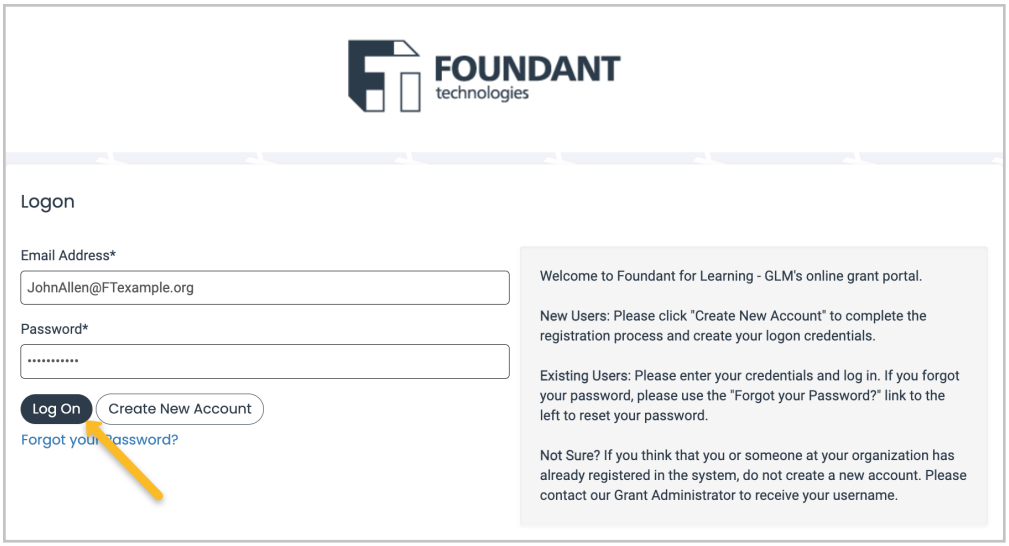
Mascoma Bank

GLM Applicant Tutorial

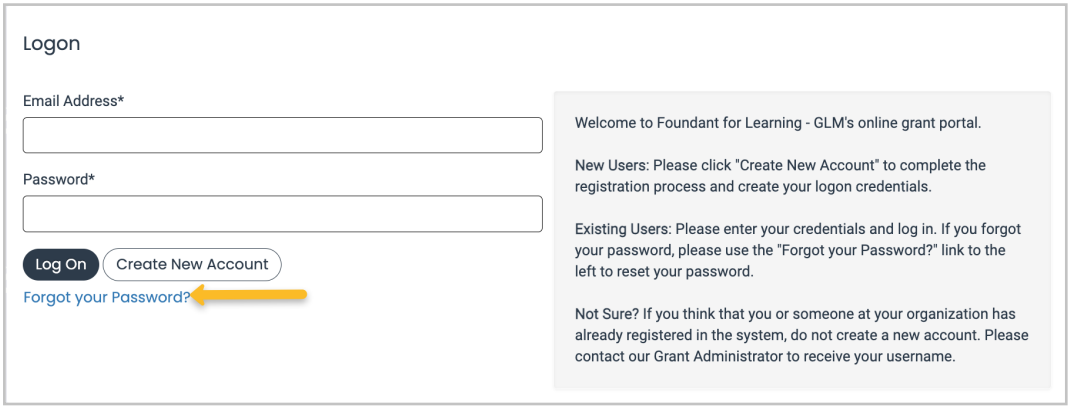
Create an Account/Log In

To create an account or log on to the grant site, use the link provided to you by the organization.

