



How to Use the Online Application System

INTRODUCTION

The Trust is pleased to offer this online general grants application. It replaces the previous downloadable paper version, which is no longer available. However, if you don't have access to a reliable Internet connection or are otherwise unable to complete this online version, please contact the Trust office, and we will gladly provide a PDF of the application for your use.

Every attempt has been made to create a system that works efficiently on all current, well-known Internet browsers. However, this is a new system, and there may be glitches that are unique to your system that we have not anticipated. If you experience technical difficulties, please email the Trust at app@murdocktrust.org or call 360-694-8495 and report your difficulties to us. We will do our best to help you remedy the issue as quickly as possible so you can proceed with your application in a timely manner.

CREATING A USERNAME AND PASSWORD

The first thing you will be asked to do is create a username and password. The username and password is specific to the application, and no other username will be able to access this application. Also, the username is specific to the person completing the application and does not have to include the name of the applicant organization. You are welcome to share that username and password with others who may be helping you complete or review the application.

RESOURCES

On each page of the online application you will find in the upper left-hand corner both a Help and a Tips button. Please don't hesitate to use them to guide you through the online application. The left side of the application screen contains live links that will give you access to the full application instructions, sample documents, tips, and more. Please use them to help you complete each section of the application.



UPLOADING DOCUMENTS

Toward the end of the application, you will be asked to upload your own documents that answer multiple questions in Section 7. You will also be asked to upload specific required and optional attachments. You can prepare either one entire document for Section 7 or several separate documents for that purpose. Be sure to name them in a manner that makes it easy for Trust staff to identify each and every one of the documents.

FINAL REVIEW AND SUBMISSION

The application has a built-in check process that will tell you if all of the required fields and uploads are complete. Once you are satisfied with your application, please download a copy for your own records by using the download feature. At that point you should submit the application to the Trust. Once you have submitted the application, it can no longer be edited; however, you will have the opportunity at a later point in the process to submit updated organizational or project-specific information, a revised budget, or a revised and updated organizational financial record. Submit these or other requested information to app@murdocktrust.org or to the email of the assigned program director.

NEXT STEPS

Once the online application has been submitted, you will receive an automatic email response indicating your application and attachments have been received by the Trust. Within about three weeks you will receive an email with the name and contact information of the assigned program director. In about two to three months the program director will contact you regarding the scheduling of a site visit.