# Guide to using Grant Toolbox to submit your proposal

## *How to submit your proposal*

*Access the platform: https://fayfullerfoundation.granttoolbox.com.au/*

*Use the Register button to create a new login, or to add a contact to an existing one.*

*Once you are logged in you will be directed to a Welcome Home Page.*

**Step 1:** Complete or update your Organisation's Profile information, by clicking on '**Organisation**' in the top, right purple menu bar and then '**Organisation Profile**' (only need to complete compulsory questions marked with an \*)

**Step 2:** Ensure your **preferred contact** for your application is a contact to the Organisation, using the same '**Organisation**' menu and then '**Add Contact**', if this isn't you.

**Step 3:** From the **Home** page, select **Start Application** and then the **Apply Now** button for the grant round.

**Step 4:** Select your primary contact and then the **Continue** button, your organisation profile and contact details will prefill.

**Step 5:** Use the **Information Pack** to create your proposal, this is available on the [Fay Fuller Spark Grant webpage](#) and the Homepage of Grant Toolbox. If submitting a written proposal, you can use the text box to write your proposal, it has a limit of 2000 words, or you can write your proposal and attach it as a Word Document or PDF which will allow as many words or formatting choices as you like!

**Step 6:** Complete all fields on the **Project Details** and **Sign Off** tabs. Select **Submit Application** when it is complete. A confirmation email will be sent to the primary contact after submission from Grant Toolbox – be sure to check your junk mail.

## *Helpful Hints*

- **Save Frequently** - you can access uncompleted draft applications from your Home Page
- **Use the back function within the Grant Toolbox platform**, not the back button in your web browser
- For **attachments** we recommend PDF format, and for videos we recommend sharing a URL to a video sharing platform rather than uploading a video file
- The **Partner Collaboration** question field allows you to invite others to join your application. This feature is optional, and if you would prefer, you can just indicate it within your proposal. Please ensure your proposal outlines everyone who is involved and their roles.

## *Support & Questions*

For any questions or support with putting together or submitting your proposal, reach out to Kate at Fay Fuller Foundation on 0408 335 006 or [kate@fayfullerfoundation.com.au](mailto:kate@fayfullerfoundation.com.au)

If you experience any technical difficulties with Grant Toolbox you can [submit a support request](#).