

## Ella Lyman Cabot Trust

**First** Review the Ella Lyman Cabot Trust website to review the mission and guidelines.

**Register** Prior to submitting a proposal through our online grants system, applicants must complete a one-time registration. You only need to register once for any of GMA Foundations clients. Please do not register more than once.

To register, you will need to supply your contact information and create a password to log in to the system.

Be sure to save your password where you can find it again. You will need it to work on proposal drafts and to submit reports if you receive a grant.

Once you have logged in, please put your full name where you are asked for to fill in the Organization Name. For the EIN number please enter **12-1234567**.



**Click Apply** Once you are in the system, click *Apply* on the top left side of your screen, see illustration.

**Enter Access Code** The Access Code routes your proposal to the Ella Lyman Cabot Trust website. Enter the code: elct (all lowercase) in the Access Code box on the middle left side of your screen. The Access Code is not your password.

**Click Link to Open Form** Click **Enter** to open the application form. If you would like to review the questions prior to starting your application, click on **Print Question Legend**, located above your name, to get a list of the proposal questions.

**Draft Application** Complete your online application. **Save frequently**. If you want to leave your application before it is complete, click on **Save as Draft** at the **bottom** of the screen – the next screen will confirm that you have saved your application. If you do not see the confirmation, there is an error on your page that needs to be fixed before you can continue. You can come back later and continue your application by signing in with your password and continuing to work on the application.

**Submit When Complete** Your application must be “submitted” when you are done in order to remove it from draft status. After clicking **Submit**, a new screen will appear confirming receipt of your application. You cannot make changes after submitting your application.

[Click here to link to the online proposal form:](https://www.grantinterface.com/Home/Logon?urlkey=gma) <https://www.grantinterface.com/Home/Logon?urlkey=gma>

## Tips for Using the System

**Can't find the application form?** If you don't see the link to the application form, you probably did not enter the access code in the field on the left side of your screen after you registered and logged in.

**Make a PDF of your proposal.** If you would like make a pdf of your submission, use the Print Packet function. You can choose to save or print this pdf for your records.



**Uploading?** The upload fields accept only one document. If you upload the wrong document, simply browse and upload the right one to overwrite the incorrect upload. Once you see the name of the document you want to upload in the grey box, scroll to the bottom of the page and click Save as Draft. You will know that the upload worked when you see the document link below the grey box. You will also see it when you use the Print Packet function.

**Cutting and pasting is fast.** Cutting and pasting directly from your word processor is easy if you keep in mind that 3,200 characters (including spaces) equal approximately one page with four paragraphs in 12 point type. To facilitate cutting and pasting, text limits are typically generous, but do not feel compelled to write more than necessary just to use all of the characters allowed. **Please note:** If you choose to cut and paste, hit the space bar after pasting to ensure the system counts your characters properly.

**Forget formatting.** The system removes all formatting from your pasted text. It will turn bullets into gibberish. Saving your documents in RTF before you paste will require less clean-up in your proposal.

**What is the deadline?** The Trust meets twice a year. For the spring meeting preliminary proposals should be received by end of March. For fall please submit by end of October.

**Did we get it?** Once you click submit, your proposal is on its way. Log in to check the status of your proposal submission. If you see **Awaiting Foundation Action** beside the project name, your proposal was submitted properly.