

Gavi CSO funding mechanism

Accessing Grantelope

The online grants management system



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Introduction to Grantelope

To apply for a grant through Gavi's CSO Funding Mechanism, all applications should be completed on Grantelope, the online grant management system.

This guidance document is designed to help applicants navigate the system.

Registering to apply for a grant on Grantelope

All applicants will need to register to apply for a grant on Grantelope.

To do this, they will need to [visit Gavi's Grantelope dashboard](#) and complete the details as requested.

It should look similar to the following:

User Registration

Please enter your details below and press enter to register as a user.

First name

Last name (required)

Organisation

Email address (required)

Password (15 characters or more, with at least one uppercase letter, one lowercase letter, one number and one special character)

Re-type password

REGISTER

Figure 1 Grantelope dashboard

Passwords will need to:

- Be at least 15 characters long
- Contain both upper and lower case letters
- Contain at least one number

- Contain at least one symbol.

Once an account has been created, applicants will need to verify their account.

To do this, they must first, enter their email address and password.

On the next page they will need to enter a code, which will be emailed to them once they first create an account.

Once completed, applicants are taken back to the Login page, where they will be able to log in and access Grantelope.

Navigating Grantelope

When an applicant logs in, they will see a view similar to the following:

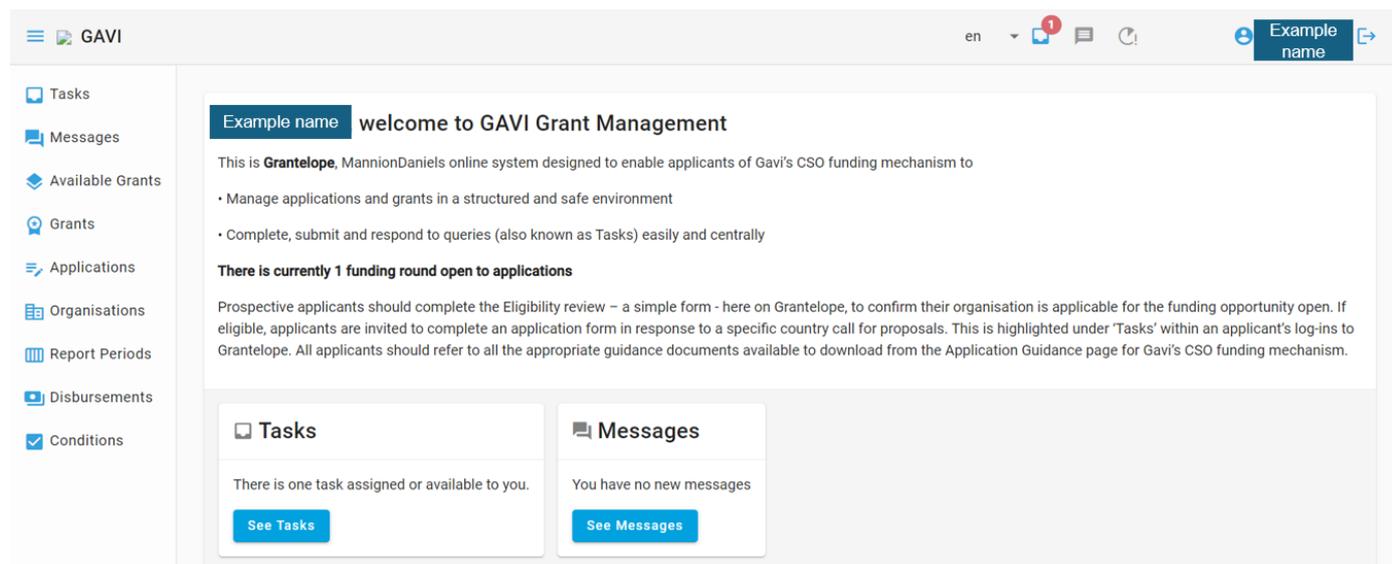


Figure 2 Applicant and grantee's login example

On the central landing area, individuals can see if they have any tasks or messages assigned to them. They can also see this in the notification bar on the top right.

On the left-hand side is a menu where they will see:

- **Tasks** and **Messages** also
- Any **Applications** they have been working on
- Information about their **organisation** once the registration **Task** has been completed, and
- Under **Available Grants** individuals can see rounds that are open and accepting applications.

