

# Completing Your Application: Technical Tips and Instructions

This tutorial will cover several of the basic features you will use when completing an Application Form in the MOWAA Online Grant System.

## Part I: Saving and Printing Your Work

### Saving Your Work

The MOWAA Online Grant System allows you to save your work on a grant application.

While you are working on an application, we encourage you to save your work often (at a minimum, once an hour).

To save a draft of an application, scroll to the very top or very bottom of the application web page, and click the “Save As Draft” button.

The screenshot shows the MOWAA Online Grant System interface. At the top left is the logo for MEALSONWHEELS association of america with the tagline "so no senior goes hungry". At the top right, it says "Welcome Suzanne" and "Log Off". On the left is a dark blue sidebar with navigation links: "requests", "Apply Status", "tools", and "Fax to File". The main content area is titled "Application Page" and shows "Current Process: Vision Grant: Walmart Foundation – MOWAA Building the Future Grant Program". A blue information banner contains the text: "To avoid losing your work, please Save As Draft a minimum of once per hour." The "Save As Draft" button is highlighted with two red arrows. Below the banner, there is a note "\* = Required Field" and a "Print Question Legend" link. A "Contact Information" section lists: Suzanne SampleApplicant, 203 S. Union Street, Alexandria, VA 22314, and sampleapplicant@mowaa.org, with an "Edit Contact" link. At the bottom, there is a "Project Name\*" field with the instruction: "Please enter your program's city and state, followed by the name of the grant (e.g., Alexandria, VA Vision)".

Then click “Continue” to return to your Application.

The screenshot shows the MOWAA Online Grant System interface. At the top left is the logo for MEALSONWHEELS association of america with the tagline "so no senior goes hungry". At the top right, it says "Welcome Suzanne" and "Log Off". On the left is a dark blue sidebar with navigation links: "requests", "Apply Status", "tools", and "Fax to File". The main content area is titled "Confirmation Page" and features a green banner that says "The Application has been saved." Below the banner is a "Continue" button, which is highlighted with two red arrows.

**Saving your work means that you do not need to complete the application in a single sitting. You may save your work and return hours, days or even weeks later.**

## Printing the Application

You can download a printer-friendly version of the application form questions by clicking the “Print Question Legend” link at the top of the application form.



Welcome Suzanne  
Log Off

requests  
Apply  
Status  
tools  
Fax to File

### Application Page

**Current Process: Vision Grant: Walmart Foundation – MOWAA Building the Future Grant Program**

**To avoid losing your work, please [Save As Draft](#) a minimum of once per hour.**

\* = Required Field

[Print Question Legend](#)

[Print Packet](#)

**Contact Information** Suzanne SampleApplicant  
203 S. Union Street  
Alexandria, VA 22314  
sampleapplicant@mowaa.org [Edit Contact](#)

**Project Name\***  
Please enter your program's city and state, followed by the name of the grant (e.g., Alexandria, VA Vision)  
 ?

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### Important Information About This Request for Proposals

Only MOWAA Members in good standing as of November 1, 2010, whose organization has an annual Senior Nutrition Program budget of \$1 million or more are eligible to apply.

This will open a PDF document containing a list of the questions asked on the application. You can then view and print the document from your computer.

ApplicationSummaryVisionGrantApplication-WalmartFoundation-MOWAABuildingtheFutureGrantPro...

File Edit View Document Tools Window Help

1 / 5 71% Find

## Questions

### Vision Grant Application - Walmart Foundation-MOWAA Building the Future Grant Program (Updated)

Q1: Project Name - Please enter your program's city and state, followed by the name of the grant (e.g., Alexandria, VA Vision)  
[200 characters allowed]

Q2: Has your program received grant funding from MOWAA in the past three years?\* -  
Yes  
No

Q3: If yes, please explain: - Indicate the name of the grant (e.g., March For Meals, Walmart, etc.), the amount of the award and the year received.  
[2500 characters allowed]

Q4: Please describe your program based on the geographic location of your clients.\*

## Printing Your Work

You can print a copy of the application questions, including all the answers you have provided, by clicking the “Print Packet” link at the top of the application page. Note that any documents you have uploaded will be appended to the form questions and answers.



Welcome Suzanne  
Log Off

requests

Apply Status

tools

Fax to File

### Application Page

**Current Process: Vision Grant: Walmart Foundation – MOWAA Building the Future Grant Program**

**i** To avoid losing your work, please [Save As Draft](#) a minimum of once per hour.

\* = Required Field

[Print Question Legend](#)

[Print Packet](#) ←

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**Contact Information** Suzanne SampleApplicant [Edit Contact](#)  
203 S. Union Street  
Alexandria, VA 22314  
sampleapplicant@mowaa.org

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**Project Name\***  
Please enter your program's city and state, followed by the name of the grant (e.g., Alexandria, VA Vision)

 [?](#)

This will open a PDF document containing a list of the questions asked on the application. You can then view and print the document from your computer.

Note: The “Print Packet” link will appear once you have saved your application for the first time.

## Part II: Successfully Completing Open Response Questions

Many of the questions on the grant application forms will require you to write several sentences or paragraphs to describe a certain aspect of your grant proposal.

We encourage you to work on these questions in an outside word processing program, and then copy and paste your answers into the text boxes on the application form

### Character Limits

It is important to know that the open response/essay questions on the grant application forms have an enforced character limit.

The maximum number of characters permitted for an answer will appear below the response text box.

**Summary of Proposed Grant Project\***  
Please provide a brief description of the proposed grant project.

?

[500 characters left of 500] 

As you type in the text boxes, the characters will “count down” so that you can always see how many characters are still available to you.

