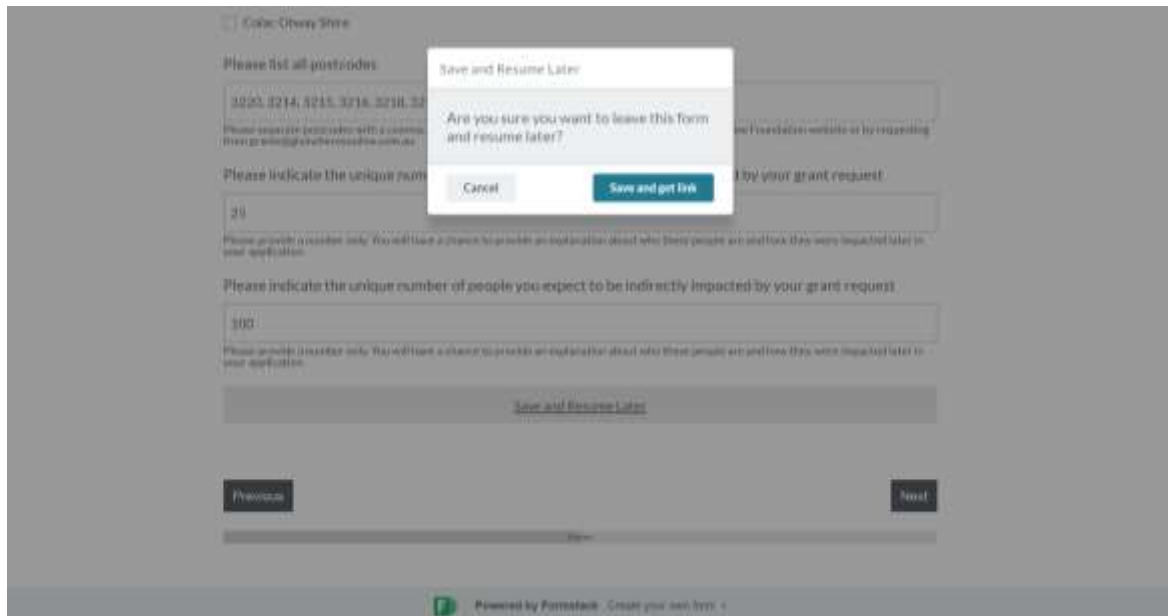


## COMMUNITY CAPACITY BUILDING TIPS FOR USING THE ONLINE APPLICATION FORM

Below are some commonly asked questions or issues applicants have raised/encountered when using our online application form:

- **Organisation Name ID** - If you have received a grant from Give Where You Live Foundation in the last 12 months please request your Organisation name ID. This will ensure that your report is attached to the appropriate organisation and grant award in our data base. You can request this by emailing [grants@givewhereyoulive.com.au](mailto:grants@givewhereyoulive.com.au) or contacting Cynthia Scherer at 5229-4364.
- **Saving Your Online Application** - You may save and return to your online application form. On each page of the application form there is a “Save Answers and Resume Later” button. Simply click on this button when you would like to save what you have input into the form. Clicking this button will save all information input into the form **EXCEPT attachments**. Do not add attachments until you are ready to submit the form. Clicking on the “Save Answers and Resume Later” button will take you to the following screen:



The screenshot shows a web form with a modal dialog box titled "Save and Resume Later". The dialog box contains the text: "Are you sure you want to leave this form and resume later?". There are two buttons: "Cancel" and "Save and get link". The background form is dimmed and shows fields for postal codes, unique numbers, and a "Save and Resume Later" button at the bottom.

Click Save and Get Link and the following screen will appear:

Save and Resume Later

Please copy the link below, and save it in a safe place. You can use this link any time within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning.

<https://www.sherevoluta.com/forms/21-4958427-MWmXUfqiBB>

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

[Send save and resume link](#)

The screen will provide you with a link to your saved form. Copy and paste this link somewhere safe so you can use it to return to your saved form at a later time/date. You may also request that a copy of the link to your saved form be emailed to your email address – this is also recommended. If you request and email of the link you will get this screen:

