

GRANT APPLICATION HOW-TO

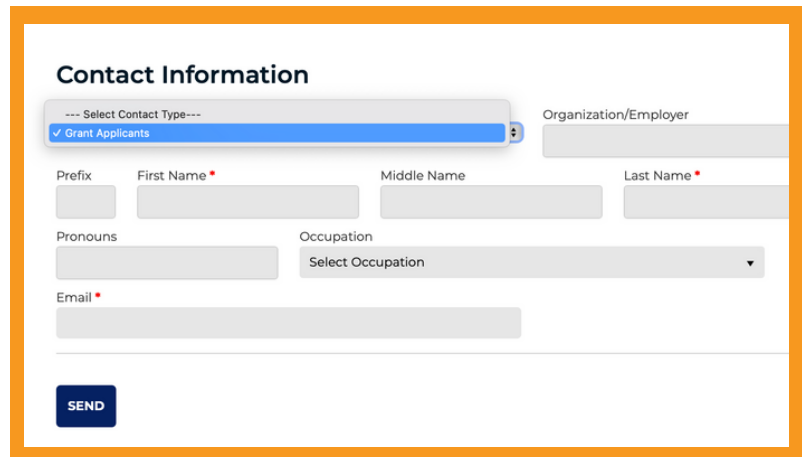
1. CREATE USER ACCOUNT

Select Contact/Membership Type as "Grant Applicants"



Enter contact information

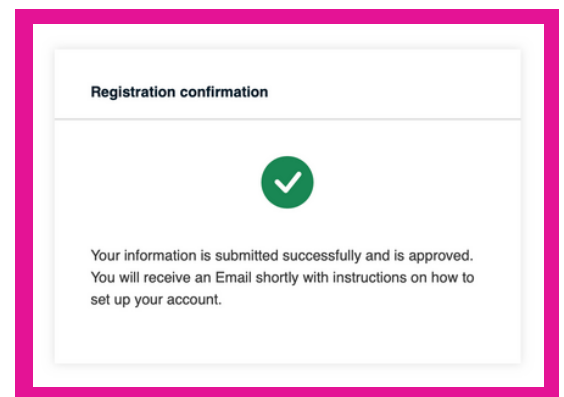
NOTE: If system says "email already in system, contact for assistance: cspgrantapplicants@esperanzaunited.org



The screenshot shows a "Contact Information" form. At the top, there is a dropdown menu for "Select Contact Type" with "Grant Applicants" selected. To the right is a field for "Organization/Employer". Below these are fields for "Prefix", "First Name", "Middle Name", and "Last Name". There are also fields for "Pronouns" and "Occupation" (with a dropdown menu). An "Email" field is at the bottom, followed by a blue "SEND" button.

2. REGISTRATION CONFIRMATION

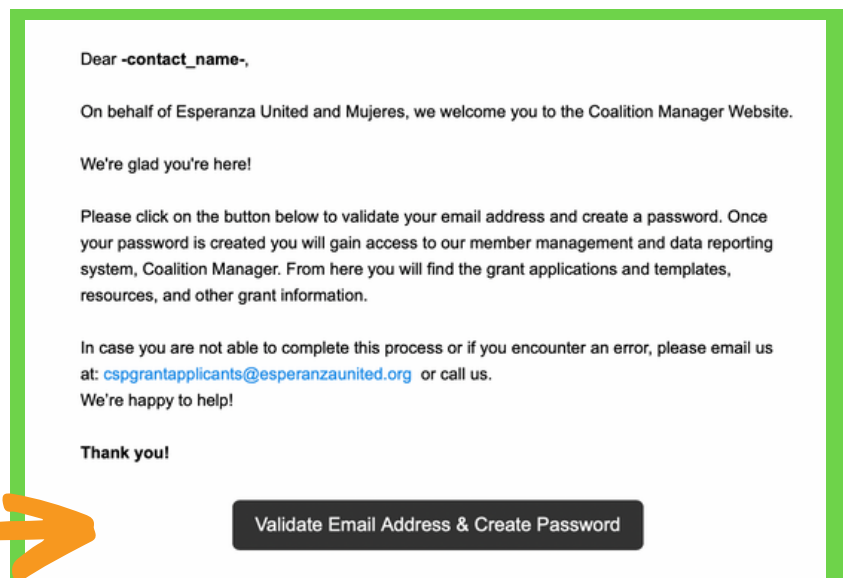
This confirmation will appear after submitting contact information.



