

NCAAA SFY2021 STATE ALZHEIMER'S AIDE GRANT

INSTRUCTIONS FOR PREPARING APPLICATION

1. Complete the electronic grant application. Applications can be accessed on the NCAAA website.
2. Attach (upload) the following to the electronic application:
 - a. Most Recent Annual Report
 - b. Most Recent Audit/ Financial Statement
 - c. Client Fee Schedule(s)
3. Deadline for submitting application: **Friday, March 20, 2020 at 11:59PM EST.**
4. For further information, contact Crystal Bailey, Grants Manager at crystal.hill@ncaaact.org.

Getting started with your NCAAA grant application

To get started on your grant application, go to the Grants page on the NCAAA website (www.ncaaact.org/funding) and click on the 2021 NCAAA application icon. This will take you to the DocuSign portal—DocuSign is the software platform we are using for our application—and:

1. Click on the “2021 Alzheimer’s Aide Grant Application” text in the upper left
2. Enter your name and email address in the PowerForm Signer Information box
3. Click on “Begin Signing”
4. You’ll be told that you will shortly receive an email with a unique identifier Number. You will need to cut and paste that identifier into a new form that will appear on your screen.
5. Very important: DO NOT CLOSE THE DOCUSIGN FORM WHEN YOU RETRIEVE THE EMAIL (just minimize the screen).
6. Open the email from DocuSign and copy the unique identifier number, return to the DocuSign form and paste the number into the space called access code.
7. **Very important: Save the email that contains your unique identifier number you receive. This email is the link you need to return to the grant application each time you want to work on it.**

General Information

Please keep the following in mind as you proceed through the application process:

1. You do not have to complete your application all at once. You can stop at any time by clicking on the Other Actions tab in the top righthand corner and choosing the Finish Later option.
2. To return to work on your application, go to the original email you got from Crystal Bailey via DocuSign <dse_NA3@docusign.net> and click RESUME SIGNING This will bring you back to your document.
3. To upload files to the application click on the upload button (location) and a pop-up message will appear that has a button to upload a file, select file, click open, then done after the file has been uploaded successfully.
4. Where signatures are needed on the application, we will be using digital signatures created by DocuSign which use unique identifiers assigned to you. If the signature needed is not your own, click on Other Actions in the upper right, select assign to someone else, fill out the required boxes, and then click the assign to someone else box to submit.
5. To print out a copy of the application (all or part), select the printer icon located on the header. A PDF of the application will be generated.
6. If you have problems using the software, please contact Crystal Bailey at (860) 724-6443 ext. 246 or, more quickly via email: crystal.hill@ncaaact.org for assistance.