



Instructions for Using the Online Application

NED has an online proposal submission process that streamlines the application process. You may submit your application through our website, instead of by email. The format and content of the proposal package is the same for online and email submissions. You must submit a Proposal Cover Sheet, Proposal Narrative, and Proposal Budget. Your application will not be complete without these three documents.

Step 1: Prepare your proposal materials

- Prepare your proposal materials following the guidelines at:

<http://www.ned.org/grantseekers>

This includes preparation of the Proposal Cover Sheet, Proposal Narrative, and Budget.

- Have these 3 electronic document files ready to upload from your computer.
Note: If completing your documents on an Apple/Mac, please use the MS Office compatible formats (DOC, EXCEL, PDF).

Step 2: Get Started Online

- Go to the Online Proposal Process webpage at:

<http://www.ned.org/grantseekers>

- Click on the language desired on the right sidebar.
- Read the information. When ready, click on the **Apply Now** button.
This will take you to a webpage to create an account for your organization before completing the online application form.

Step 3: Create an account - "Please Sign In"

- Click on "New applicant?" to create an online account. If you have previously applied online, you may log in using your organization's existing account.
- Choose an email address and password to use for your organization.

This email address will be used as your ID for your NED online account. NED will send a confirmation to this email address when your online application has been received. Make sure that all the people at your organization who will be accessing the organization's online account with NED have access to this email address and password.

- Type this email address in the field labeled "**E-mail**".
- Re-type email address in the field labeled "**Confirm E-mail**".
- Type a password in the field labeled "**Password**" (minimum of 5 characters).
- Re-type the password in the field labeled "**Confirm Password**".
- Click on "**Continue**".

You are now on the Online Application Form Webpage

Use the instructions below to guide you as you enter information into the required fields

Page 1 – Organization Information

Note: *The online application form accepts only standard Latin characters as used in the English language alphabet. Please type only in Latin characters. DO NOT type in Cyrillic or Arabic or with any accents or special characters.*

 This icon next to field names on the online form indicates there is a help box pop-up with additional help text.

- Enter information about your organization:

1a. Organization Name – Type the name of your organization *in Latin characters*. This should be the full name of your organization that is used in official documents.

1b. Organization Address – Type the street address of your organization *in Latin characters*, using the address that should be used in official documents.

1c. Organization City, Province – Type the city and province, if applicable, for this address, *in English*.

1d. Organization State – For organizations in the U.S. and Canada, choose the state/province where your organization is located from the drop down menu.

1e. Organization Postal Code – Type the zip/postal code for this address.

1f. Organization Country – Choose the country for this address from the drop down menu.

- Enter information about your organization’s application history:

2a. Has this organization ever applied for a NED grant? – Select “Yes”, “No” or “Do not know” from the drop-down menu.

- *Select “Yes” from the drop-down if you have sent a proposal to NED at any time in the past.*
- *Select “No” if this is your first time applying for a NED grant.*
- *Select “Do not know” if you are unsure or unaware of other applications to NED.*

2b. Organization Name on prior application, ONLY if different from above (1a.): – Type the name your organization used on a prior proposal application to the NED, ONLY if it is different from the organization provided above in *1a – Organization Name*.

For U.S. based organization Only:

- If you are an organization based in the United States, please provide the following registration information:

3a. Is this organization incorporated or legally registered? (US Organizations only)– Select “Yes”, “No” or “In process” from the drop-down menu.

3b. US Federal Tax ID (US Organizations only) – Type your organization’s US Federal Tax ID number.

- Click “Next Page” to continue to page 2 – “Contact Information”

Or Click “Save and Finish Later” to save your application and exit, and return to finish it later. You will have to sign in to your NED online account using your login and password to finish your application.

Page 2 – Contact Information

Organization

Organization Primary Contact: This is the person who is the main contact for your organization.

4a. Prefix: Mr., Ms.  – From the drop-down list, choose the appropriate prefix for the primary contact person’s name, such as Mr. or Ms., for use on correspondence.

* If you prefer a prefix not in the drop-down menu, please include it between () in the first name field.
Example: (Rev. Dr.) John.

4b. First Name – Type the first name of the organization primary contact person.

4c. Last Name – Type the last name (or surname) of the organization primary contact person.

