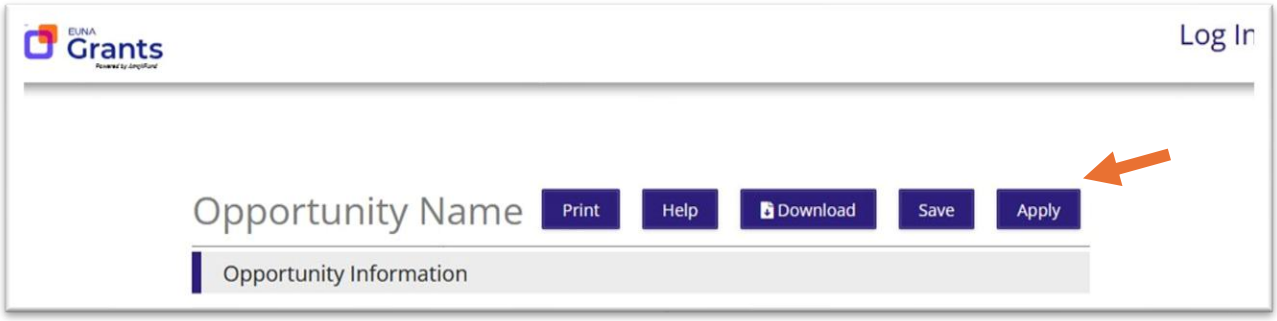
Euna Grants: Applicant User Guide

Accessing the Application

Navigate to the Opportunity URL provided by the Funder

- By clicking the **'Apply'** button applicants will be prompted to Log In or Register



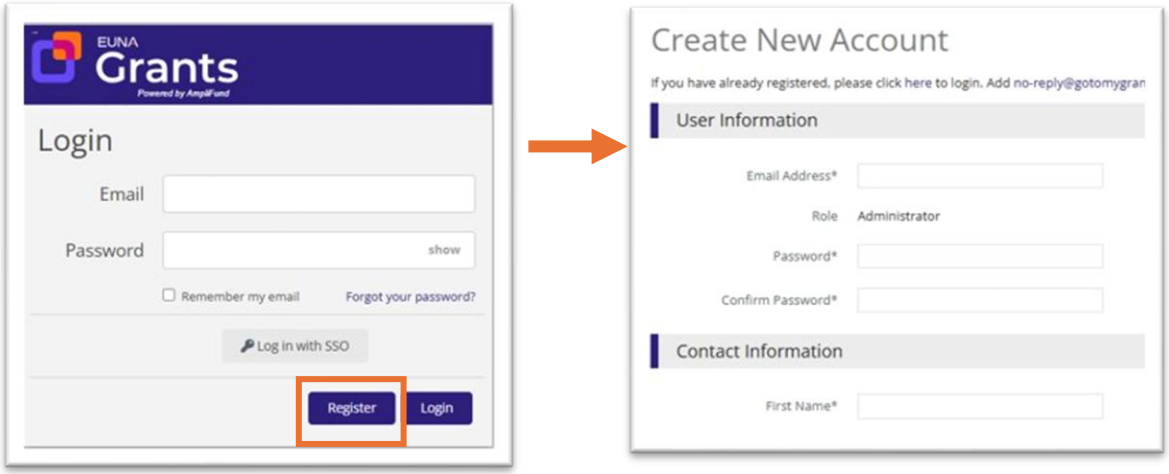
Euna Grants Log in Screen

Register – Applicants should only Register ONCE for their Organization

- Additional users can be added to the Organization account

Login – If your organization already has an account, login using the credentials previously set up

- Administrators Users can add additional Users



Navigating the Applicant Portal

Once registered in the applicant portal:

- Account Information tab - Users can edit their organization information
- Users tab – Add/Edit Users and Users can edit their information (including password)

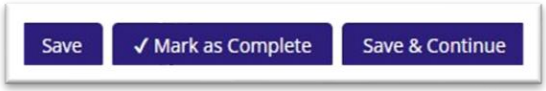
User Roles: Editor vs Administrator

- Editor can modify application but cannot submit
- Best Practice: Have **at least one additional user** to access the portal and application

Application Timeline

The navigation timeline provides quick access to all sections of the application

- Once 'Marked as Complete' a checkmark will appear on the section header
- To submit the application, **all sections** must have a checkmark



- **Save** – Saves progress and remain on current page
- **Mark as Complete** – Indicates the form has been completed
- **Save & Continue** – Save progress on page and move on to next section/form

