

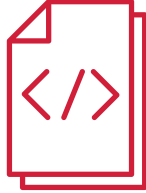
# RONCALLI ADMISSION

*Platform*

*User Guide*



**Roncalli**  
INTERNATIONAL  
FOUNDATION



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# 1. Introduction

Welcome to the new version of the Roncalli International Foundation's Admission platform! This new system for managing funding applications and projects is hosted by SurveyMonkey Apply.

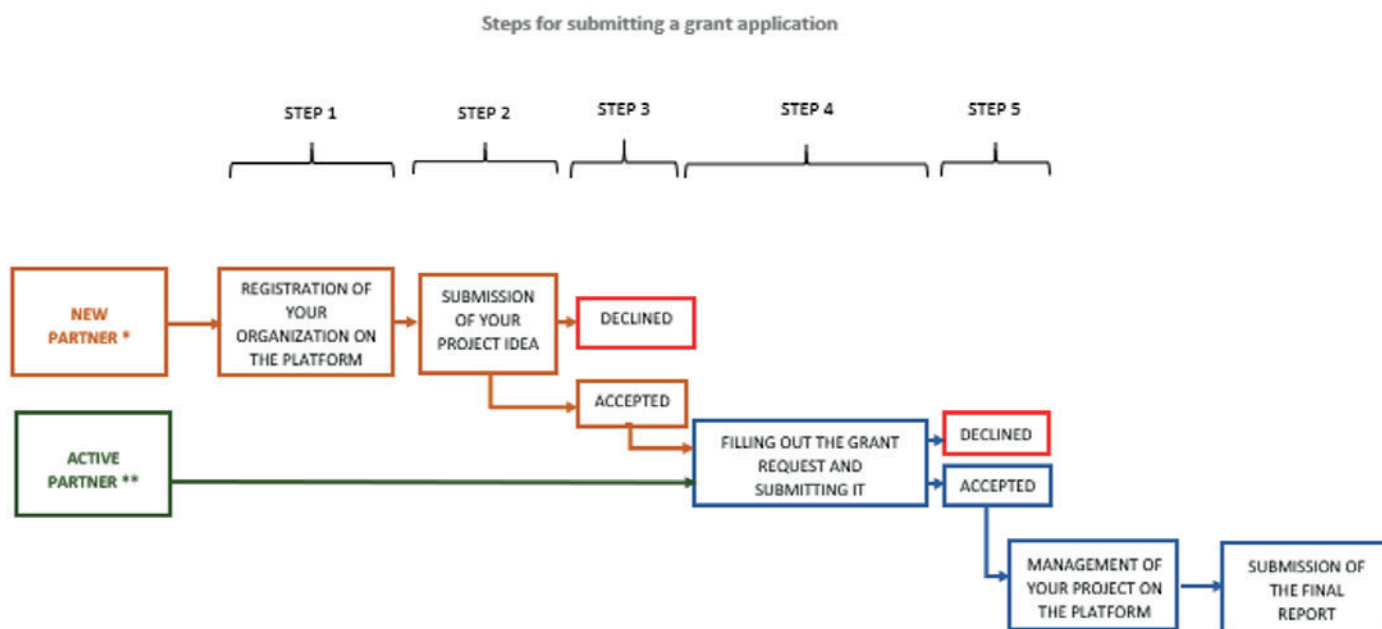
The Admission platform is the online tool for organizations carrying out development projects alongside vulnerable populations in countries where the Foundation acts to submit funding applications and manage their projects. All project ideas and funding requests must be submitted via this platform.

If your project funding request is approved, you will need to submit your financial and narrative reports through this platform, as well.

This guide has been elaborated to help you in your use of this new system. However, you can contact the Foundation at any time at [admission@roncalli.ca](mailto:admission@roncalli.ca) for additional support.

Before you begin the application process, please visit our [website](#) for more information on the Foundation's funding criteria to ensure your project is eligible.

The process of submitting a funding application to the Foundation involves the following steps:



\*Organization that is submitting a grant request for the first time or has not received funding from the Foundation in the last 5 years

\*\* Organization that has received funding from the Foundation within the last 5 years

If you are submitting a funding application to the Foundation for the first time, you must create a user account with SurveyMonkey Apply using your professional e-mail address. You will then be able to register the organization on whose behalf you are submitting a project idea. Note that you will have access to the Project Idea form once the Foundation has approved the organization you represent.

If you have been an active partner of the Foundation for the past 5 years, an account in the name of your organization will have already been created. You can therefore log in without having to go through the step of registering your organization or submitting a project idea. The first time you log on to the new platform, you will be asked to confirm your identity and change your password, after which, you will be able to access your account and view past applications and projects.

## ***2. Accessing the Roncalli Admission platform***

To access the Roncalli Admission platform, go to the following address or copy/paste this link into your browser: <https://admission.roncalli.ca>

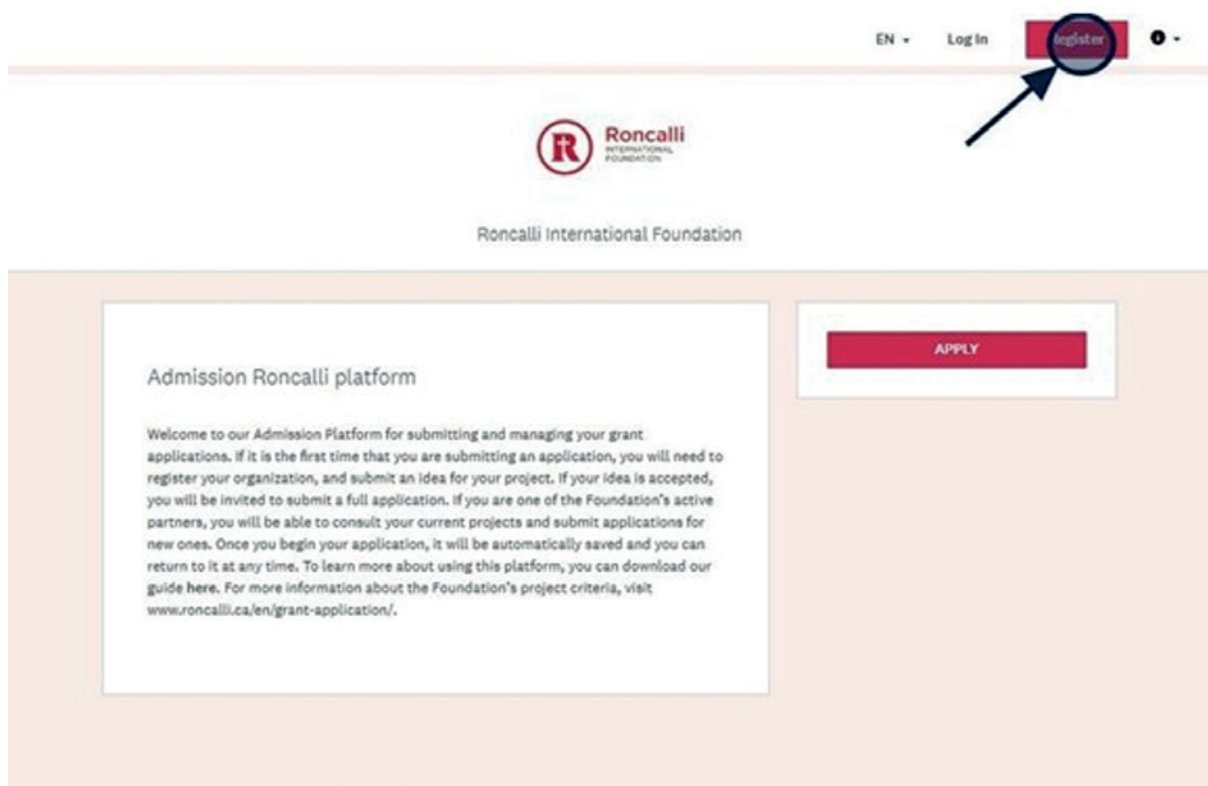
## ***3. How to create a user account***

To apply for funding from the Roncalli International Foundation, your organization must first have an account.\* If your organization does not have an account or if it has been more than 5 years since your last application, you must first create a user account and register your organization.

Identify a person who will be responsible for submitting funding requests and tracking projects on behalf of your organization. This person must create a user account on the SurveyMonkey Apply site before they can log on to the Admission platform.

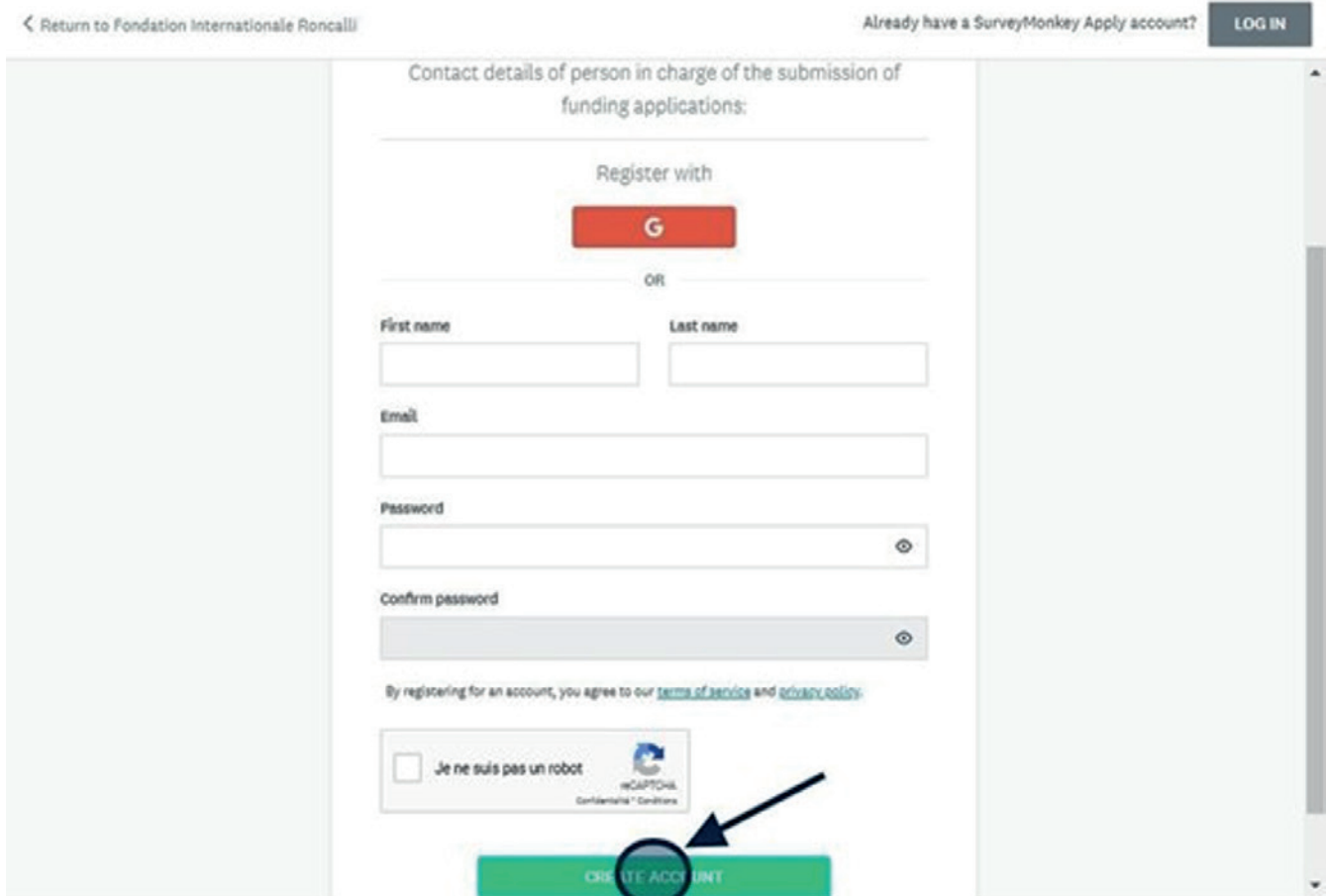
\* If you have received funding from the Foundation in the last 5 years, please refer to section 4.

**3.1** To create your account go to the Roncalli Admission platform website at <https://admission.roncalli.ca> and click on “Register” at the top right of the main page.



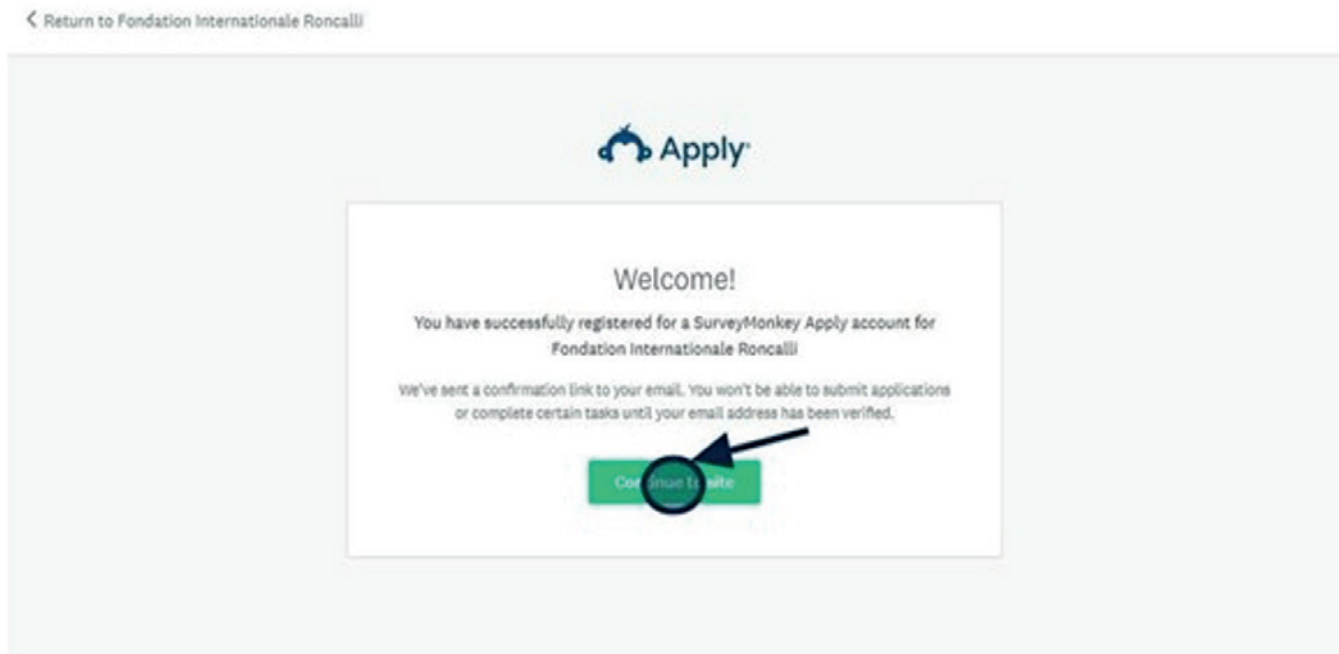


**3.2** Fill in the required information and click on “Create an account.” It is advisable to choose a different password from the one used for your e-mail. This information is confidential and must not be shared with others.

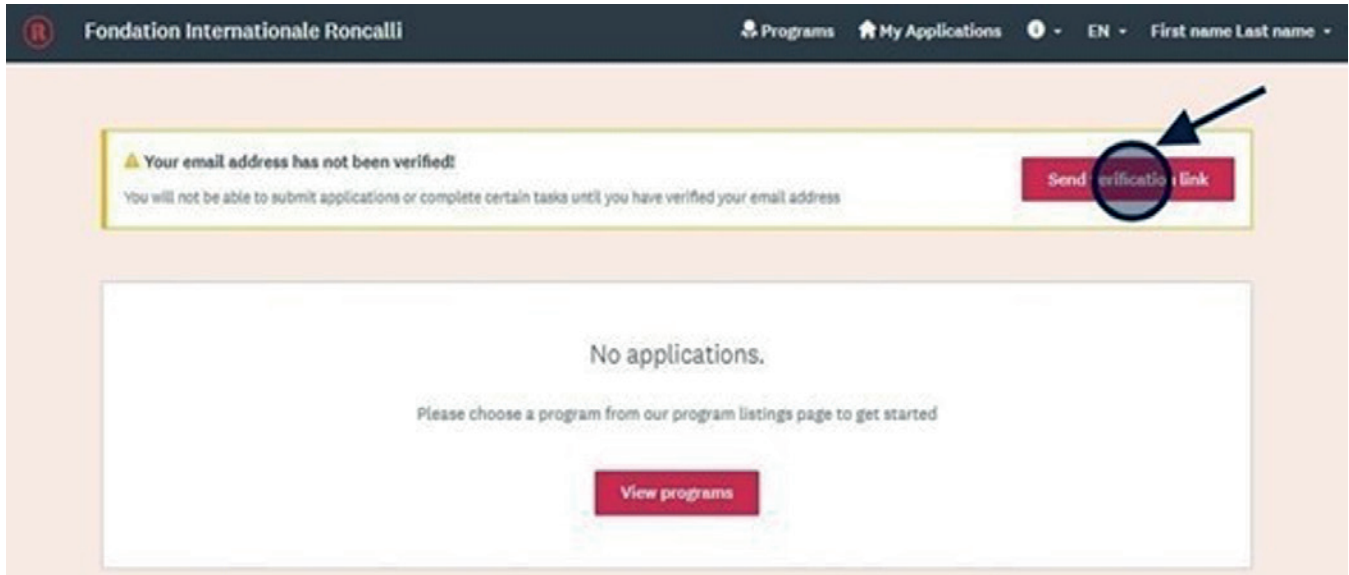


The screenshot shows a registration form titled "Contact details of person in charge of the submission of funding applications:". At the top left is a link "Return to Fondation Internationale Roncalli" and at the top right is a "LOG IN" button. The form asks to "Register with" and features a red button with a "G" logo. Below this is an "OR" separator. The form includes input fields for "First name", "Last name", "Email", "Password", and "Confirm password". A checkbox labeled "Je ne suis pas un robot" with a reCAPTCHA logo is present. At the bottom, a green button labeled "CREATE ACCOUNT" is circled in black, with an arrow pointing to it from the right.

