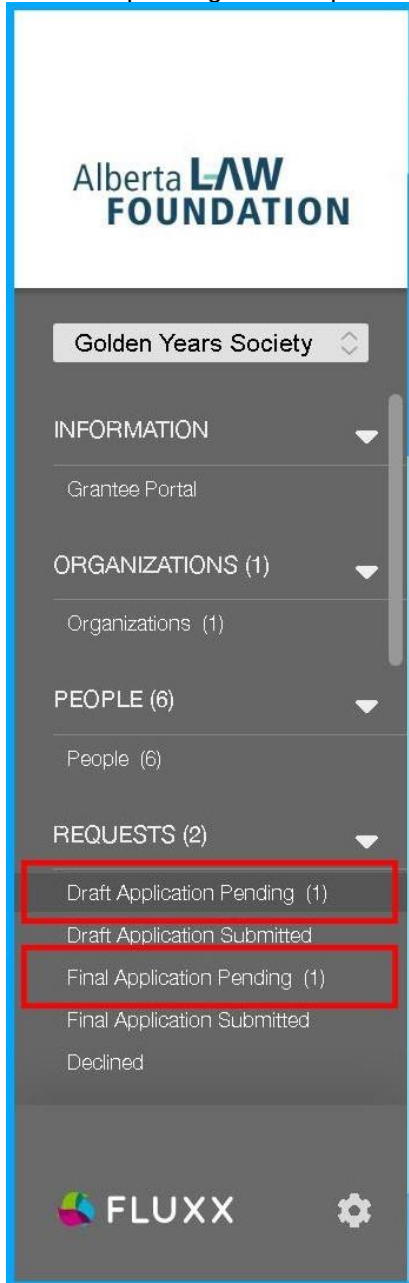


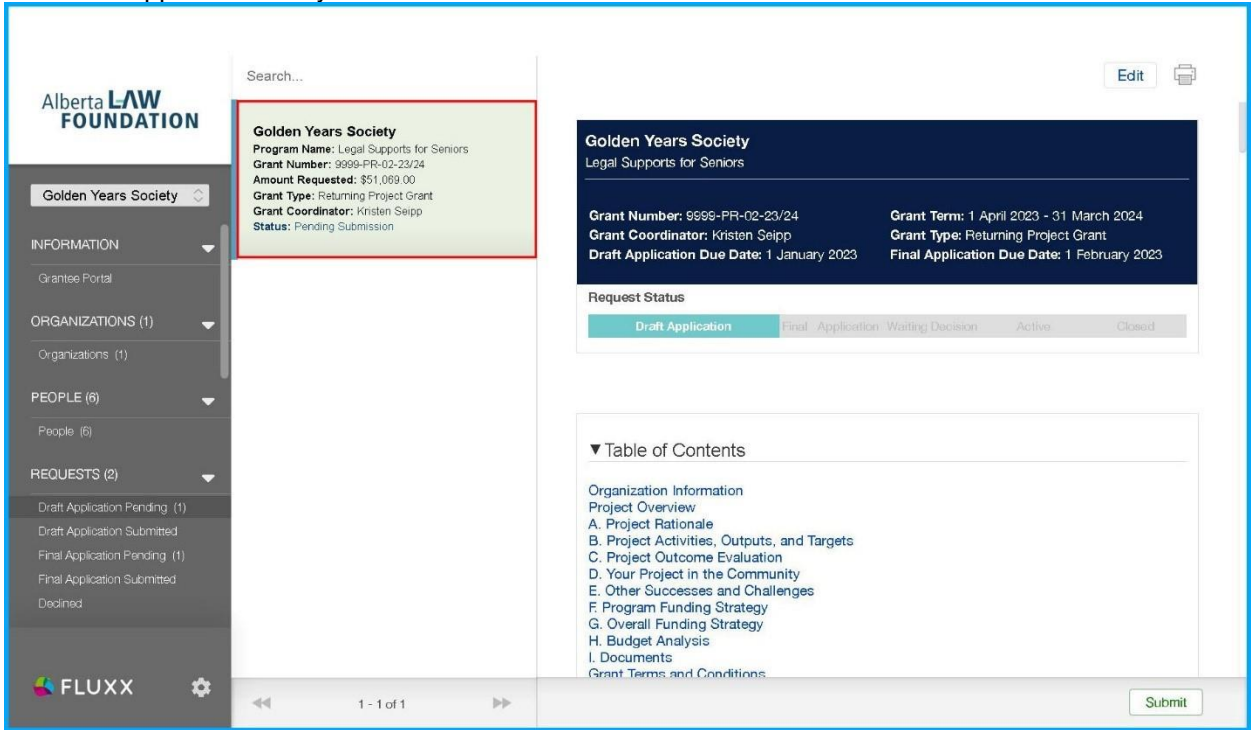
Grantee Portal Training Manuals

How to Submit an Application

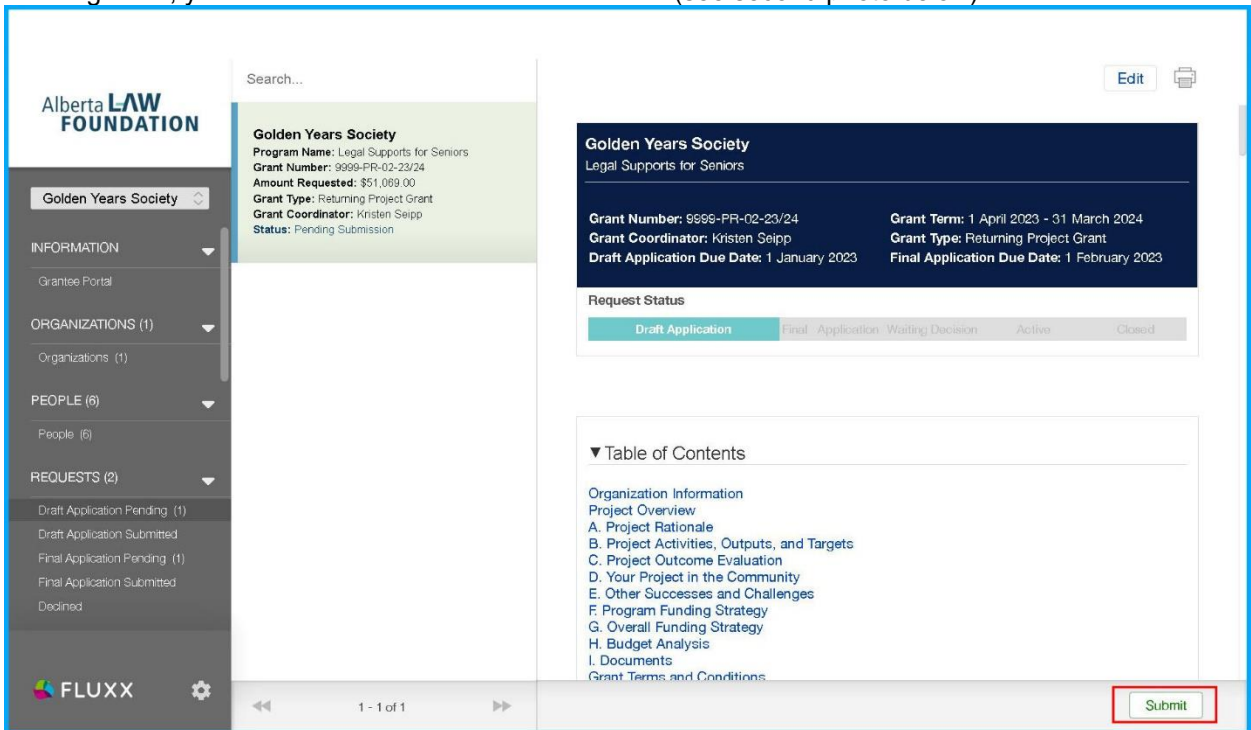
1. Click on the “Draft Application Pending” card or “Final Application Pending” card under the “Requests” section depending on what part of the process your application is currently in.

