has been submitted
- Status of Application (Approved, Declined, etc.)

The screenshot shows the 'Application History' page for the Grassroots Trust. The page includes a sidebar with navigation options and a main content area displaying details for a specific application (GT80). The application details are as follows:

- Application No: GT80
- Organisation Name: E Community
- Grant Name: Grassroots Trust Grant
- Grant Category: Community
- Amount Requested: \$9,000.00
- Submitted By: Joe Bloggs
- Submitted On: 29/09/2016
- Application Status: Declined

Below the application details is a table listing other applications:

App No.	Organisation	Grant Name	Grant Category	Applicant Name	Submitted	Amount Approved
80	E Community	Grassroots Trust Grant	Community	Joe Bloggs	29/09/2016	\$0.00
38	Man-you Fo	Grassroots Trust Grant	Sports	Don Harvey	09/09/2016	\$2,800.00
22	Auckland Resthome	Grassroots Trust Grant	Community	Harrison Harrison	09/09/2016	\$12,560.00

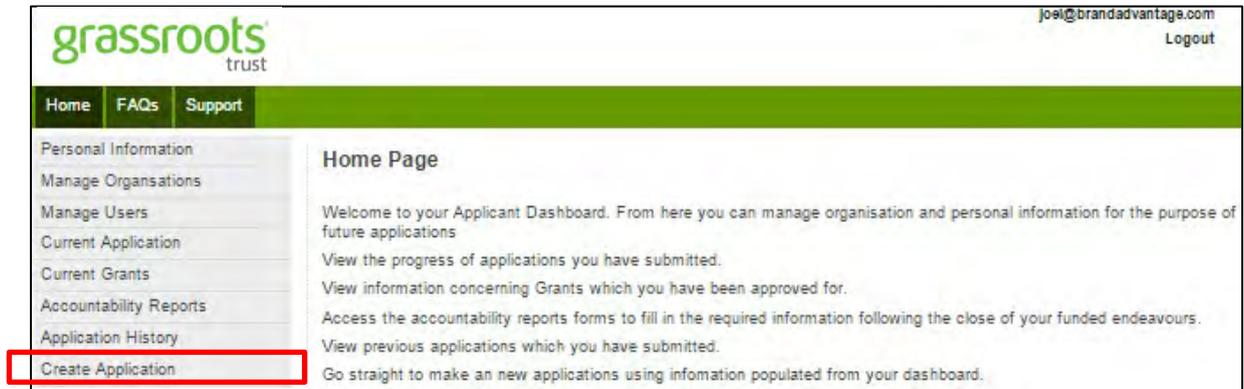
1

Create Application

Here you can start a new application under your selected Organisation with the available data populated into the application form:

