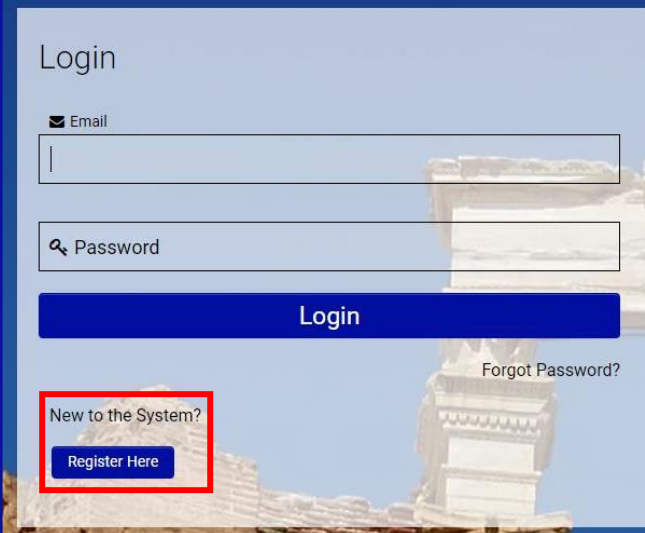


User guide for grants online application

To administrate proposals and grants ALIPH uses an online platform. This document is a guide on how to apply for a grant. You must manage your application through the platform, from start to end, including reports.

1. Register

- Access the platform through this [link](#).
- If you are new to the system, click on “Register Here”.



Login

Email

Password

Login

Forgot Password?

New to the System?

Register Here

- Fill in the Registration Form and click on “Submit”.
- You will then receive an email with a password within an hour.
- If you do not receive the email, please check your spam folder.



Last Name

* Email

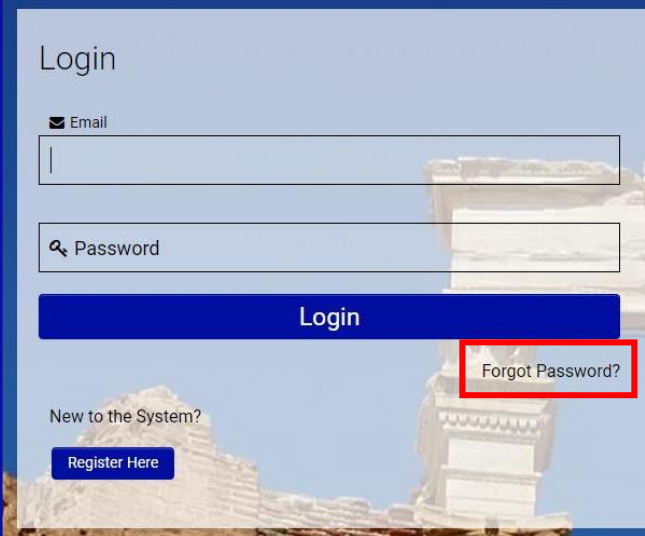
* Phone

* Position/ Function in Organization

Submit

2. Log in

- If you have already registered and have a login, enter the email used for registration and your password.
- Click on “Login”.
- If you forgot your password, you can reset it by clicking “Forgot Password”.



Login

Email

Password

Login

Forgot Password?

New to the System?

Register Here



3. Complete contact information

- Click on “Personal Profile” in the top-right corner of the screen.

The screenshot displays the ALIPH online application interface. At the top right, there are two tabs: "Personal Profile" and "Organisation Profile", both highlighted with a red box. Below the tabs, the text "rner of the screen." is visible. A large blue box with the number "0" and the text "Approved/Declined" is shown. Below this, there is a form with the following fields: Address, Address 2, City, State / Province, Zip / Postal Code, and Country (set to Switzerland). A "Save" button is highlighted with a red box. Below the form, there is a message: "Please complete the personal and organizational profiles at the top right corner of the screen." The dashboard shows "My Applications" with three cards: "2 Funding Opportunities" (highlighted with a red box), "1 In Progress", and "1 Submitted". Below this, "My Activities" shows "1 Requires Attention" and "1 Submitted Activities".

- Fill in the fields and click “Save”.
- Repeat the same operation for “Organization profile”.

4. Select the appropriate grant

- Click on “Funding Opportunities”.
- If only one funding opportunity appears, it means the call for projects is currently closed.