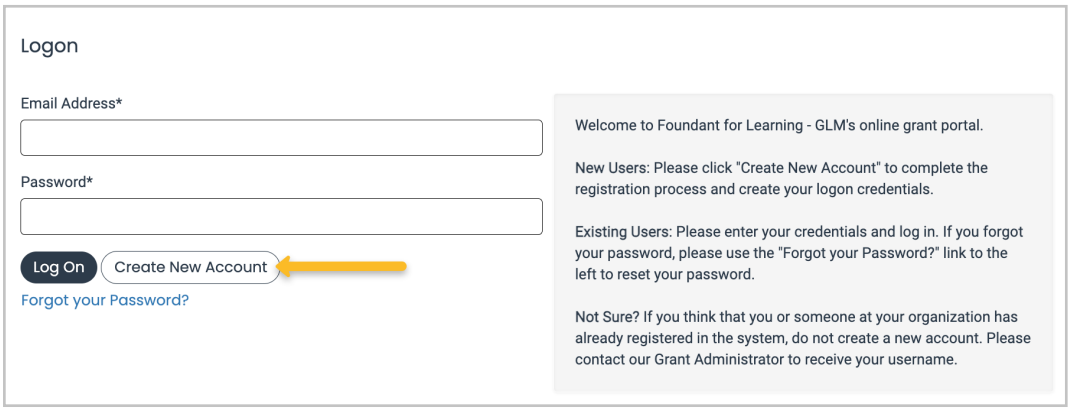
- If you have already created an account, enter your information and click **Log On.**



- If you have already created an account but have forgotten your password, click **Forgot Your Password** to reset it.



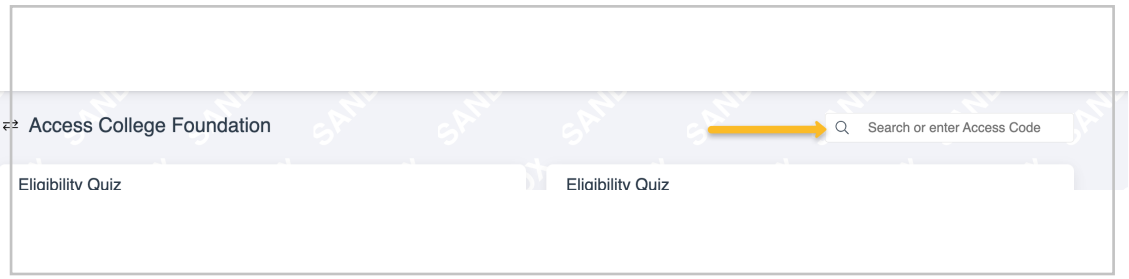
- If you have not created an account, click **Create New Account.**



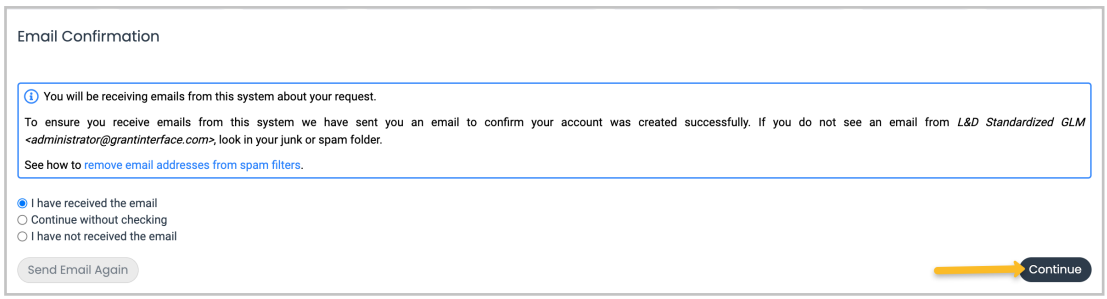
- If someone else from your organization has created an account for this site but you have not created your own account yet, reach out to the site's administrator. They can create an account for you that will be connected to your organization in the site.

To create a new account, complete your registration information and verify your email address.

1. If you clicked **Create New Account**, you will be asked to complete registration information for yourself and your organization. After filling out all the information, click **Create Account.**



2. The next page asks you to verify that you received your confirmation email. This helps ensure that you will receive other communications from this organization about your application. Click **Continue.**



Apply for a Grant

To apply for a grant, navigate to the Apply page and start a request for the opportunity you want to pursue.