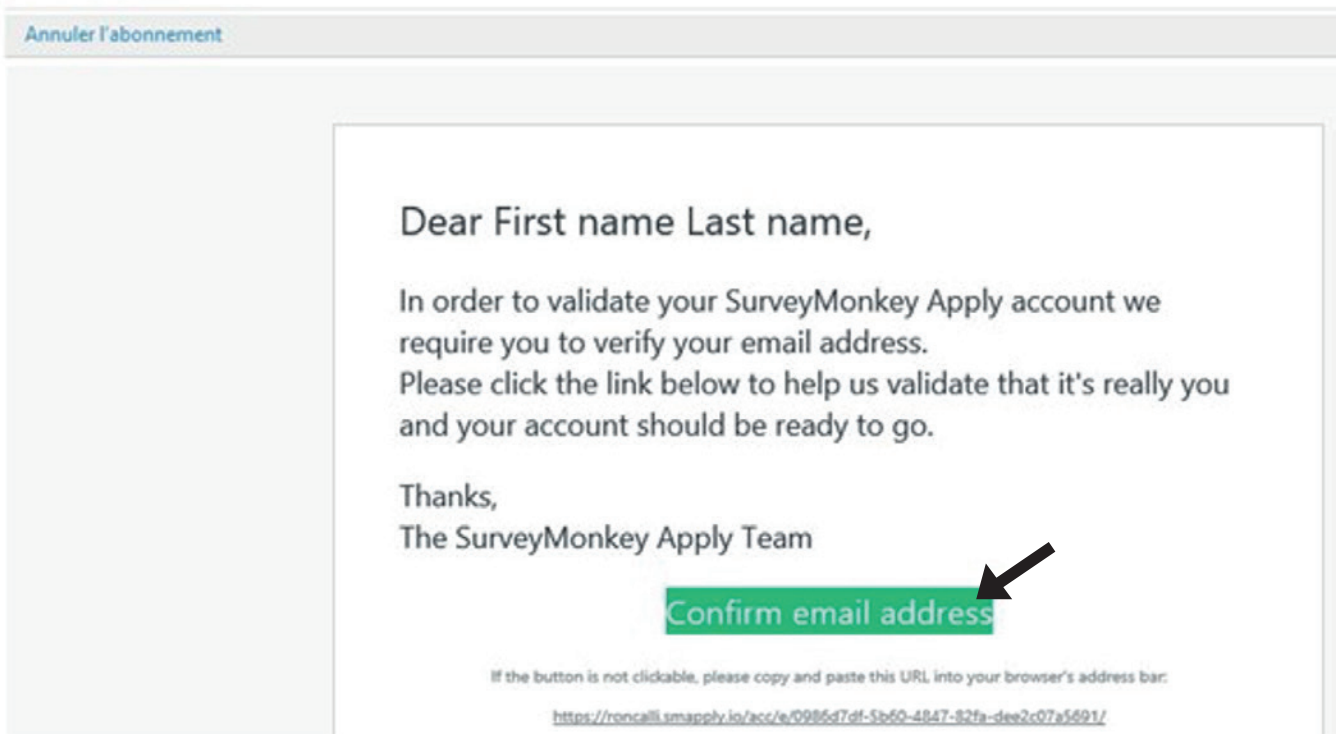
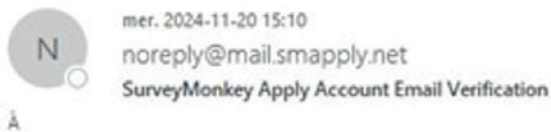
**3.3** Once registration has been successfully completed, the following message will appear, prompting you to click on “Continue to site”.



**3.4** Before you can continue, you must confirm your e-mail address. Click on “Send verification link” to confirm your account.

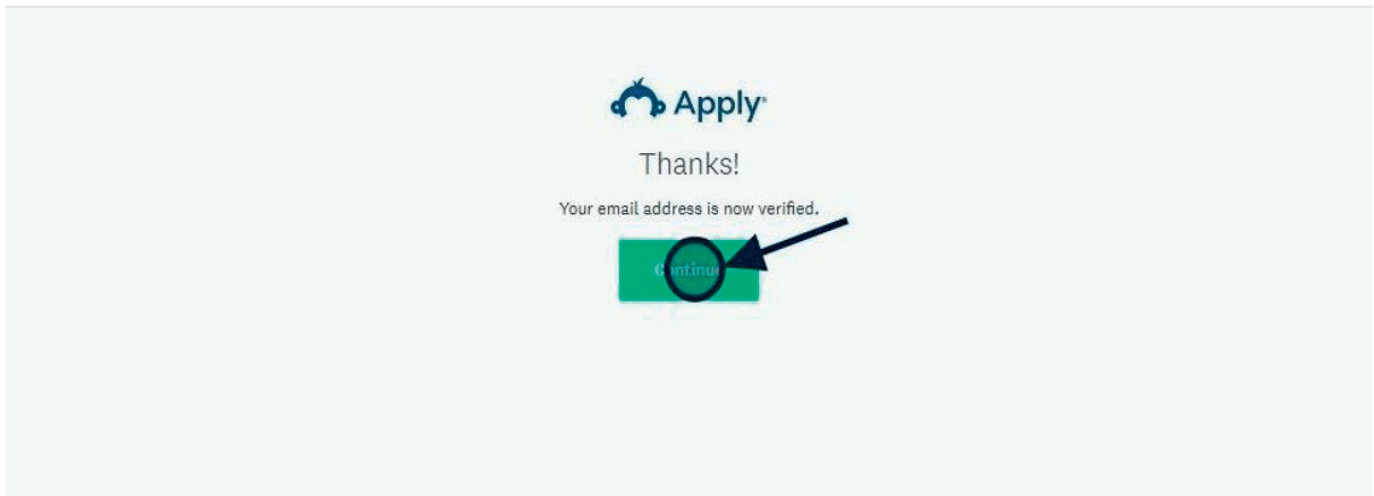


**3.5** Check your inbox or spam folder. You should have received an e-mail asking you to validate your account. Please click on “Confirm e-mail address.”



### 3.6 Click on “Continue” to access the home page of your account.

[Return to Fondation Internationale Roncalli](#)



## 4. *First-time login for active partners*

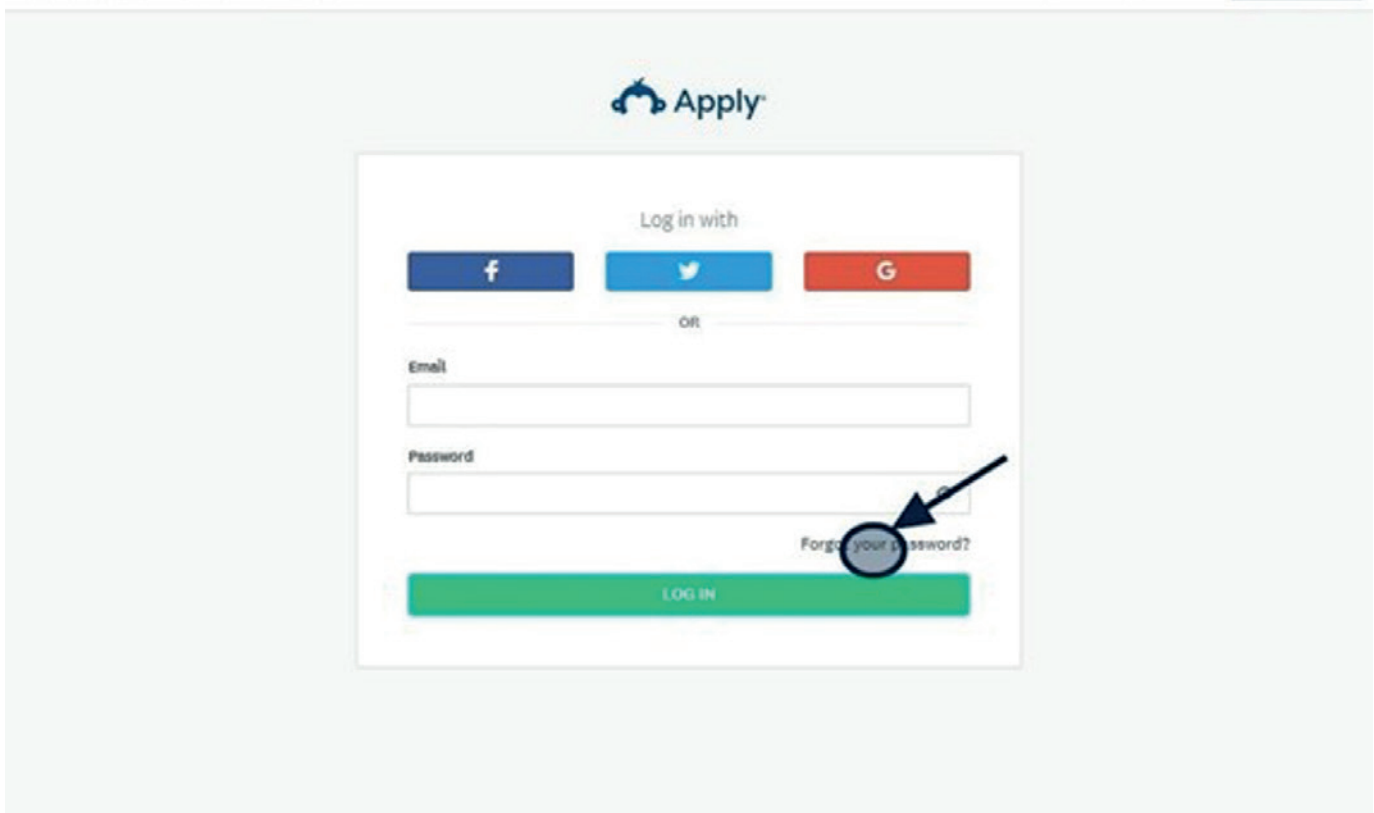
If one of your projects has received funding from the Foundation within the last 5 years, then a user account has already been created for your organization. When logging on to the new platform for the first time, you must confirm your identity and follow the procedure to reset your password.

### 4.1 On the login page, click on “Forgot your password.”

[Return to Fondation Internationale Roncalli](#)

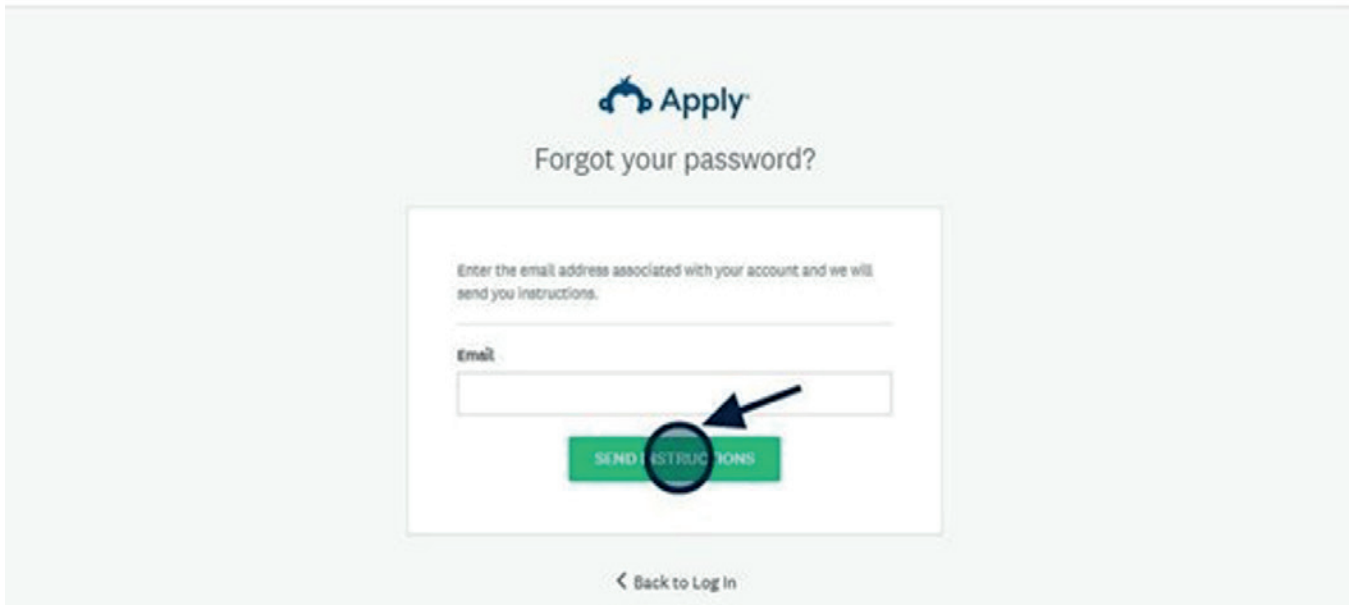
Don't have a SurveyMonkey Apply account?

[REGISTER](#)



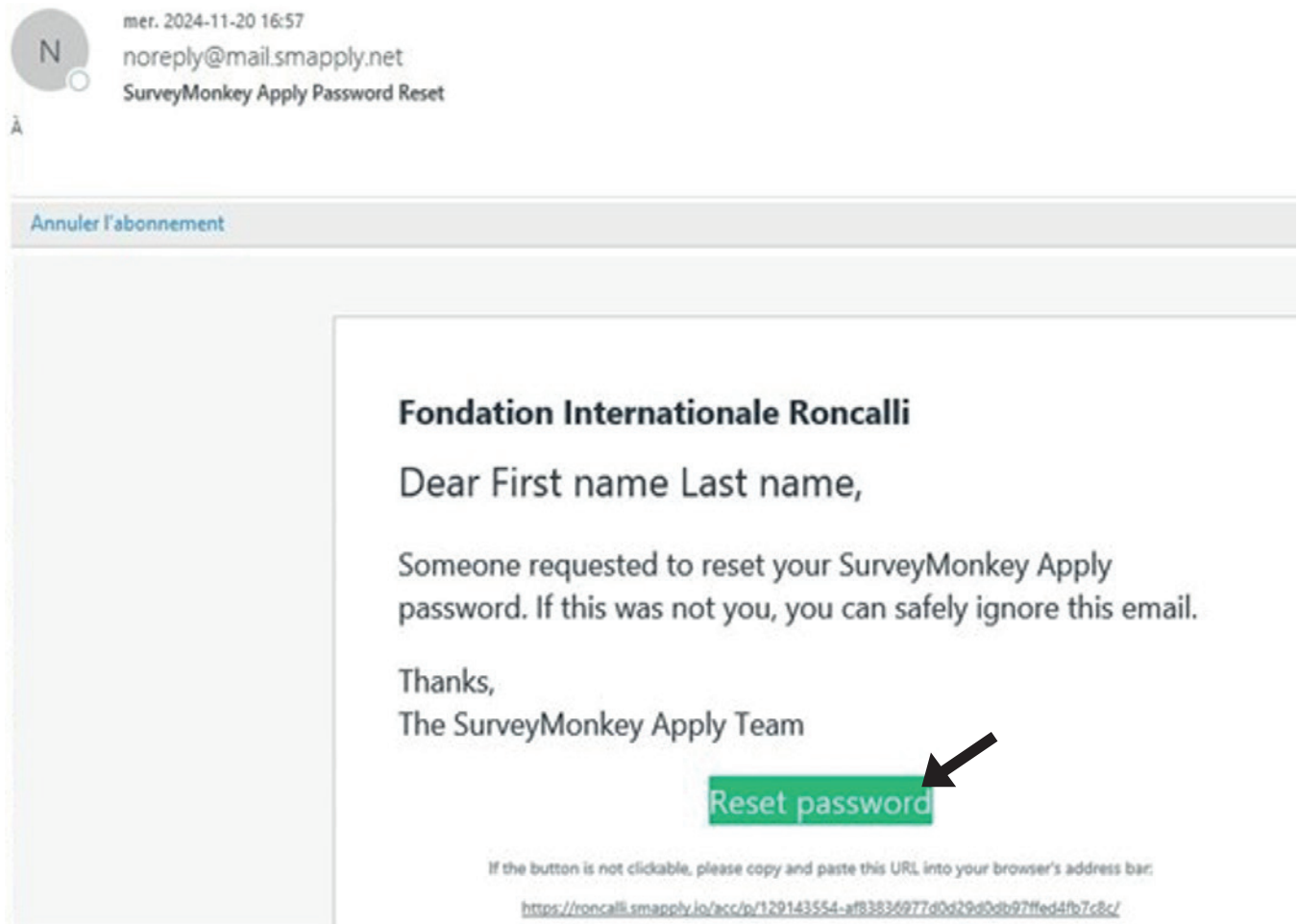
4.2 Enter your e-mail address and click on “Send instructions”.

[Return to Fondation Internationale Roncalli](#)



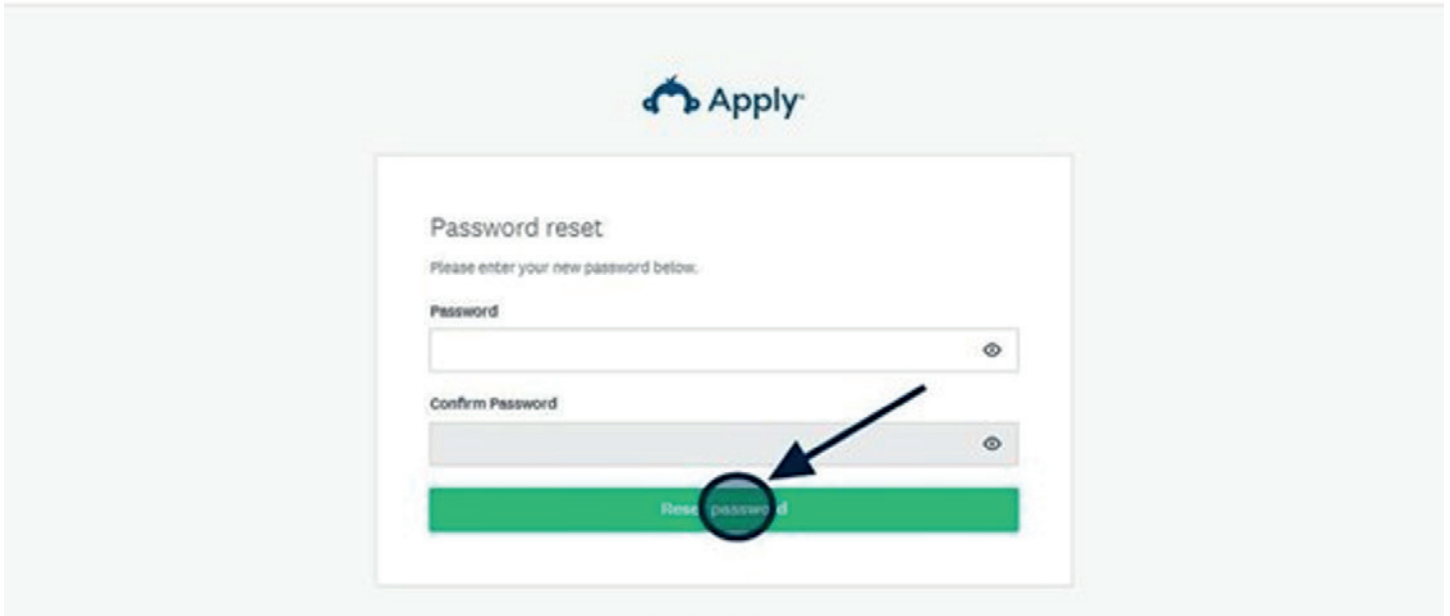
The screenshot shows the SurveyMonkey Apply password reset interface. At the top, there is a navigation link: [Return to Fondation Internationale Roncalli](#). Below it is the SurveyMonkey Apply logo and the heading "Forgot your password?". A central white box contains the instructions: "Enter the email address associated with your account and we will send you instructions." Below this is an "Email" input field. A green button labeled "SEND INSTRUCTIONS" is positioned below the input field, with a black arrow pointing to it. At the bottom of the white box is a link: [Back to Log In](#).

4.3 Check your e-mail account's inbox or spam folder. You should have received an e-mail with a link to reset your password. Open the e-mail and click on “Reset password.”



**4.4** Choose a new password and enter it in the appropriate fields. Then click on “Reset password.” It is advisable to choose a different password from the one used for your personal e-mail.