Completing registration

If this is an individual's first application to the Gavi CSO Funding Mechanism, they will be given a task to complete their registration details.

They will need to go to Tasks > My Tasks and click Begin/Resume against your task.

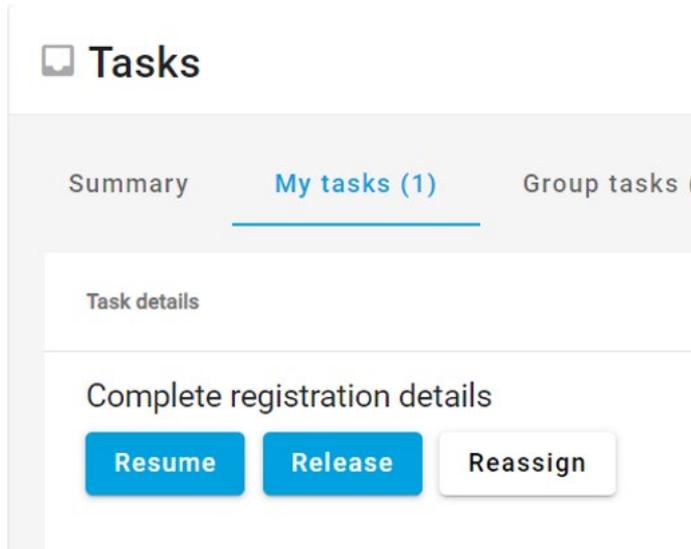


Figure 3 Task to Begin or Resume task

After this, they will be asked to provide more detail on their organisation and to submit the form once complete.

A screenshot of the 'Complete registration details' form. At the top, there is a title 'Complete registration details' with a question mark icon. Below the title is a 'Save data' button. The main content area is titled 'About your Organisation'. It contains a 'Name' field with a red asterisk, containing the text 'Demo Organisation'. Below this is a checkbox labeled 'Is this organisation registered?' which is checked. Underneath the checkbox are two more input fields: 'Registration Number' and 'Registered Address', both currently empty.

Figure 4 Provide more information

Applying for a grant

When an applicant has completed the steps outlined in the [Complete registration details](#) section, they can then apply for a grant.

To do so, they should select **Available Grants** in the left-hand menu and then choose the round (the funding opportunity) they wish to apply for, ensuring it is for the correct country, for example.