Access the Apply Page

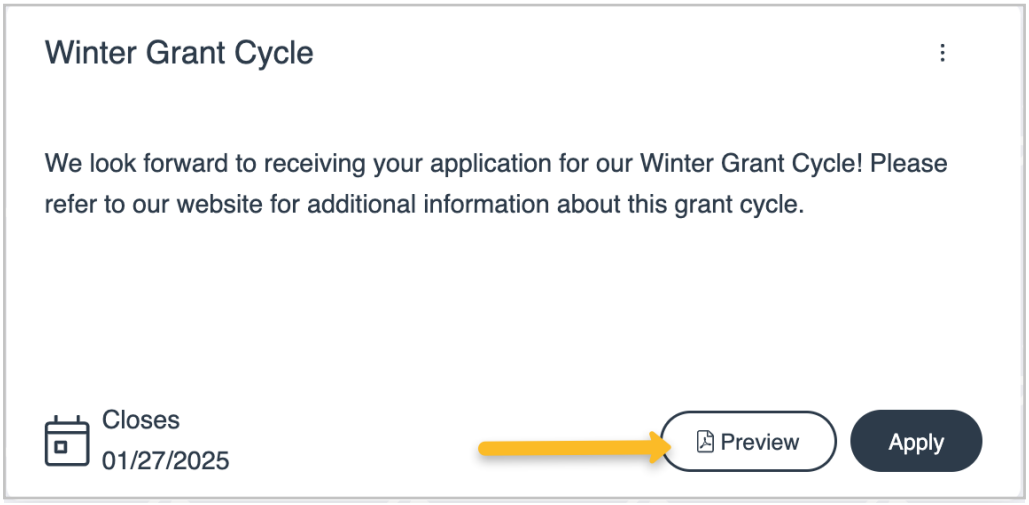
1. Click **Apply** to reach the Apply page which lists the available grant opportunities and details about each.



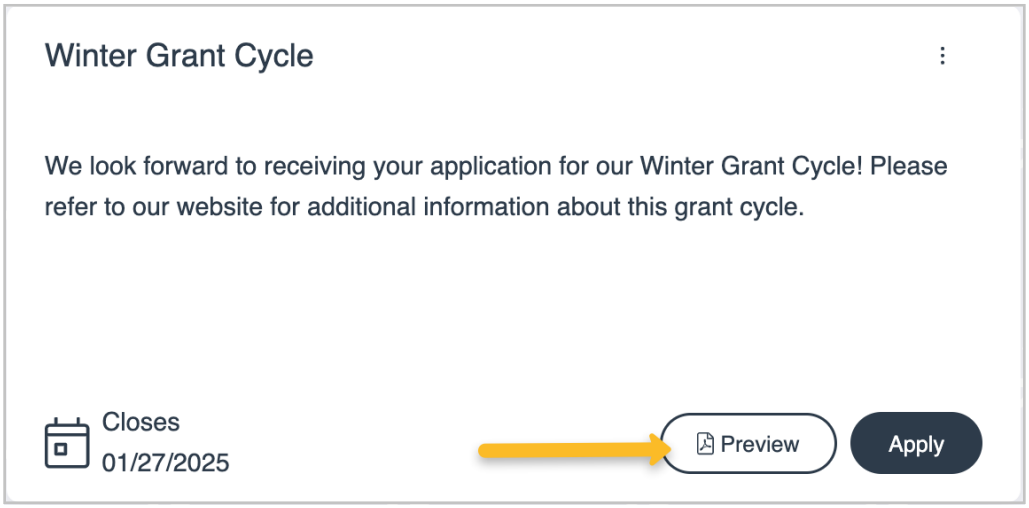
If you were provided with an access code, enter it in the upper right-hand corner.



Click **Preview** for any grant opportunity on the page if you would like to view the first form without starting a grant request.

