THE NORCLIFFE FOUNDATION 600 University Street, Suite 2003 Seattle, WA 98101 (206) 682-4820 www.norcliffefoundation.org

Hello!

We are migrating to a new application form on December 1, 2022. After that date, if you would like to submit a request to our Foundation, you will need to use the new application form. To save your responses from the old form into overlapping questions on the new form, please follow these instructions.

- 1. Login to <u>The Norcliffe Foundation's egrant portal</u>. Your email address is your username. If you have forgotten your password, please use the "Forgot Password" link.
- 2. From your dashboard, select the "Apply" button to the right of The Norcliffe Foundation green logo.

	+		· - 0
C 🔒 grantinterface.cc	m/Dashboard/Applicant		🖻 🖈 🖨 🕘 😡
rcliffe Foundation	🚢 Applicant Nam		
THE NORCLIFF			
FOUNDATIO			
t Language	\sim		
	here and here		
Applicant Das	nboard		
Applicant:		Organization:	⊕ <i>s</i> *
Applicant Name		Example Organization	
applicant@organization.org		12-1234567	
123 Ora Address		123 Org Address	

3. Next, select the blue "Apply" button on the right of the screen (the process should be the Standard Application).



4. On the top right of the next screen, select the "Copy Previous Answers" blue button. This will show you your previous applications and the matching answers from that application to the current application.

Application	- Grant Lifecycle Man 🗙	+							\sim	-	ð	×
$\leftarrow \ \rightarrow \ {\tt C}$	grantinterface.c	om/Request/Submission,	Application?request=101293	64&atReq	uestTabs=ContactTab			Ê	☆	*		:
The Norcliffe F	oundation								 /	Applica	nt Nam	ə 🕶 🔺
THE FO	NORCLIFF UNDATIO	N ■ Apply	3 Organization History									
G Select Langu	iage 🔻											
Арр	olication					57	Copy Previous Answers	88 (Collabo	orate (
Proce	ss: Standard App	olication				\sim						
Return	n to Application Subm	itted										
Conta	ct Info Request	Documents 0										
Appli Applic applic	cant: cant Name cant@organization.org			ø	Organization: Example Organization 12-1234567					⊕ ₫	*	

5. Select the radio button from the application you wish to copy (don't worry, you'll have a chance to go in and make edits before submitting). Once the radio button is selected, hit the blue "Copy Answers" button.

Application - Grant Lifecycle	Man × +					~	-	Ō	×
\leftarrow \rightarrow C \triangleq grantint	erface.com/Request/Submission/Ap	plication?request=10129364&atRed	questTabs=ContactTab		Ê	☆	* 0	J 🕕	:
The Norcliffe Foundation THE NORC FOUNDA	LIFFE 🎓 🖻 Apply	Organization History				Le Ap	plican	t Name	•
Application	ו			Copy Previous Answers	28 Co	llabora	ate 🕕	2	
Process: Standa	Copy Previous Answers			×	1				
Return to Application	to Applicativ								
Contact Info Re	Select the radio button next to the request you want to copy answers from								
Applicant:		- PROJECT	- MATCHING ANSWERS	REQUEST CREATED			۵	•	
Applicant Name applicant@organiz	Standard Application - 2021	General Operating	21	08/28/2023 11:33:47 AM					
123 Org Address City, WA 98101	Cance	Contact Email History	City, WA 98101	Copy Answers)				

6. Confirm your choice to copy the answers. Now you should have autofilled answers on the new application! Please note that the new application differs *slightly* and answers will only autofill for overlapping questions. <u>Be sure to save a draft at the bottom of the screen</u>. You can continue to edit until you are ready to submit the request.

Reach out to me with any questions you may have (and be sure to check out our <u>egrant portal</u> <u>FAQs</u> too!).

Thanks,

Jennifer Beatty, Director The Norcliffe Foundation