3. VALIDATE EMAIL

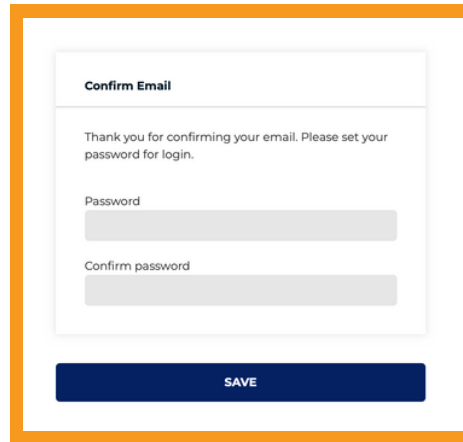
Check your email for an email with subject "Action required to for email validation"

Click button to validate email



4. SET PASSWORD

After clicking the button, you will then be taken to the Coalition Manager website to set your password.

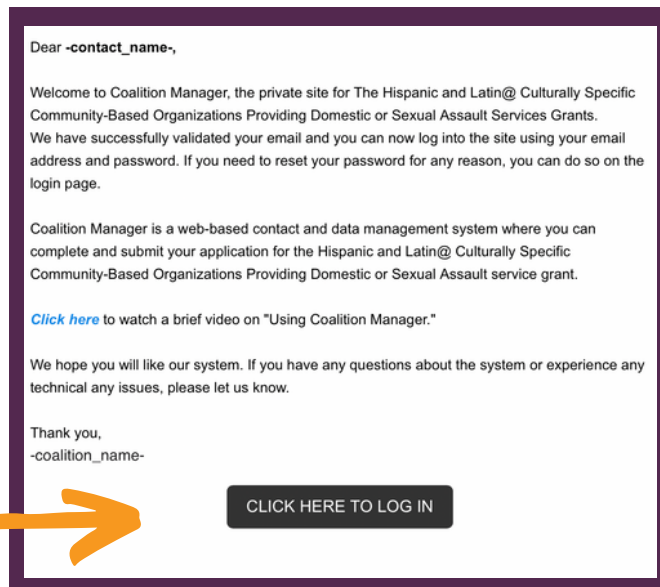


The screenshot shows a form titled "Confirm Email". The text reads: "Thank you for confirming your email. Please set your password for login." Below this text are two input fields: "Password" and "Confirm password". At the bottom of the form is a blue button labeled "SAVE".

5. EMAIL VALIDATION CONFIRMATION & LOGIN

You will also receive the following email after your email has been validated.

Log in to the system by clicking on the button



The screenshot shows an email with the following content:

Dear -contact_name-,

Welcome to Coalition Manager, the private site for The Hispanic and Latin@ Culturally Specific Community-Based Organizations Providing Domestic or Sexual Assault Services Grants. We have successfully validated your email and you can now log into the site using your email address and password. If you need to reset your password for any reason, you can do so on the login page.