[Return to Fondation Internationale Roncalli](#)



The screenshot shows the 'Apply' logo at the top center. Below it is a 'Password reset' form. The form contains the following elements:

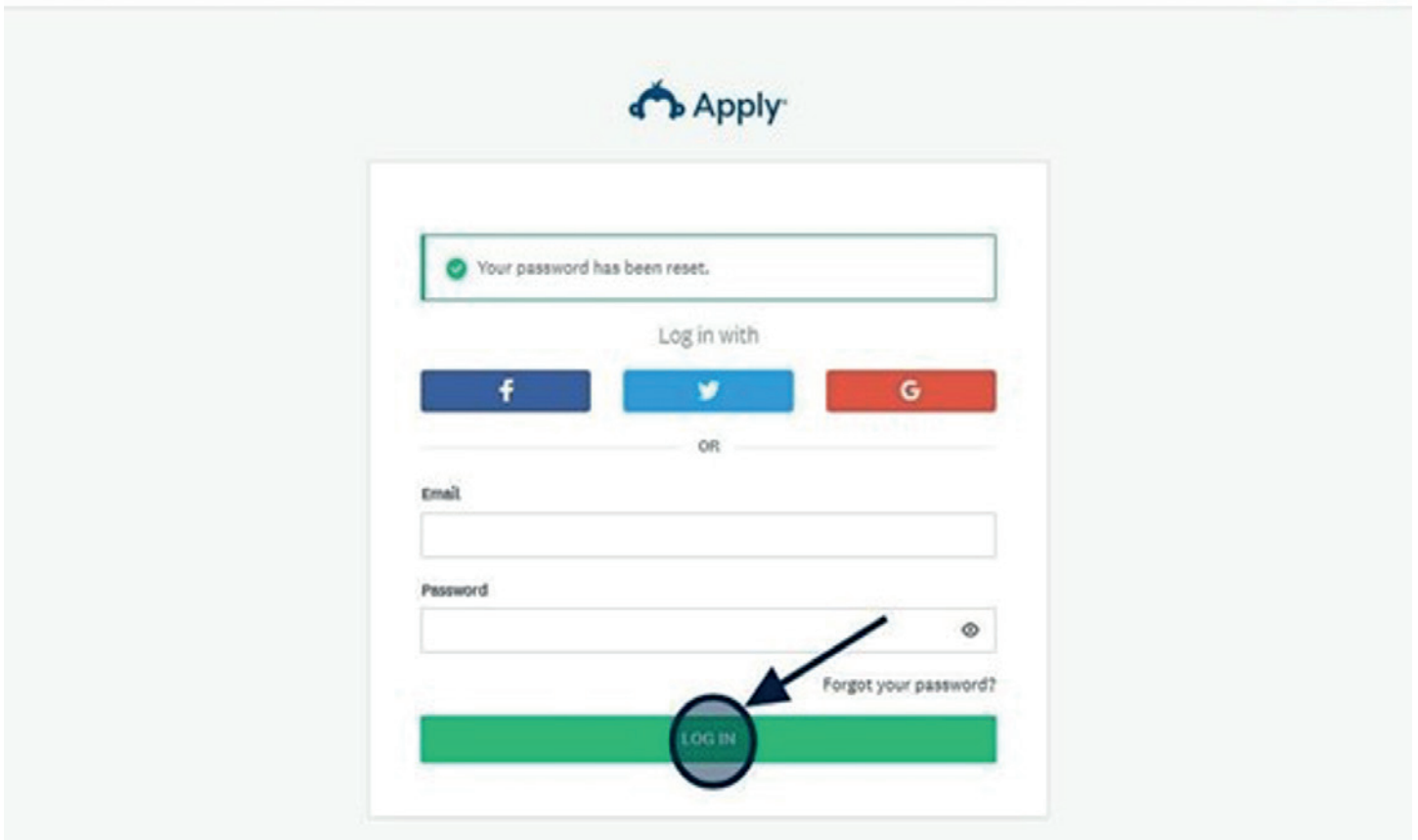
- A heading: 'Password reset'
- A sub-heading: 'Please enter your new password below.'
- A 'Password' input field with a toggle icon on the right.
- A 'Confirm Password' input field with a toggle icon on the right.
- A green button labeled 'Reset password' at the bottom. An arrow points to this button, which is also circled in black.

**4.5** Once your password has been reset, log in by filling in the required fields with your new password and click on “Log in.”

[Return to Fondation Internationale Roncalli](#)

Don't have a SurveyMonkey Apply account?

[REGISTER](#)

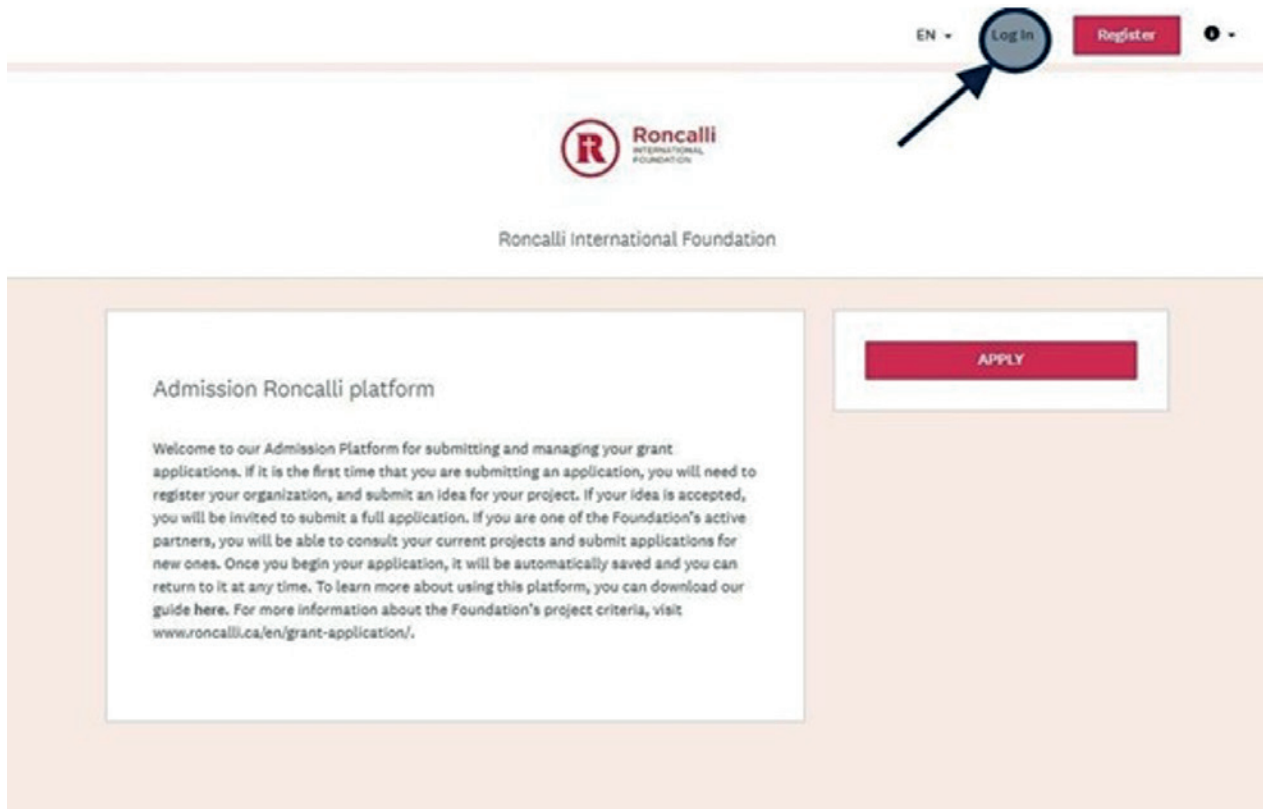


The screenshot shows the 'Apply' logo at the top center. Below it is a 'Log in' form. The form contains the following elements:

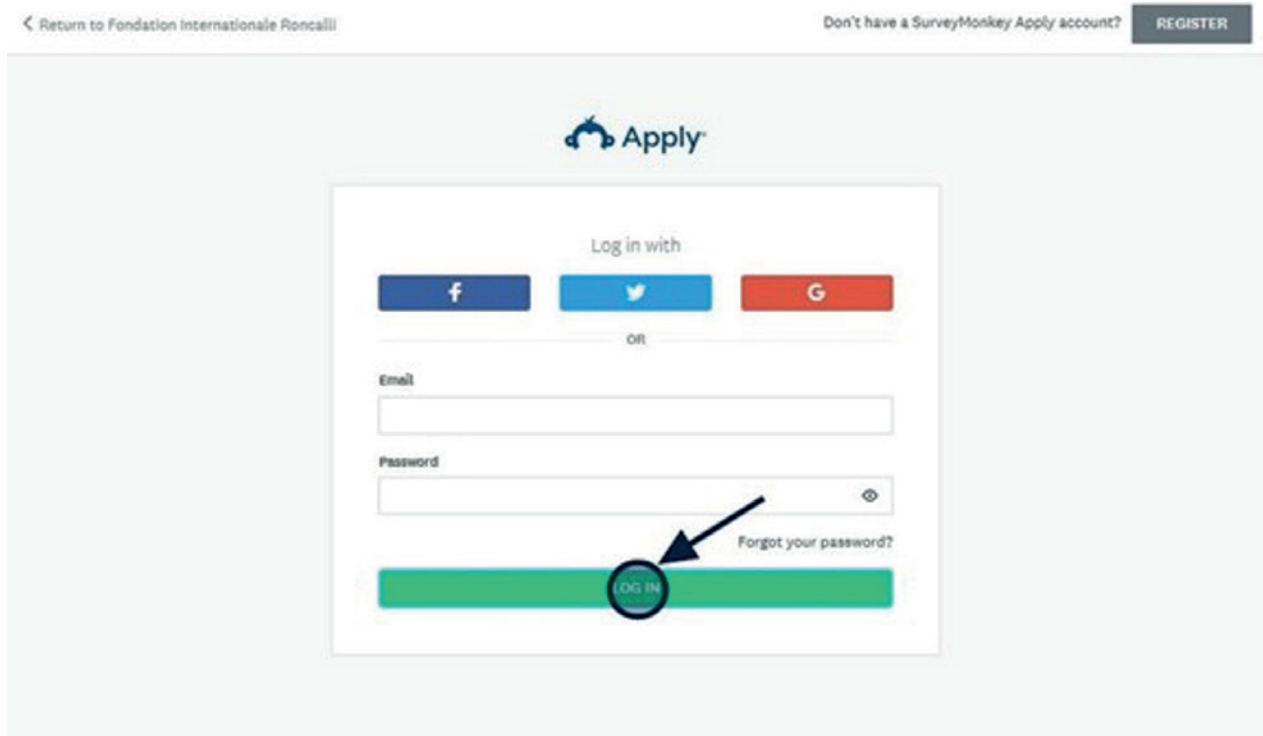
- A green notification box at the top: 'Your password has been reset.'
- A heading: 'Log in with'
- Three social media login buttons: Facebook (f), Twitter (bird), and Google (G).
- The word 'OR' centered below the social media buttons.
- An 'Email' input field.
- A 'Password' input field with a toggle icon on the right.
- A green button labeled 'LOG IN' at the bottom. An arrow points to this button, which is also circled in black.
- A link labeled 'Forgot your password?' to the right of the password field.

## 5. How to connect to the Admission platform

5.1 To connect to the Admission platform, go to <https://admission.roncalli.ca> and click “Log In” in the top right-hand corner.



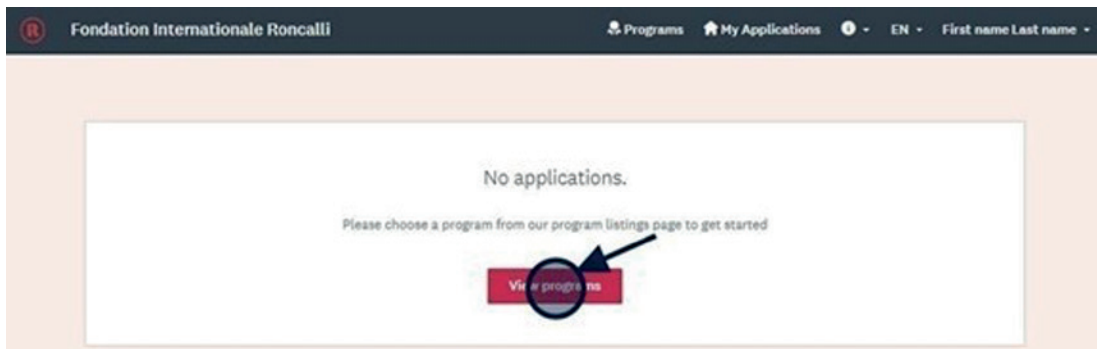
5.2 You will be taken to the login page. Fill in the required fields, then click on “Login” to access your account.



## 6. Dashboard

6.1 Once you've logged in to your account, you will access your Dashboard with the following choices in the top right-hand corner:

- “Programs” to access forms for submitting new project ideas or funding requests
- “My requests” to manage your current requests and projects
- Choice of language: French (FR-CA), English (EN) or Spanish (ES)
- Your “First and Last Name” to access your account settings (your name, e-mail, to change your password, etc.)



If you have received funding from the Foundation within the last five years, you can skip to step 10.

## 7. Completing the Organization Registration form

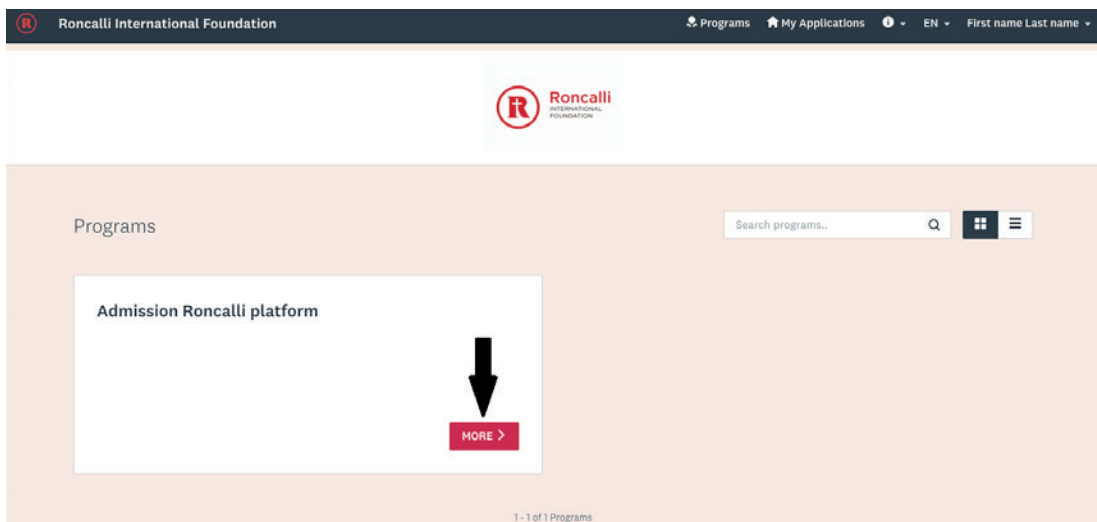
If you are submitting a project to the Roncalli Foundation for the first time, you must first register your organization and submit your project idea before being able to submit a funding request.

To register your organization, you will need to fill in the registration form with your organization's details. You only need to complete this step once, as the information entered will be saved and automatically transferred to the other forms to be filled in.

Once the form has been completed, it will be sent to the Foundation, which must validate your organization. You must wait for this validation before you can submit a project idea.

Once you have registered your organization, to make any changes to the information provided (address, name of director, person responsible for submitting projects, etc.), you must contact the Foundation at [admission@roncalli.ca](mailto:admission@roncalli.ca).

7.1 To access the registration form, click on “Programs,” then “More.”





## 7.2 Click on “Apply”

Roncalli International Foundation

Programs My Applications EN First name Last name

**Roncalli**  
INTERNATIONAL  
FOUNDATION

### Admission Roncalli platform

Welcome to our Admission Platform for submitting and managing your grant applications. If it is the first time that you are submitting an application, you will need to register your organization, and submit an idea for your project. If your idea is accepted, you will be invited to submit a full application. If you are one of the Foundation's active partners, you will be able to consult your current projects and submit applications for new ones. Once you begin your application, it will be automatically saved and you can return to it at any time. To learn more about using this platform, you can download our guide [here](#). For more information about the Foundation's project criteria, visit [www.roncalli.ca/en/grant-application/](http://www.roncalli.ca/en/grant-application/).

**APPLY**

7.3 You will be asked to give a title to the project idea you wish to submit. Enter the title and click on “Create application.”

Roncalli International Foundation

Programs My Applications EN First name Last name

**Roncalli**  
INTERNATIONAL  
FOUNDATION

### Admission Roncalli platform

Welcome to our Admission Platform for submitting and managing your grant applications. If it is the first time that you are submitting an application, you will need to register your organization, and submit an idea for your project. If your idea is accepted, you will be invited to submit a full application. If you are one of the Foundation's active partners, you will be able to consult your current projects and submit applications for new ones. Once you begin your application, it will be automatically saved and you can return to it at any time. To learn more about using this platform, you can download our guide [here](#). For more information about the Foundation's project criteria, visit [www.roncalli.ca/en/grant-application/](http://www.roncalli.ca/en/grant-application/).

**APPLY**

#### Name your application

Title of your Project

75 characters maximum

**CANCEL** **CREATE APPLICATION**



## 7.4 In the “Your tasks” section, click on “Register your organization.”

Roncalli International Foundation

Programs My Applications EN First name Last name

0 of 1 tasks complete

Last edited: Jan 5 2025 10:19 AM (EST)

REVIEW SUBMIT

FL First name Last name (Owner)  
audrey+en5jan@lashopweb.ca

Add collaborator

Admission Roncalli platform

Preview

Title of your project

ID: 2024-0000012000

APPLICATION ACTIVITY

Your tasks

Register your organization

## 7.5 Fill in the form with the information required to validate your organization.

Roncalli International Foundation

Programs My Applications EN First name Last name

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

Register your organization

0 of 1 tasks complete

Last edited: Jan 5 2025 10:19 AM (EST)

REVIEW SUBMIT

Organization registration

Draft saved

0%

1. Details of Requesting Organization

1.1 Type of organization

Religious congregation

1.2 Registered name of the organization

Registered name of the organization

1.3 Acronym (if applicable)

Acronym

1.4 In which country is your headquarters office located?

Canada

1.5 Countries where you work?

Senegal

1.6 Street address

Street address

1.7 City

City

1.8 Province

**7.6** At any time, you can click on “Save & continue editing” to save the data you have entered and complete the form at a later time. Please note that the form also saves itself automatically to prevent any loss of data. Once you’ve entered all the details, click on “Next.”

**Roncalli International Foundation** Programs My Applications EN First name Last name

### 2. Details of the person responsible for submitting projects

2.1 Title  
Sister

2.2 First Name(s)  
First Name(s)

2.3 Last Name  
Last Name

2.4 Email  
email@outlook.ca

2.5 Phone Country Code  
(ex. +1; +237, +591, etc.)  
1

Phone Number  
1234567890

2.6 Position in the organization/Job title  
Position in the organizatio

2.7 Preferred language of communication  
English

SAVE & CONTINUE EDITING NEXT

7.7 Once you've entered all the required information on the following page, click on "Mark as complete."

Roncalli International Foundation

Programs My Applications EN First name Last name

0 of 1 tasks complete

Last edited: Jan 5 2025 10:27 AM (EST)

REVIEW SUBMIT

3.1 Has your organization implemented a project funded by the Foundation in the last 5 years?

Yes

No

Clear

3.3 How did you hear about the Roncalli International Foundation?

Internet search

4. Terms and Conditions

- Declaration of responsibility by the applicant in relation to the information provided, confirmed by the electronic signature (Identity guaranteed by the platform user account).
- Commitment, in the case of project approval, to sign and respect an agreement involving implementation, reporting and accountability in accordance with the submitted project and the Foundation's standards.
- I consent to the release of the information contained in this form to the appropriate authorities, insofar as such release of information is directly related to and necessary for the proper implementation of the rules applicable to the Roncalli International Foundation.
- I declare that all the information provided in the above form is accurate and complete.
- I confirm, understand and accept this electronic signature

Signature: Date:

Signature Jan 05 2025

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

**7.8** You can review and validate the information you've entered on your form by clicking on "Review." Once you have reviewed the information you can submit the Registration Form by clicking on "Submit."

