

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.

	SNF Gra	ant Portal Organiza Time until session G	ation and Request	t Details			
		Requests :	Log Out [→				
0	•		0	0			
Tax Identification Number	Organization Details		Representative	Request Details			
First we need the Tax identification Number (TIN) of the organization you represent.							
If a request has ever previously been submitted for your organization, organizational details will automatically populate in the next step for your review.							
TIN							
Next							



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.

SNF Grant Portal Organization and Request Details							
				Time until session expires: 28:29			
				Requests 📰 Log Out	[→		
0		0		0		0	
Tax Identification Number		Organization Details		Representative		Request Details	
The present Request is NOT addressed to Individ	uals or Private for-profit Companies.						
General Info							
Country *							
Organization Name *							
Address & Communication							
Address *	Street Number *						
City *	Prefecture *	Σφ*					
Phone Number *	Be sure to include your country code (e.g. +30 for Greece, +1 for the U.S.A., +33 for Prence).						
Email*							
Social Networking & Website	-						
Web Site	Fecebook	Twitter	Instagrem	Other Social Network			
Accept that you act on behalf of your Organiza Back Next	iisn (Mandatory)						

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					
				sion expires: 24:07	
			Requests I	Log Out 🕞	÷
0		Ø		0	0
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 G	ireece, +1 for the U.S.A., +33 for France).				
Email *					
In case that the Legal Representative is also respon	sible for the Request submisssion, 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 G	ireece, +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 [→				
	📀		 Image: A start of the start of	0			
Tax Identification Number Orga	nization Details		Representative	Request Details			
Organization Information							
Minton and accop (max 1000 charactere) *							
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 *	Ŧ						
Fill in integers only. No commas nor points.							
After request submission there is no way to four change your input. Please use Back buttons to make appropriate changes, BEFORE clicking Submit.							
Back Submit Reset							



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.

	SNF Gran	nt Portal Organization and Request Details				
		Requests :≡ Log Out [→				
Ø			Ø			
Tax Identification Number	Organization Details	Representative	Request Details			
The first stage of your request has been finished. Check your Email. A message has been sent to you with instructions for the next and final stage. Click <u>here</u> to further check a list of your request(s).						
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Figure 5