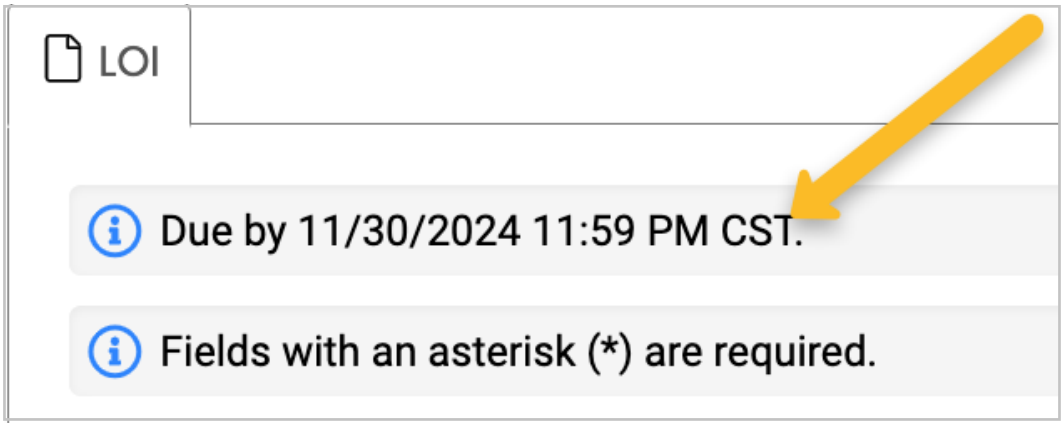


2. Click **Apply** for a grant opportunity when you are ready to start a request.

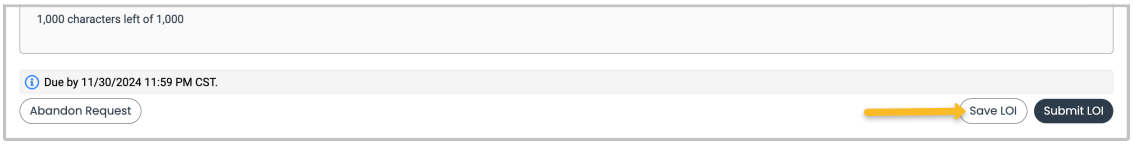


Complete the Form

You will arrive at the first form for the request which is usually an LOI or application. If there is a deadline to submit the form, it is listed at the top of this page.



Complete the questions on the form. Required questions are marked with an asterisk. The system automatically saves your work every 100 characters you type and when you click out of a question. You can click **Save** at any time.



If you would like to download a copy of the form, click **Question List.**



Click **LOI Packet** or **Application Packet** to download a .pdf copy of the form once you have completed it.



Submit the Form

1. Click **Submit** when you are ready to submit the form.



The system notifies you of any required questions that were missed. Complete those questions, and then click **Submit** again on the form.

> The form cannot be edited once it is submitted.

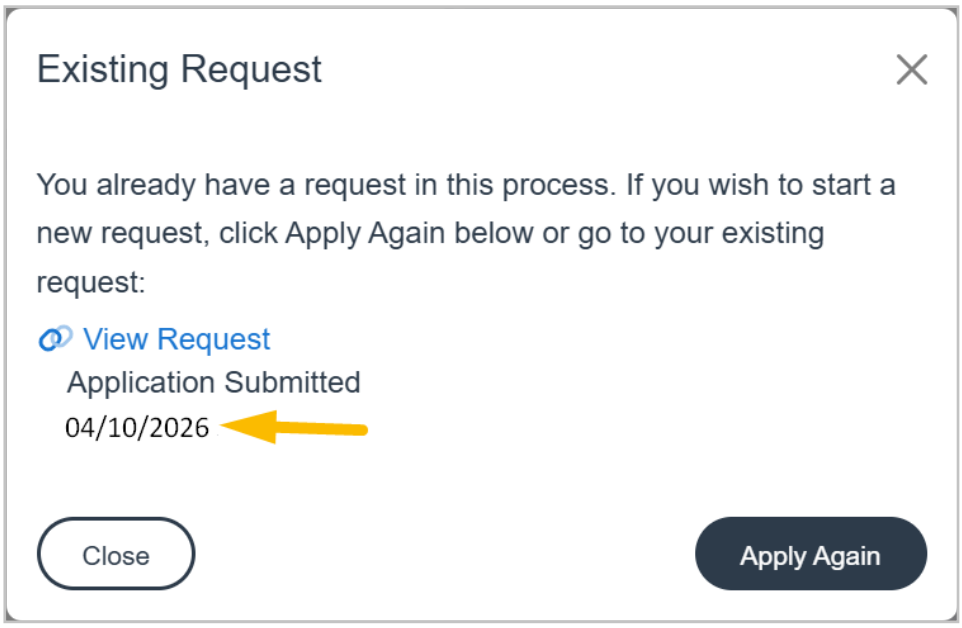
If you decide to withdraw your application before submitting it, click **Abandon Request** instead.



