

## HELPFUL HINTS

1. Download the document GFTA Application Questions from the Application Portal. It will be included in the Resources section. We recommend that you review the questions and prepare your responses offline before logging in to complete the Application form itself.
2. Remember that for most pages, you must click to the Next page in order to save your entries. If there is a required question on the page (marked with a red asterisk) that you are not prepared to answer yet, type anything in the box so that you can click Next to save your work and return to complete the page later.
3. The application is not submitted until you hit the “Submit Application” button on the Application Overview page. This is the page you arrive at after you click “Next” on the final page of the application. You can also navigate to this page from the “My Grant Applications” section of your Home page after you’ve logged in.
4. The ability to generate a PDF of you completed application will be available before the application deadline of February 8, 2019. A button will appear on the Application Overview page when this function becomes available. We will also email all registered users when it comes online. There are limited downloads available, so we ask that you wait until your application is more or less complete before you do this.