**Summary of Proposed Grant Project\***  
Please provide a brief description of the proposed grant project.

The grant project is designed to do ... ..

?

[457 characters left of 500] 

If you exceed the character limit allowed for a question, you will see a red error message alerting you to this fact.

**Summary of Proposed Grant Project\***  
Please provide a brief description of the proposed grant project.

character limit. As you can see, the response to this question is just a little too long. You can tell that it is too long because the character limit counter below this box has turned red and tells by how many characters I am "over" the limit. In order to successfully submit this application, I will need to edit this response to make it shorter.

? Maximum length is 500.

[10 characters over the limit of 500]

Note that you will still be able to save this response as a draft. However, you will not be permitted to “Submit” your application unless all responses meet the character limits.

## Part III: Submitting Your Final Application

You may save and update your application information as often as you like.

However, in order to formally submit your proposal for consideration, you use the "Submit Form" button at the bottom of the application page.

### Submitting Your Application

Once you have completed your application and reviewed it for accuracy, click the "Submit Form" button.

#### Submission Instructions

You do not need to complete this application in one sitting; you may save your work and continue at a later time.

When you are ready to submit your final proposal, click the "Submit Form" button below. Please note that you will not be able to edit or change any information once your proposal has been formally submitted.

To print a copy of this proposal for your records, please use the "Print Packet" link, located at the top of this form.

Save As Draft

Cancel

Submit Form

*Important Note:* Once you have submitted your application, you will still be able to view and print your completed application; however you will be unable to edit any of your responses.

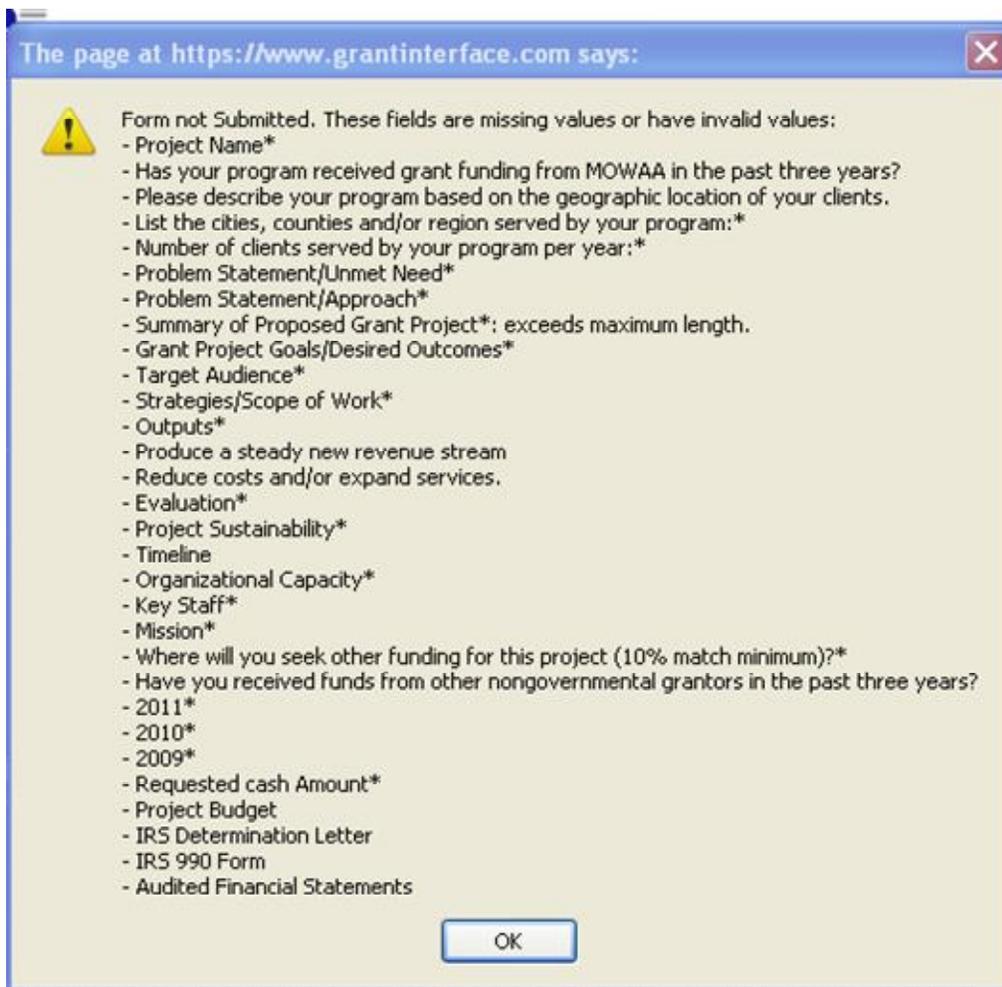
Please only click the "Submit Form" button if you are sure that you have completed your application, and that you no longer wish to add or change information in your proposal.

### Resolving Errors

In order to submit your application, you must have:

- Answered all "required" questions. (Marked with an asterisk.)
- Met all character limits. (for open response questions)
- Uploaded all "required" files. (Marked with an asterisk.)

If you attempt to submit your application and one or more of these requirements is not met, you will receive an error alert informing you which questions must be corrected.



Additionally, you will see red error text on the application form, flagging any responses which are preventing your form from being submitted.

### Demographics of Population Served

Please describe your program based on the geographic location of your clients.\*Field is required.

Primarily Urban/Suburban  ?

Primarily Rural

Mixed (Urban/Suburban and Rural)

List the cities, counties and/or region served by your program:\*Field is required.

?

[1000 characters left of 1000]

Number of clients served by your program per year:\*Field is required.

?