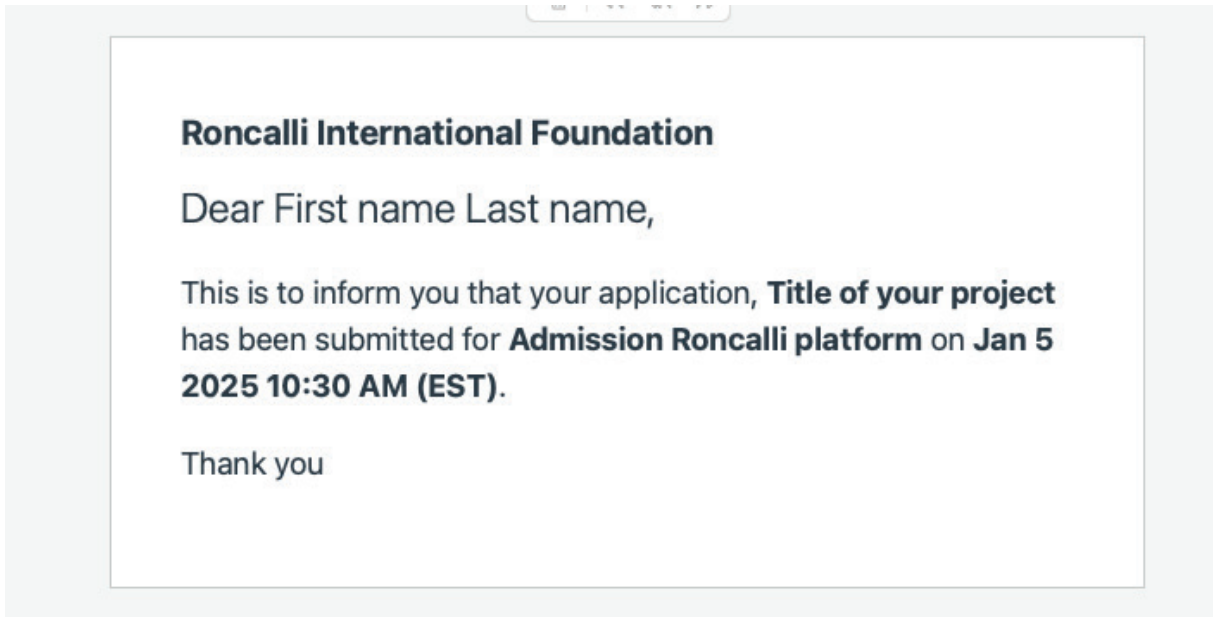
Please note that once the form has been submitted you will no longer be able to modify any of the information provided. To make any changes to the information provided in the form, please contact the Foundation at [admission@roncalli.ca](mailto:admission@roncalli.ca).

The screenshot shows the 'Register your organization' form in the Roncalli International Foundation system. The form is titled 'Organization registration' and '1. Details of Requesting Organization'. It includes several sections with input fields: '1.1 Type of organization' (Religious congregation), '1.2 Registered name of the organization' (Registered name of the organization), '1.3 Acronym (if applicable)' (Acronym), '1.4 In which country is your headquarters office located?' (Canada), '1.5 Countries where you work?' (Senegal), and '1.6 Street address' (Street address). On the left side, there is a sidebar with a progress indicator showing '1 of 1 tasks complete' and a 'SUBMIT' button highlighted with a black arrow.

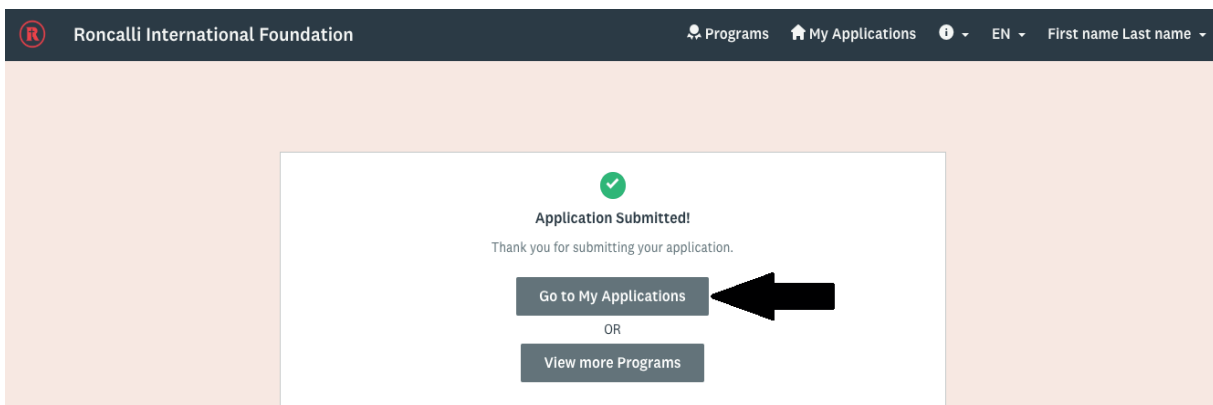
**7.9** Once you click "Submit," another page will appear and you must click on "Submit."

The screenshot shows the same 'Register your organization' form, but with a 'Submit application' dialog box overlaid. The dialog box contains the text: 'Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it.' At the bottom of the dialog box, there are three buttons: 'CANCEL', 'REVIEW', and 'SUBMIT'. A black arrow points to the 'SUBMIT' button.

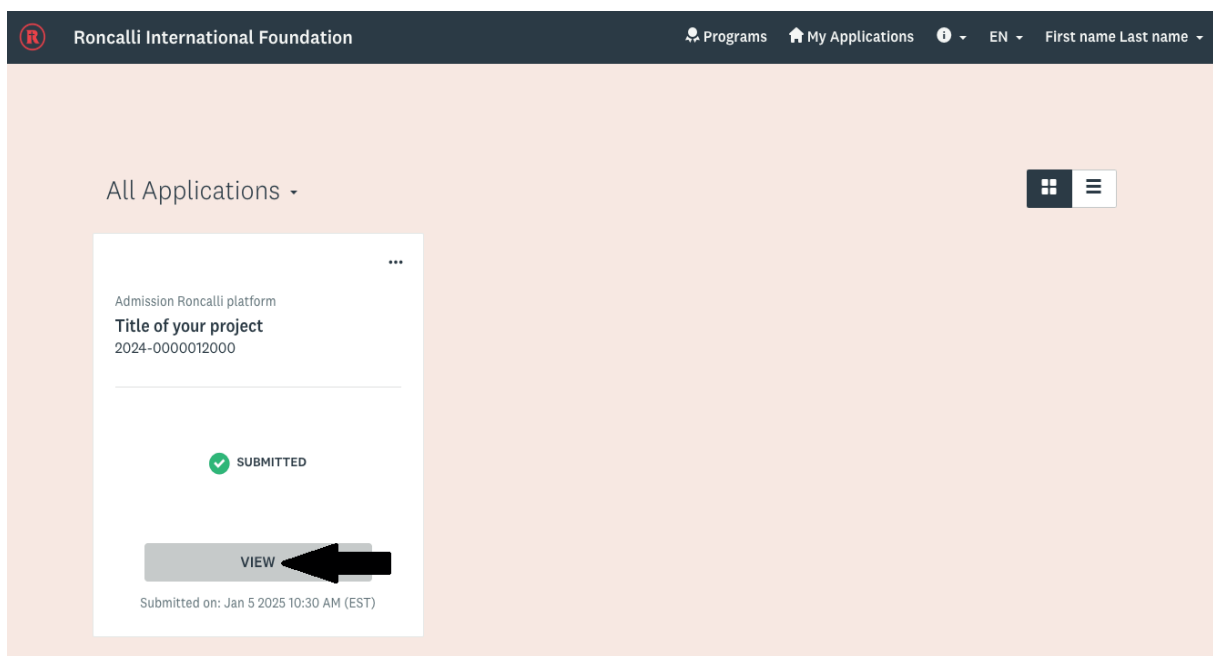
**7.10** Once you have submitted the registration form, you will receive a confirmation e-mail informing you of the next steps.



**7.11** To view the registration form, click on “Go to my applications.”



**7.12** Click on “View.”



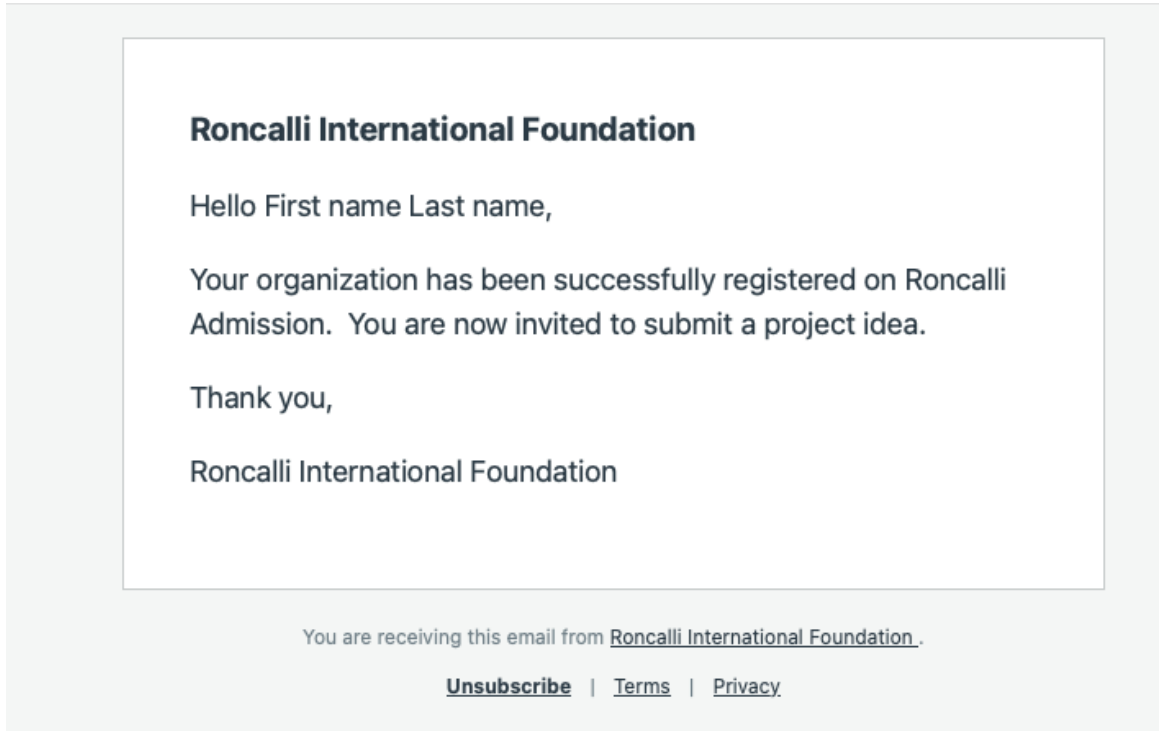
**7.13** To view the form, click on the link that appears below “Register your organization,” under the “Previous tasks” section. You will only be able to view the form, but not modify it.

The screenshot displays the user interface of the Roncalli International Foundation application system. At the top, a dark navigation bar contains the organization's logo and name, along with menu items for 'Programs', 'My Applications', and user information. The main content area is divided into two columns. The left column shows a 'Submitted' status with a green checkmark and the submission date. Below this, the user's name and email are listed, and an 'Add collaborator' button is visible. The right column displays the application details, including the project title and ID. A 'Previous tasks' section at the bottom right lists a task titled 'Register your organization' with a green checkmark and a completion date. A large black arrow points to this task, indicating the next step in the process.

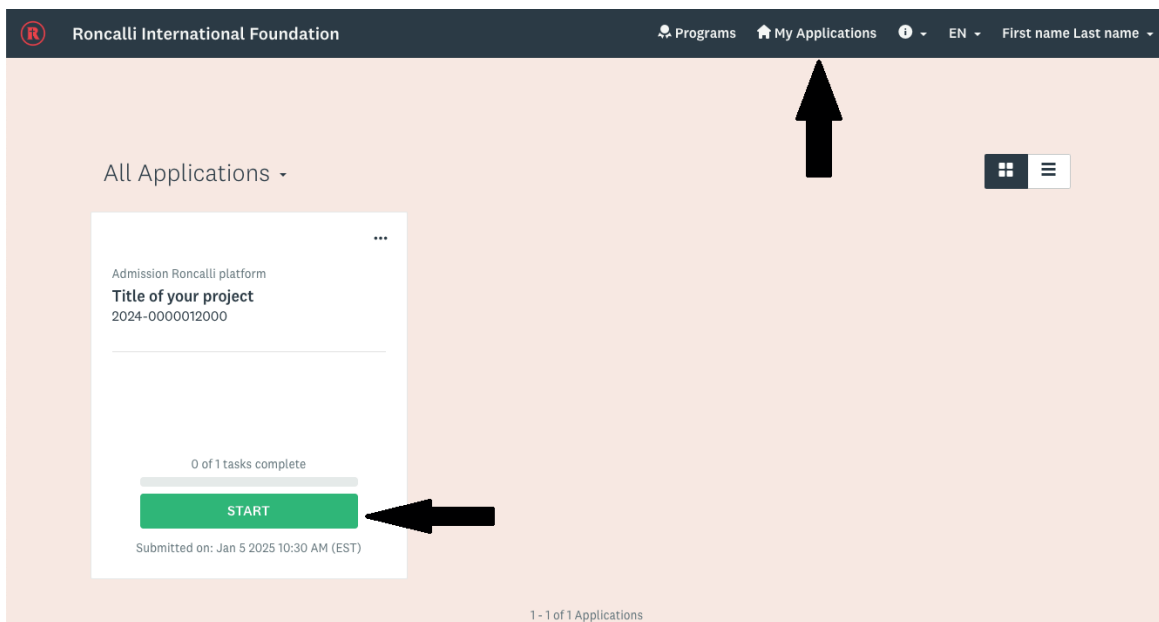
## 8. Filling out the Project Idea form

**8.1** Once you have submitted the registration form, you must wait for the Foundation to validate your organization’s information before you can access the Project Idea form.

Once your organization has been validated, you will receive an e-mail inviting you to submit your project idea.



**8.2** Once you’ve received the e-mail, log in to your account and click on “My applications” in the top right-hand corner, and then on “Start.”



### 8.3 In the “Your tasks” section, click on “Idea form.”

Roncalli International Foundation

Programs My Applications EN First name Last name

0 of 1 tasks complete

Last edited: Jan 5 2025 10:38 AM (EST)

REVIEW SUBMIT

FL First name Last name (Owner)  
audrey+en5jan@lashopweb.ca

Add collaborator

Admission Roncalli platform

Preview

Title of your project

ID: 2024-0000012000

APPLICATION ACTIVITY

Your tasks

Idea Form

Previous tasks

Register your organization  
Completed on: Jan 5 2025 10:28 AM (EST)

### 8.4 You will access the Project Idea form already pre-filled with your organization’s information.

Roncalli International Foundation

Programs My Applications EN First name Last name

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

Idea Form

0 of 1 tasks complete

Last edited: Jan 5 2025 10:38 AM (EST)

REVIEW SUBMIT

Idea Form

0%

**1 Details of Requesting Organization**

1.1 Type of organization

Religious congregation

1.2 Registered name of the organization

Registered name of the organization

1.3 Acronym (if applicable)

Acronym

1.4 In which country is your headquarters office located?

Canada

1.5 Countries where you work?

Senegal

1.6 Street address

Street address

1.7 City

City



**8.5** Fill in all the other required fields. You can click on “Save & continue editing” to save the data you have entered and continue later. Please note that the form also saves itself automatically to prevent any loss of data.

Once you have fully completed the first page of the form, click on “Next” at the bottom of the page.

Roncalli International Foundation

Programs My Applications EN First name Last name

What activities will you implement to address this problem?

**5.6 Duration of the project**

Start Date: Nov 28 2024 End Date: Aug 20 2025

**6. Budget**

6.1 Local currency: XAF - Central African CFA...

6.2 Total project budget in local currency: 15400000

6.3 Amount requested in local currency: 1450000

SAVE & CONTINUE EDITING NEXT

**8.6** Once you filled in the information required on the second page, click on “Mark as complete” at the bottom of the page.

Roncalli International Foundation

Programs My Applications EN First name Last name

Idea Form

0 of 1 tasks complete

Last edited: Jan 5 2025 10:43 AM (EST)

REVIEW SUBMIT

Name of organization providing the reference:

Email address of the person responsible for the organization providing the reference: mail@outlook.ca

Upload reference letter from organization :

1. ReferenceLetterFromOrga .png

**Terms and Conditions**

- Please note that the submission of this idea does not necessarily guarantee access to the funding application form.
- Attestation of the truthfulness of the information provided: I declare that all the information provided in the above form is accurate and complete.
- Consent to the release of information: I consent to the release of the information contained in this form to the appropriate authorities, insofar as such release of information is directly related to and necessary for the proper implementation of the rules applicable to the Roncalli International Foundation.

Signature: Signature Date: Jan 05 2025

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

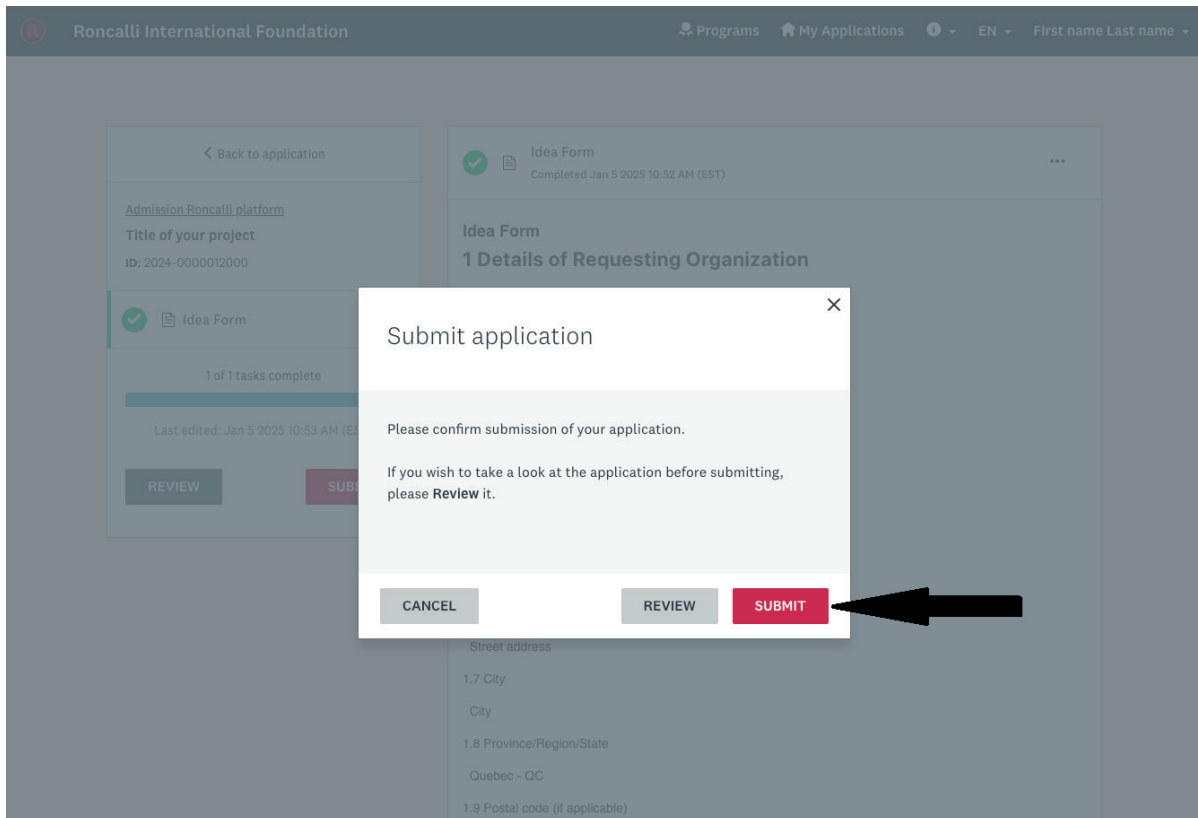
**8.7** Once completed, you can review and validate the information entered on the form by clicking on “Review” in the left-hand column.