- Select the appropriate grant. To determine which grant you should apply for, read the descriptions and consult our [guidelines](#).
- Click on “Apply Now” in the section dedicated to the grant you wish to apply for.

Application Details

Emergency Relief Grant

Overview: If there is urgency to act to safeguard heritage in a short delay, you can apply for this grant. Please demonstrate the need to act quickly to secure or prevent further damages to cultural heritage at high risk of destruction.

Details: Ongoing. Maximum amount is USD 75,000.

Download guidelines [here](#).

Apply Now

Annual Call for Project Grant

Overview: You can submit your project for the protection of endangered cultural heritage in conflict areas. Your project should be concrete, relevant (in accordance with local needs), feasible (documented and based on specific needs), and sustainable.

Details: The application process is open until 15 March 2019 3 p.m. CET.

Download guidelines [here](#).

Apply Now

5. Fill in your application

- The very first thing to do, before you start filling out, is to click on “Save Draft” at the bottom-right corner of the page.
- Fill in the text fields of each tab.
- By clicking “Save Draft” you can come back to your application whenever you want, as many times as necessary.

View Application Summary

BACKGROUND INFORMATION DESCRIPTION OF THE PROJECT BUDGET SUPPORTING DOCUMENTS TERMS & CONDITIONS

Short description of the organization's mission

200 words left

Short description of previous project(s) in heritage protection

Maximum 200 words for each project, including the following information: budget, activities, location, partners, funders, link to website.

Please provide implementation team details

Add implementation team details

Save Draft **Submit**

- You can then access the draft application by clicking “In Progress”.

Please complete the personal and organizational profiles at the top right corner of the screen.

My Applications

2 Funding Opportunities	1 In Progress	1 Submitted	0 Approved/Declined
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My Activities

1 Requires Attention	1 Submitted Activities
--------------------------------	----------------------------------



6. Submit your proposal

- Once the application is complete, do not forget to click on “Submit”. You will no longer be able to modify it.
- You will receive a confirmation email within an hour.

7. Submit additional information

- We will then review your application. If more information is required, we will contact you.
- If you receive an email for additional information, you can login and access the new form to fill in by clicking on “Requires attention”.

- Click on “Open” to access the request.

- Upload the missing elements.
- Add comments if necessary.
- Click on “Submit”.

The screenshot displays the ALIPH online application interface. At the top, there is a question: "With which partners will you implement it? What will be their role?". Below this is a navigation bar with a "BACK" button and "Save Draft" and "Submit" buttons. The "Submit" button is highlighted with a red box.

The main content area is titled "My Applications" and shows a summary of the user's application status: 2 Funding Opportunities, 1 In Progress, 1 Submitted, and 0 Approved/Declined. Below this is the "My Activities" section, which shows 1 Requires Attention and 1 Submitted Activities. The "Requires Attention" button is highlighted with a red box.

The "Requires Attention" section displays a table with the following data:

#	Activity Type	Status	Created Date	Deadline Date	
1	Information Request	Sent to Applicant	15/01/2019 13:28	22/01/2019	Open

The "Open" button is highlighted with a red box.

The "2019-1043 Emergency Relief Grant (Information Request)" section shows the "Additional information required" section with the text "Pictures of the heritage with visible damages". Below this is the "Additional Information" section with an upload button (highlighted with a red box) and the "Additional Comments" section. At the bottom, there are "Save Draft" and "Submit" buttons, with the "Submit" button highlighted with a red box.



Notes:

The **word count** at the bottom of the text fields sets the maximum number of words allowed. You do not need to reach this limit.

The **translation tool** at the right of each text field aims at helping you during your application. However, the application must be submitted in English.

Assistance:

If you need to contact us for assistance, send us a note through the platform.

- Click on “Notes” at the right of the screen.
- Select “New Note”.
- Write your message.
- Click on “Save”.
- An email will be sent to notify you when the answer will be available on the platform.

The image displays two screenshots of the ALIPH online application interface. The top screenshot shows the 'BACKGROUND INFORMATION' section with a text field for 'Short description of the organization's mission' and a '200 words left' indicator. Below it is a text field for 'What are the objectives of your project?' with a 'Translate' button. The bottom screenshot shows the 'Notes' section with a 'Notes' button, a 'New Note' button, a dropdown menu for 'Note type' (set to '--All--'), and a 'Save' button. The interface is titled '2019-1044 Annual Call for Project Grant'.