



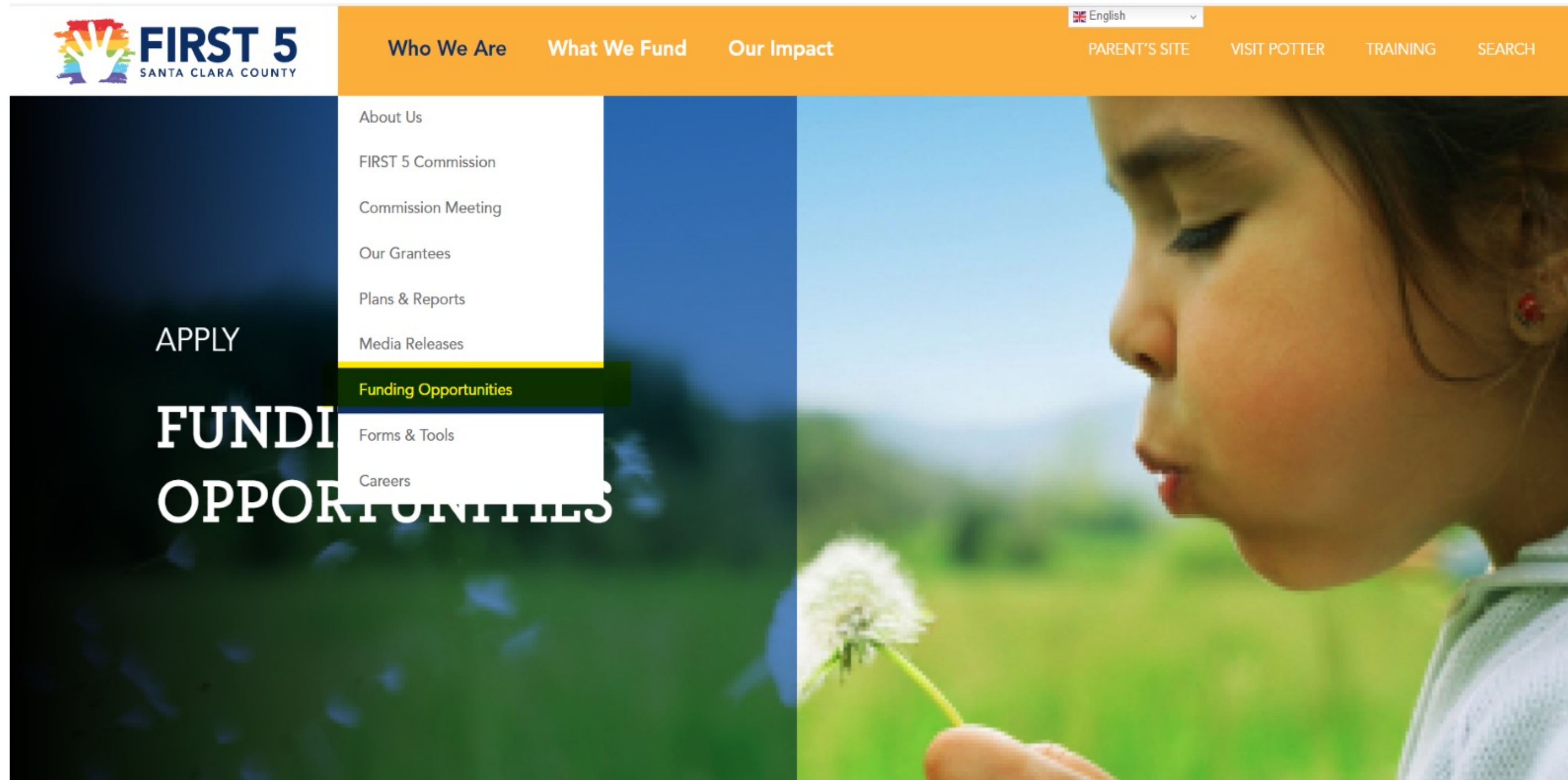
INSTRUCTIONS FOR CREATING AN ONLINE APPLICATION ACCOUNT



STEP ONE



Go to the FIRST 5 website, www.FIRST5kids.org, select "Who We Are," from the drop-down menu, and select "Funding Opportunities." Then, look for the APPLY NOW button at the bottom of the page, which takes you to our online application portal where you can create a new user account.



