



# Online Grant Application Upgrade Coming November 20, 2017

WEF's new website is launching on November 20, 2017. This website refresh has provided a great opportunity to upgrade the grant application tool at the same time. Here are a few key things to know in order to submit your grant application before the January 5, 2018 deadline.

## The core elements are the same:

- The Grant Funding Criteria have not changed. You can view them here: <https://www.wellesleyeducationfoundation.org/grant-process-overview>
- The questions within the application are the same as previous years. You can view the application here: <https://www.wellesleyeducationfoundation.org/apply-for-a-grant>

## What's NEW:

- You no longer need a user name and password to log into the account. Simply go straight to the webpage and start your application.
- Approvals from principals and administrators now takes place by email. Once you submit your application, the staff members you have listed as approvers will automatically receive an email with an attachment of your proposal to review.

## STEP BY STEP INSTRUCTIONS

- **Go to <https://www.wellesleyeducationfoundation.org/apply-for-a-grant>.** From WEF's homepage, <http://www.wellesleyeducationfoundation.org>, click on "For Educators" on the top menu bar, and select "Apply for a Grant".
- **Complete all of the required fields on the application.** See the Sample Grant Applications section for previous well completed and funded grant examples.
- Remember to **attach any additional information** that you believe will help inform the Grant Committee's consideration of your grant request.
- Remember to **click "Submit"** to send the application to WEF. You will receive an **acknowledgment email** that your application was submitted.
- Please note that you can save your application and come back to it later. A link will be emailed to you to access your application for completion.
- Note that once your application is submitted, edits will not be available. Please contact us if edits to your original application are necessary (such as revisions for amounts or quantities or service/vendor providers that will affect the review of the application).
- Once submitted, your application will be forwarded to the Administrators named on your application.

## **FAQs**

**Can I fill out my grant application on a mobile device such as an iPad?**

Yes!

**I have already filled out a Grant Application in the last couple of weeks. What do I do?**

WEF will transition your grant application to the new system. You don't need to re-enter the information.

**Can I save my grant application as a draft, and work on it another time?**

Absolutely! Click on "Save" at the end of the form, and you can email yourself a unique link. You can then go back another time to complete it.

**Can I upload attachments to my application?**

Yes, there is a field where you can upload any relevant attachments.

**I have submitted my application, but now I want to make changes. Can I do that?**

Once it is submitted, you will need to contact [wefgrantapplications@gmail.com](mailto:wefgrantapplications@gmail.com) to make changes.

**How do I know that my grant application has been successfully submitted?**

You will receive a confirmation email.

**Who do I contact if I have questions?**

If you have questions, please contact WEF's Grant Co-Chairs by email at [wefgrantapplications@gmail.com](mailto:wefgrantapplications@gmail.com).