



Avon Foundation for Women Breast Health Outreach Program

Online Application Tutorial

Funding Objectives

- The Avon Breast Health Outreach Program provides financial support in the form of grants to community-based programs and/or healthcare agencies (e.g. community health centers, cancer centers, and women's health centers) that conduct outreach, provide breast health education and link medically underserved women and men to breast cancer screening services and follow-up care.

Application Process

- The Avon Foundation for Women uses an online grant application process.
- Application materials and attachments must be submitted electronically.
- All materials and information you will need to apply can be found on the Avon BHOP website:

www.avonbhop.org/fundinginfo.htm

Information on Website

- Application Packet: RFA, funding guidelines, eligibility requirements
- Templates for required attachments
- Link to begin a new Online Application Form
- Link to log into your Grant Application Account

Accessing the Online System through the BHOP Website: <http://avonbhop.org/applyforfunding.htm>

ENTER THE ONLINE
APPLICATION SYSTEM:

Click here to start
a new 2011
grant application

Click here to return
to an existing 2011
grant application

NOTE: When accessing the online grant application system for the first time, you will be prompted to create an account using your email address as the user ID and a password of your choosing. You must use your functional work email address as your log-in email, as that is the address that will be recorded in the system to receive email correspondence.

Register for the webinar demonstrationn

To learn more about the new online application system, please register for the [Avon BHOP 2011 Online Application Webinar](#) on **Thursday, July 15, at 2 p.m. ET**. This webinar will discuss how to use the new online system for 2011 funding. The Avon BHOP Coordinating Center staff will demonstrate how to complete the online application and provide an overview of all the

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Accessing the Online System

There are two ways to access the online system:

1/ Start a new application

The URL to begin a **NEW** application to the Avon Foundation Breast Health Outreach Program is:

https://www.GrantRequest.com/SID_1102?SA=SNA&FID=35019

2/ Log into a previously created application account

If you have previously used the application system and created an account, you can log back in to see applications you have started or submitted by following this link:

https://www.grantrequest.com/SID_1102/Default.asp

Account Log-In Page

Account Login

[Avon Foundation](#)

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Please Sign In

Welcome to the Avon Foundation. Please enter your e-mail and password into the fields below to access your saved and submitted application and requirement forms. If you have misplaced or forgotten your password, please click the link below to have that information sent to the e-mail address you used to create this online account

Enter E-mail

E-mail Address:

Chose new or returning applicant

I am a new online applicant

I am a returning online applicant.

Enter password

My password is:

Continue

If you have forgotten your Password, click this link

[Forgot your password? Click here](#)

This is the account log-in page. Here you will either need to create a new account (if a new applicant) or use your existing log in if you have created an account previously. **It is imperative that you use your functional work e-mail address as your log-in e-mail**

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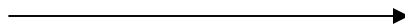
Enter Tax ID Number

BHOP Application

Avon Foundation

Account: carolyn.angeleri@gmail.com

Enter your organization's Tax
ID / EIN number here



Please enter your Tax ID:

OK

Tax ID Error



Outreach Program

ail.com

To be eligible for Breast Health Outreach Program funding, applicants must be private, non-government, non-profit organizations with Federal non-profit status. The Tax ID that you entered was not found in the IRS database. Please check your entry. If you have questions regarding eligibility, please see www.avonbreastcare.org/applyforfunding.htm for more information. If you continue to experience difficulties, please contact admin@avonbhop.org for assistance.

Please enter your Tax ID:

If your Tax ID is not found in the IRS database you will receive this message. Please check the number. If your organization has federal non-profit status and you believe that you are receiving this message in error, please contact admin@avonbhop.org for assistance.

OK

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Eligibility Quiz

Most applications have an Eligibility Quiz in which you have to answer questions just to ensure you meet basic criteria for receiving funding.

Eligibility Quiz-Please answer the questions below to verify that you qualify for funding

Qualifying Question

Has your organization been in existence for more than two years?

Which statement most accurately describes the applying organization?

-Select One-
For Profit
Governmental Agency
Non Profit

Submit

Answers are located in the drop down after each question

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Eligibility Quiz, continued

Eligibility Quiz-Please answer the questions below to verify that you qualify for funding

Your responses to the quiz questions have indicated that your organization is not eligible to apply under the current funding guidelines. To be eligible for Avon Breast Health Outreach Program funding, applicants must be private, non-government, non-profit organizations with Federal non-profit status. Any publicly-funded government agency wishing to apply may do so only by partnering with a private, non-profit organization or educational institution that will assume fiscal responsibility for and collaborate fully with the proposed program. Native American Tribes are encouraged to apply to the Avon Breast Health Outreach Program and may do so through or in partnership with Native American non-profit organizations that will assume fiscal responsibility for and commit to the reporting and screening requirements of Avon Breast Health Outreach Program grants. All organizations applying for funds must have been in existence for at least two years. If you feel you have reached this message in error, please resubmit the answers to this quiz. Otherwise, please review the funding guidelines on www.avonbhop.org.

