

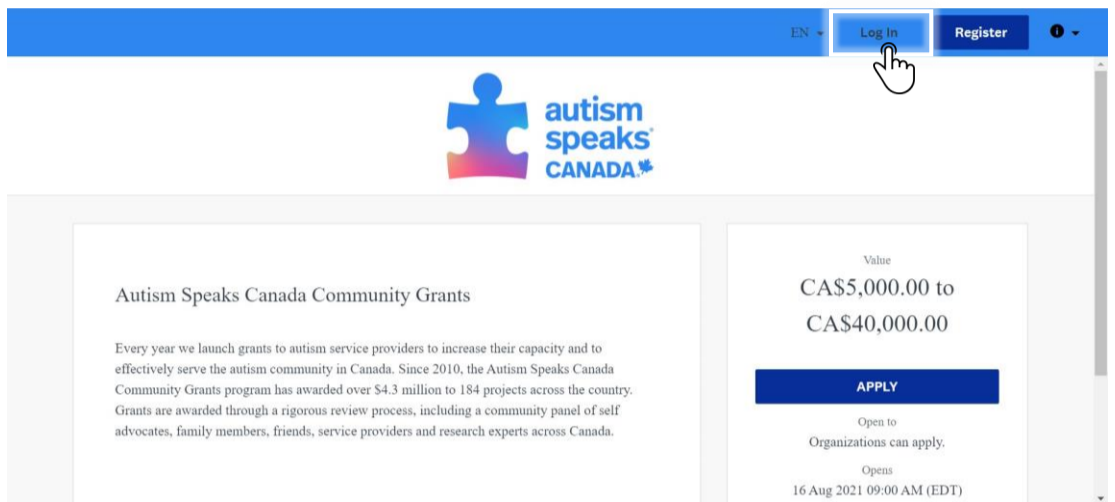
How to Apply for a Community Grant

Returning User Guide

Follow these steps to successfully apply for a Community Grant.

https://autismspeaksCanada.smapply.ca/prog/autism_speaks_canada_community_grants/

1



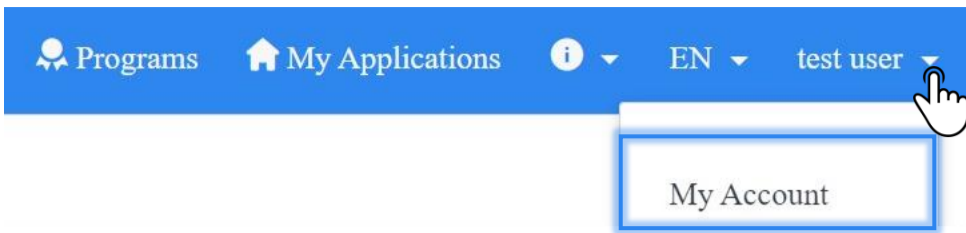
After clicking the link above you will be redirected to this page.
Select **Log in** located at the top right of your screen.

2

Log in with your email and password.

3

Now you will be redirected to your homepage.



On the top right of your page please click on the arrow beside your name. Then select **My Account**.

4

Preferences

A screenshot of a 'Preferences' page. It features two dropdown menus: 'Timezone' set to '(GMT-0500) America/Toronto' and 'Preferred Language' set to 'English (US)'. Below these is a link 'Set up an organization to apply on behalf of' and a blue button labeled 'Set up organization'. At the bottom of the page is a blue button labeled 'SAVE'.

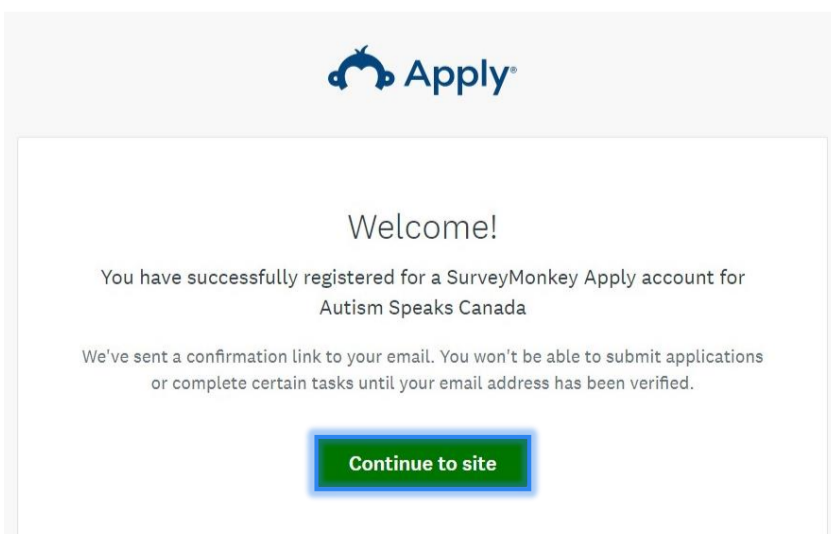
You will be redirected to **Account Settings**. Scroll to the bottom of the page and click **Set up organization**.