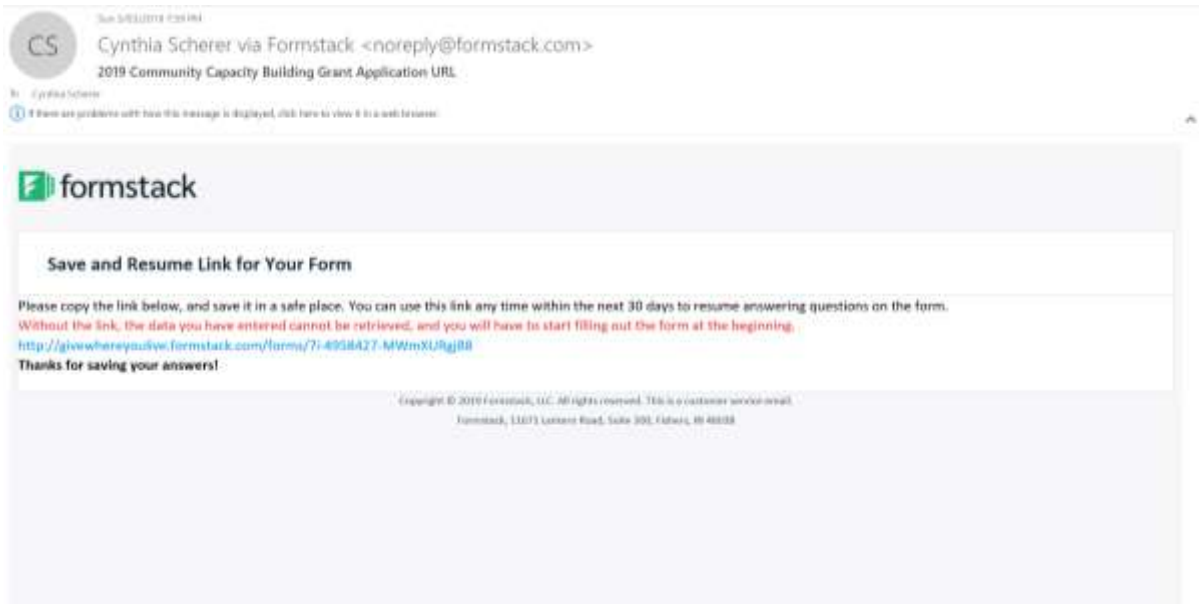
Save and Resume Later

Great! We have sent your link to the supplied email address.

Did you not receive the email with the form link?

[Resend email](#)

Before closing check your email to see if you received an email like the email pictured below.



Please note, each time you save your form you will be given a **NEW** link to your saved form.

The link will only be valid for **30 days**. If you do not return to your form within **30 days** to either submit it or save your form again all information you have input will be lost. Do not lose your link as there is **NO** way to retrieve it from the system.

Despite being able to save information you have input, we would still encourage you to compose your application in a word document.

You cannot print your completed application form. A PDF version of your application will be provided to you for your records when we send you your final confirmation email regarding your submission.

- **Word Limits** - A number of the questions have word/character limits; be sure when crafting your answers to take these word limits into account. Please note the online application form however, will not count your words for you or cut you off when you have reached your limit.
- **Common Submission Errors** - The most common errors made when submitting an online application form are:
  - **ABN number** - When entering your ABN number **DO NOT** leave any spaces between the numbers or put any dashes between the numbers. If you do you will receive an error. There is only space for **11** characters (which are the numbers)
  - **Not completing required fields** - If any required fields are left blank or unanswered your application will not submit. Instead those fields that still need to be completed will be highlighted as required fields.
  - **Size of files you are attaching** – Documents uploaded to your application form **CANNOT** exceed **5MB** in **TOTAL**. Please contact Cynthia Scherer if you need assistance with the size of your uploads. Additional attachments/large attachments can also be sent separately via email to [grants@givewhereyoulive.com.au](mailto:grants@givewhereyoulive.com.au).
- **Budget Form** - Specific to the Budget question, the total will self-calculate (i.e. it will automatically add the numbers you put in each line item to create a budget total)

- **Attachments** - Attachments uploaded to your application form CANNOT exceed 5MB in Total. If using the “Save and Resume” function do not add attachments until you are ready to submit your application as attachments will not save. Only the following attachment file types can be uploaded: jpg, jpeg, gif, png, bmp, tif, psd, pdf, doc, docx, xls, xlsx, txt, mp3, mp4, aac, wav, au, wmv, avi, mpg, mpeg, zip, gz, rar, z, tgz, tar, sitx
- **Confirming Submission** - After submitting your application do not close your browser until you have received a “Submission Successful!” window and message.



If you have any questions about or difficulty in completing the online application form, please contact:

**Cynthia Scherer**  
Community Impact and Grants Manager  
T 5229 4364  
E [cynthia@givewhereyoulive.com.au](mailto:cynthia@givewhereyoulive.com.au)