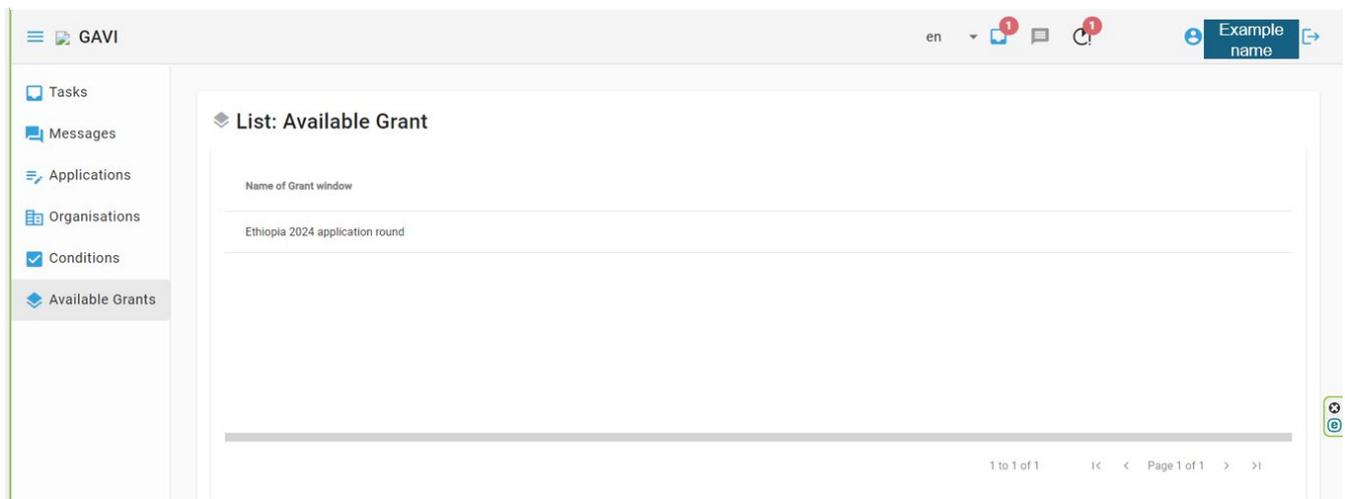


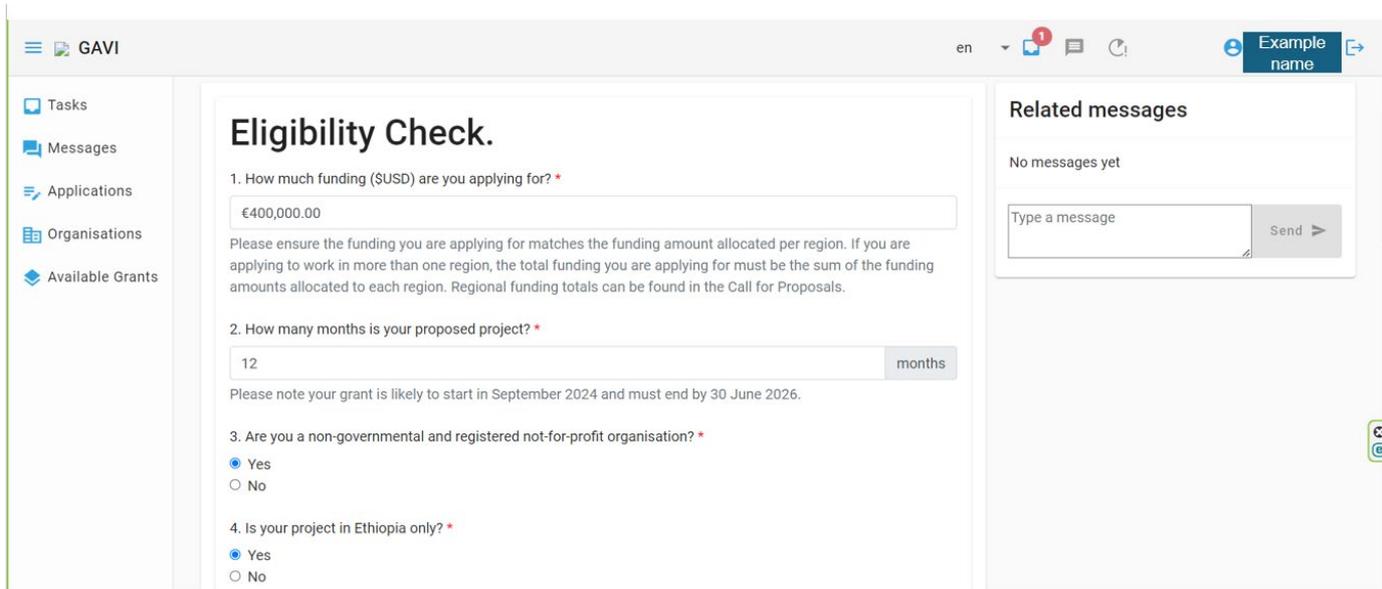
Figure 5 Available grants listed

First, they will be asked to complete their project title. Once done, they should submit the form.

They will then be taken to the **Tasks** area, which will include a Task to Submit an **Eligibility Check**.

Eligibility

When ready, applicants will be asked to select Begin or Resume against the **Eligibility Check Task**. They will be taken to a form where they will be asked to answer some simple questions about their organisation and proposed project.



Eligibility Check.

1. How much funding (\$USD) are you applying for? *

€400,000.00

Please ensure the funding you are applying for matches the funding amount allocated per region. If you are applying to work in more than one region, the total funding you are applying for must be the sum of the funding amounts allocated to each region. Regional funding totals can be found in the Call for Proposals.

2. How many months is your proposed project? *

12 months

Please note your grant is likely to start in September 2024 and must end by 30 June 2026.

