

Submitting your Discovery Grant Application Video Transcript

Today, I'm going to walk you through how to submit an expression of interest for our discovery grants. We encourage you to engage with all the information on our website, including the information packs you can see on the screen before starting your application. Your EOI as you will read can take any format you like, but should respond to the guiding questions in the EOI information pack. When you have got your application ready to go, whether it be a video or a PDF or just short answers, you need to submit it on our online grant platform Grant Toolbox. You will be able to access this platform using a link in this purple box when applications open. It will take you to a page like this. If you've never logged into our Grant Toolbox before, you want to go down to this button here 'Register'. And there are a few options there including adding a new contact to an existing organisation in our database. Once you have your login, you will be able to log in using your email and password, and it will take you to a home page similar to this. The first thing you want to do if you're a new organisation to Grant Toolbox for the Fay Fuller Foundation is go up here to organisation and fill out your organisational profile, by clicking on profile, and then filling in all of the compulsory fields. The important thing to know is the information you put in here will autofill into your application. It also won't let you submit an application until you have completed these questions. Then you can go back to home. And if you need to, you can access all our information packs using this link. Otherwise, when you're ready, click on start application. Apply now. When you get to this page press continue unless you want to look up a different primary contact that you have linked to your organisation. And then you will see that all the details you put under your organisational profile have pre-filled. If you haven't done this step, it won't actually let you submit your application. This is really important, and there is a little reminder here about that. Then you would go to the next field, which is expression of interest. It asks you to put in a project title, you can make up whatever you like, you can just write discovery grant. Then you have two ways of uploading your application. If you've just done a short answer and want to type your text directly into this, text box, you can just copy and paste. If you prefer to attach your application, scroll down to the bottom and using this additional documents button, you'll be able to upload any type of file. Alternatively, you can also put in a hyperlink in this text box to a Vimeo link, or any other site that you may have posted your application. Ideally, it would be great for you to indicate in this text box, which option you have chosen. There are then three quick questions for you to fill in. At the very end, you want to go to sign off. Although I do suggest saving draft frequently in case of any technical difficulties, or working from home challenges. These are just for general privacy statements, but if you do have any questions, please feel free to get in contact with us. Once you have submitted your application, you will be able

to see it back in your draft applications. If for some reason you need to re-submit or you have any challenges, please feel free to get in touch.