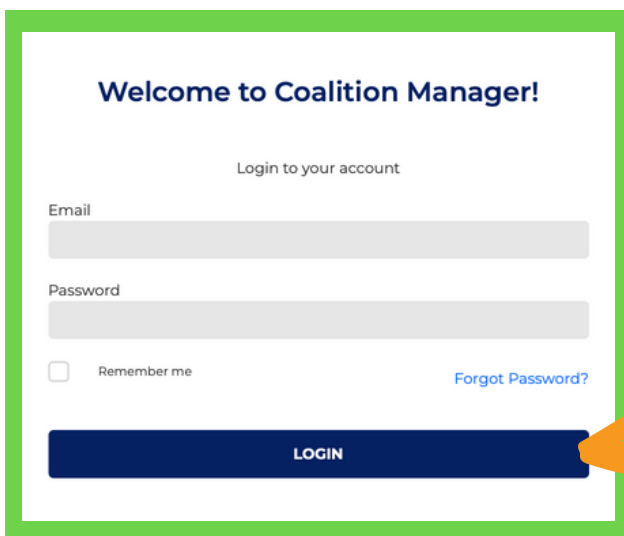
Coalition Manager is a web-based contact and data management system where you can complete and submit your application for the Hispanic and Latin@ Culturally Specific Community-Based Organizations Providing Domestic or Sexual Assault service grant.

[Click here](#) to watch a brief video on "Using Coalition Manager."

We hope you will like our system. If you have any questions about the system or experience any technical any issues, please let us know.

Thank you,
-coalition_name-

At the bottom right of the email is a button labeled "CLICK HERE TO LOG IN". An orange arrow points from this button to the login page screenshot below.



The screenshot shows the login page with the following elements:

- Header: "Welcome to Coalition Manager!"
- Text: "Login to your account"
- Input fields: "Email" and "Password"
- Checkboxes: "Remember me" (unchecked) and "Forgot Password?" (a link)
- Button: "LOGIN" (highlighted with an orange arrow)

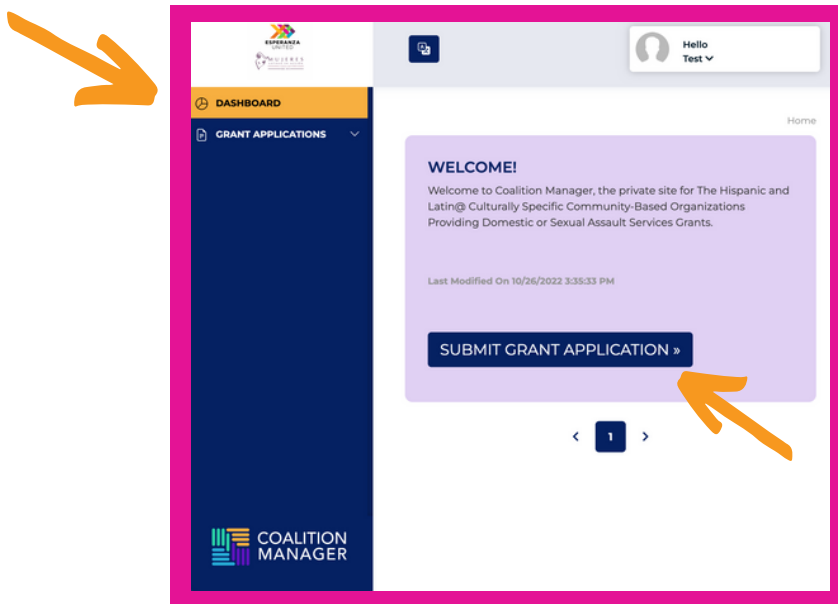
You will be taken to the Coalition Manager site:

<https://esperanzaunited.coalitionmanager.org>

Enter your user login information.