Has your organization been in existence for more than two years?

If your answers to the Eligibility Quiz do not reflect the guidelines of the application, you will fail the quiz and receive this message.

ly describes the applying organization?

Application

BHOP Application

Avon Foundation

Account: carolyn.angeleri@gmail.com

◆ Required before final submission

Page [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [Review My Application](#) [Printer Friendly Version](#) [Email Draft](#)

Organization Information

Required Fields

Please enter information about your organization below:

◆ Organization Legal Name

This should be the legal name of the entity that would be the payee if a grant w

Also Known As

(If applicable)

◆ Administrative Address

Primary administrative address to which all correspondence regarding this application will be mailed, including notice of award, contracts and grant

◆ City

This is the actual application page where you will enter information for your application

Each required field is identified by a pink diamond and needs to be completed before the application can be submitted

Collaboration Tip

If you plan to work on your application collaboratively, it is easier to have your team work on a Microsoft Word-based version of the application document.

A Microsoft Word-based version of the application can be found on <http://avonbhop.org/applyforfunding.htm>

Please note: ONLY applications submitted through the online system will be accepted. If you decide to use the word-based version of the application, you will need to cut and paste the information in to the online form for submission.

Attachments Page

- 1 - Program Narrative
- 2 - Organizational Profile Form
- 3 - Program Budget with Budget Justification Narrative
- 4 - Medical Provider Commitment Forms (Please combine all forms into one file for upload)
- 5 - Biographies for Key Personnel (No more than two pages per person. Please combine all individual biographies into one file for upload)
- 6 - IRS Letter of Determination of Non-Profit Status for Applicant Organization

In addition, you are welcome to upload:

- 7 - Letters of Support (optional - Please combine any letters of support into one file for upload)

IMPORTANT INFORMATION:

* For each category outlined above, please combine all documents into one file. For the Medical Provider Commitment Forms for three providers, combine all three forms into one file under the Medical Provider Commitment Forms category. Similarly, all key staff biographies should be combined under the Biographies category.

* Each attachment should be no more than 1MB in file size. If you are using a scanner, your scanner is programmed to scan in a low resolution.

* Please note that only Word, Excel, and PDF documents are accepted as attachments.

* Templates for Program Narrative, Agency Profile, Project Budget and Medical Provider Commitment Forms can be found on our website at www.avonbhop.org/applyforfunding.htm

Requirements are clearly outlined on the attachments page of the application. Templates for the Program Narrative, Agency Profile Form, Program Budget and Medical Provider Commitment Forms can be found at:

www.avonbhop.org/applyforfunding.htm

Attachment Type –
select from drop
down box

File size for all attachments combined is 15 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs") cannot be uploaded.

Title:

File Name:

Click on the Browse button to
locate the document to be
uploaded on your computer
Then click on upload

Attachments & Resources Posted on BHOP Website

www.avonbhop.org/applyforfunding.htm

Resources:

[Request for Applications](#)

[Commonly Asked Questions](#)

[Online Application Tutorial](#)

[MS Word version of 2011 Online Application](#)

Please note: ONLY applications submitted through the online system will be accepted. If you decide to use the word-based version of the application, you will need to cut and paste the information in to the online form for submission.

Templates for Required Application Attachments:

[Program Narrative](#)