STEP TWO



Please designate one person from your agency to fill out the complete application. Multiple people will NOT BE ABLE to access an application in progress. On the "Sign In" page below, click "New Applicant" to create an account. (If you already have an account, please enter your e-mail and password to log in.)

A screenshot of the "Please Sign In" page on the First 5 Santa Clara County website. The page has a light gray background. At the top left is the First 5 Santa Clara County logo. At the top right is an "Exit" link. The main content area is a white box with a gray border. Inside, the heading "Please Sign In" is followed by two bullet points: "• If you have an account, please log in using your E-mail Address and Password." and "• First time applicants, please use the 'New Applicant' link found below." Below the text are two input fields: "E-mail" and "Password". Each field has a red "X" icon in the top right corner. Below the "E-mail" field is a red arrow pointing to a yellow button labeled "New Applicant?". Below the "Password" field is a yellow button labeled "Forgot Password?". At the bottom center is a yellow button labeled "Login".

STEP THREE



Complete the New Applicant information and then click "Continue". Please pay strict attention to password guidelines and retain the password for future use.

A screenshot of a web form titled "New Applicant?" for First 5 Santa Clara County. The form is set against a light gray background. At the top left of the form area is the First 5 Santa Clara County logo. At the top right is a small "Exit" link. The form itself is a white box with a shadow. It contains the title "New Applicant?", a paragraph explaining the benefits of an account, and four input fields: "E-mail", "Confirm E-mail", "Password" (with a note about password requirements), and "Confirm Password". Below the input fields is an orange "Continue" button. At the bottom left of the form is a link that says "Return to login".

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[Exit](#)

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

[Continue](#)

[Return to login](#)

STEP FOUR



If the passwords do not match, the below notification will be displayed. If the password meets the guideline requirements, you will be directed to the online application.



[Exit](#)

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

The two passwords do not match.

E-mail

Confirm E-mail

Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

[Continue](#)

[Return to login](#)

STEP FIVE



Once you are in the system, you will be taken to the Welcome page of the Application. Across the top, you will see the different tabs of the form. For the strategies, you may complete one or multiple strategies. Please review the complete application before submitting.

A screenshot of the application portal's welcome page. At the top left is the FIRST 5 Santa Clara County logo. To its right is an "Exit" link. Below these is a horizontal navigation bar with seven orange tabs: "WELCOME", "AGENCY INFO", "AGENCY EXHIBITS", "STRATEGY ONE", "STRATEGY TWO", "STRATEGY THREE", and "Review My Application". The "WELCOME" tab is active. The main content area has a "WELCOME" heading. Below it, a red asterisk icon indicates a required field: "Required before final submission". To the right of this are links for "Printer Friendly Version" and "E-mail Draft". The main heading reads "WELCOME TO THE FIRST 5 'STRONGER SYSTEMS, STRONGER FAMILIES INITIATIVE' RFP APPLICATION!". A paragraph of text follows: "Thank you for your interest in partnering with FIRST 5 on this new Initiative. We look forward to reading your proposals about how to connect and partner with families with young children, prenatal through five years, in Santa Clara County." Below this, a section titled "Across the top of this page, you will see tabs that guide you through the application process. These include:" lists the following: "Agency Info: general information about your agency/organization", "Agency Exhibits: here is where you upload the exhibits described in the RFP.", "Strategy One: complete this section if you are applying for Strategy One.", "Strategy Two: complete this section if you are applying for Strategy Two.", and "Strategy Three: complete this section if you are applying for Strategy Three." A note states: "You will have the opportunity to review your application prior to submission." At the bottom, contact information is provided: "You can email TA@first5kids.org with any technical questions relating to this data collection portal. For general questions about the RFP, e-mail: RFP@first5kids.org". At the very bottom are two orange buttons: "Save & Finish Later" and "Next".

