Our team created this guide to help applicants through the process of creating an organizational profile and registering their interest in receiving funding from Global Fund for Women.

Online Applicant’s Guide

Creating an Account and Organizational Profile

Global Fund for Women
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Applying for a Grant from the Global Fund for Women

Follow the instructions below to:

- navigate to our online applications site
- create a new account in our system
- submit your contact information
- complete an organizational profile.

These steps are required of all groups in order to be considered for our funding opportunities.
Navigating to the online application platform

1. Click “apply for a grant” in the upper right-hand corner of the Global Fund for Women homepage.
2. Once you have clicked “apply for a grant,” you will be taken to the page titled “Our Grantmaking.”

Click on the sub-heading “Application Process.”
Often as possible, and offer travel and event organizing grants to support knowledge-exchanges and convenings. Global Fund for Women also provides immediate support to organizations who are first responders in times of natural and human-made crises.

If you are part of a group led by women, girls, or trans people based outside of the United States and you are interested in receiving funding from us, please carefully review our application process, criteria, and priorities below.

Learn more about our mission and history here.

Please click on the titles below to learn about our process.

1. **Application Process**

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<th>Criteria</th>
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<tr>
<th>Priorities</th>
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Contact us: grantsinfo@globalfundforwomen.org
We encourage you to read through this section thoroughly to further your understanding of our two-step process and the types of grants we offer.

Global Fund for Women provides three types of grants: general support grants, travel and event organizing grants, and crisis grants. Please read the Criteria section below carefully to make sure your organization is eligible before proceeding.

Please note that our application process is now online and we do not accept proposals sent by email. Our application forms are available on our site in five languages: Arabic, English, French, Russian, and Spanish.

**Our two-step process**
Our application process has two steps:

Step 1: Register your organization by submitting an Organizational Profile.

Step 2:
- Submit a proposal for a General Support or Crisis Grant when your organization is invited
- Submit a proposal for a Travel or Event Organizing Grant if your organization meets the criteria below for Travel and Event Organizing grants
3. Once you have read through the Application Process section, scroll back to the top of the section and click “online application site.” You can also find the link to the online application site here.

Our two-step process

Our application process has two steps:

Step 1: Register your organization by submitting an Organizational Profile.

Step 2:

- Submit a proposal for a General Support or Crisis Grant when your organization is invited
- Submit a proposal for a Travel or Event Organizing Grant if your organization meets the criteria below for Travel and Event Organizing grants

Both steps must be completed through our online system. Please see the grant descriptions below for instructions.

**Step 1. Submit an Organizational Profile to register your group’s interest in funding**

To be eligible for funding, all organizations must begin by submitting an organizational profile via our online application site.

Organizational Profiles allow us to learn about an organization’s strategies, priorities, and programs in order to determine whether they align with current funding opportunities.
Creating an account for your organization

1. To move forward in the application process, new users must create an account. Read the instructions (1), and click “New User? Create an Account” (2). Please create only one account.
2. Once you have clicked “New User? Create an Account”, you will be taken to a new page that requires you to enter the name of your organization and your organization’s email address, which will serve as a username.

As the instructions on this page state, we strongly recommend using an organization email (not a personal one) for this purpose. All future correspondence with Global Fund for Women will take place through this email address, and your Organizational Profile will be linked to it.
3. When you have filled in the fields for Organization Name and Username (Email), click “Set Password” to continue.
4. After clicking Set Password, you will see this screen and receive an email with the subject line “Welcome to the Global Fund for Women’s online applications site” in the inbox of the email address you provided in the previous step.
If you do not see the email in your inbox, it may be in your Spam folder. Click on the link provided in the email to set your password (in the purple circle below), or copy and paste the link into your internet browser.

Username: Your Email

Set password: https://groups.globalfundforwomen.org/grants/login?

English
Welcome to Global Fund for Women’s online applications site! The email above is the username for your organization’s account. Please use it when logging in to the site.

Français
Bienvenue au Site de Demandes en Ligne du Fonds Mondial pour les Femmes ! L'e-mail ci-dessus est le nom d'utilisateur (Username) pour le compte de votre groupe. Veuillez l'utiliser pour vous connecter au site.

Русский
Добро пожаловать на сайт подачи заявок Глобального фонда для женщин! Адрес электронной почты на экране является логином (username) для входа в аккаунт вашей организации. Пожалуйста, используйте его для входа в аккаунт.