Once you have reviewed the information, you can submit the Idea Form by clicking on “Submit” in the left-hand column.

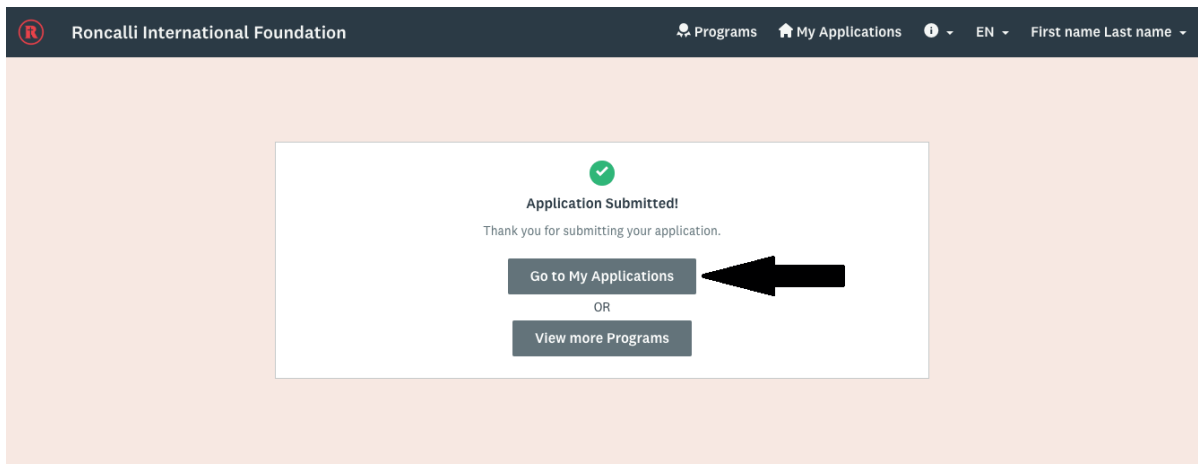
Please note that once the form has been submitted, you will no longer be able to make any modifications.

The screenshot displays the 'Idea Form' submission interface for the Roncalli International Foundation. The top navigation bar includes the foundation's logo, name, and user options like 'Programs', 'My Applications', and a language dropdown set to 'EN'. The left sidebar contains a 'Back to application' link, project details (Title: 'Admission Roncalli platform', ID: '2024-0000012000'), a progress indicator for 'Idea Form' (1 of 1 tasks complete), and two buttons: 'REVIEW' and 'SUBMIT'. A large black arrow points to the 'SUBMIT' button. The main content area shows the form's completion status and a list of fields under the heading '1 Details of Requesting Organization'. The fields and their values are: 1.1 Type of organization: Religious congregation; 1.2 Registered name of the organization: Registered name of the organization; 1.3 Acronym (if applicable): Acronym; 1.4 In which country is your headquarters office located?: Canada; 1.5 Countries where you work?: Senegal; 1.6 Street address: Street address; 1.7 City: City; 1.8 Province/Region/State: Quebec - QC; 1.9 Postal code (if applicable): H0H0H0; 1.10 Phone Number: (empty).

**8.8** Once you click “Submit” a new window will open asking you to confirm that you want to submit your idea. If yes, click on “Submit.”



**8.9** You can view your project idea without being able to modify it, by clicking on “Go to my applications” then “View.”



**8.10** You will receive an e-mail confirming receipt of your project idea and informing you of the next steps.

### **Roncalli International Foundation**

Hello,

We have received your project idea **Title of your project** . It will be analyzed by the Roncalli team and you will receive an answer within 4 to 8 weeks.

Thank you for your understanding,

Roncalli International Foundation

**8.11** If your project idea is refused, you will receive an e-mail informing you of this.

**8.12** If your project idea is accepted, you will receive an e-mail inviting you to complete a full funding application.

### **Roncalli International Foundation**

Hello,

We are pleased to announce that your project idea is eligible and that you can now complete the funding application form. Before completing your funding application, please consult our criteria at the following link: <https://roncalli.ca/en/grant-application/>

Please note that it takes 2 to 4 months before you receive an official response from the Foundation. Access to the funding application form does not guarantee that your project will be accepted.

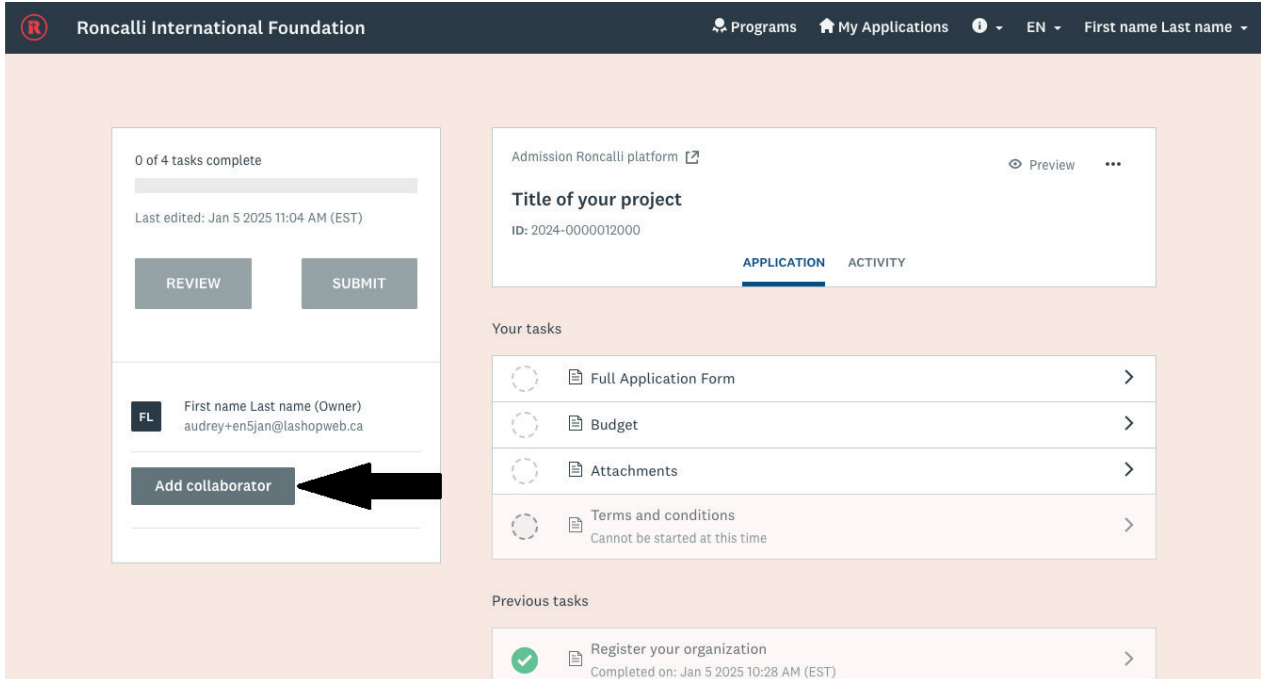
Thank you for your collaboration,

Roncalli International Foundation

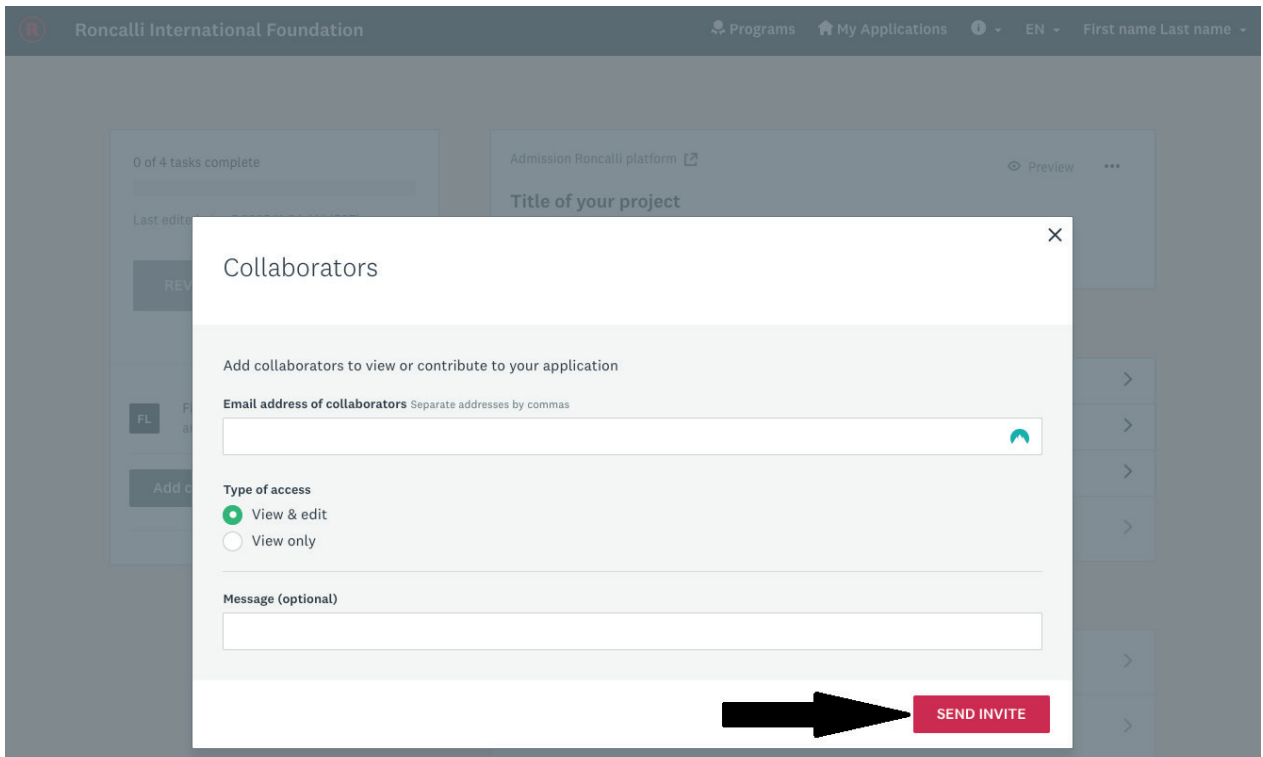
## 9. How to add a collaborator

**9.1** You can add collaborators at any time if you would like other people to help you with filling out the various forms by clicking on “Add a collaborator.” You can only add one employee at a time.

Please note that other employees may fill out the information in the forms, but **YOU REMAIN SOLELY RESPONSIBLE** for submitting them.



**9.2** Enter the collaborator’s e-mail address, select their type of access and add a message to be included in the invitation e-mail, then click on “Send invite.”



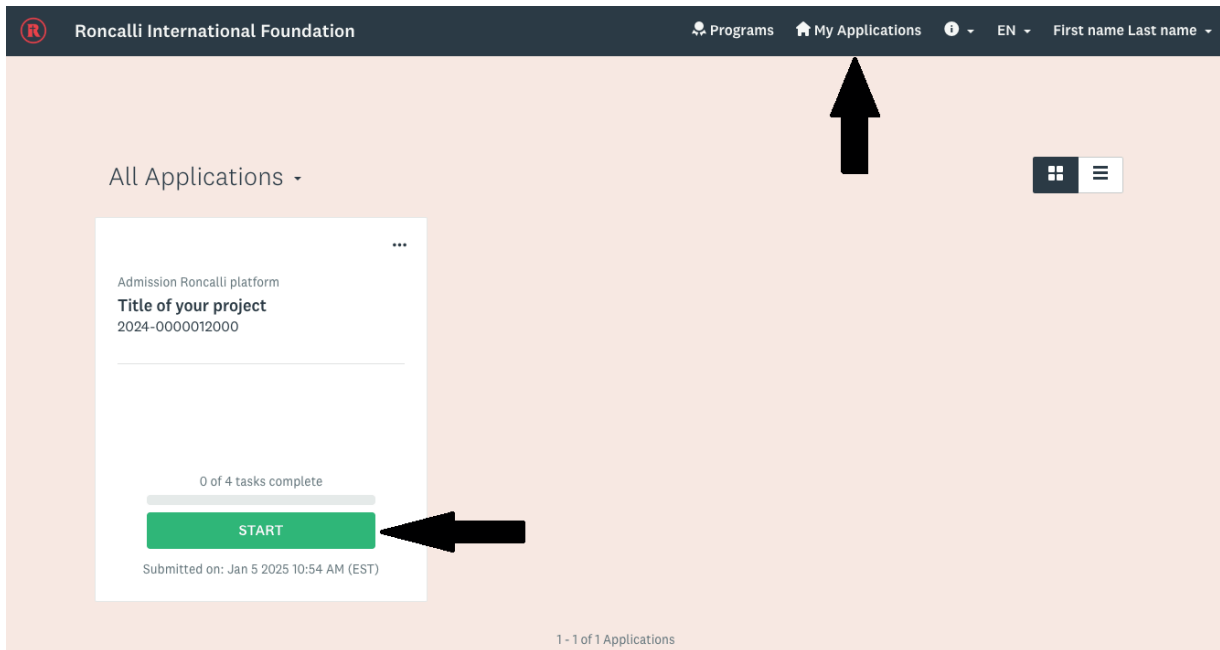
**9.3** To change a collaborator's access, to delete a collaborator or to resend an invitation, click on the three small dots next to his or her name, click on your choice and follow the instructions.

The screenshot displays the user interface for managing an application. At the top, the header includes the Roncalli International Foundation logo and navigation links for Programs, My Applications, and user settings. The main content area is divided into several sections:

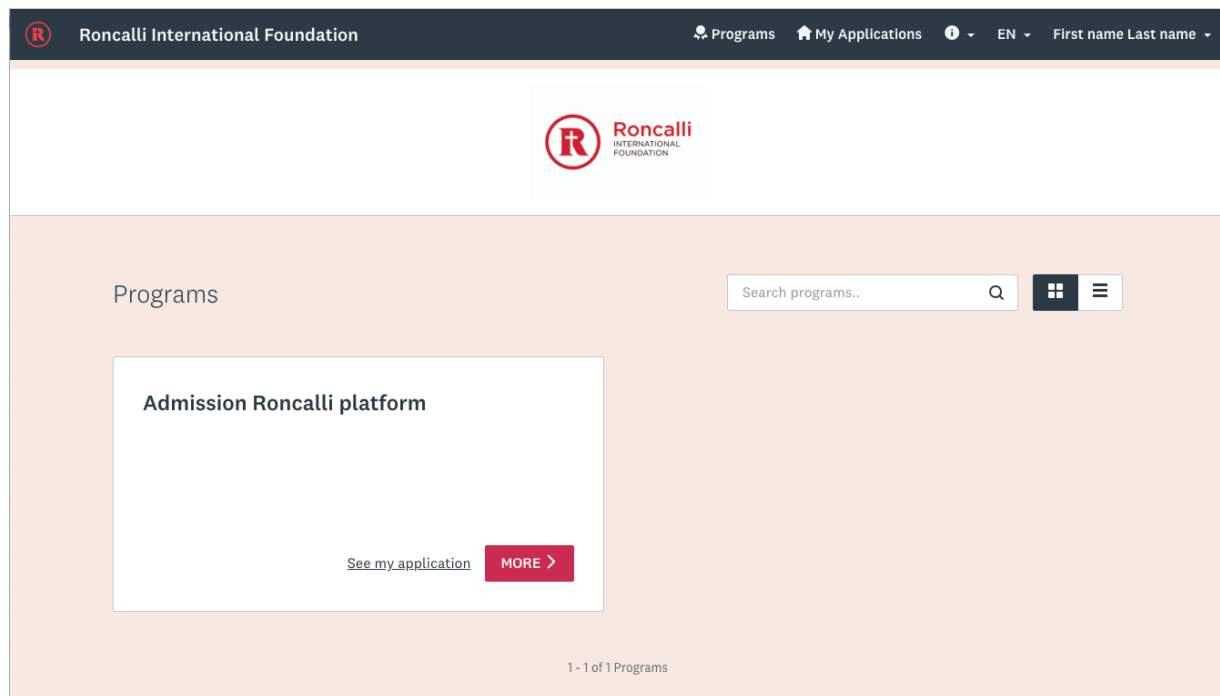
- Progress Bar:** Shows '0 of 4 tasks complete' with a progress indicator and a 'Last edited' timestamp of 'Jan 5 2025 11:04 AM (EST)'. It includes 'REVIEW' and 'SUBMIT' buttons.
- Project Information:** Displays 'Admission Roncalli platform' with a 'Preview' link and a project ID of '2024-0000012000'. It has tabs for 'APPLICATION' and 'ACTIVITY'.
- Your tasks:** A list of tasks with progress indicators:
  - Full Application Form
  - Budget
  - Attachments
  - Terms and conditions (Cannot be started at this time)
- Collaborators:** A section for managing team members. It shows the owner 'First name Last name (Owner)' and a collaborator 'collaborator@outlook.ca' invited on 'Jan 5 2025'. A three-dot menu next to the collaborator's name is highlighted with a black arrow, and a dropdown menu is open showing options: 'Change access', 'Remove', and 'Resend invite'.
- Previous tasks:** A list of completed tasks:
  - Register your organization (Completed on: Jan 5 2025 10:28 AM (EST))
  - Idea Form (Completed on: Jan 5 2025 10:52 AM (EST))

## 10. Completing the Funding Application form

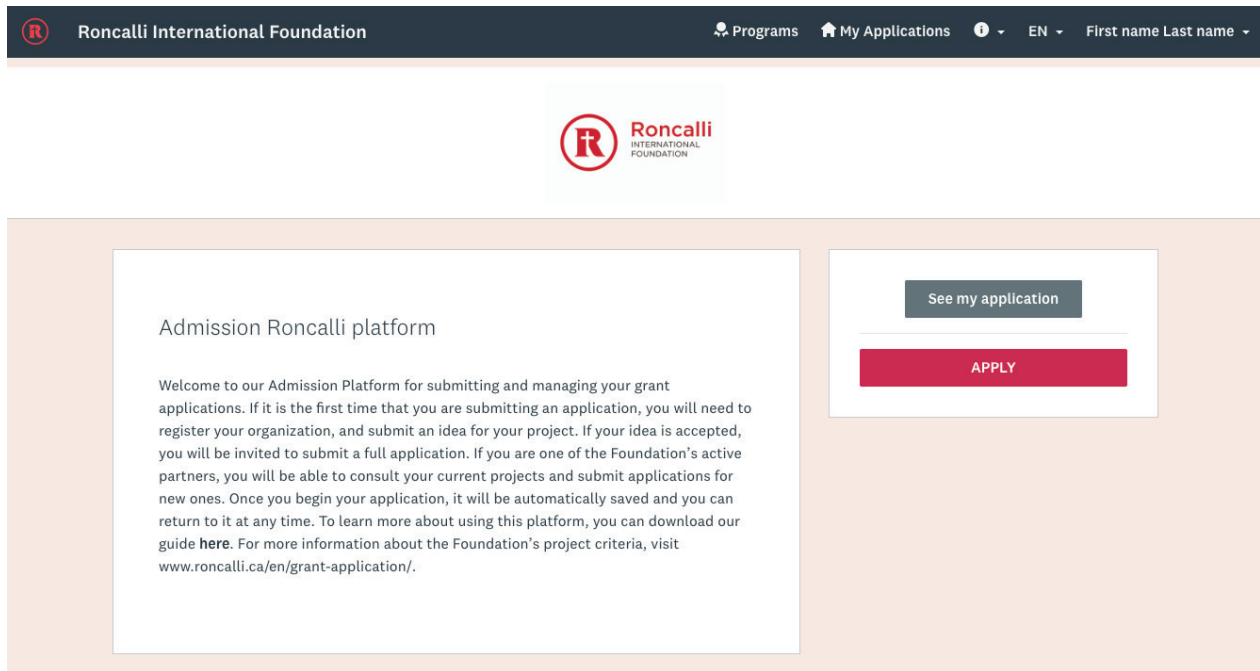
**10.1** If you are a new partner and your project idea has been accepted, you have access to the funding application form. Log in to your account, click on “My applications” in the top right-hand corner, and click on “Start.”



