

STEP-BY-STEP GUIDE

- **Step 1: Determine your eligibility**

First time NGO or PO interested in applying for a grant may first check the requirements for eligibility at <http://www.fpe.ph/grants-application-requirements.html> or visit www.fpe.ph

- **Step 2: Register an account**

Create or register an account at <http://grantsonline.fpe.ph>. After successfully creating your account, you will receive a verification message from FPE in the email address you used in signing up. If you can't find it in your INBOX, you may need to check your SPAM folder. Please click the link to verify your account. Your account will be made in if you haven't verified your account

- **Step 3: Log in**

Enter your registered email address and password.

- **Step 4: Fill out and submit the Organizational Registry Form (ORF)**

Before applying for a proposal, FPE will screen your ORF. Fill out the required online information. You may save the draft or submit the ORF. Once submitted, the ORF cannot be modified. Check the notification menu if your ORF passed the FPE's screening.

- **Step 5: Apply for a proposal**

Once your ORF has been approved, you can now fill out the required project information. You may opt to save your proposal and complete it at a later date; or click 'submit'. Be sure to upload the copy of your full proposal. Once submitted, the project cannot be modified. Check the notification menu to know if your proposal has been approved or not.

- **Step 6: Submit project reports**

For approved projects with Partnership Agreements, fill out the required online information, and upload progress reports and terminal reports.

- **Step 7: Request a budget disbursement**

Once the requirements for a budget disbursement have been approved by FPE, you may make a budgetary request using the "Finance" menu. Important fields must be filled out before you can send a request.

- **Step 8: End a project**

Completed projects compliant with all the requirements in the Partnership Agreement, will be closed. The project holder or partner will receive an email-memo from FPE formalizing the project closure.