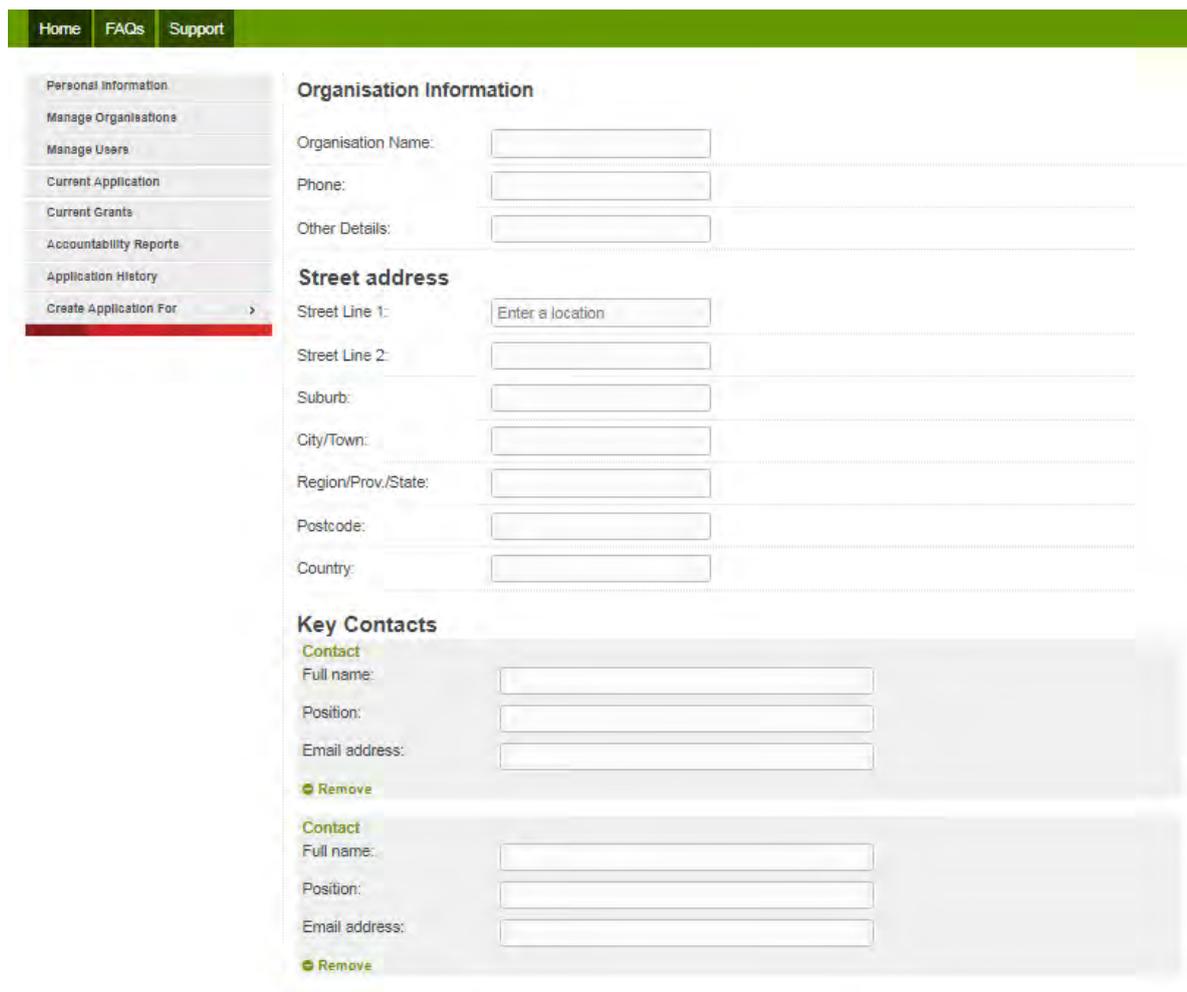
- Organisation info
- Personal info

➤ Click “Create Application”.



The screenshot shows the 'grassroots trust' Applicant Dashboard. The top navigation bar includes 'Home', 'FAQs', and 'Support'. The left sidebar contains a list of menu items: 'Personal Information', 'Manage Organisations', 'Manage Users', 'Current Application', 'Current Grants', 'Accountability Reports', 'Application History', and 'Create Application'. The 'Create Application' item is highlighted with a red box. The main content area is titled 'Home Page' and contains a welcome message and instructions on how to manage applications and grants.

➤ You will be taken to the ‘Register Now’ page.



The screenshot shows the 'Register Now' page. The top navigation bar includes 'Home', 'FAQs', and 'Support'. The left sidebar contains a list of menu items: 'Personal Information', 'Manage Organisations', 'Manage Users', 'Current Application', 'Current Grants', 'Accountability Reports', 'Application History', and 'Create Application For'. The 'Create Application For' item is highlighted with a red box. The main content area is titled 'Organisation Information' and contains a form with the following fields: 'Organisation Name', 'Phone', 'Other Details', 'Street address' (with sub-fields for 'Street Line 1', 'Street Line 2', 'Suburb', 'City/Town', 'Region/Prov./State', 'Postcode', and 'Country'), and 'Key Contacts' (with sub-fields for 'Full name', 'Position', and 'Email address').