2. You will receive a confirmation message when your form is successfully submitted. Click **Continue.**



Once a request has been applied for, the Apply page card retains the initial creation date even after the request status changes. The date shown on the card is the creation date, not the submission date.



On the Applicant Dashboard homepage, the Submitted date reflects the date the request was submitted.



Manage Your Requests

To access your dashboard and manage your grant requests, click the Home icon.

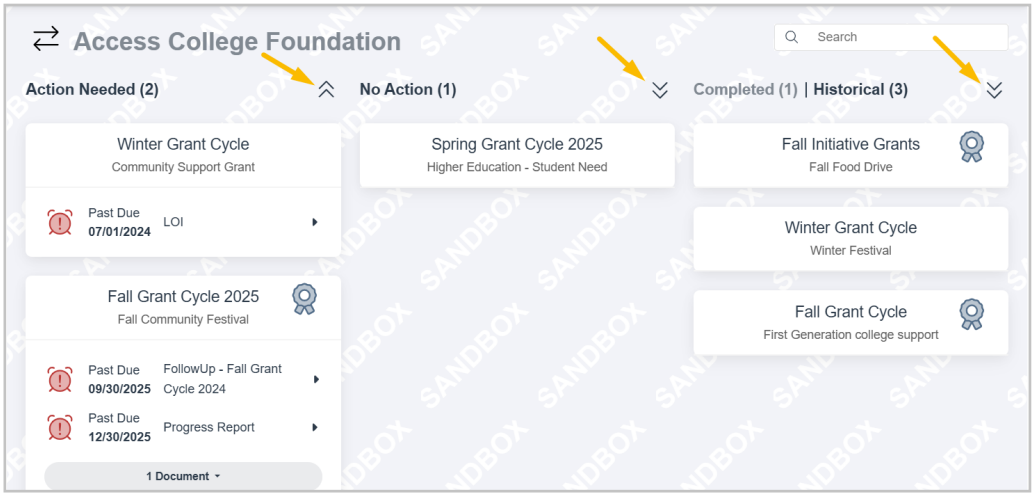


Submit the Form

Your dashboard has four columns that organize your requests by status.

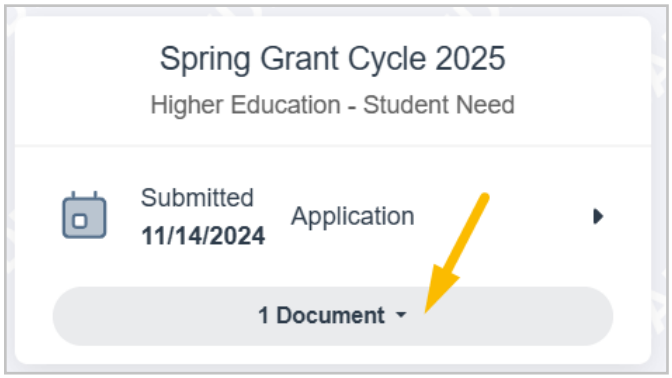
- **Action Needed** - Contains your draft requests and any approved requests that still need action.
- **No Action** - Contains requests that do not need further action from the applicant as administrators process the request. A ribbon icon will appear next to approved requests.
- **Completed** - Contains requests that have been approved and have had all follow ups marked complete.
- **Historical** - Contains requests from the applicant that have been closed, denied, or abandoned.