4d. Position Title/Role  – Type the job title or role of the organization primary contact person *in English*.

4e. Organization Primary Contact Person’s Email – Enter the email address for the primary contact person. This does not have to be the same as the email address used to create the NED online account. *Enter only one email address. Additional email addresses may be included on the Proposal Cover Sheet.*

Organization Board Chairperson: This is the person who is the Chair or Head of the Board of Directors of your organization.

4f. Prefix: Mr., Ms.  – From the drop-down list, choose the appropriate prefix for the Board Chairperson.

4g. First Name – Type the first name of the Board Chairperson.

4h. Last Name – Type the last name (or surname) of the Board Chairperson.

4i. Position Title/Role  – Type the job title or role of the Board Chairperson *in English*.

Proposal / Project

Project Contact: Enter information about the person who is the main contact for this proposal. *This is the organization staff member responsible for this project. It may be the same person who is the primary contact for the organization. If so, use the check box and the fields will be filled in with the information you entered in 4 a., b., c., d. and e.*

Check this box if this is the same person as the Organization Primary Contact

Otherwise complete as follows:

5a. Prefix: Mr., Ms.  – From the drop-down list, choose the appropriate prefix for the project contact person’s name, such as Mr. or Ms.

5b. First Name – Type the first name of the project contact person.

5c. Last Name – Type the last name (or surname) of the project contact person.

5d. Position Title/Role  – Type the job title or role at your organization, *in English*, of the project contact person.

5e. Project Primary Contact Email – Enter the email address of project contact person.

This is the email address NED staff will use to request additional information from the primary contact person for this project, if it is necessary. Enter only one email address. Additional email addresses may be included on the Proposal Cover Sheet attachment.

- Click “Next Page” to continue to page 3 – “Proposal Information & Documents”

Or Click “Save and Finish Later” to save your application and exit, and return to finish it later. You will have to sign in to your NED online account using your login and password to finish your application.

Page 3 – Proposal Information & Documents

Project Information: Enter information about the proposed project:

6. Project Title - Type a title for your project *in English*.

The title is the name of your project. It should be short and refer to the work your organization plans to carry out in the proposed project.

Examples:

Promoting Accountability of Government Officials

Educating Citizens Through Radio

Publication of Independent Human Rights Newspaper

7a. Project Start Date - Type the anticipated start date of your project or use the calendar tool. 

The format should be mm/dd/yyyy. If the start date is April 1, 2012, please enter 04/01/2012. You may also select the date by clicking on the calendar icon next to the text box.

7b. Project End Date - Type the anticipated end date of your project or use the calendar tool. 

The format should be mm/dd/yyyy. If the start date is April 1, 2012, please enter 04/01/2012. You may also select the date by clicking on the calendar icon next to the text box.

7c. Term of Project – Type the number of months your project will last, i.e. 6, 12, 18.

8. Requested Funding from NED - Enter the amount of funding that you are requesting from NED for your project *in US dollars*.

Do not enter a dollar sign (\$) or use commas (,) or periods (.).

Example: If request is for \$15,000 (fifteen thousand dollars), then enter 15000.

9. Project Country 

Type name of country the project will benefit, *in English*, in the Search box and click on Search button. The country will show in the drop-down box below, or can be chosen using the 'Select one' drop-down menu arrow. If your country or region does not show using the search, use the drop-down menu arrow to choose from the alphabetical listing.

If your project is focused on more than one country, select the appropriate regional location, such as Africa Regional or Europe Regional.

Examples:

Project focused on Uganda, Mali, Angola, and Nigeria = Africa Regional

Project focused on Ukraine and Moldova = Europe Regional

Page 3 – Proposal Information & Documents (continued)

Proposal Documents: Upload the required and optional documents that make up your proposal to NED.