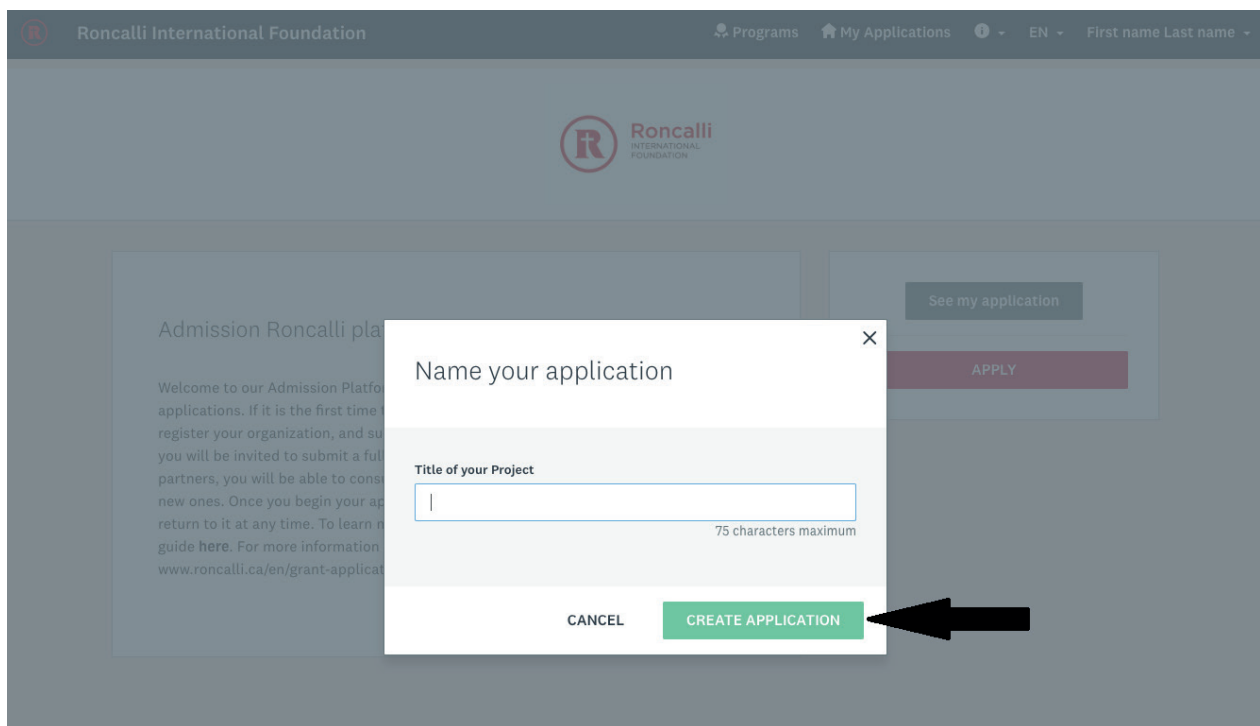
**10.2** If you are one of the Foundation’s active partners and would like to submit a new funding request, log in to your account and click on “Programs” in the top right-hand corner, then on “More.”



### 10.3 Then click on “Apply.”



### 10.4 Give your funding application a title and click on “Create application.”





10.5 In the “Your tasks” section, click on “Full application form.”

0 of 4 tasks complete

Last edited: Jan 5 2025 11:04 AM (EST)

REVIEW SUBMIT

FL First name Last name (Owner)  
audrey+en5jan@lashopweb.ca

Collaborators Add

collaborator@outlook.ca  
Invited: Jan 5 2025  
View & edit

Admission Roncalli platform [Preview](#) ...

Title of your project  
ID: 2024-0000012000

APPLICATION ACTIVITY

Your tasks

- Full Application Form
- Budget
- Attachments
- Terms and conditions  
Cannot be started at this time

Previous tasks

- Register your organization  
Completed on: Jan 5 2025 10:28 AM (EST)
- Idea Form  
Completed on: Jan 5 2025 10:52 AM (EST)

10.6 You will have access to the funding request form already pre-filled with your organization’s information.

< Back to application

Admission Roncalli platform

Title of your project [Title of your project](#)  
ID: 2024-0000012000

- Full Application Form
- Budget
- Attachments
- Terms and conditions  
Cannot be modified

0 of 4 tasks complete

Last edited: Jan 5 2025 11:04 AM (EST)

REVIEW SUBMIT

Full Application Form ...

## Full Application Form - New Partner

### 1. Details of Requesting Organization

1.1 Type of organization  
Religious congregation

1.2 Registered name of the organization  
Registered name of the organization

1.3 Acronym  
Acronym

1.4 In which country is your headquarters office located?  
Canada

1.5 Countries where you work?  
Senegal

1.6 Street address  
Street address

1.7 City  
City

**10.7** Fill in all the other required fields. You can click on “Save & continue editing” to save the data you have entered and continue later. Note that the form also saves itself automatically to prevent any loss of data. Once completed, click on “Mark as complete” at the bottom of the page.

Roncalli International Foundation | Programs | My Applications | EN | First name Last name

5.11 What impact will the project have on the environment?

5.12 Number of participants reached directly

Total Participants:

Indicate how many women:

5.13 Which target group will be reached directly?

Which target group will be reached directly?

5.14 Number of participants reached indirectly?

5.15 Project Duration

Start Date:  End Date:

**10.8** To insert financial data, click on “Budget” in the left-hand column, choose the “Currency of your budget” and fill in the “Applicant’s contribution” and the “Amount requested from the Foundation” columns. Then click on the “Next” button at the bottom of the page.

Roncalli International Foundation | Programs | My Applications | EN | Audrey Gilbert

< Back to application

Admission Roncalli platform  
Title of your project  
id: 2025-000012004

Full Application Form - Partner

Budget

Attachments

Terms and conditions  
Cannot be modified

1 of 4 tasks complete

Last edited: Jan 6 2025 10:53 AM (EST)

REVIEW SUBMIT

Budget

Full Application - Budget

0%

Currency of your budget

Start typing to search

Budget Items:

	Applicant's contribution	Amount requested from the Foundation
Labor costs and wages	<input type="text"/>	<input type="text"/>
Materials/Supplies	<input type="text"/>	<input type="text"/>
Equipment and furniture	<input type="text"/>	<input type="text"/>
Transportation	<input type="text"/>	<input type="text"/>
Other expenses	<input type="text"/>	<input type="text"/>
Administrative fees	<input type="text"/>	<input type="text"/>
<b>Total</b>	0	0

SAVE & CONTINUE EDITING NEXT

**10.9** For each budget item, please explain the amounts requested from the Foundation by filling in the “Explanation” field and upload the necessary pro forma estimates by clicking on “Upload file.” Then click on the “Next” button at the bottom of the page.

The screenshot shows the 'Full Application - Budget' page. On the left is a sidebar with a progress indicator showing '1 of 4 tasks complete' and buttons for 'REVIEW' and 'SUBMIT'. The main content area is titled 'Full Application - Budget' and shows a progress bar at 33%. Below the title, it says 'Provide additional information about your budget' and 'Currency of your budget: XAF - Central African CFA Franc'. There is a text area for 'Explanation:' with a large black arrow pointing down to it. Below the text area is a table for 'Labour costs and wages:'. The table has the following data:

Applicant's contribution	50000
Amount requested from the Foundation	50000
<b>Total</b>	<b>100000</b>

**10.10** If the information you have entered is correct, click on “Mark as complete” at the bottom of the page.

The screenshot shows the 'Full Application - Budget' page with the progress bar at 66%. The 'Explanation' field is now filled with a table of budget items. The table has the following data:

<u>Budget items</u>	<u>Applicant's contribution</u>	<u>Amount requested from the Foundation</u>	<u>Total</u>
Labour costs and wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
<b>Total</b>	<b>300000</b>	<b>300000</b>	<b>600000</b>

At the bottom of the page, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'MARK AS COMPLETE'. A large black arrow points to the 'MARK AS COMPLETE' button.

**10.11** Click on “Attachments” in the left-hand column, and upload the requested documents (photos, ID, local reference letter, and other documents as required), clicking on “Upload file” each time. Once all files have been uploaded, click on “Mark as complete” at the bottom of the page.

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Full Application Form
- Budget**
- Attachments
- Terms and conditions  
Cannot be modified

1 of 4 tasks complete

Last edited: Jan 5 2025 11:14 AM (EST)

REVIEW SUBMIT

### Budget

## Full Application - Budget

Currency of your budget: XAF - Central African CFA Franc 66%

Budget items	Applicant's contribution	Amount requested from the Foundation	Total
Labour costs and wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
<b>Total</b>	<b>300000</b>	<b>300000</b>	<b>600000</b>

PREVIOUS SAVE & CONTINUE EDITING **MARK AS COMPLETE**

**10.12** Click on “Terms and conditions” in the left-hand column, fill in the required fields and click on “Mark as complete” at the bottom of the page.

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Full Application Form
- Budget
- Attachments
- Terms and conditions**

3 of 4 tasks complete

Last edited: Jan 5 2025 11:15 AM (EST)

REVIEW SUBMIT

### Terms and conditions

## Terms and Conditions (Application)

Terms and Conditions

- Declaration of responsibility by the applicant in relation to the information provided, confirmed by the electronic signature (Identity guaranteed by the platform user account).
- Commitment, in the case of project approval, to sign and respect an agreement involving implementation, reporting and accountability in accordance with the submitted project and the Foundation's standards.
- I consent to the release of the information contained in this form to the appropriate authorities, insofar as such release of information is directly related to and necessary for the proper implementation of the rules applicable to the Roncalli International Foundation.
- I confirm, understand and accept this electronic signature.

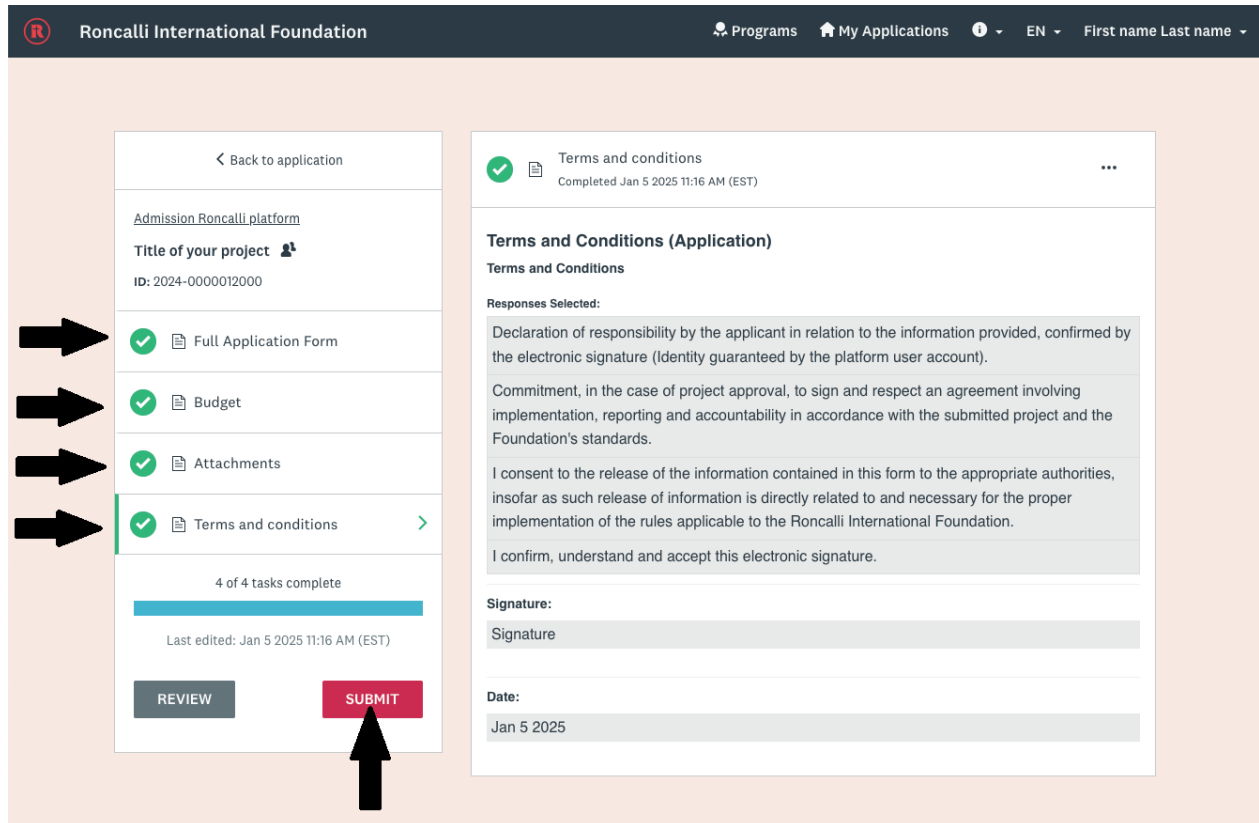
Signature:  Date:

SAVE & CONTINUE EDITING **MARK AS COMPLETE**

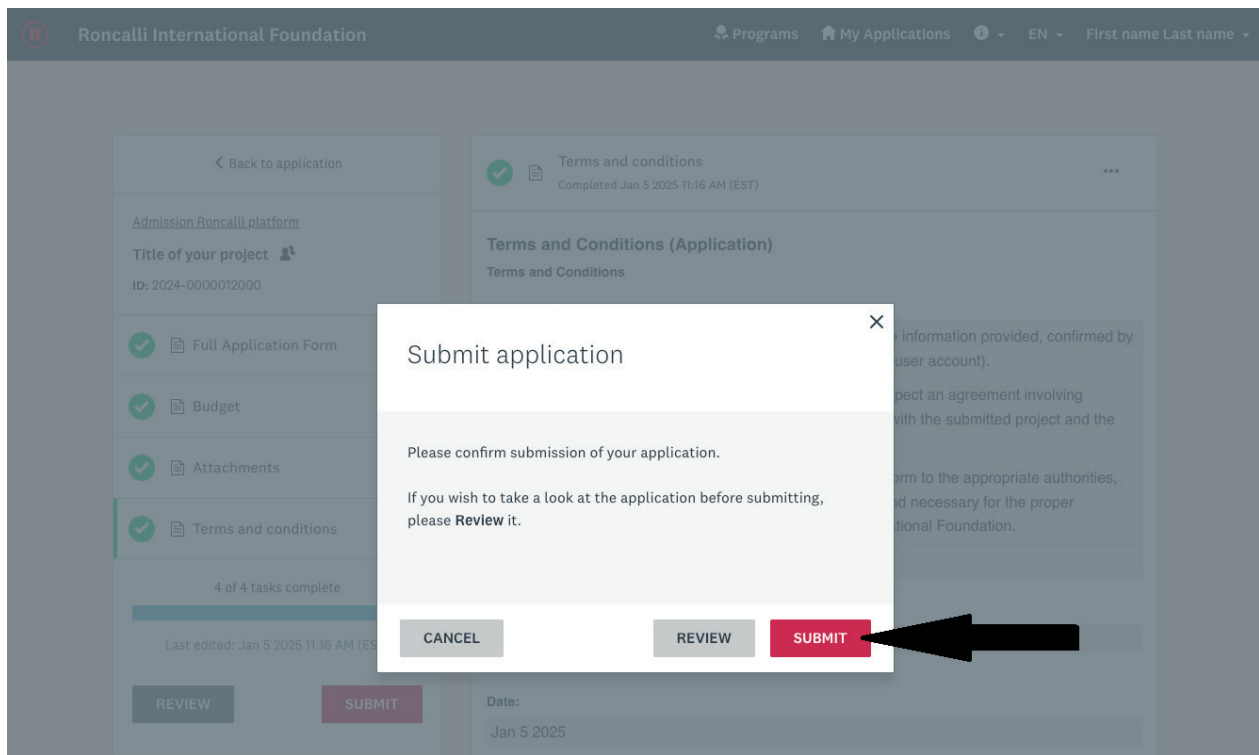
**10.13** Once completed and all circles are green in the left-hand column, you can review and validate the information entered on the form by clicking on “Review” in the left-hand column.

Once you have reviewed the information, you can submit the application form by clicking on “Submit” at the bottom of the left-hand column.

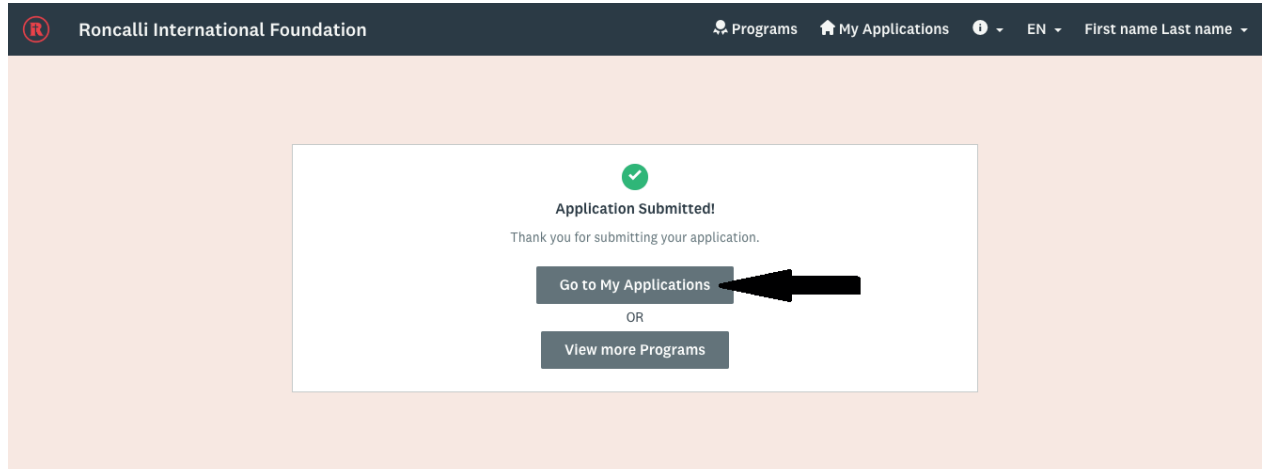
Please note that once the form has been submitted, you will no longer be able to make changes.