You can expand and collapse each column by clicking on the **double chevron icon.** In this example, the Action needed column is expanded while the No Action and Historical columns are collapsed.



Request Actions

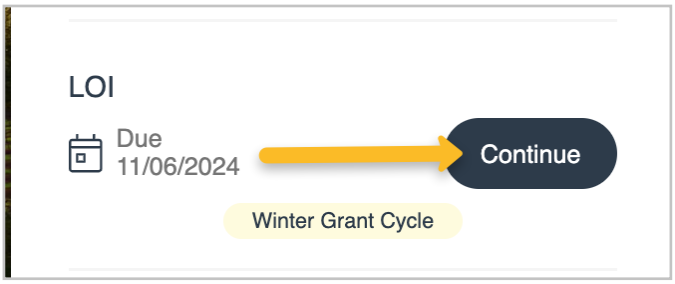
The actions you can take on forms for a request depend upon the form's status. Click the **document drop-down menu** to select and view the forms you have already submitted.



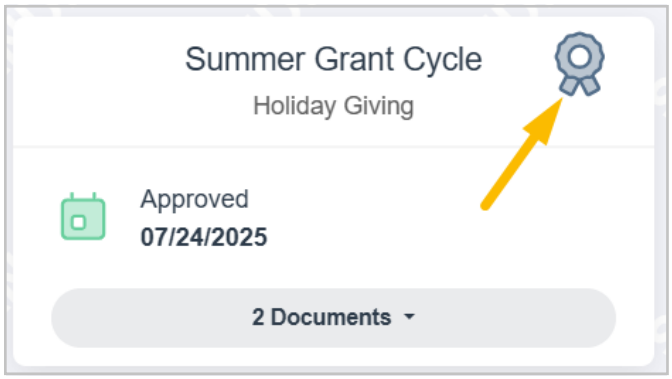
- Click **Start** in the To Do panel to start working on a follow up form.



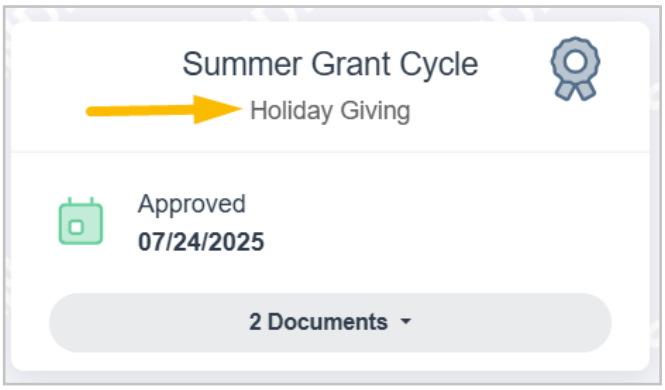
- Click **Continue** in the To Do panel to continue working on a form you have not yet submitted. This includes follow up forms which might be assigned if your request is approved. Applicant Tutorial - Submit a Follow Up Form contains details.



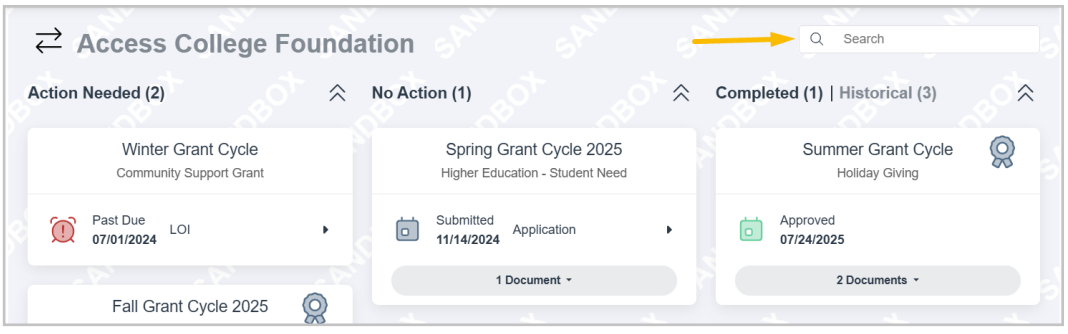
Award Details Tab - For an approved request, click the **request header** to see the Award Details tab. This displays more information about the grant award.



