



# FEED GEELONG

## TIPS FOR USING THE ONLINE APPLICATION FORM

Below are some commonly asked questions or issues applicants have raised/encountered when using our online application form:

- **Organisation Name ID** - If you have received a grant from Give Where You Live in the last 12 months please request your Organisation Name ID. This will ensure that your Feed Geelong Grant Application is attached to the appropriate organisation in our data base. You can request this by emailing [grants@givewhereyoulive.com.au](mailto:grants@givewhereyoulive.com.au) or contacting Jenny Speed on 0425 814 649.
- **Saving Your Online Application** - You may save and return to your online application form. On each page of the application form there is a “Save Answers and Resume Later” button. Simply click on this button when you would like to save what you have input into the form. Clicking this button will save all information input into the form **EXCEPT attachments. DO NOT** add attachments until you are ready to submit the form. Clicking on the “Save Answers and Resume Later” button will take you to the following screen:

The screenshot shows a web form with a modal dialog box titled "Save and Resume Later". The dialog box contains the text "Are you sure you want to leave this form and resume later?" and two buttons: "Cancel" and "Save and get link". The background form is partially visible, showing fields for "Please provide your ABN:" with the value "12345678901", a question "Are you tax exempt or endorsed as a Tax Concession Charity (TCC)?" with radio buttons for "Yes" (selected) and "No", and a section "Please upload a copy of your TCC status if you HAVE NOT applied for a grant from the Give Where You Live Foundation in the last 12 months" with three "Browse..." buttons. At the bottom of the form, there are buttons for "« Previous", "Progress", and "Next »".

Click Save and Get Link and the following screen will appear:

Save and Resume Later

Please copy the link below, and save it in a safe place. You can use this link any time within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning.

<http://givewhereyoulive.formstack.com/forms/?i-3628089-UxZ7V5tzdd>

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

[Send save and resume link](#)

The screen will provide you with a link to your saved form. Copy and paste this link somewhere safe so you can use it to return to your saved form at a later time/date. You may also request that a copy of the link to your saved form be emailed to your email address – this is also recommended. If you request an email of the link you will get this screen:

Save and Resume Later

Great! We have sent your link to the supplied email address.

Did you not receive the email with the form link?

[Resend email](#)

Before closing this screen check your email to see if you received an email like the email pictured below.



### Save and Resume Link for Your Form

Please copy the link below, and save it in a safe place. You can use this link any time within the next 30 days to resume answering questions on the form.

**Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning.**

<http://givewhereyoulive.formstack.com/forms/?i-3628089-UxZ7V5tzdd>

Thanks for saving your answers!

Copyright © 2018 Formstack, LLC. All rights reserved. This is a customer service email.  
Formstack, 8604 Allisonville Road, Suite 300, Indianapolis, IN 46250

If you did not receive an email in your inbox please check your junk mail. You can also ask it to send the email again and perhaps send it to a different email address.

Please note, each time you save your form you will be given a **NEW** link to your saved form.

The link will only be valid for **30 days**. If you do not return to your form within **30 days** to either submit it or save your form again all information you have input will be lost. Do not lose your link as there is **NO** way to retrieve it from the system.

Despite being able to save information you have input, we strongly encourage you to compose your application in a word document to ensure you don't lose any information inputted.

As you **CANNOT** save attachments to your form do not add attachments until you are ready to submit the application form.

You cannot print your completed application form. A PDF version of your application will be provided to you for your records when we send you your final confirmation email regarding your submission.

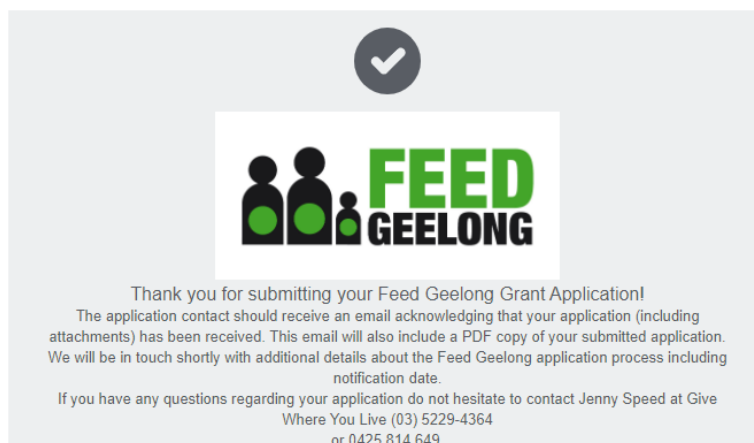
- **Word Limits** - A number of the questions have word/character limits; be sure when crafting your answers to take these word limits into account. Please note the online application form, however, will not count your words for you or cut you off when you have reached the suggested word limit for each question.
- **Common Submission Errors Encountered** – The most common errors made when submitting an online application form are:

**ABN number** - When entering your ABN number **DO NOT** leave any spaces or put any dashes between the numbers. If you do you will receive an error. There is only space for **11** characters.

**Not completing required fields** - If any required fields are left blank or unanswered your application will not submit. Instead those fields that still need to be completed will be highlighted as required fields.

**Size of files you are attaching** – Documents uploaded to your application form CANNOT exceed 5MB in TOTAL. Please contact Cynthia Scherer if you need assistance with the size of your uploads. Additional attachments/large attachments can also be sent separately via email to [grants@givewhereyoulive.com.au](mailto:grants@givewhereyoulive.com.au).

- **Budget Form** - Specific to the Budget question, the total will self-calculate (i.e. it will automatically add the numbers you put in each line item to create a budget total). As a result, you do not need to put a number in the budget total line.
- **Attachments** – Attachments uploaded to your application form CANNOT exceed 5MB in total. If using the “Save and Resume” function do not add your attachments until you are ready to submit your application as attachments do not work in the “Save and Resume” function. Only the following attachment file types can be uploaded to the online application form: jpg, jpeg, gif, If you have any problems with attachments and your online form you can send your attachments to [grants@givewhereyoulive.com.au](mailto:grants@givewhereyoulive.com.au) and we will attach them to your application through the back end.
- **Formatting** – there is limited formatting available in the online application form. That said, when cutting and pasting from a word document some formatting will follow. You should make sure however, if you are cutting and pasting text into the online form, that you make sure appropriate formatting has been maintained or that you update in the online form so that it still makes sense.
- **Confirming Submission** - After submitting your application do not close your browser until you have received a “Submission Successful!” window and message like the one below



If you have any questions or difficulty in completing the online application form, please contact:

**Jenny Speed**

Community Impact and Grants Coordinator

M: 0425 814 649

E: [jenny@givewhereyoulive.com.au](mailto:jenny@givewhereyoulive.com.au)