

Getting Started: Creating a New Account and Logging In

Welcome to MOWAA's Online Grant System! As of January 2011, MOWAA will only accept grant applications and follow up reports that are submitted electronically through this system.

This tutorial will give you step-by-step instructions for getting started with the new Online Grant System.

All First-Time Online Grant System Users Must Create a New Account

The Grant System will not accept your MyMOWAA log in. Therefore, you will need to "Create a New Account" the first time you use the Online Grant System.

Once you have an Online Grant System Account, you will be able to use this account to log in for all future MOWAA grant opportunities.

Why Should I Create an Account?

A MOWAA Online Grant System account will enable you to:

1. View and print the application and instructions for all open grant opportunities
2. View the status of an application (e.g., is it complete/was the grant awarded/was the grant denied/etc.)
3. View and print drafts of applications you are currently working on; print past applications you have submitted through the system

If you are awarded a grant, you will need to use the Online Grant System to manage all grant follow-up activities, including:

4. Completing the grant acceptance process
5. Viewing, printing and submitting required follow up reports

Who Should Create an Account?

The person at your program who will be the primary point of contact for the grant should create the Online Grant System account.

We will address all applicable grant correspondence to the contact listed on the account, including information about errors/omissions in your grant application, award notifications, follow-up report reminders, etc.

Part I: How Do I Create an Account on the MOWAA Online Grant System?

Step 1: Enter the Online Grant System

From www.mowaa.org/grants, click the button to “Enter MOWAA's Online Grant System.”

MOWAA's Online Grant System

All MOWAA grant opportunities will be managed through MOWAA's online grant system. MOWAA will only accept grant applications that are submitted electronically through this system.

Enter MOWAA's Online Grant System

Important Note: You will need to "Create a New Account" the first time you use the Online Grant System. This system will not accept your MyMOWAA login.

Once you have an Online Grant System Account, you will be able to:

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Current Opportunities
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Step 2: If you have not created an account yet, click the “Create New Account” button

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Logon Page

Email Address* ?

Password* ?

Forgot your Password?

or

If you already have an Online Grant System account, you may log in using your email address and password.

Step 3: Enter Your Information

In the “User Information” section, provide the name, address and contact information for the primary contact for the grant.

Note that the email address you enter will be your “Log on” for this system.



Log On

Register

Enter your contact information below.
* = Required Field

User Information Please provide the requested information for the primary contact for this grant application.

Salutation
 ?

First Name*
 ?

Middle Name
 ?

Last Name*
 ?

Position/Title
 ?

In the “Organization Information” section, provide information about your program, including the name and contact information for the Principal MOWAA Member at your organization.

Organization Information Please provide the information for your program's Principal Member. If you are unsure of your membership status, contact membership@mowaa.org or 703 548 5558.

Organization Name*
 ?

Tax ID/Registered Charity Number
 ?

Web Site
 ?

Salutation
 ?

First Name*
 ?

Middle Name
 ?

Last Name*
 ?

Note: If the grant contact and the Principal Member are the same person, you should enter the same name and address in each section.

Step 4: Choose a Password

The password you select must contain at least six characters. Please note that passwords are case sensitive.



Set Password

Choose your password

Password*Field is required. ?

Retype Password*Field is required. ?

Once you click the “Save” button, your registration is complete.

You will automatically be directed to the “Status” section of your account (see below for more information).

Your user account will be fully activated, and you will be able to log in to the system using the email address and password information you entered.

Part II: How Do I Log on if I Already Created an Account?

If you created an Online Grant System account following the steps in Part I, you can log on to the system at any time.

Step 1: Enter the Online Grant System

From www.mowaa.org/grants, click the button to “Enter MOWAA's Online Grant System.”

MEALS
Locate a Local Program >

ACTION
End Senior Hunger >

MORE
Become the Cure >

MEMBERS
Become a Member >

MOWAA's Online Grant System

All MOWAA grant opportunities will be managed through MOWAA's online grant system. MOWAA will only accept grant applications that are submitted electronically through this system.

Enter MOWAA's Online Grant System

Important Note: You will need to "Create a New Account" the first time you use the Online Grant System. This system will not accept your MyMOWAA login.

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Building the Future Impact Grants

Step 2: Enter your email address and password, then click “Log On”

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Logon Page

Email Address* ?

Password* ?

Forgot your Password?

or

What if I Forget my Password?

