

Manual for registration on the BOOST Platform

BOOST Grants Platform (BGP) is designed to provide information to interested organisations for grants opportunities under the BOOST Project, as well as tools to organisations and registered users who want to apply and to become beneficiaries for grants.

How to register?

These instructions are designed to guide you through the registration process for the web-based Boost Grants Platform (BGP).

By clicking the “Register” button you will access the google form. After you complete the form and upload required documents you will create the profile including basic information about your organisation. This profile will be used for all grant communication, so please make sure it is up-to-date and fully accurate. The name, contact email and area of work of the organisation will be published to the Boost Grants Platform, under the BOOST Members section. This section gives opportunities to registered members to connect and create consortia with other registered members of the GMP.

The supporting documents listed below should be uploaded in order for you to complete the registration process. Please have them ready in pdf or word format before you start the registration process:

- ❖ Scanned Confirmation of Registration (in PDF format) issued by a relevant public authority
- ❖ Statute of the CSO
- ❖ Financial Reports (Income Statement, Balance Sheet) from the last two years
- ❖ Narrative Report or Portfolio with relevant experience from the last two years

Fields with red star (asterisk symbol *) are required and must be completed or you will not be able to submit your registration request.

Once you complete your registration request, click the “Register” button at the screen.

Please keep in mind that the registration process is not automatic and may take some time to complete.

After review of your registration request you will receive an email:

- a) confirming your registration and providing you with option to create a username and a password and giving you instructions on how to proceed with the application process, or
- b) instructing you to provide additional information or documents, or
- c) informing you that your registration request can not be processed further

Please check your spam inbox regularly, and if you don't receive an email within 7 working days or have additional questions about the BGP registration process, please contact us at boostgrants@aldaintranet.org.

Once you are registered, please login to BGP, find relevant Call for Application and start the application process. Good luck!