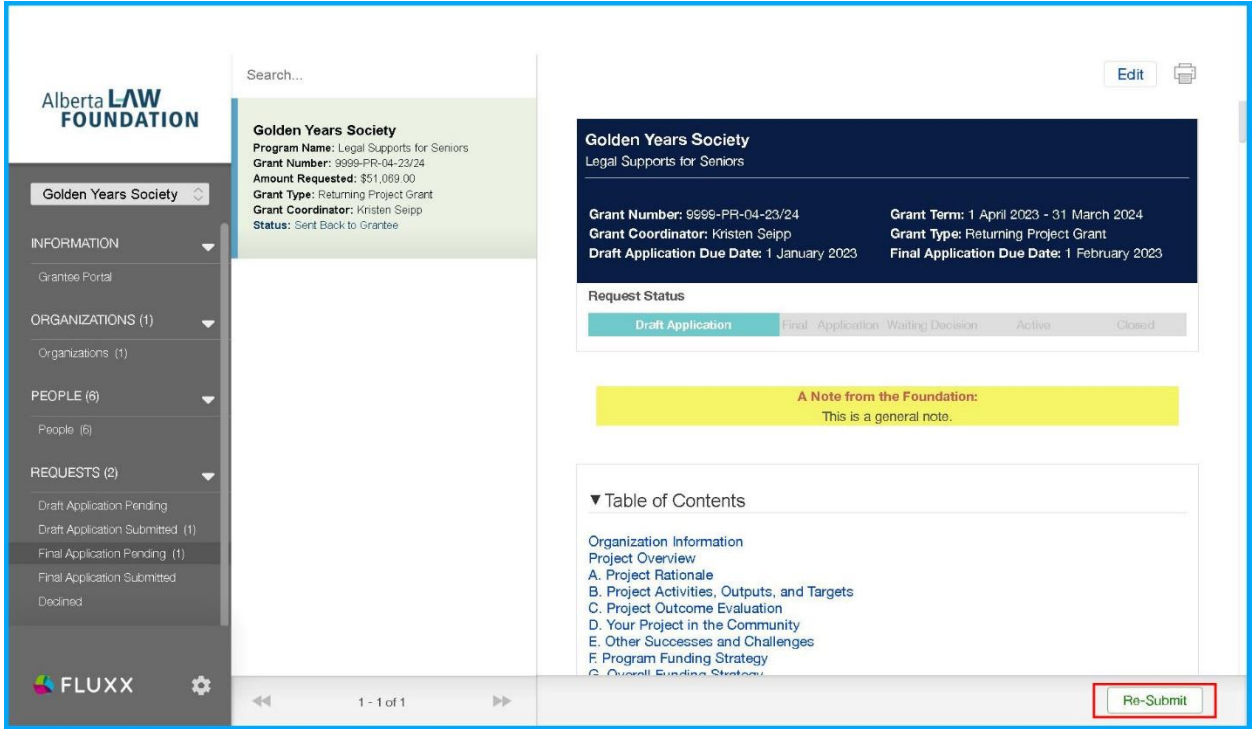


2. Select the application that you would like to submit.

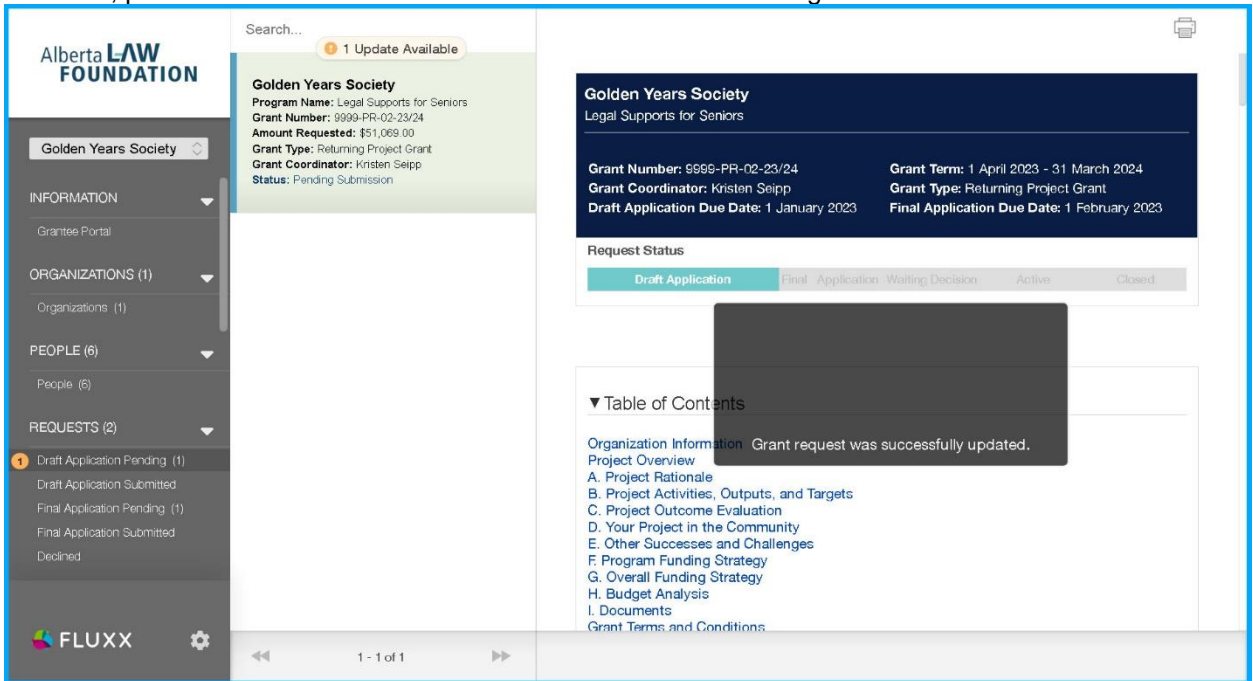


3. Click on the “Submit” button on the bottom right. If your application is in the “Final Application Pending” card, you will find a “Re-submit” button instead (see second photo below).






4. If there are no errors in your application, you will see the “Grant request was successfully updated” message. Otherwise, if the system alerts you that there are errors and you do not know how to resolve it, please read the Submission Errors and What to Do training manual.



5. You will also receive an email informing you that the Foundation has received your application.

Invitation to Apply

 Alberta Law Foundation <do-not-reply.grants@flux.io>
To: Joshua Corpuz
Cc: Diana M. Porter

Golden Years Society
Grant Number: 9999-PR-04-23/24

Attention: Bridget Jones, Program Coordinator

Dear Bridget

RE: ALBERTA LAW FOUNDATION GRANT APPLICATION

The date of the next Alberta Law Foundation Board Meeting at which you may submit a grant application to be considered by the Foundation Board of Directors is **March 15, 2023**.

Draft application deadline: January 01, 2023 5:00PM MST
Final application deadline: February 01, 2023 5:00PM MST

Please note:

- The application forms can now be accessed through the [Alberta Law Foundation Grant Portal](#).
- Please start your application as soon as possible. If you require technical support with the grant portal, please email Joshua Corpuz, Technical Program Administrator at jcorpuz@albertalawfoundation.org.
- Please read through the entire application and instructions before beginning.
- Applications are to be submitted through the grant portal no later than 5:00PM MST on the due date.

IMPORTANT information about your application:

- Applications are expected to be a **maximum of 20 pages** excluding appendices. You can use the Print icon on the grant portal to determine your application length.
- A **fully completed** draft application must be submitted through the grant portal by 5:00PM MST on the draft application deadline date. The grant portal will not accept late submissions.
- ALF staff will review your draft and provide comments and feedback.
- Once your revisions are complete, submit the final application through the grant portal by 5:00PM MST on the final application deadline date. The grant portal will not accept late submissions.

Please keep us informed of any changes in your email address or the contact person who should receive information concerning ALF grant applications and reporting.

If you have questions regarding the application forms or process, please feel free to contact your Grants Coordinator, Kristen Seipp at kseipp@albertalawfoundation.org or 403-264-4701.