Click the “Forgot your Password?” link on the log on page. You will be prompted to enter your email address, and your password will be emailed to you.

A screenshot of the website's login page. The page has a dark blue vertical sidebar on the left. The main content area is white and titled "Logon Page". It contains two input fields: "Email Address*" and "Password*", each with a small green question mark icon to its right. Below these fields is a link that says "Forgot your Password?". At the bottom of the form are two buttons: "Log On" and "Create New Account", separated by the word "or". Two red arrows are overlaid on the image: one points from the left sidebar towards the "Forgot your Password?" link, and the other points from the right towards the same link.

If You Forget What Email Address You Supplied:

If you are unable to log on because you do not remember the email address associated with the account, please contact Andrew Owens at 703-548-5558 or grants@mowaa.org for assistance.

Part III: What Can I Do Once I Have Logged On?

“Apply” for a Grant

Step 1: Click the “Apply” button to see a list of open grant opportunities.



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Welcome Suzanne
Log Off

requests
Apply Status
tools
Fax to File

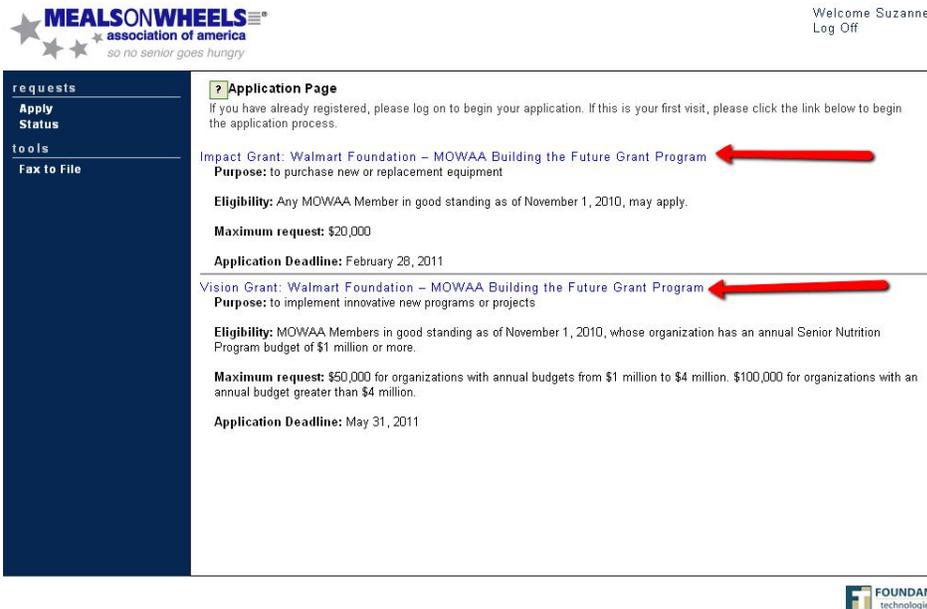
Application Status Page
view the status of your applications below.

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

You have not submitted any applications. [Click Apply to begin the application process.](#)

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Step 2: Review the listed grant opportunities. To view an application form, click the name of the grant.



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Welcome Suzanne
Log Off

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Application Page
If you have already registered, please log on to begin your application. If this is your first visit, please click the link below to begin the application process.

Impact Grant: Walmart Foundation – MOWAA Building the Future Grant Program ←
Purpose: to purchase new or replacement equipment
Eligibility: Any MOWAA Member in good standing as of November 1, 2010, may apply.
Maximum request: \$20,000
Application Deadline: February 28, 2011

Vision Grant: Walmart Foundation – MOWAA Building the Future Grant Program ←
Purpose: to implement innovative new programs or projects
Eligibility: MOWAA Members in good standing as of November 1, 2010, whose organization has an annual Senior Nutrition Program budget of \$1 million or more.
Maximum request: \$50,000 for organizations with annual budgets from \$1 million to \$4 million. \$100,000 for organizations with an annual budget greater than \$4 million.
Application Deadline: May 31, 2011