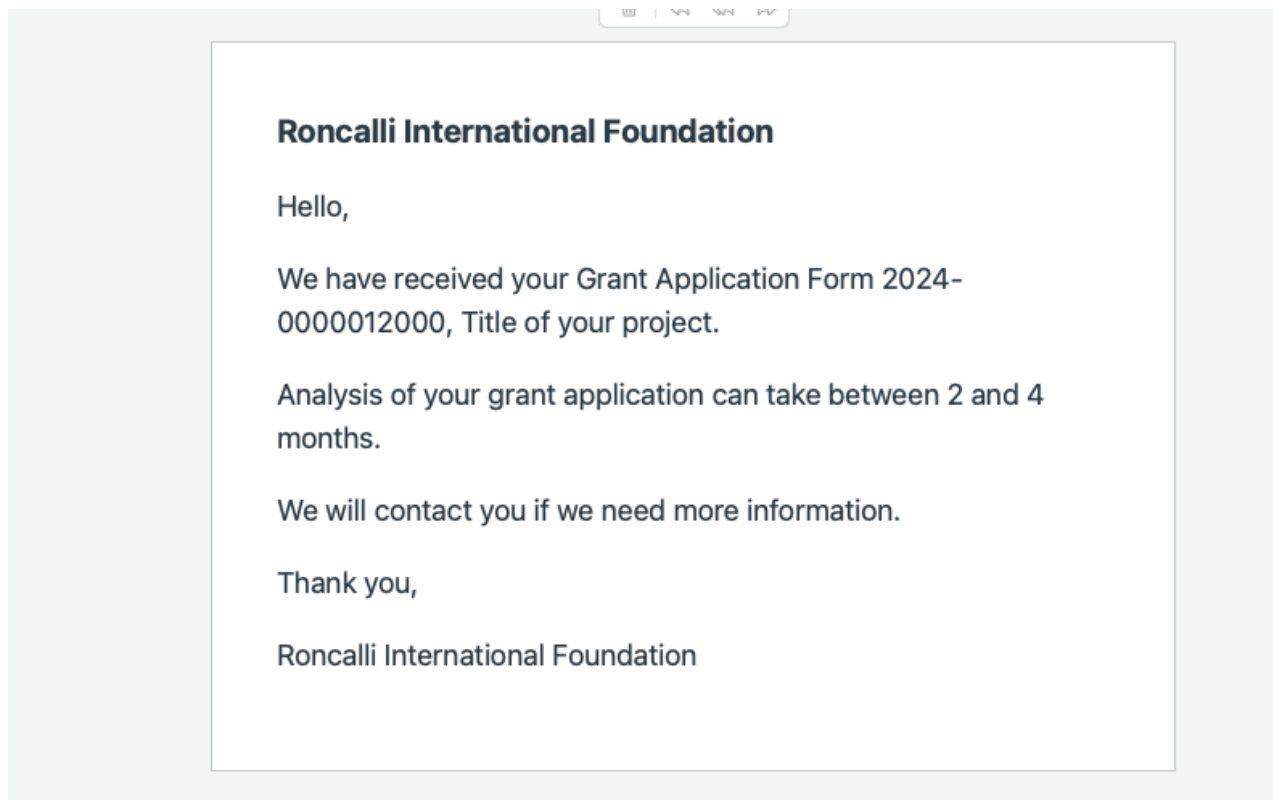
**10.14** Once you click “Submit” a new window will open asking you to confirm that you want to submit your idea. If yes, click on “Submit.”



**10.15** You can consult your funding request without being able to modify it, by clicking on “Go to my applications,” then “View.”



**10.16** You will receive an e-mail confirming receipt of your request and informing you of the next steps.



**10.17** If your funding application is refused, you will receive an e-mail informing you of this.

**10.18** If your funding request is accepted, you will be contacted directly by the Foundation team to inform you of the process for signing the Contribution Agreement to receive the funding.

Once the funding has been sent by the Foundation, you will receive an e-mail inviting you to confirm receipt of the funds and to upload the bank document proving receipt of the funds.

## **Roncalli International Foundation**

Hello,

Please confirm as soon as possible the receipt of the funds for the project Title of your project and upload the bank proof on the Roncalli Admission platform in the "Progress report" section.

This document is mandatory and must indicate the exchange rate and the amount obtained in local currency.

Thank you for your collaboration,

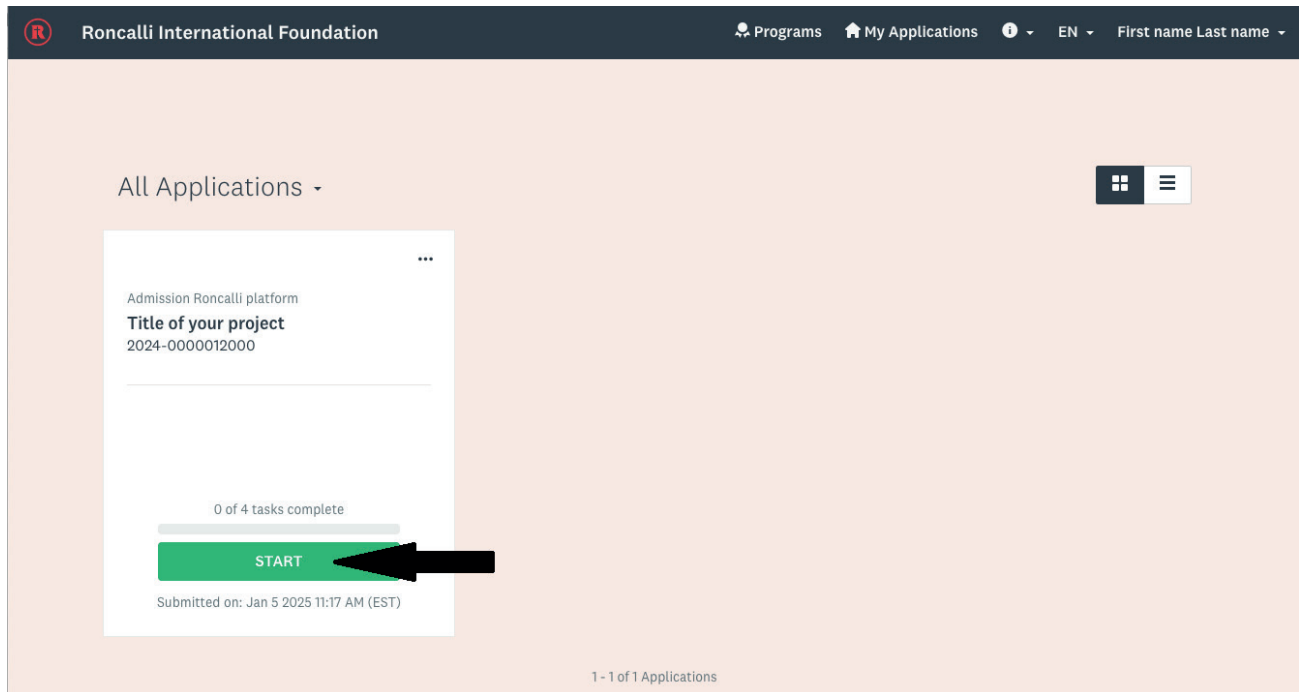
International Roncalli Foundation

# 11. Completing the Progress Report form

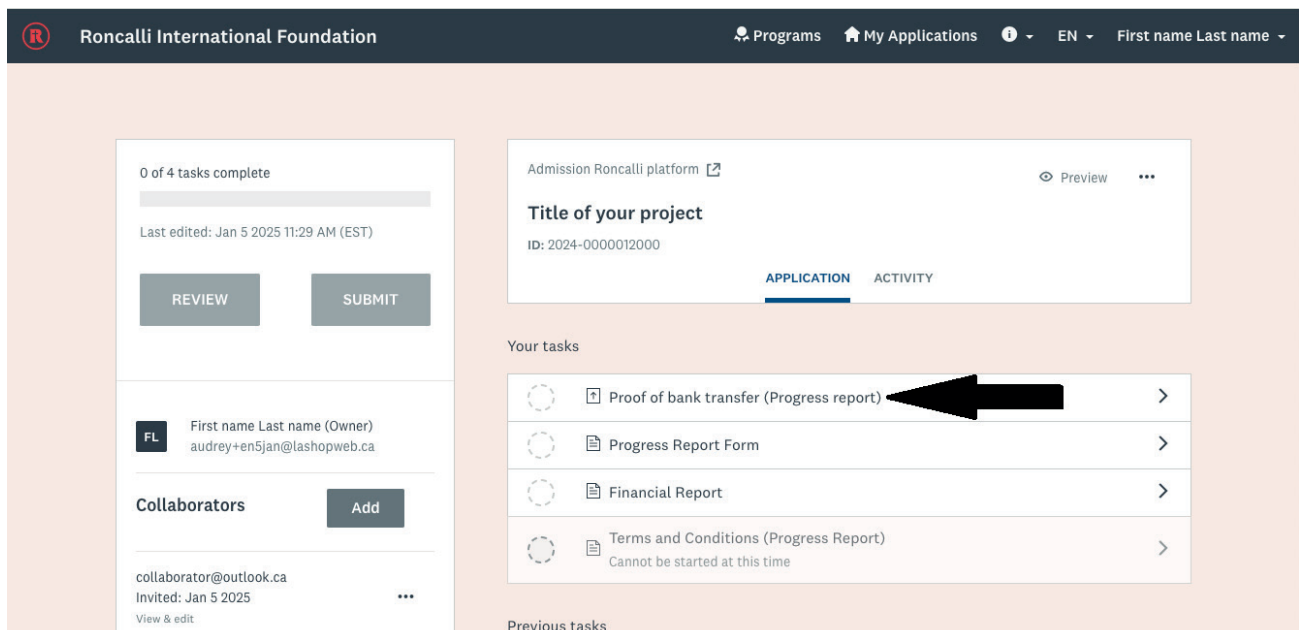
If your application has been accepted and you have received funding from the Foundation for your project, you will need to submit a narrative and financial report on the Admission platform.

**11.1** If the Contribution Agreement you have signed with the Foundation provides for the submission of one or more progress reports, you must complete the progress report section. Otherwise, please go to Section 12: “Completing the Final Report form.”

Once you have received the e-mail instructing you to upload proof of the bank transfer, log in to your account and click on “Start.”

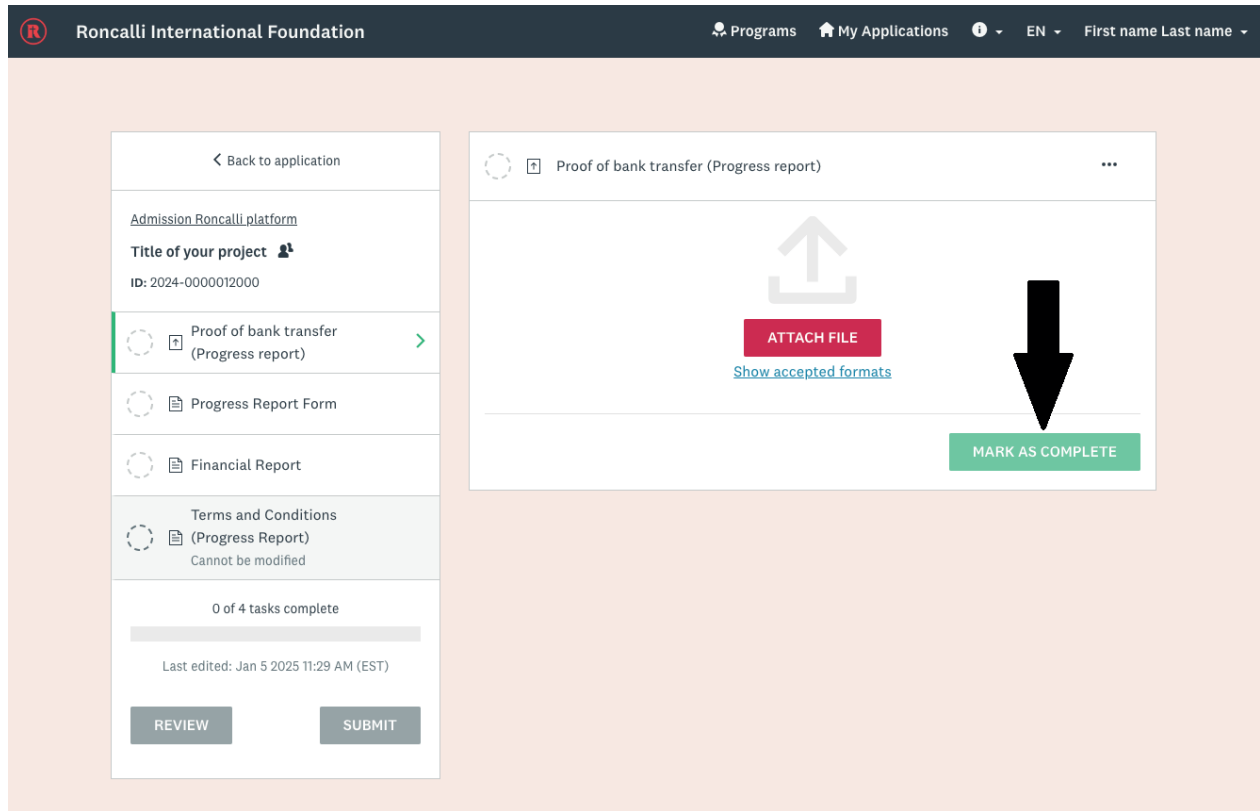


**11.2** In the “Your tasks” section, click on “Proof of bank transfer (Progress report).”

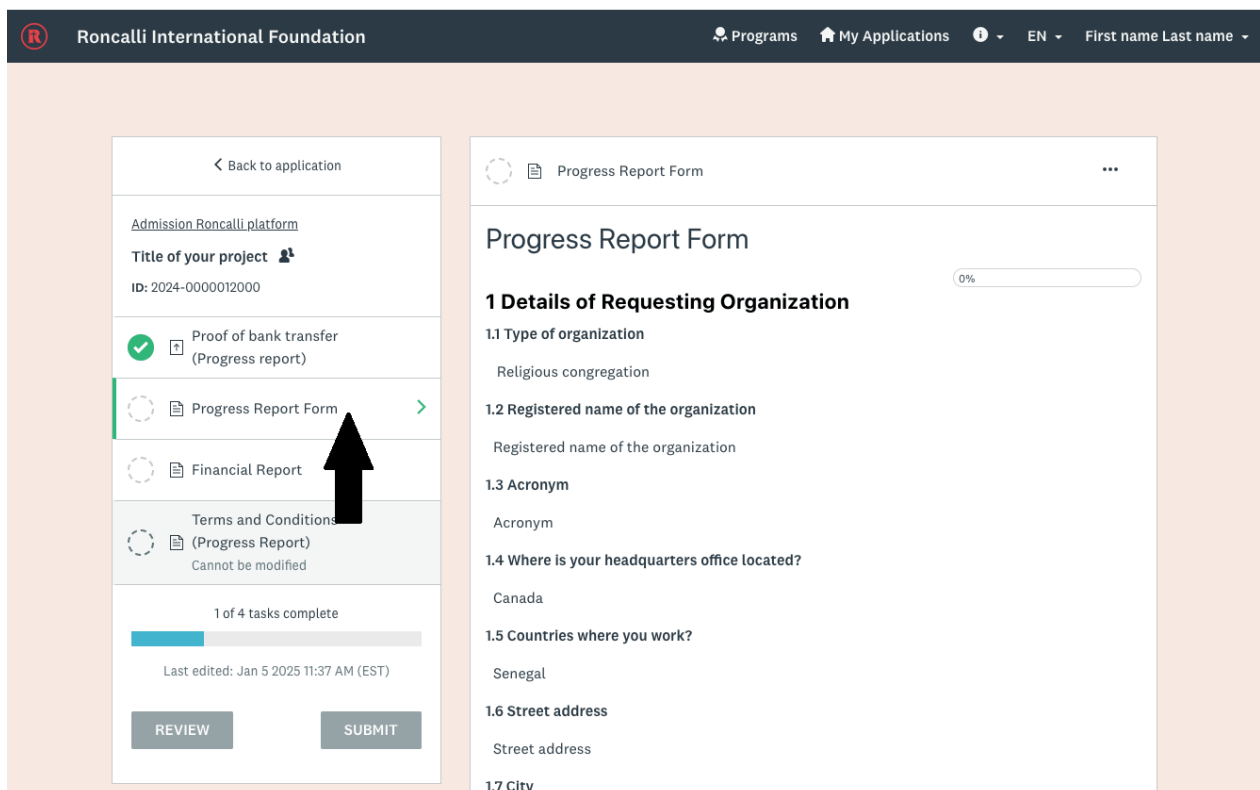




**11.3** You can upload the proof of bank transfer by clicking on “Attach file” and then click on “Mark as complete.”



**11.4** Click on “Progress report form” in the left-hand column. This will take you to the form already pre-filled with information about your organization, then click on “Next” at the bottom of the page.



11.5 Fill in the requested fields, then click on “Mark as complete” at the bottom of the page.

**Roncalli International Foundation** | Programs | My Applications | EN | First name Last name

6.8 Testimonies or participants' stories / experiences:

Testimonies or participants' stories / experiences:

**7 Photos**

Upload photos:

1. Photo .png

Upload another file

Explanation for the above:

Explanation for the above

11.6 Click on “Financial Report” located in the left-hand column. On the right, you will see the Budget submitted with the funding request.

**Roncalli International Foundation** | Programs | My Applications | EN | First name Last name

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Proof of bank transfer (Progress report)
- Progress Report Form
- Financial Report**
- Terms and Conditions (Progress Report) - Cannot be modified

2 of 4 tasks complete

Last edited: Jan 5 2025 11:40 AM (EST)

REVIEW | SUBMIT

**Financial Report**

Progress report financial report

Currency of project: XAF - Central African CFA Franc

Budget submitted with project proposal

Budget Items	Applicant's contribution	Amount requested from the Foundation	Total
Labour costs and wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
<b>Total</b>	<b>300000</b>	<b>300000</b>	<b>600000</b>

Actual expenditures

Actual expenditures | Actual expenditures of funds

**11.7** Then complete the columns “Actual expenditures - applicant’s contribution” and “Actual expenditures of funds from the Foundation.” Then click on “Next” at the bottom of the page.

The screenshot shows the 'Financial Report' section of the application. On the left, a progress bar indicates '2 of 4 tasks complete' with a 'REVIEW' and 'SUBMIT' button. The main area displays a budget table with the following data:

wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
<b>Total</b>	<b>300000</b>	<b>300000</b>	<b>600000</b>

Below the table, the 'Actual expenditures' section has two columns: 'Actual expenditures applicant's contribution' and 'Actual expenditures of funds requested from the Foundation'. Each row from the budget table has a corresponding input field in these columns. The 'Total' row shows '0' in both columns. Two large black arrows point from the 'Total' row of the budget table to the 'Total' row of the 'Actual expenditures' form.

**11.8** For each budget line, you must explain the actual expenditure of the amounts requested from the Foundation by filling in the “Explanation” field and you must upload the invoices by clicking on “Upload a file.” Then click on the “Next” button at the bottom of the page.