STEP FIVE

A screenshot of the FIRST 5 Santa Clara County application portal. The page has a header with the FIRST 5 logo and a navigation bar with tabs: WELCOME, AGENCY INFO, AGENCY EXHIBITS, STRATEGY ONE, STRATEGY TWO, STRATEGY THREE, and Review My Application. The 'WELCOME' tab is active. Below the navigation bar, there is a 'WELCOME' section with a red asterisk icon and the text 'Required before final submission'. To the right, there are links for 'Printer Friendly Version' and 'E-mail Draft'. The main content area contains a welcome message, a thank you note, and a list of application sections: Agency Info, Agency Exhibits, Strategy One, Strategy Two, and Strategy Three. At the bottom, there is a red arrow pointing to a 'Save & Finish Later' button and a 'Next' button.

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SANTA CLARA COUNTY

Exit

WELCOME | **AGENCY INFO** | **AGENCY EXHIBITS** | **STRATEGY ONE** | **STRATEGY TWO** | **STRATEGY THREE** | **Review My Application**

WELCOME

✱ Required before final submission

Printer Friendly Version | E-mail Draft

WELCOME TO THE FIRST 5 "STRONGER SYSTEMS, STRONGER FAMILIES INITIATIVE" RFP APPLICATION!

Thank you for your interest in partnering with FIRST 5 on this new Initiative. We look forward to reading your proposals about how to connect and partner with families with young children, prenatal through five years, in Santa Clara County.

Across the top of this page, you will see tabs that guide you through the application process. These include:

Agency Info: general information about your agency/organization

Agency Exhibits: here is where you upload the exhibits described in the RFP.

Strategy One: complete this section if you are applying for Strategy One.

Strategy Two: complete this section if you are applying for Strategy Two.

Strategy Three: complete this section if you are applying for Strategy Three.

You will have the opportunity to review your application prior to submission.

You can email TA@first5kids.org with any technical questions relating to this data collection portal. For general questions about the RFP, e-mail: RFP@first5kids.org

→ **Save & Finish Later** **Next**

When you are ready to leave the application, even if you have not started it, please choose the "Save & Finish Later" button at the bottom of the screen to close the portal. This button can be found on every page of the application, so you can save your work at any time and return to it later.

STEP SIX



To return to your application, please check your email for a "Welcome Grantseeker!" email from FIRST 5 Santa Clara County. This email contains your account login link. You will use this link whenever you are working on your application, so you may want to bookmark it for future access.

Welcome Grantseeker! New Account Created

FIRST 5 Santa Clara County <mail@grantapplication.com>

Wed 1/10/2024 11:06 AM

To:

Dear Grantseeker,

Welcome to FIRST 5 Santa Clara County's grant application portal. Your grant application account has been created! To access your In Progress and Submitted applications, use the link included here. Using the application link on the website will open a new application.

Log in to your account at any time to access your application(s): <https://us.grantrequest.com/AccountManager.aspx?sid=634>

Please take note of your log-in information. If you have questions or need support logging in, please reply to this email.



ONLINE APPLICATION PORTAL: RETURNING TO APPLICATION IN PROGRESS



STEP ONE



When returning to an application in progress, it is essential that you use the link from your welcome email and log in with your email and the password you created when you set up your account.

A screenshot of the First 5 Santa Clara County login page. The page has a white header with the First 5 Santa Clara County logo on the left and an "Exit" link on the right. Below the header is a light gray background. In the center is a white box with a gray border. Inside the box, the title "Please Sign In" is at the top. Below the title are two bullet points: "• If you have an account, please log in using your E-mail Address and Password." and "• First time applicants, please use the 'New Applicant' link found below." Below the bullet points are two input fields: "E-mail" and "Password". A red arrow points to the "E-mail" input field. Below the "E-mail" input field is a yellow button labeled "New Applicant?". Below the "Password" input field is a yellow button labeled "Forgot Password?". At the bottom center of the box is a yellow button labeled "Login".