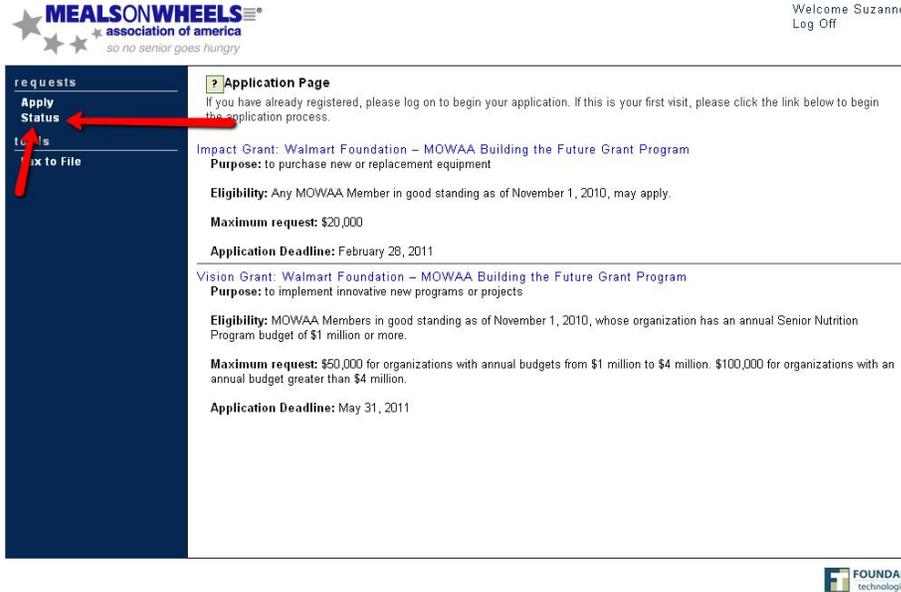
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For additional tips on completing the Application Forms, please see the tutorial “Completing Your Application: Technical Tips and Instructions,” available at www.mowaa.org/grants.

View the “Status” of In-Progress and Completed Applications

The “Status” page is the first page that you see when you log on to the system.

You can also return to the status page at any time by clicking the “Status” button.



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Welcome Suzanne
Log Off

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Application Page
If you have already registered, please log on to begin your application. If this is your first visit, please click the link below to begin the application process.

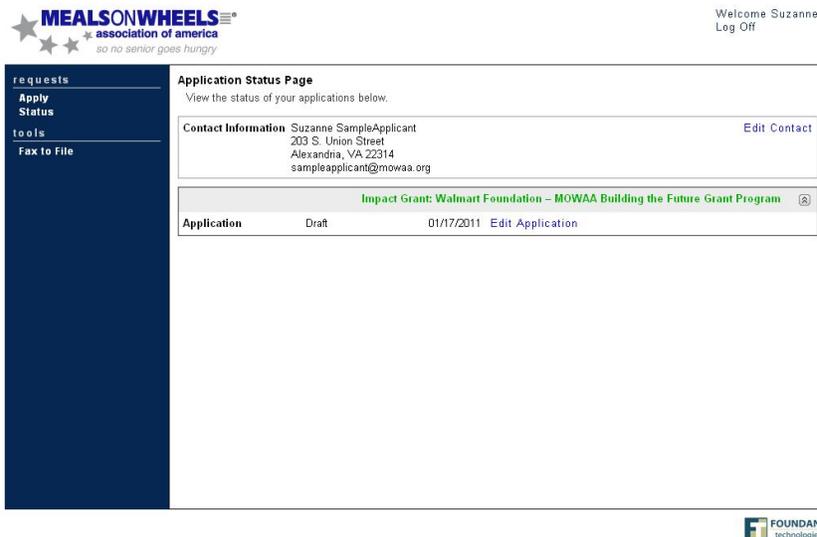
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The Status page allows you to access your in-progress grant applications.

If you are awarded a grant, you will access this page to view and complete all agreements and follow up documents.



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Application Status Page
View the status of your applications below.

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

Impact Grant: Walmart Foundation – MOWAA Building the Future Grant Program

Application	Status	Date	Action
	Draft	01/17/2011	Edit Application

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To Continue to Work on an Existing Application...

Simply click the “Edit Application” link for the grant application you would like to work on.

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Welcome Suzanne
Log Off

requests
Apply Status
tools
Fax to File

Application Status Page
View the status of your applications below.

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203 S. Union Street
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Impact Grant: Walmart Foundation – MOWAA Building the Future Grant Program

Application	Status	Date	Action
	Draft	01/17/2011	Edit Application



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To Change Your Name, Contact Information or Password...

Click the “Edit Contact” link.

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Apply Status
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