5

A screenshot of an organization setup form for 'Autism Speaks Canada'. The form includes fields for: Organization name (Autism Speaks Canada), Address (optional) (2450 Victoria Park Ave), City (optional) (North York), Country (optional) (Canada), Organization phone number (optional) (888-362-6227), Organization email (optional) (testuser@autismspeaksca.ca), and Website (optional) (https://www.autismspeaks.ca/). A green 'CONTINUE' button is at the bottom right. A link 'I'll do this later' is at the bottom center.

Please fill out all information about your organization. Then click **Continue**.

6



This message confirms you are now registered as an organization. Please press **Continue to site**.

7

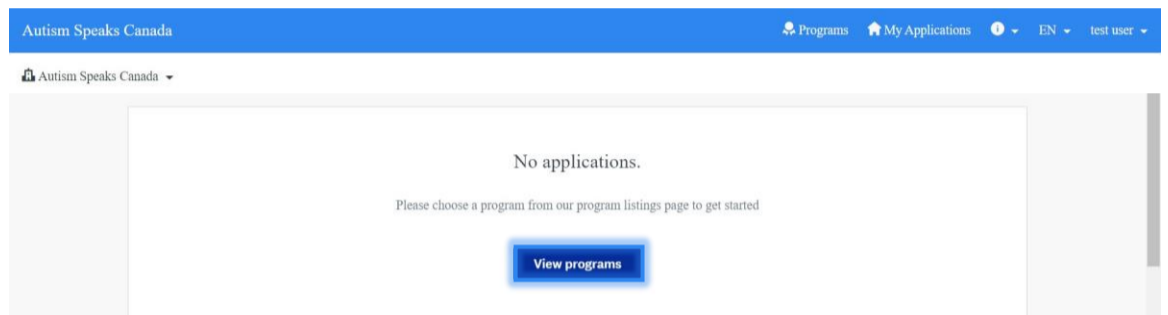
Autism Speaks Canada

On the top left of your page please click on the arrow beside your name. Then select your organization name.



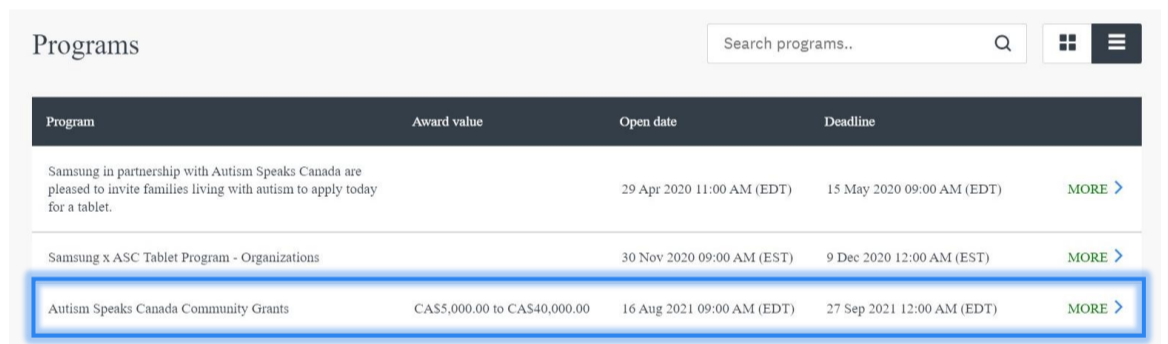
This will allow you to view the Community Grant application.

