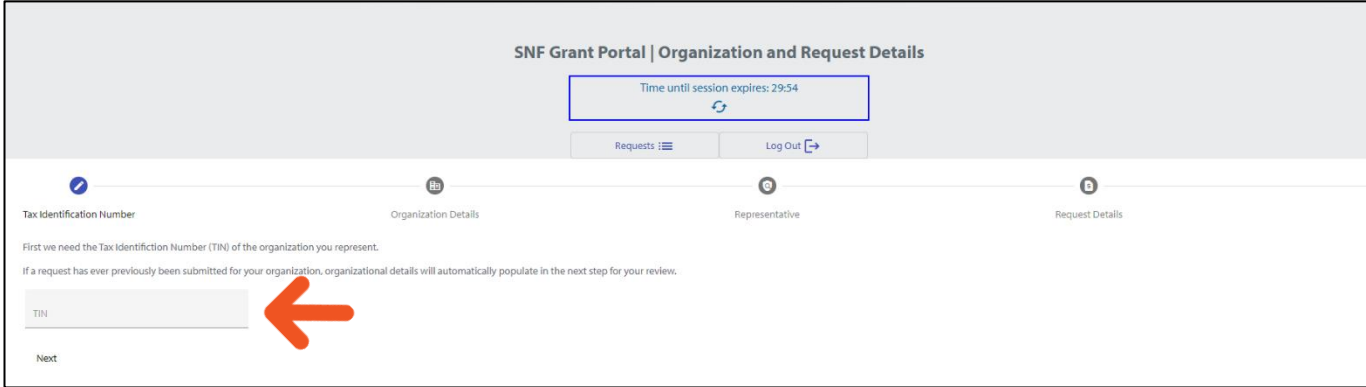


**STEP 1**

Enter your organization’s Tax Identification Number (TIN) and click on the **Next** button as indicated in *Figure 1*.

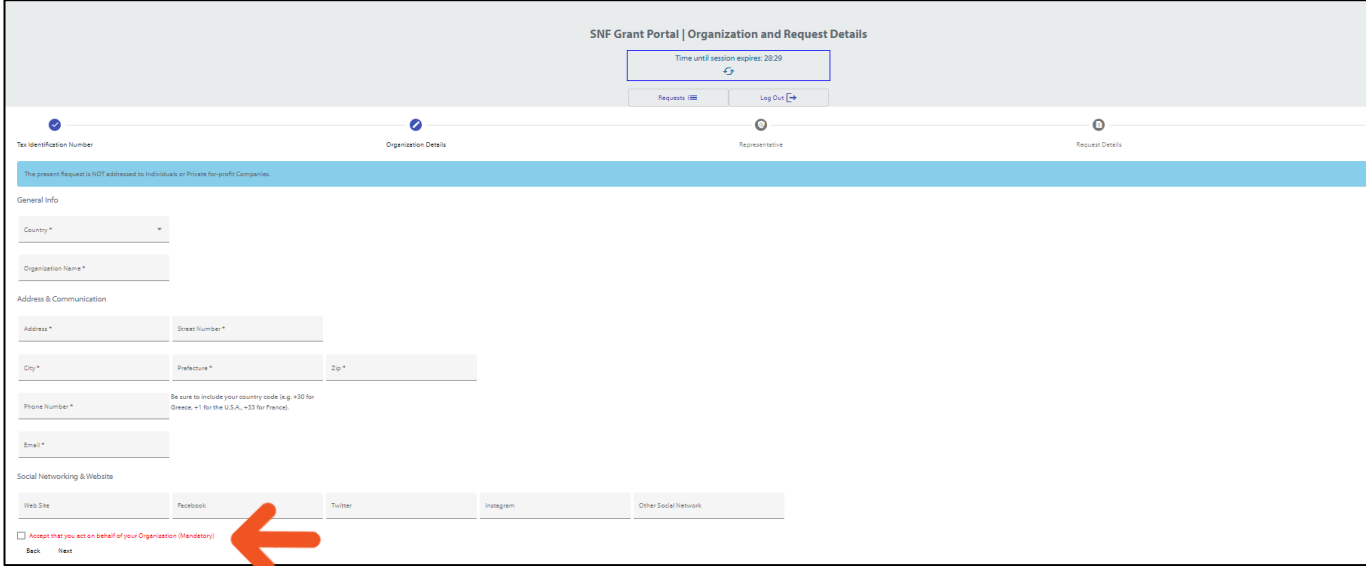
If you have submitted a past request on behalf of your organization, organizational details will automatically populate in the next step for your review.



