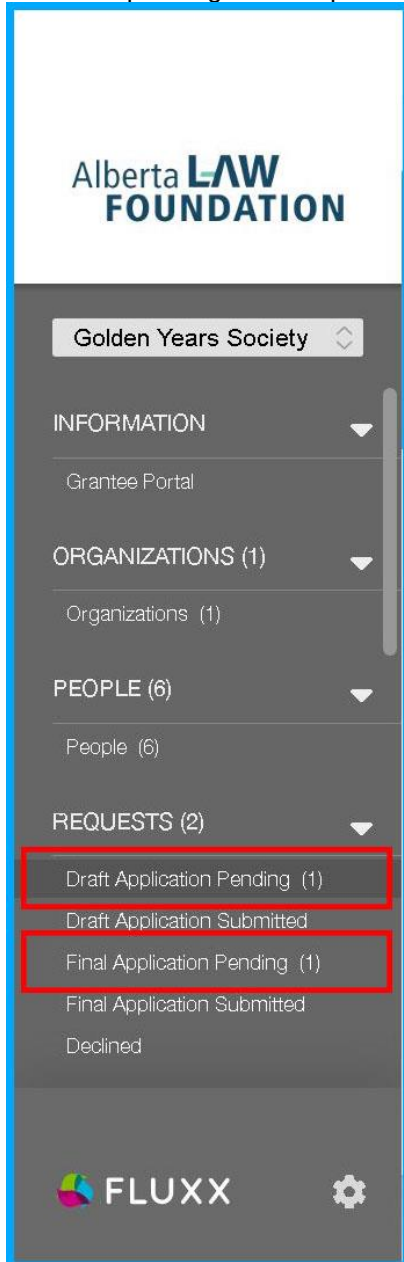


## Grantee Portal Training Manuals

### How to Edit an Application

1. Click on the “Draft Application Pending” card or “Final Application Pending” card under the “Requests” section depending on what part of the process your application is currently in.



2. Select the application that you would like to edit.

The screenshot shows the Alberta Law Foundation application management interface. On the left is a navigation sidebar with categories: INFORMATION (Grantee Portal), ORGANIZATIONS (1) (Organizations (1)), PEOPLE (6) (People (6)), and REQUESTS (2) (Draft Application Pending (1), Draft Application Submitted, Final Application Pending (1), Final Application Submitted, Declined). The main content area is divided into three sections: a search bar, a list of applications, and a detailed view of the selected application. The selected application, 'Golden Years Society', is highlighted with a red box. Its details include: Program Name: Legal Supports for Seniors, Grant Number: 9999-PR-02-23/24, Amount Requested: \$51,069.00, Grant Type: Returning Project Grant, Grant Coordinator: Kristen Seipp, and Status: Pending Submission. The detailed view on the right shows the application title, program name, grant details, and a 'Request Status' section with a progress bar for 'Draft Application'. Below this is a 'Table of Contents' section with a list of links: Organization Information, Project Overview, A. Project Rationale, B. Project Activities, Outputs, and Targets, C. Project Outcome Evaluation, D. Your Project in the Community, E. Other Successes and Challenges, F. Program Funding Strategy, G. Overall Funding Strategy, H. Budget Analysis, I. Documents, and Grant Terms and Conditions. The 'Edit' button is located in the top right corner of the application details section.

3. Click on the “edit” button on the upper right side.

This screenshot is identical to the previous one, showing the same application management interface. The 'Edit' button in the top right corner of the application details section is now highlighted with a red box, indicating the next step in the process.

- The form will open up on the right side of your screen. You will also see a Table of Contents that you can click on to navigate the different sections in the form.

The screenshot displays the Alberta Law Foundation application portal. On the left is a sidebar with the organization's logo and navigation menus for 'Golden Years Society', 'INFORMATION', 'ORGANIZATIONS (1)', 'PEOPLE (5)', and 'REQUESTS (2)'. The main content area features a search bar, a header with grant details (Grant Number: 9999-PR-02-23/24, Grant Coordinator: Kristen Seipp, Draft Application Due Date: 1 January 2023, Grant Term: 1 April 2023 - 31 March 2024, Grant Type: Returning Project Grant, Final Application Due Date: 1 February 2023), and a 'Request Status' section with a progress bar. A red 'Please note' box states: 'The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost. If you select [Cancel], none of your changes to the application will be saved.' Below this is a 'Table of Contents' section with a red border, listing sections from 'Organization Information' to 'Grant Terms and Conditions'. At the bottom right are 'Cancel', 'Save and Continue', and 'Save and Close' buttons.

5. You can also simply scroll down to each of the different sections and click on the arrows to expand/collapse the contents for each section [red boxes].

The screenshot shows a form with several sections, each with a red arrow icon to its left. The sections are: Organization Information, Project Overview, A. Project Rationale, B. Project Activities, Outputs, and Targets, C. Project Outcome Evaluation, D. Your Project in the Community, and E. Other Successes and Challenges. The 'Project Overview' section is currently expanded, showing a long text input field. At the bottom of the form, there are three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'.

▶ Organization Information

▶ Project Overview

▶ A. Project Rationale

▶ B. Project Activities, Outputs, and Targets

▶ C. Project Outcome Evaluation

▶ D. Your Project in the Community

▶ E. Other Successes and Challenges

Cancel Save and Continue Save and Close

6. Fill out all the required questions in the form. Required questions are bolded so you can easily identify which questions are mandatory. Almost all the questions in the application are required so it is recommended to answer all the questions to avoid any submission errors.

• Needs Assessment

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

*T* **B** *i* u *o* *s'* *s,* **:=** **=** ↶ ↷

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.

**2. Who is the target population for the project?**

*T* **B** *i* u *o* *s'* *s,* **:=** **=** ↶ ↷

Seniors age 55 and up living in the Regional Municipality of Wood Buffalo.

▶ Question A3 Instructions

**3. What needs does the project address?**

*T* **B** *i* u *o* *s'* *s,* **:=** **=** ↶ ↷

Cancel Save and Continue Save and Close

- Once you are satisfied with all your answers, you can click the “Save & Close” button on the bottom right to save your changes.

Needs Assessment

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

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.

**2. Who is the target population for the project?**

Seniors age 55 and up living in the Regional Municipality of Wood Buffalo.

▶ Question A3 Instructions

**3. What needs does the project address?**

Cancel Save and Continue Save and Close

Notes:

- Remember to click “Save and Continue” on the bottom right as much as possible. As the system does not perform autosave, this will prevent you from losing important work.
- Remember to try and not leave any required fields empty. This will trigger an error and the system will let you know where it is. Note that leaving a field is not limited to leaving text boxes empty. It can also mean leaving a currency field empty, not selecting a date, not selecting an option in the dropdown menu, and not uploading required documents.