8



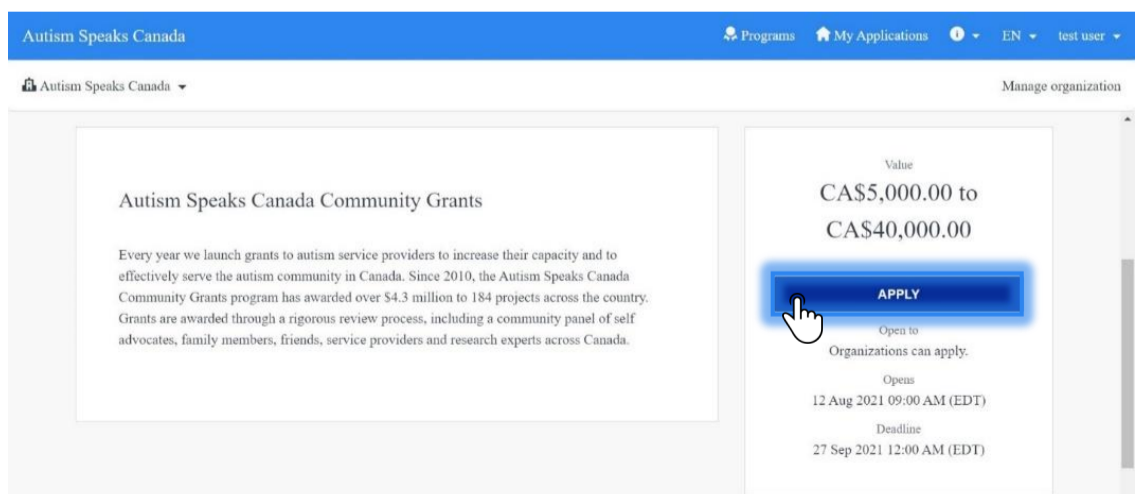
Select **View programs**

9



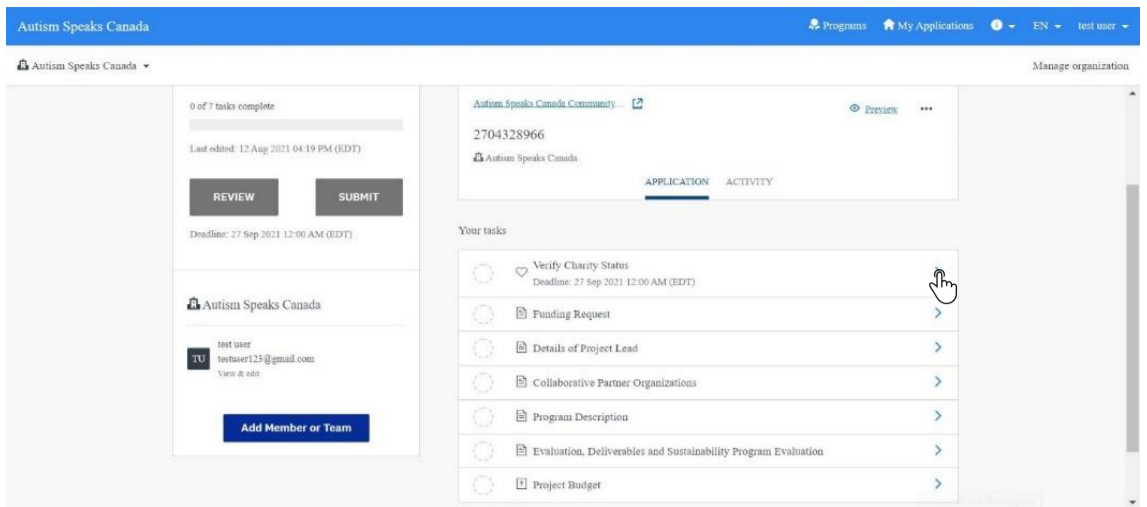
Select **Autism Speaks Community Grants**