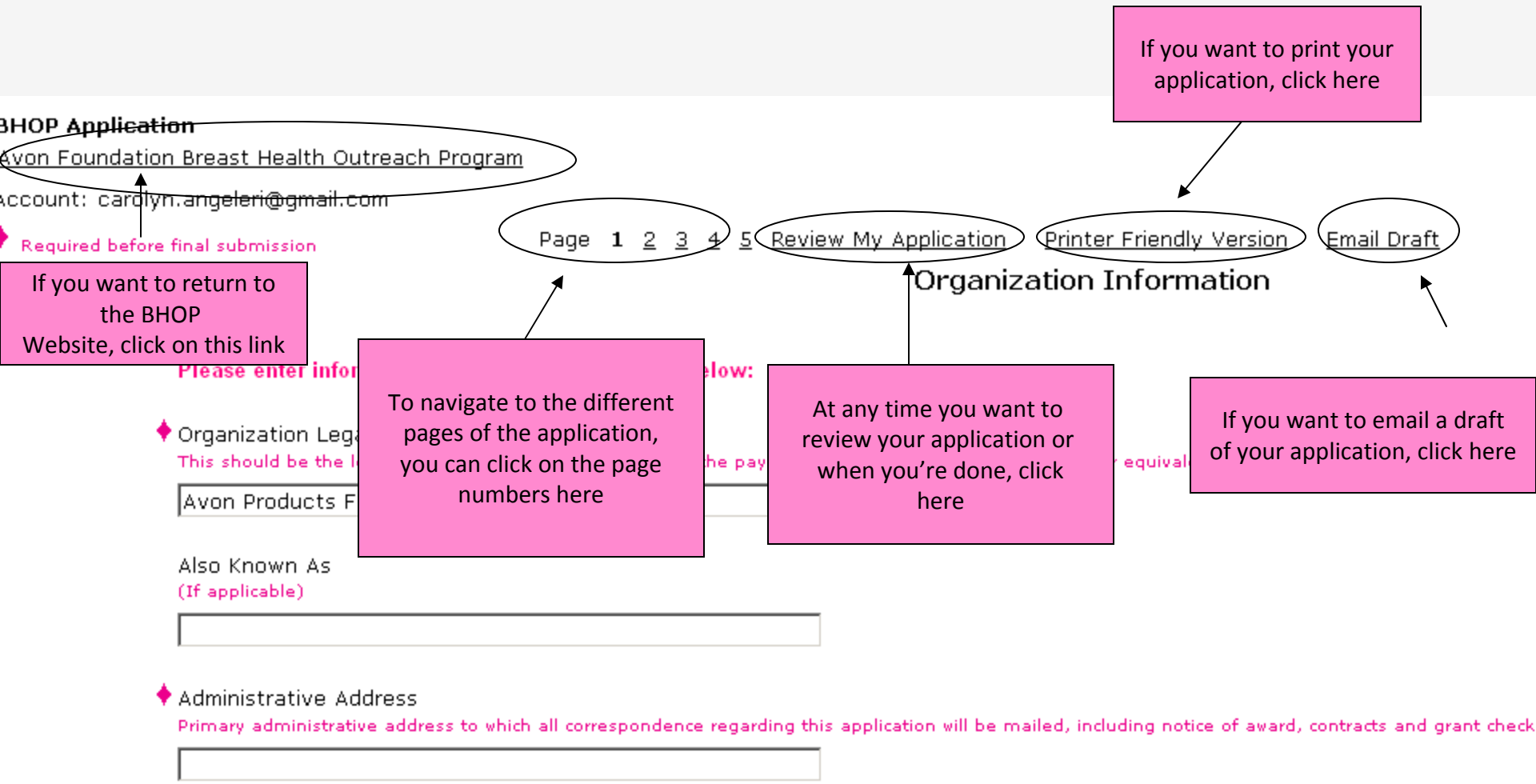
[Agency Profile Form](#)

[Detailed Project Budget](#)

[Medical Provider Commitment Form](#)

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Application Page Parts



Save & Finish Later

<None>

Project Description

Abstract - Lay: Briefly describe your proposed project in 500 words or less using n language. (If your project is funded, this will be posted on the Avon Foundation w



If your organization has previously been funded by the Avon Foundation, please check this box

Save & Finish Later

Next

At any time during your application submission, if you wish to save and continue at a later time, you can click the “Save & Finish Later” button.

When you are ready to continue you will log back into your grant application account using this URL:

https://www.grantrequest.com/SID_1102/Default.asp

Save & Finish Later, continued

When you click on "Save & Finish Later" this is the page you will see.

You will have the ability to log back into your account and continue working on your application

Account Log-In Web Address:

https://www.grantrequest.com/SID_1102/Default.asp

for women

Below you will find the applications that you have saved and submitted

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name. Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Project Title	Requested	ID	Last Updated
BHOP Application			25560	07/12/2010

Submitted

These applications have already been submitted. To view a summary of the application information, click the application name.

Application Name	Project Title	Requested	Status	ID	Sub
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Review & Submit

[2](#) [3](#) [4](#) [Review My Application](#) [Printer Friendly Version](#)

Online Submission Agreement

, (a) affirm that I am an authorized representative of [redacted] that the information in the application is complete and true; (b) provide additional information to the Avon Foundation as requested; (c) understand and agree that the information provided by Avon Foundation at its sole discretion and are final, and I have no responsibility to any applicant not selected for funding; (d) if selected for funding, agree to negotiate a Gift Agreement and to provide reports in a format and frequency as requested by Avon Foundation and to cooperate with the Avon Foundation in all public relations and publicity related to the project specified in the application.

By clicking the "Review & Submit" button, please check this box:

Save & Finish Later

Review & Submit

When you have filled in each field and added all required attachments, you can click on "Review & Submit" to review your application before submission. You will still be able to make needed changes

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Application Review

When you click on the “Review & Submit” button, if any of the required fields/documents are missing you will receive this message

You can return the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

Your application is missing information that is required before it can be submitted.

Organization Information

Please enter information about your organization below:

◆ Organization Legal Name

This should be the legal name of the entity that would be the payee if a grant were approved (501 c 3 or equivalent)

Also Known As

if applicable

→ Address

This is a required field.

→ City

This is a required field.

The system will then indicate the fields/attachments that are missing and required before submission

Proposal Review

- Once you submit your application, you will receive a confirmation email indicating that the application has been received.
- The proposal will undergo an extensive review before funding is considered. This typically takes 8 weeks.
- You will be notified by Avon BHOP staff by email when a decision is made to either fund or decline your request.

Questions & Inquiries

- If you have any questions about filling out the online application or the process, please do not hesitate to contact Avon Foundation grants staff.

admin@avonbhop.org