TECHNICAL GUIDELINES

- Documents may be submitted in any language.
- The maximum size of all attachments combined is 25 MB.
- Files with the extension .exe, .vbs, or .bat extensions cannot be uploaded. Files with the extension .xls, .doc, and .pdf can be uploaded.
- Use only Latin characters (without accents or punctuation) in the file names of documents you will upload.
- Limit name of file to less than 25 characters.
Examples: YourNGO_PCS2013.pdf
 YourNGO_ProposalNarrative2013.doc
 YourNGO_ProposalBudget2013.xls
- Files with extended file names or non-Latin characters (with accents or punctuation) will cause technical errors that may delay the review of your proposal.
- If completing your documents on a Mac, please use the MS Office compatible formats (DOC, EXCEL, PDF)

Proposal Documents – Required Attachments:

For each document listed below you will:

- Click on “Browse” to find the document on your computer you want to upload.
- Select the document.
- Click on “Open”.
- Click on “Upload your Document”.
- Repeat for each document you are uploading.

DOC 1. Proposal Cover Sheet – REQUIRED

This is a form with detailed information about your organization. Use the NED Proposal Cover Sheet form available on the website.

DOC 2. Proposal Narrative – REQUIRED

This is the written description of the proposed project. Please limit proposals to ten (10) pages. Our Proposal Guidelines describe what to include in the proposal narrative.

DOC 3. Proposal Budget – REQUIRED

This is a list of the itemized costs of the proposed project. Use the NED Budget template if possible. For guidance, refer to the Additional Guidance and Budget Example documents on the NED website.

DOC 4. Certificate of Registration

Registration Documents are required for all organizations which are legally registered. Please submit a scanned copy of the Certificate of Registration, or comparable document. If your organization is not registered, the certificate is not required.

Upload your Document

Did you click on each 'Upload Your Document' button?

After uploading documents, click the Next Page button at the bottom of this page to proceed.

Page 3 – Proposal Information & Documents (continued)

Note:

You must upload a **Proposal Cover Sheet**, **Proposal Narrative**, and **Proposal Budget** or the online application will not allow you to submit your request. Your application is not complete without these three documents.

After uploading documents in the Proposal Documents box, click the “Next Page” button at the bottom of the page to continue to the page 4 – “Attachments”. Additional attachments are optional, not required.

Ignore the gray “NOTE” box. Read the “NOTE” box only when reviewing the application, page 5.

- Click “Next Page” to continue to page 4 – “Attachments”
Or Click “Save and Finish Later” to save your application and exit, and return to finish it later. You will have to sign in to your NED online account using your login and password to finish your application.

Page 4 – Attachments

OPTIONAL: These attachments are not required.

If you are not submitting optional attachments go directly to page 5 ‘Review My Application’ or click on “Review Application” at the bottom of this page.

You may use page 4 to upload and submit one or more attachments with your proposal. Attachments may include content in any language.

You may include additional documents with your proposal submission. Examples of additional documents include additional registration documents, curriculum vitae of key staff, letters of recommendation, organization brochures, IRS 501(c) (3) determination letter (for US organizations only), etc.

Upload

- **Title:** Choose from the drop down menu the appropriate title for the document you are uploading.
 - ATT: Other Attachment
 - ATT: Additional Registration
 - ATT: CV
 - ATT: Letter of Recommendation
- **File Name:** Click on “Browse” to find the document on your computer you want to upload.
- Select the document.
- Click on “Open”.
- Click on “Upload your Document”.
- Repeat for each document you are uploading.

A red rectangular button with white text that reads "Upload your Document".

After uploading your attachments click on “Review Application”.

Page 5: Review My Application

- Review the application on your screen.
- Add any missing information or make changes as needed and click the ‘Update’ button.
- Once all required field entries are complete and documents are uploaded you are ready to submit.
- Click on “**Submit to NED**”. *Once you have clicked Submit, you will not be able to edit your application.*
- The system will send a confirmation email to the email address of your NED online account.
- You do not need to follow up with NED once you have received this email.

If you need help during the online submittal process:

A red rectangular button with white text that reads "NED Online Assistance".

- Use the NED Online Assistance link on the top right of the screen on each page of the application or go to the NED Application process website for assistance.
- Or, send an email to the appropriate contact below for your regional section:

Africa:	africaproposals@ned.org	Latin America & Caribbean:	americalatina@ned.org
Asia:	asiaproposals@ned.org	Middle East & North Africa:	menaproposals@ned.org
Europe:	europe-eurasia@ned.org	Global:	globalproposals@ned.org
Eurasia:	europe-eurasia@ned.org		