10



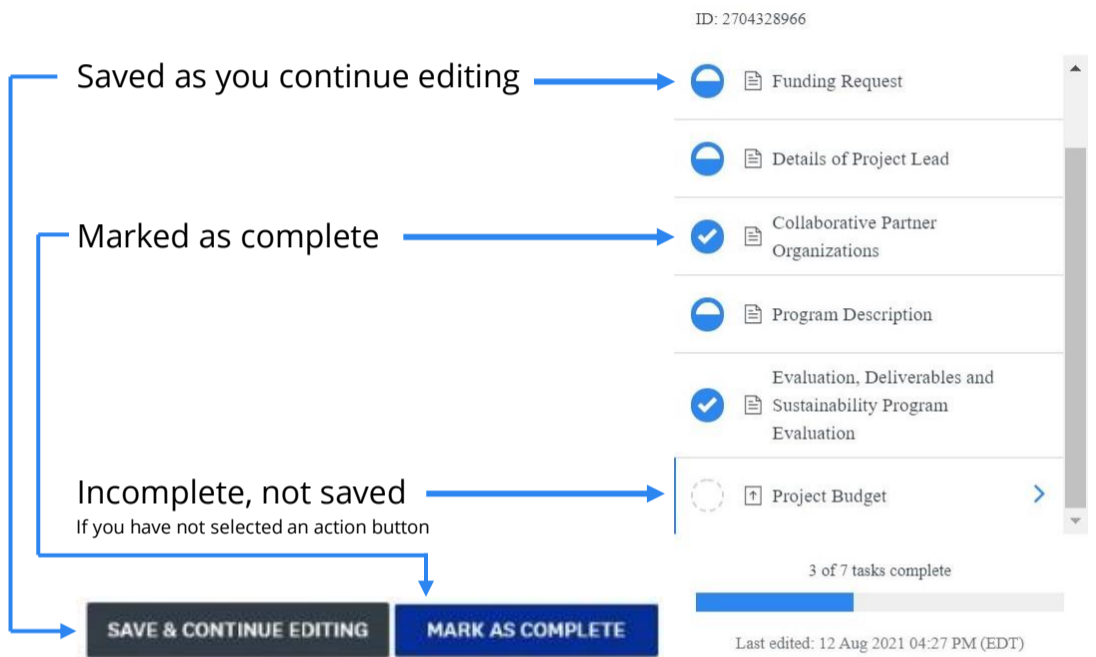
Please select **Apply**.

11

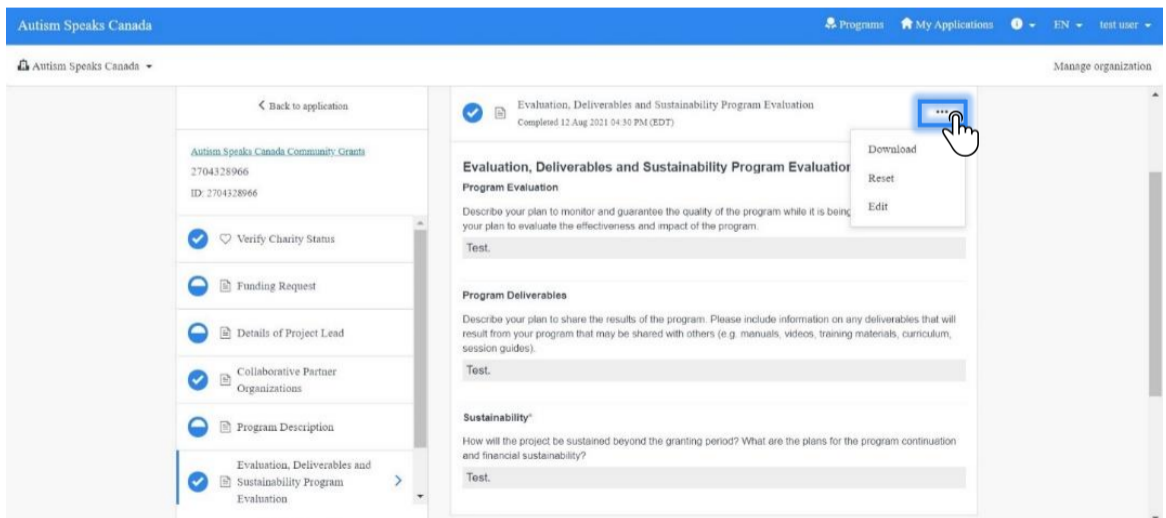


Start the application by clicking **Verify Charity Status**.

12



13



If you have accidentally selected "Mark as Complete", then click on the three dots above the title of the page to **edit** or **reset** the page.

14

Submit application

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please Review it.

[CANCEL](#) [REVIEW](#) [SUBMIT](#)

After submitting your application, you will come across this message. Please **Review** your application before submission. You will not be able to edit after pressing **Submit**.

15



Application Submitted!

Thank you for submitting your application.

[Go to My Applications](#)

OR

[View more Programs](#)

You will receive this message as a confirmation of submitting your application.

Thank you for your submission! We look forward to reading your application.