Español
Bienvenidas y bienvenidos al Sitio Web de Solicitud de Donativo del Fondo Global de Mujeres! El correo electrónico que está arriba es la cuenta de usuario (username) de su organización. Por favor, utilicelo cuando se ingrese al sitio.

العربية
الرجاء استخدام هذه adress للدخول إلى الموقع. (Username)
5. To set your password, enter 8 characters. At least one character in the password must be a letter and at least one character must be a number.

**Example password**: fundme17

Once you have entered a strong password in the “New Password” field (1), confirm the new password by entering it again (2), and click “Change Password” (3).
Your account is now created! You should see this page.

Read the instructions on this page before proceeding to creating your organizational profile. Make sure you have carefully reviewed our criteria before you continue. When you have read these instructions, and reviewed the criteria on our website, click “Continue.”
Adding your organization’s contact information

1. Answer yes or no to the preliminary questions on the page that appears.

Click “Save Changes,” wait a few seconds until the “Submit” button becomes bright green, then click “Submit” to send us your responses. Please note: If we determine that you are not eligible to receive funding from us based on your responses to the preliminary questions, you will be directed to a page explaining that you do not meet our criteria. This means that we cannot offer funding to your organization at this time.
2. The next page you see requests your contact information. You will have access to this section throughout the entire application process. If the contact information for your organization changes, please update it in this online form.

Note that you are currently viewing only the Contact Information section. You can either click through each section individually, or click “Display ALL sections,” to view all sections on one page.
Any field with an asterisk next to it (*) is a **required** field unless you see this image ☠ when you try to click on a field & you cannot type in the field at all. If you do not complete required fields, error messages will appear on each of the unanswered questions.
If you see error messages, you will be able to move from section to section, but you will not be able to submit your responses. Please also complete as many non-required fields as possible. When the form is complete and there are no errors, the word “Complete” will appear next to the heading at the top of the page.
3. When you have completed all required fields in this section, click “Save Changes” and continue to the next section by clicking, “Next section.”
4. Fill out your confidentiality preferences. If you prefer that we not share information about your organization with other foundations and in publications, select “Our organization would like to stay anonymous.” When you have selected an option, click “Save Changes,” wait a few seconds, then click “Next section.”
5. Select the language you would like to use to communicate with Global Fund for Women in the future. When you have chosen, click “Save Changes,” wait a few seconds, and continue to the next section by clicking “Next section.”
6. The next page asks for the contact information of one or two women’s organizations in your country or community that are familiar with your work. Provide the organization name, contact name of a person at the organization, and a contact email for the organization in the fields provided. This is a required question.

**Note for Recently Established Organizations:** If you are part of a recently established organization that does not yet have references from other women’s organizations or donors, please send an email to grantsinfo@globalfundforwomen.org.

When you have completed these fields, scroll down to question two on this page.
7. In question 2, provide contact information for former national or international donors that have funded your work. Please provide the donor organization name, the name of a contact at the organization, and an email address for the organization in the fields provided. If you have not received funding from other donors in the last three years, you do not need to answer this question. Click “Save Changes.”
8. Once you have clicked “Save Changes,” your contact information is complete if the top of your screen appears like the image below. You should see the word “Complete” in 5 places, and the “Submit/Update” button should be bright green. When you are sure all of your information is correct, click “Submit/Update.”

If you cannot click “Submit/Update,” you have not filled out the contact information completely. In this case, use the “Previous section” button to go back to previous sections (not marked complete) and fill in all required fields.
9. When you have successfully submitted your contact information, you will receive the following email.

Dear Friends,
This is to inform you that the Contact Information for your organization has been updated on Global Fund for Women's Online Applications site. (Note: Please Contact Us immediately if you did not initiate this change/update in your contact information!)
On behalf of Global Fund for Women, we thank you for updating your Contact Information and wish you success in all your endeavors.
Creating an organizational profile

**Note:** Creating an organizational profile with Global Fund for Women is required to register your interest in receiving a grant from us. You must complete this step in order to be considered for funding opportunities! Please note that although submitting a profile is the first step in applying for funding, it does not guarantee an invitation to submit a grant proposal.

If you are having trouble loading this page or if you would like an offline copy of the Profile questions, please see the Helpful Tips section at the end of this guide.

1. Now that you have submitted your contact information, you will have access to the Organizational Profile form. This page will appear when you submit your contact information (see next page).
Note that you are currently viewing only the Confidentiality Information section. You can either click through each section individually, or click “Display ALL sections,” to view all sections on one page. If you choose to remain in single section view, read the confidentiality information and click “Next section.”
2. Respond to the questions in the “Organizational Information” section. Any field with an asterisk next to it (*) is a required field unless you see this image when you try to click on a field & you cannot type in the field at all. If you do not complete required fields, error messages will appear on each of the unanswered questions. (See the section “Adding your organization’s contact information” for more information on error messages.)