Project Name - The Project Name is listed under the request card header.

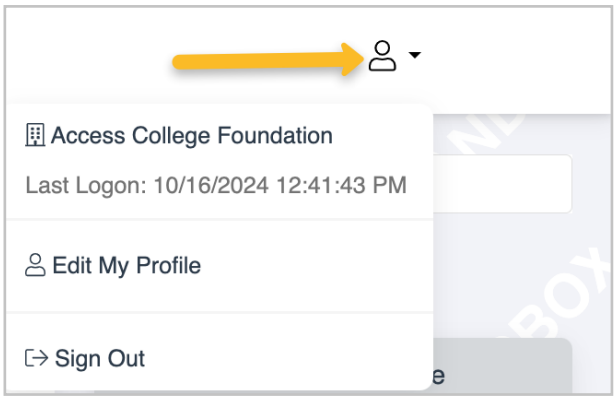


Quick Search - The Quick Search can search for a project name within the dashboard.



Menu Icon - The menu icon in the upper-right corner of the page shows additional options.

- Edit My Profile allows you to update your contact information or password.
- Sign Out logs you out of the site.



Additional Information on Completing Forms

Grant application forms include several features that affect how you enter, format, and submit your responses.

Character Limits

Some questions have character limits. Responses that are longer than the limit will be saved, but an error message will appear informing you that the limit has been exceeded. You will not be allowed to submit the form until the length of your responses to these questions fits within the character limits.

File Uploads

File upload questions only accept one file per question. If you attempt to upload a file that is too large or in an unaccepted file type, you will receive an error message and the file will not be saved. Once a file has been uploaded, it can be deleted by clicking the X icon next to the file name.

Rich Text Editor

For some text questions, you might see a rich text editor bar. This allows you to add formatting to your response. If you are copying and pasting text from a Word document, it will also allow you to keep most formatting from Word.



- Click a button in the editor, such as the B button for bold text, and then type. The formatting will be applied to the text that you type. Click the button in the editor again to stop using that formatting when you continue typing.
- Highlight existing text and then click a button in the editor. The formatting will be applied to the highlighted text. Highlight existing text and click the button in the editor again to remove the formatting.
- When adding a numbered or bulleted list, click the arrow next to the list button to view additional formatting options.

Video URLs

A URL that links to a supporting video, such as one hosted on YouTube or Vimeo, can be entered into a URL question on an application. Applicant Tutorial - Link to a Video details these steps.

Candid Integration

An application may use GLM's integration with Candid, which is based on the Tax ID on your organization profile. If you have claimed your Candid profile and filled out the information on it, then you can use the Copy Candid Profile button to fill out some questions on this form.

- If you have not filled out your Candid profile, you can still fill out the Candid questions manually, just like any other question type.
- You may edit Candid questions in GLM after copying answers from Candid.
- Editing Candid questions in GLM will not impact your Candid profile.
- Pulling in a response from Candid will not overwrite an existing response on a GLM form.
- Since this is based on your Tax ID, if you are fiscally sponsored, you will need to fill in the information manually. If you have questions, contact the Foundation.

Administrator Comments

An applicant may receive administrator comments on a saved or submitted form. The administrator comment will give information for the applicant on a specific question on the LOI or Application form. The information provided could mean that the applicant needs to add more information before the administrator can mark the form complete.