Not Eligible to Submit

Eligible to Submit

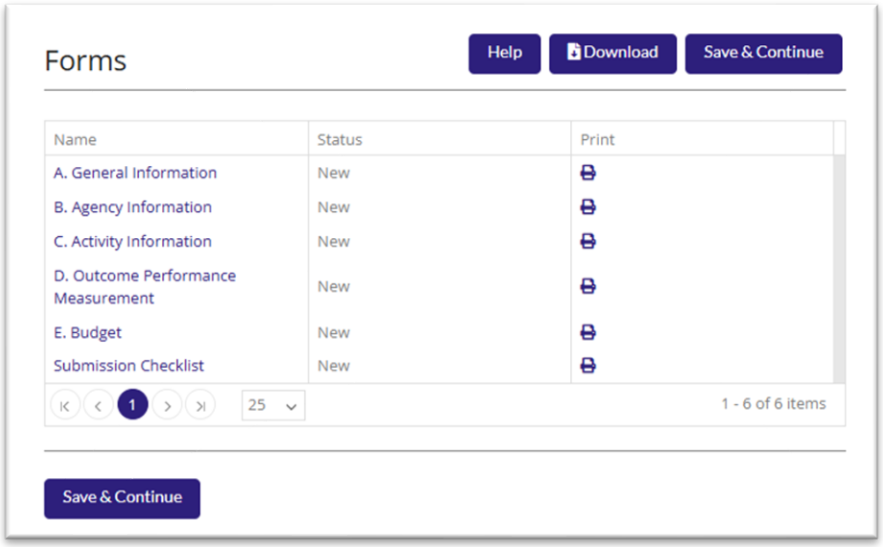
Completing Application Forms

In the Application Forms section, there are forms to fill out

Clicking on the name of the form will open the form for you to provide the necessary information

Progress will be tracked in the 'Status' column

- New, In Progress, or Complete



All forms must be marked "Complete" to get the checkmark in the 'Application Forms' section

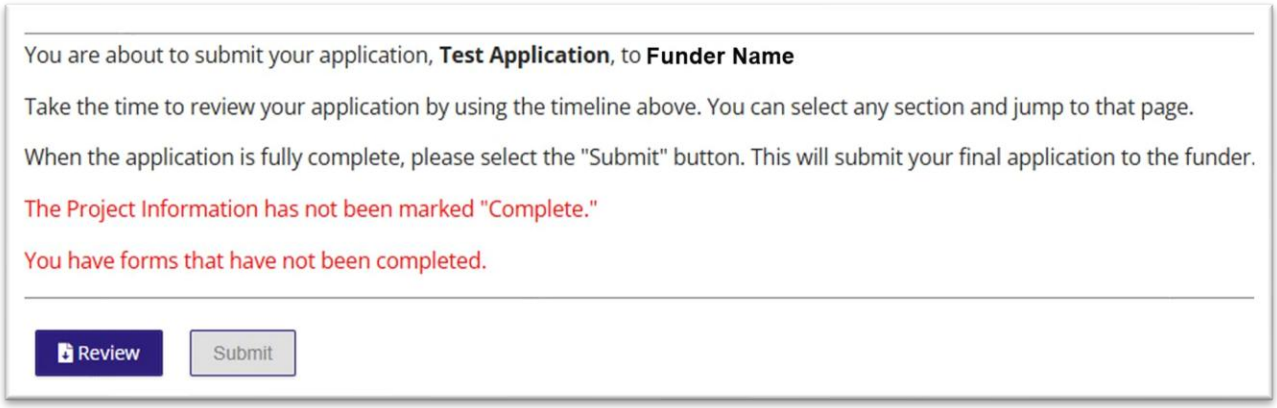
Submitting the Application

All Sections of the application must be "Marked as Complete" to enable the 'Submit' button

- If there are sections that are not complete, they will be noted in red on the submission screen
- Using the navigation timeline, you can go back to the noted sections, "Mark as Complete", and return to the submission screen

Once submitted, you will see a "Success!" message and a **confirmation email** will be sent to the Primary Contact from your Project Information section.

- Primary Contact will receive all Application Status changes emails (Submitted, Approved, Rejected)



Accessing Customer Support

Euna Grants Support Site: https://grants-help.eunasolutions.com/hc/en-us
Applicant Specific Support Materials: https://grants-help.eunasolutions.com/hc/en-us/sections/360011592053-Euna-Grants-Applicant-Series
Submit a Support Ticket: support@amplifund.Zendesk.com
Call the Help Desk: 844.407.3572
Customer Support Hours: 8am – 8pm EST, Monday – Friday, excluding holidays