*Figure 1*

**STEP 2**

Please provide the information requested in each field and press the **“Next”** button as shown in *Figure 2*. Don’t forget to check the mandatory box affirming that you are acting on behalf of your organization.



*Figure 2*

STEP 3

In the next step (*Figure 3*), you will be asked to enter information for a Legal Representative and a Contact person for your organization. Please press the “*Next*” button to move forward.

SNF Grant Portal | Organization and Request Details

Time until session expires: 24:07

Requests | Log Out

Tax Identification Number Organization Details Representative Request Details

Legal Representative

Title\*

First name\* Last name\*

Position/Title\*

Fixed Phone Line\* Mobile Phone Line

Be sure to include your country code (e.g. +30 for Greece, +1 for the U.S.A., +33 for France).

Email\*

In case that the Legal Representative is also responsible for the Request submission, check the following box  or please fill in the next fields.

Contact Details

Title\*

First name\* Last name\*

Position/Title\*

Fixed Phone Line\* Mobile Phone Line

Be sure to include your country code (e.g. +30 for Greece, +1 for the U.S.A., +33 for France).

Email\*

Back Next

Figure 3

STEP 4

In the next step, enter background information about your organization, provide a description of the grant request, and enter the proposed grant amount. Once all fields have been completed, click on the “*Submit*” button (*Figure 4*). Note that once you have submitted this information, you will not be able to edit your responses, so please use the “*Back*” button to review your application before submitting the request.

SNF Grant Portal | Organization and Request Details

Time until session expires: 21:32

Requests | Log Out

Tax Identification Number Organization Details Representative Request Details

Organization Information

History and scope (max.3000 characters)\*

You can indicatively refer to the establishment year of your organization, its scope and activities, personel and volunteers, as well as the number of people who draw interest out of its services.

Request Description

A detailed description (max.3000 characters)\*

You can indicatively refer to the specific request of your organization pertaining to its purpose, the identity of the interested society, grant location, as well as a program timetable.

Amount\* Currency\*

Fill in integers only. No commas nor points.

After request submission there is no way to ~~change~~ change your input. Please use Back buttons to make appropriate changes, BEFORE clicking Submit.

Back Submit Reset

Figure 4

**STEP 5**

A screen confirming the completion of the first stage of the grant request process will appear (*Figure 5*). You will receive an email informing you that your submission was successful, including a copy of your application.

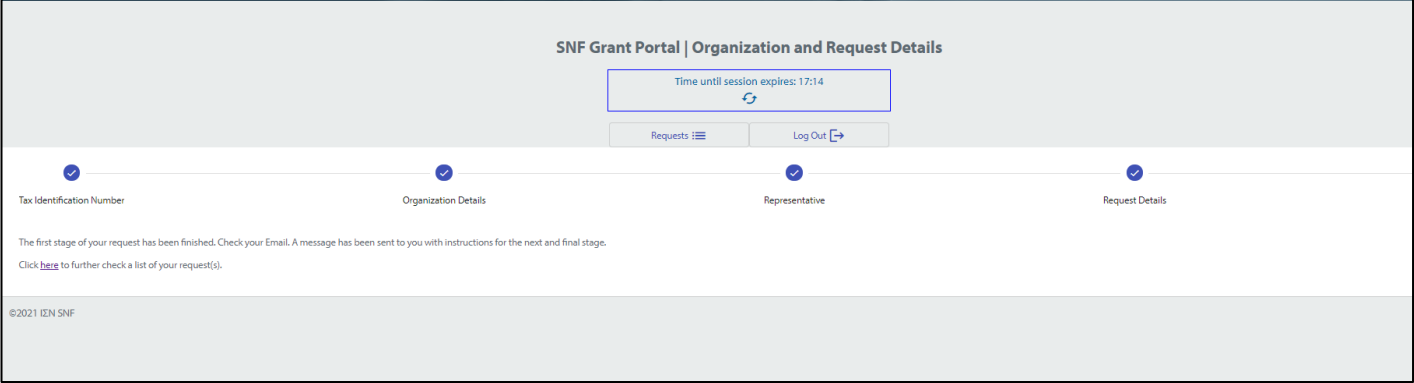


Figure 5