When you have answered all of the required questions, click “Save Changes,” at the top or bottom of the page. Click “Next section” at the bottom of the page.
3. Now, fill in your organization’s goals, priorities, and strategies. Again, be sure to complete all required fields. When you have completed all required fields, click “Save Changes,” wait a few seconds, and click “Next section” at the bottom of the page.
4. This section lets you give feedback on this application process. This section is optional, but we would love to learn what you think about the Profile form and online site! When you have finished, click “Save Changes.”
5. You should now see the word “Complete” in 3 places, and the “Submit” button should be bright green. Click “Submit” to submit your organizational profile. **If you cannot click “Submit,” you have not filled out the profile completely.** In this case, use the “Previous section” button to go back to previous sections and complete all required fields.
6. When you have successfully submitted your profile, you will see the screen below on your web browser (1) and receive an email confirming submission (2).
Dear Friends,

Thank you for submitting an Organizational Profile to Global Fund for Women!

By submitting an Organizational Profile, your group has registered its interest to be considered for funding from Global Fund for Women. If deemed qualified and aligned with available funding opportunities, you will be contacted and invited to submit a full grant proposal for funding.

Please refer to our website regularly for updated information on our Process as well as any Current Funding Opportunities which may be available.

Please note that although submitting this profile is the first step in applying for funding, it does not guarantee an invitation to submit a grant proposal. Due to funding limitations, not all groups will be invited to submit a grant proposal.

On behalf of Global Fund for Women, we thank you again for submitting your Organizational Profile and wish you success in all your endeavors.
This screen (see next page) shows you the home page for our online application platform. We created this platform to make it easier for applicants to complete the application process by keeping required documents in one place and making forms more accessible. You can come back to this page to view forms you have submitted in the past, edit forms that are in progress, and to view letters that Global fund for Women has sent to your organization. Once you have created an account, this is the page you will see each time you log in.
### Organizational Profile Forms

<table>
<thead>
<tr>
<th>Number</th>
<th>Status</th>
<th>Date Valid Until</th>
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<th>Date Modified</th>
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</thead>
<tbody>
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<td>2019-08-15</td>
<td>2017-08-15</td>
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<tr>
<td></td>
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<td>2015-12-03</td>
<td>2017-08-15</td>
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</table>

### Grant Applications

<table>
<thead>
<tr>
<th>Number</th>
<th>Status</th>
<th>Type</th>
<th>Date Created</th>
<th>Date Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Awarded</td>
<td>Standard</td>
<td>2016-04-08</td>
<td>2017-07-28</td>
</tr>
</tbody>
</table>
Helpful Tips

When you are working on your profile or any other form, you will see the words print, help and logout in the upper right-hand corner (See next page).

Although our forms must be submitted online, you may save the questions if you would like to work on the profile offline. If you would like to work on your profile offline, you can click “Print” and save the form as a PDF. Please make sure you enter and submit the answers to the questions in the form online.

If you need further guidance as you work on any portion of the profile, click “Help” for additional information. You can also logout at any time by clicking “Logout.”

In the upper left-hand corner of the screen, click “Home” at any time to return to the home screen where you can view all of your forms.
Profile

SECTIONS
- Confidentiality Information
- Organizational Information
- Organization Goals, Priorities, and Strategies
- Feedback

Confidentiality Information

To foster networking, to raise funds, and to increase visibility about the important work being done by women’s groups around the world, Global Fund for Women shares information about our grantees (e.g., organization name, contact persons, activities, and/or photographs) with other grantees and foundations, and in our print and electronic publications, such as our annual report, newsletters, and website.

IMPORTANT:
Please be sure to verify the Confidentiality preference indicated in your Contact Information form to ensure it reflects your current preference. To access your Contact Information form, please select the EDIT CONTACT INFORMATION button on your Home screen.
Also, note that once you have submitted a form, you can only view it and will not be able to edit it. This is true for all forms, but not for the contact information. You can always edit your contact information by clicking “Edit Contact Information” at the top of the home page.
Congratulations! You have successfully submitted an Organizational Profile with the Global Fund for Women and registered your interest in receiving funding from us in the future. Please remember that submission of a profile does not guarantee that you will receive a grant from the Global Fund for Women. You will be invited to submit a proposal if a funding opportunity arises whose priorities align with the work of your group.