3. Are you a non-governmental and registered not-for-profit organisation? *

Yes
 No

4. Is your project in Ethiopia only? *

Yes
 No

Related messages

No messages yet

Type a message Send

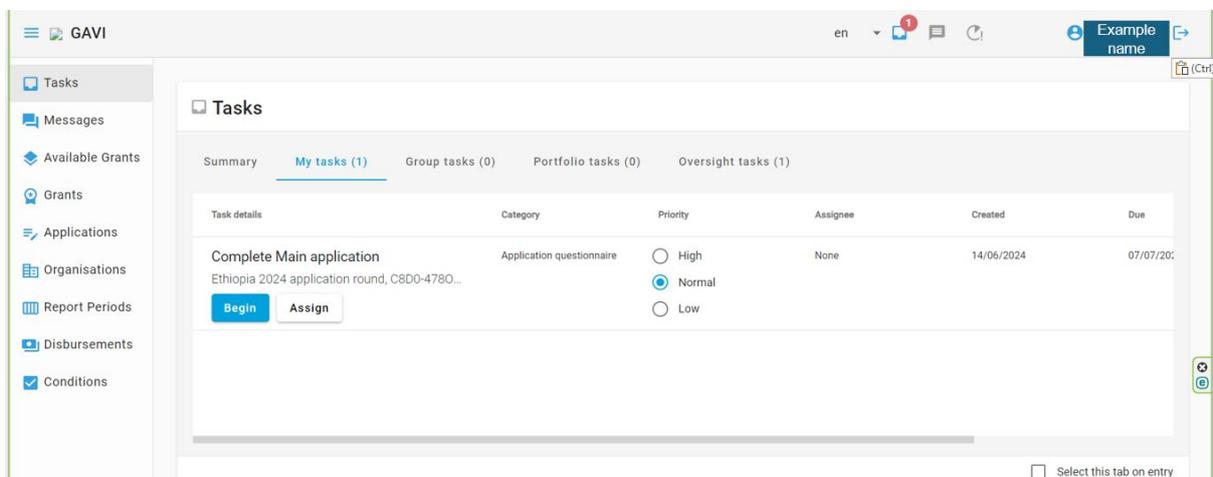
Figure 6 Eligibility Check

It is important that applicants refer to the relating **Call for Proposals guidance document** which will be available to download from the [Gavi CSO Funding Mechanism page on the Gavi website](#) to help fully understand the Eligibility Criteria.

Once the questions have been answered, applicants will be able to submit their form. If they are deemed eligible, they will then be given a **Task** to Complete an Application Form.

Application

Applicants can now either Begin or Resume against the Application Task.



Tasks

Summary **My tasks (1)** Group tasks (0) Portfolio tasks (0) Oversight tasks (1)

Task details	Category	Priority	Assignee	Created	Due
Complete Main application Ethiopia 2024 application round, C8D0-4780...	Application questionnaire	<input type="radio"/> High <input checked="" type="radio"/> Normal <input type="radio"/> Low	None	14/06/2024	07/07/2024

Begin Assign

Select this tab on entry

Figure 7 Complete Main Application screenshot

The application is a form with more in-depth questions. Applicants should take time to familiarise themselves with the questions, and to understand what files they will be required to upload to be able to submit their application.

All required questions and files will have a red asterisk next to them and these will need to be answered to be able to submit.

A list of any questions remaining unanswered will display at the bottom of an applicant's form, underneath the **Submit** button. By clicking on any one of these questions they will be taken to the question.



Submission/saving disabled due to the following validation error(s)

1. **1. A copy of your organisation's registration document in the country in which you are based: is required**
2. **2. Physical proof of your organisation's registered address (eg. a utility bill or lease agreement): is required**
3. **3. A signed letter of good standing from your bank to confirm bank details (using the template provided): is required**
4. **4. CEO is required**

Figure 8 Outstanding questions example screenshot

All answers will save automatically on a regular basis whilst the applicant is completing the form. Applicants can check if all changes have been saved at the top of the form. The **Save** status indicator can also be clicked on to manually save progress if any changes have not yet been saved.

An offline copy of the application form is available to download in a PDF format to allow for easy sharing within teams. To download, applicants should click on the **Show Application PDF** near the top of their form, and then select **Print to PDF** in the pop-up window.

Please note however, that any applications submitted outside of Grantelope, cannot be accepted. The download function should only be used to assist applicants to write their applications within Grantelope.

Application Form

Click the button below and scroll to the bottom of the window to download this application form as a PDF. Please note, you will be required to submit all answers through the online form otherwise your application will not be accepted.

Show Application PDF

Figure 9 Show Application as PDF screenshot

Once an answer has been given to all required questions and an applicant has uploaded all the required files, they will be able to submit their application.