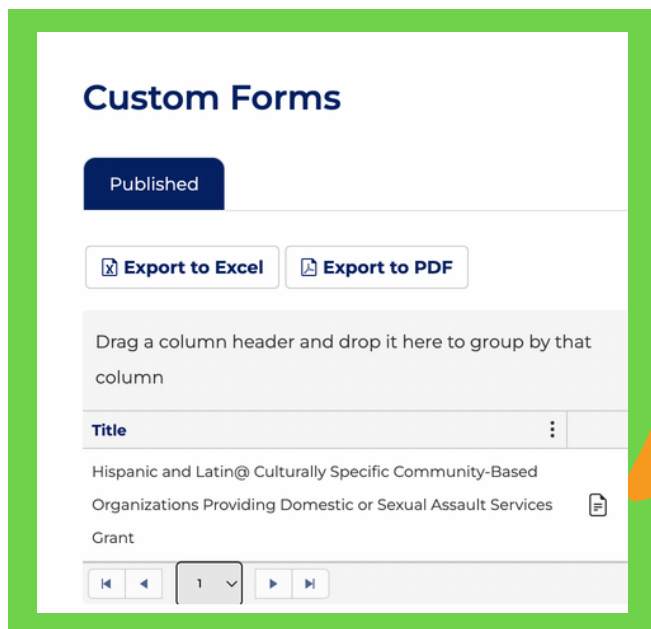
6. ACCESS SITE AND SUBMIT APPLICATION

Click on GRANT APPLICATIONS > CURRENT FORMS to access completed and in progress applications.



Click on SUBMIT GRANT APPLICATION to begin completing the grant application.

7. VIEW/EDIT COMPLETED OR IN PROGRESS APPLICATIONS

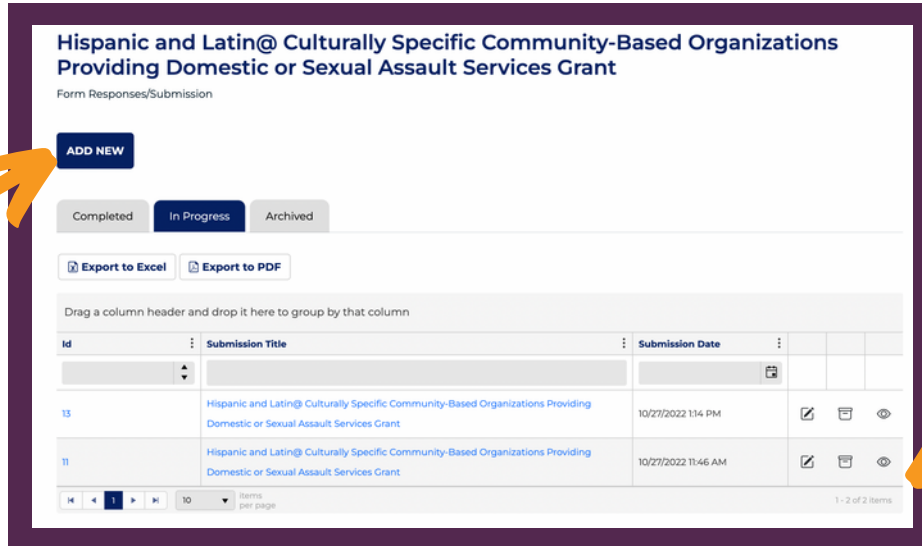


In progress applications can be accessed by logging into the Coalition Manager System.

Click on the form symbol to access incomplete and completed applications.

8. EDIT, ARCHIVE, OR VIEW SUBMISSION

START NEW SUBMISSION



Hispanic and Latin@ Culturally Specific Community-Based Organizations Providing Domestic or Sexual Assault Services Grant

Form Responses/Submission

ADD NEW

Completed In Progress Archived

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Id	Submission Title	Submission Date			
13	Hispanic and Latin@ Culturally Specific Community-Based Organizations Providing Domestic or Sexual Assault Services Grant	10/27/2022 1:14 PM			
11	Hispanic and Latin@ Culturally Specific Community-Based Organizations Providing Domestic or Sexual Assault Services Grant	10/27/2022 11:46 AM			

1-2 of 2 items

 EDIT

 ARCHIVE

 VIEW

9. SAVE & SUBMIT APPLICATION

Click SAVE & NEXT on each page to save your progress.

SAVE & EXIT must be clicked before closing the application or your information will be lost.

Click SUBMIT when your application is finalized. Clicking submit notifies the grant management team.



SAVE & NEXT

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SUBMIT **SAVE & EXIT**