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SANTA CLARA COUNTY

Exit

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail

Password

New Applicant? Forgot Password?

Login

STEP TWO (as needed): RESET PASSWORD



If you are unable to log-in using the password you previously made, click "Forgot Password". This will initiate a password reset. A temporary password will be emailed to you.

A screenshot of the First 5 Santa Clara County login page. The page has a white header with the First 5 logo on the left and an "Exit" link on the right. The main content area is a light gray box containing a white sign-in form. The form is titled "Please Sign In" and includes two bullet points: "If you have an account, please log in using your E-mail Address and Password." and "First time applicants, please use the 'New Applicant' link found below." Below the text are two input fields: "E-mail" and "Password", each with a red eye icon to toggle visibility. To the right of the "E-mail" field is a yellow button labeled "New Applicant?". To the right of the "Password" field is a yellow button labeled "Forgot Password?". A red arrow points from the "Forgot Password?" button to the "Login" button, which is a yellow button located below the "New Applicant?" button.

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Exit

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail

Password

New Applicant?

Forgot Password?

Login



STEP TWO (as needed): RESET PASSWORD

Check your email for an email from FIRST 5 Santa Clara County.

(1) Click the link to your unique account log in (example in yellow highlight)

(2) Once at the Account page, the system will prompt you to create a new password. Enter your temporary password under "Current Password"

(3) Enter the new password twice to confirm.

FIRST 5 Application Portal: Account Update

FIRST 5 Santa Clara County <mail@grantapplication.com>

Wed 1/10/2024 4:24 PM

To: [REDACTED]

Dear Grantseeker,

Per your request: Your account password has been reset. Your temporary password is: [REDACTED].

For security reasons, you will be asked to change it when you first log in.


Log in to your account at [https://us.grantrequest.com/SID_63\[REDACTED\]](https://us.grantrequest.com/SID_63[REDACTED]) to access your application(s).

If you did not initiate this request, please reply to this email.

STEP THREE



You will be directed to the Applications Account Page. From the menu at the bottom of the page, you can select your application to view and/or complete. Note the number of your application, so you can return to the correct version and continue completing it.



Account: [REDACTED] | [Change E-mail/Password](#)
Last Log in: 1/14/2024 7:47 PM GMT-05:00

Exit





Applications

Welcome to your "Account Page". Here you can manage both Applications and Requirement Reports.

1. Select the Application or Requirements tab to move between sections
2. Select in progress or submitted in the "Show" drop down.
3. If you select submitted, you can only view the applications that you have submitted.
4. If you select in progress, you will be able to continue working on your application.
5. To delete an application, simply select the garbage can next to it.
6. You can also transfer and share forms using the icons.

• To start a new application [CLICK HERE](#)

Show In Progress Applications ▾
☐ Hide Viewer Only Applications

A. FIRST 5 SCC RFP- STRONGER SYSTEMS, STRONGER FAMILIES	20159	1/14/2024	Owner	   
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QUESTIONS



We are available to answer questions!

- As per the timeline, there will be two rounds of written questions and responses as follows. These will be posted to our website: <https://www.first5kids.org/funding-opportunities/>
 - Questions submitted by – Wed. Jan. 31
 - **Responses posted – Fri. Feb. 2**
 - Questions submitted by – Thurs. Feb. 8
 - **Responses posted – Tues. Feb. 13**
- For general questions about the Stronger Systems, Stronger Families Initiative, content, partnerships, or programs, please e-mail us at: RFP@first5kids.org.
- For technical questions about creating an online account, uploading documents, any financial or contractual questions, or submission of application, please e-mail us at: TA@first5kids.org.



THANK YOU!

