

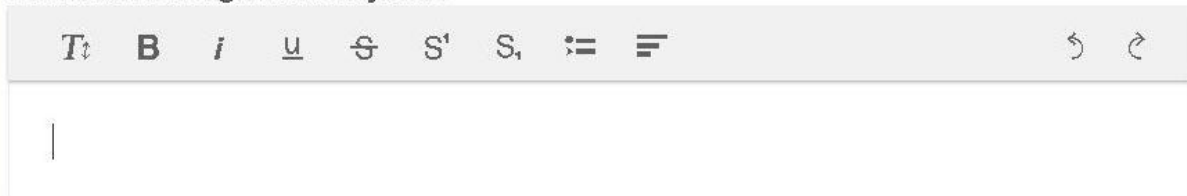
Grantee Portal Training Manuals

Submission Errors and What to Do

1. After submitting an application, report, or amendment, there may be times when the software detects an error. The system will let you know what type of error it encountered, and all errors must be fixed before you can successfully complete your submission.
2. The most common type of error occurs when a field is left blank. A blank field can refer to:

Empty text boxes

1. How does this project contribute to the advancement of one or more of the Foundation's legislated objects?



A screenshot of a rich text editor interface. The top bar contains various formatting icons: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List (S), Numbered List (S), Indent (≡), and Outdent (≡). Below the icons is a large, empty text input area with a vertical cursor on the left side.

Leaving a currency field empty



A screenshot of a form with two rows. The first row is labeled "Project Total" and has an empty input field with a dollar sign (\$) on the left. The second row is labeled "ALF Request" and has an empty input field with a dollar sign (\$) on the left.

Not selecting a date



A screenshot of a form with a single row labeled "Date". To the right of the label is an empty input field with a small calendar icon on the right side.

Not selecting an option in the dropdown menu

By selecting "I Agree", I acknowledge that I am an authorized signatory for the organization to which this application applies.

By selecting "I Agree", I acknowledge that I have read the application in full, the Funding Policies set out in full on the Foundation website and I understand and agree to the terms and conditions set out above on behalf of my organization.

Not uploading required documents

The screenshot shows a web interface for document management. At the top, there is a header "Signed Audited Financial Statements" with a plus icon. Below it is a section titled "Application Documents" with a plus icon. The section contains three document entries, each with a PDF icon, a title, a subtitle, and a date added by Bridget Jones:

- Application Snapshot_062122.pdf**
Program Logic Model
Added by Bridget Jones at 1:47 PM on 15 August 2022
- Test Approved Organizational Budget.pdf**
Approved Organizational Budget
Added by Bridget Jones at 2:50 PM on 25 July 2022
- Test ALF Project Form.pdf**
ALF Budget Form
Added by Bridget Jones at 2:50 PM on 25 July 2022

3. To fix these errors, simply input a value in that field to let the system know that it is not empty:

Fill text boxes

The screenshot shows a text editor interface. At the top, there is a question: "1. How does this project contribute to the advancement of one or more of the Foundation's legislated objects?". Below the question is a text box containing the following answer:

The Legal Supports for Seniors program directly correlates with Objective #3 in contributing to the legal education and knowledge of the people of Alberta. By focusing on the senior citizens in our Region we ensure that this vulnerable population has access to the resources and knowledge they require to continue to live their independent and full lives.

Putting a zero in the currency field

Project Total	<input type="text" value="\$0.00"/>
ALF Request	<input type="text" value="\$0.00"/>

Select a date

Date	<input type="text" value="25/7/2022"/> 
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Select an option in the dropdown menu

By selecting "I Agree", I acknowledge that I am an authorized signatory for the organization to which this application applies.


I Agree 


By selecting "I Agree", I acknowledge that I have read the application in full, the Funding Polices set out in full on the Foundation website and I understand and agree to the terms and conditions set out above on behalf of my organization.


I Agree 


Upload required documents

Application Documents +

 **Test Signed Audited Financial Statements.pdf** + 🔍 -
Signed Audited Financial Statements
Added by Bridget Jones at 11:37 AM on 29 August 2022

 **Application Snapshot_062122.pdf** + 🔍 -
Program Logic Model
Added by Bridget Jones at 1:47 PM on 15 August 2022

 **Test Approved Organizational Budget.pdf** + 🔍 -
Approved Organizational Budget
Added by Bridget Jones at 2:50 PM on 25 July 2022

 **Test ALF Project Form.pdf** + 🔍 -
ALF Budget Form
Added by Bridget Jones at 2:50 PM on 25 July 2022

4. Outside of the common issues mentioned, if you are unable to diagnose the error and/or how to fix it, do not hesitate to email the Technical Program Administrator, Joshua Corpuz at jcorpuz@albertalawfoundation.org for assistance.