The screenshot shows the 'Progress report financial report' section. On the left, a progress bar indicates '2 of 4 tasks complete' with a 'REVIEW' and 'SUBMIT' button. The main area displays the 'Progress report financial report' with a 33% progress bar. Below the progress bar, there is a section for 'Labour costs and Wages' with a table:

Applicant's contribution	60000
Amount requested from the Foundation	50000
<b>Total</b>	<b>110000</b>

Below the table, there is an 'Explanation:' field with a large text area for input. A large black arrow points from the 'Total' row of the 'Labour costs and Wages' table to the 'Explanation:' field. At the bottom, there is an 'Upload invoices' section with an 'Upload a file' button. A large black arrow points to the 'Upload a file' button.

11.9 If the information you filled out is correct, click on “Mark as complete” at the bottom of the page or click on “Previous” to change it.

The screenshot shows the 'Financial Report' section of the application. On the left, a sidebar lists tasks: 'Proof of bank transfer (Progress report)', 'Progress Report Form', 'Financial Report' (highlighted with a green circle and a right arrow), and 'Terms and Conditions (Progress Report) Cannot be modified'. A progress bar indicates '2 of 4 tasks complete' and 'Last edited: Jan 5 2025 11:43 AM (EST)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons.

The main content area is titled 'Financial Report' and 'Progress report financial report'. It features a table with the following data:

Budget items	Applicant's contribution	Amount requested from the Foundation	Total
Labour costs and wages	60000	50000	110000
Materials/Supplies	60000	50000	110000
Equipment and furniture	60000	50000	110000
Transportation	60000	50000	110000
Other expenses	60000	50000	110000
Administration fees	60000	50000	110000
<b>Total</b>	<b>360000</b>	<b>300000</b>	<b>660000</b>

At the bottom of the main content area, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'MARK AS COMPLETE'. A black arrow points to the 'MARK AS COMPLETE' button.

11.10 Click on “Terms and Conditions” in the left-hand column, fill in the required fields and click on “Mark as complete” at the bottom of the page.

The screenshot shows the 'Terms and Conditions (Progress Report)' section. On the left, the sidebar lists tasks: 'Proof of bank transfer (Progress report)', 'Progress Report Form', 'Financial Report', and 'Terms and Conditions (Progress Report)' (highlighted with a green circle and a left arrow). A progress bar indicates '3 of 4 tasks complete' and 'Last edited: Jan 5 2025 11:43 AM (EST)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons.

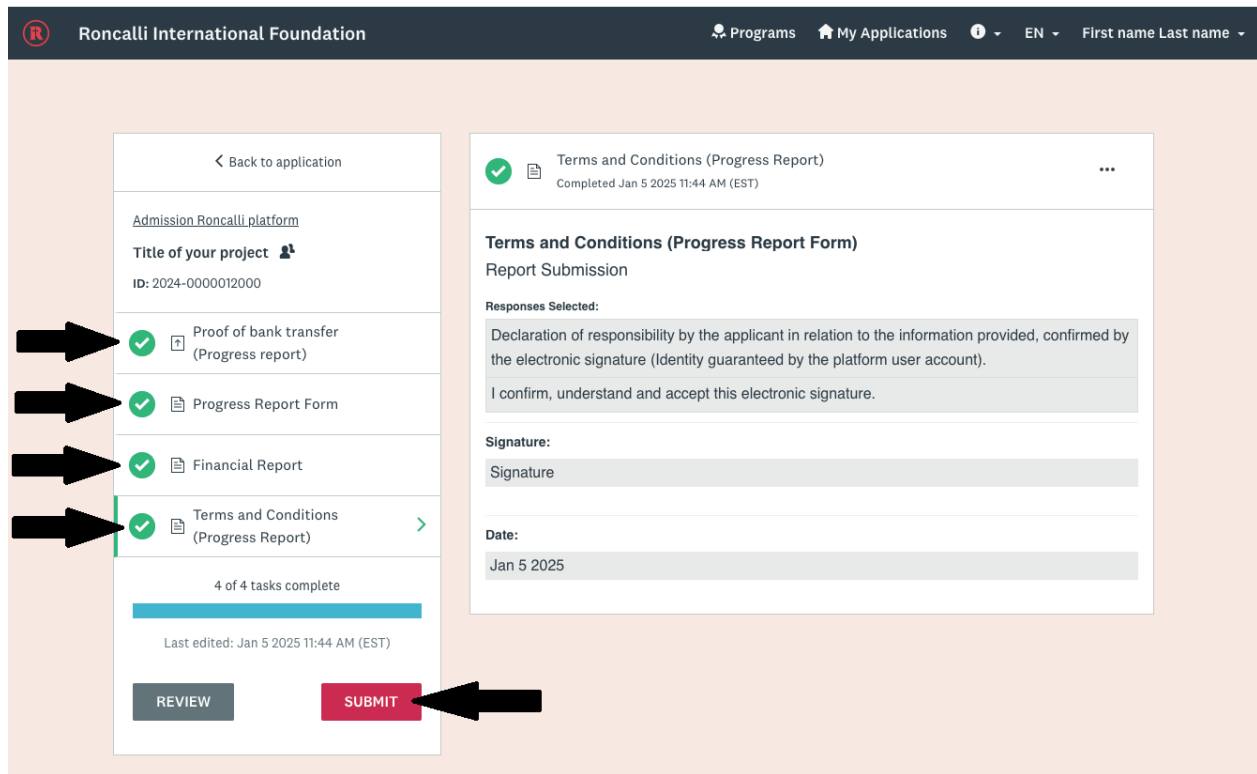
The main content area is titled 'Terms and Conditions (Progress Report Form)'. It includes a 'Report Submission' section with two checked checkboxes:

- Declaration of responsibility by the applicant in relation to the information provided, confirmed by the electronic signature (identity guaranteed by the platform user account).
- I confirm, understand and accept this electronic signature.

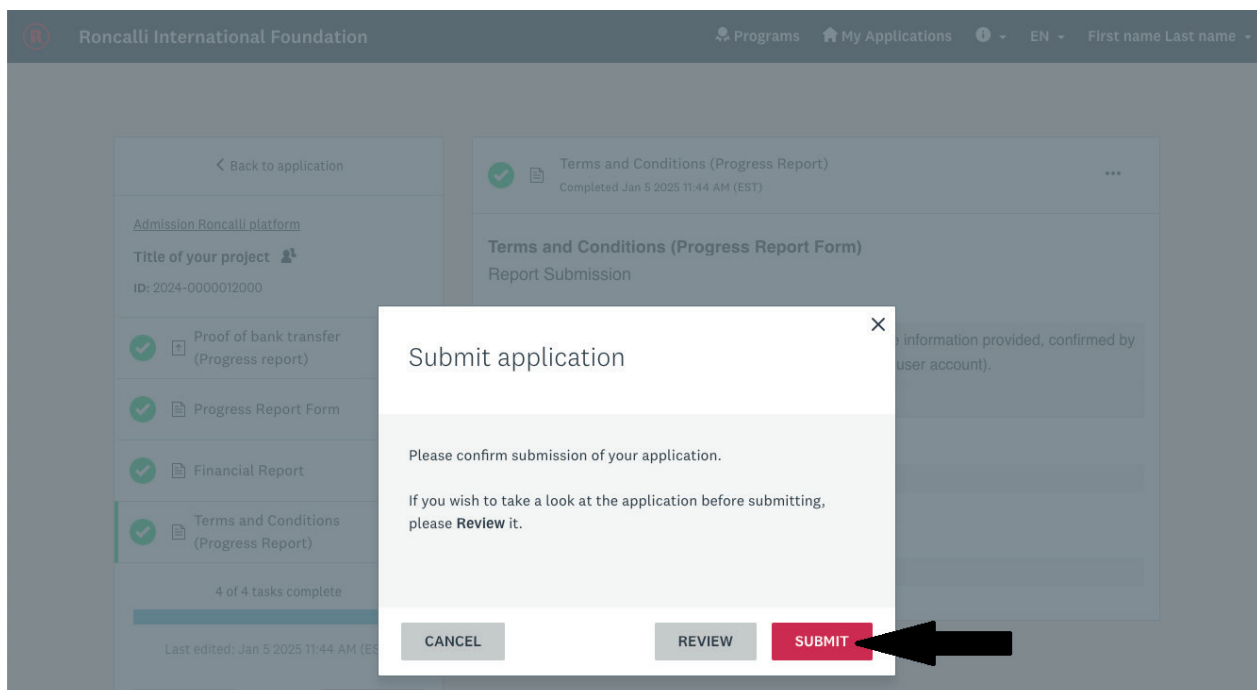
Below the checkboxes are fields for 'Signature:' and 'Date:'. The 'Signature' field contains the text 'Signature' and the 'Date' field contains 'Jan 05 2025'.

At the bottom of the main content area, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. A black arrow points to the 'MARK AS COMPLETE' button.

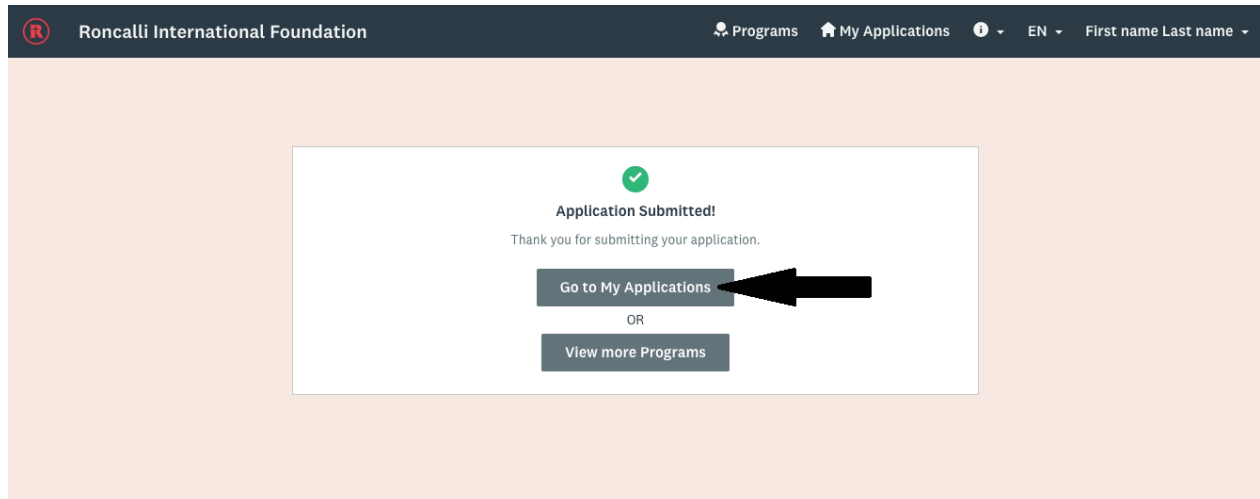
**11.11** Once completed and all circles are green in the left-hand column, you can review and validate the information entered on the form by clicking “Review” in the left-hand corner. Once you have reviewed the information, you can submit the progress report by clicking “Submit” at the bottom of the left-hand column. Please note that once you submit the form, you will no longer be able to make any changes.



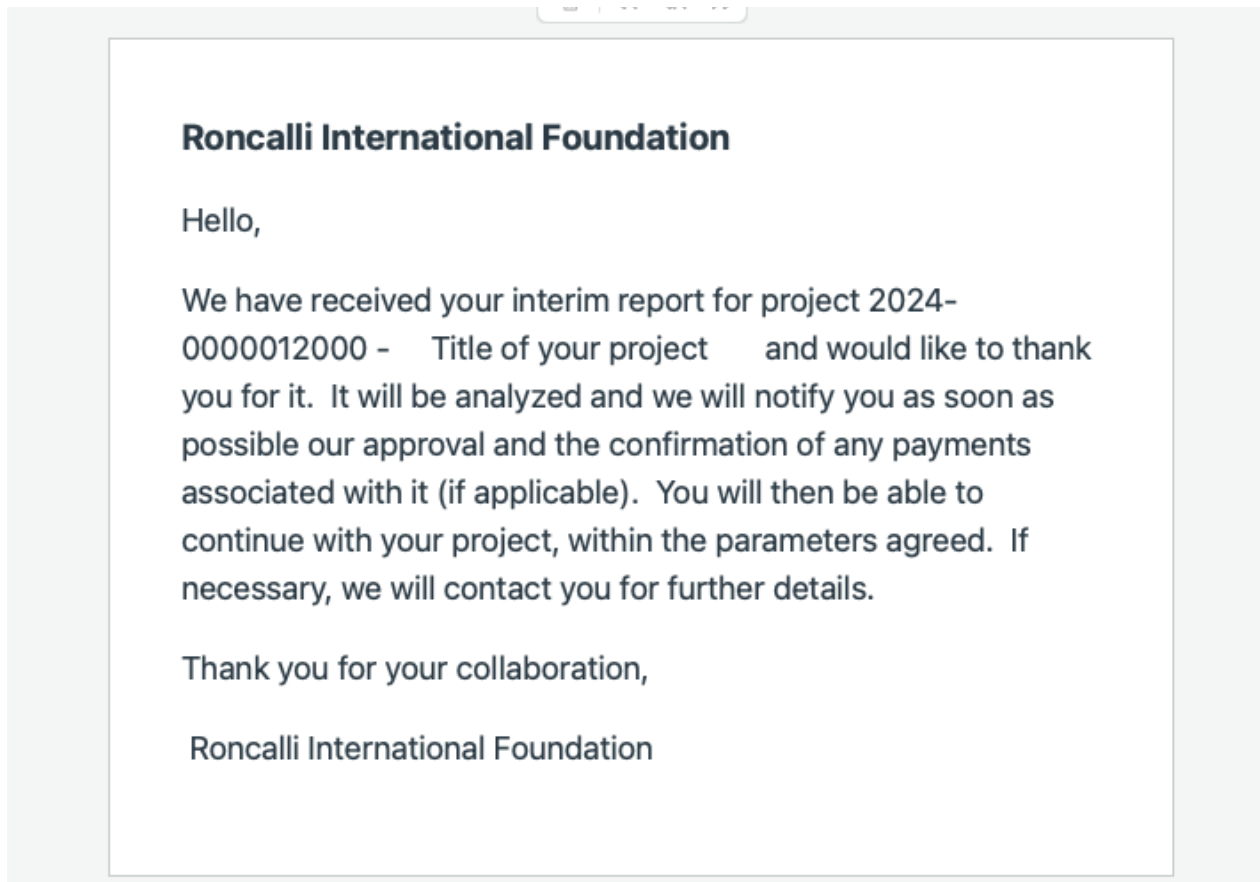
**11.12** Once you click “Submit” a new window will open asking you to confirm that you want to submit your idea. If yes, click on “Submit.”



**11.13** You can view your progress report without being able to modify it by clicking on “Go to my applications” and then “View.”



**11.14** You will receive an email confirming receipt of your progress report and information on next steps.



**11.15** Once the progress report has been analyzed and approved by the Foundation, you will receive an e-mail informing you that the funding has been sent and inviting you to confirm receipt of funds and to upload the bank proof.



mer. 2024-11-20 15:43

noreply@mail.smapply.net

Confirmation of receipt of funds - Admission Roncalli (EN)



[Annuler l'abonnement](#)

## **Fondation Internationale Roncalli**

Hello,

Please confirm as soon as possible the receipt of the funds for the project Title of your Project and upload the bank proof on the Roncalli Admission platform in the "Final report" section.

This document is mandatory and must indicate the exchange rate and the amount obtained in local currency.

Thank you for your collaboration,

International Roncalli Foundation

## 12. Complete the Final Report form

To complete and submit your final report, please follow the instructions below.

**12.1** Once you receive the e-mail telling you to upload the proof of bank transfer, log in to your account and click on “Start.”

Once the funding has been sent by the Foundation, you will receive an e-mail inviting you to confirm receipt of the funds and to upload the bank proof.

Roncalli International Foundation

Programs My Applications EN First name Last name

All Applications

Admission Roncalli platform

**Title of your project**  
2024-0000012000

0 of 4 tasks complete

**START**

Submitted on: Jan 5 2025 11:44 AM (EST)

1 - 1 of 1 Applications

**12.2** In the “Your tasks” section, click on “Proof of bank transfer (Final report).”

Roncalli International Foundation

Programs My Applications EN First name Last name

0 of 4 tasks complete

Last edited: Jan 5 2025 11:48 AM (EST)

**REVIEW** **SUBMIT**

First name Last name (Owner)  
audrey+en5jan@lashopweb.ca

**Collaborators** **Add**

collaborator@outlook.ca  
Invited: Jan 5 2025

Admission Roncalli platform

**Title of your project**  
ID: 2024-0000012000

**APPLICATION** ACTIVITY

Your tasks

- Proof of Bank Transfer (Final Report)
- Final Report Form
- Financial Report
- Terms and Conditions (Final Report)  
Cannot be started at this time

Previous tasks

- Register your organization  
Completed on: Jan 5 2025 10:28 AM (EST)
- Idea Form



12.3 Upload the bank transfer proof by clicking on “Attach file” and then click on “Mark as complete.”

The screenshot shows the application interface for the Roncalli International Foundation. The left-hand column contains a navigation menu with the following items: 'Admission Roncalli platform', 'Title of your project' (ID: 2024-0000012000), 'Proof of Bank Transfer (Final Report)' (highlighted with a green bar and a right-pointing arrow), 'Final Report Form', 'Financial Report', and 'Terms and Conditions (Final Report)' (Cannot be modified). Below the menu is a progress bar showing '0 of 4 tasks complete' and a 'Last edited: Jan 5 2025 11:48 AM (EST)' timestamp. At the bottom of the menu are 'REVIEW' and 'SUBMIT' buttons. The right-hand column displays the 'Proof of Bank Transfer (Final Report)' form. It features a large grey upload icon with a red 'ATTACH FILE' button below it, and a blue link for 'Show accepted formats'. A black arrow points to the 'ATTACH FILE' button. At the bottom right of the form is a green 'MARK AS COMPLETE' button, with another black arrow pointing to it.

12.4 Click on “Final Report Form” located in the left-hand column. You will have access to the pre-filled form with your organization’s information and click on “Next” at the bottom of the page.

The screenshot shows the application interface for the Roncalli International Foundation. The left-hand column contains a navigation menu with the following items: 'Admission Roncalli platform', 'Title of your project' (ID: 2024-0000012000), 'Proof of Bank Transfer (Final Report)' (marked with a green checkmark), 'Final Report Form' (highlighted with a green bar and a right-pointing arrow, with a black arrow pointing to it from the right), 'Financial Report', and 'Terms and Conditions (Final Report)' (Cannot be modified). Below the menu is a progress bar showing '1 of 4 tasks complete' and a 'Last edited: Jan 5 2025 11:54 AM (EST)' timestamp. At the bottom of the menu are 'REVIEW' and 'SUBMIT' buttons. The right-hand column displays the 'Final Report Form' page. It has a title 'Final Report Form' and a section header '1 Details of Requesting Organization'. The form contains the following fields: '1.1 Type of organization' (Religious congregation), '1.2 Registered name of the organization' (Registered name of the organization), '1.3 Acronym' (Acronym), '1.4 Where is your headquarters office located?' (Canada), '1.5 Countries where you work?' (Senegal), '1.6 Street address' (Street address), and '1.7 City' (City).

12.5 Fill in the required fields and click on “Mark as complete” at the bottom of the page.

**Roncalli International Foundation** | Programs | My Applications | EN | First name Last name

Click to go back, hold to see history

**7 Files**

Others:

1. File .png

**8 Photos**

Upload photos (jpg, png):

1. photo .png

Upload another file

Explanation for the above:

Explanation

12.6 Click on “Financial report” located in the left-hand column. On the right you will see the table of the budget submitted with the project.

**Roncalli International Foundation** | Programs | My Applications | EN | First name Last name

Back to application

Admission Roncalli platform

**Title of your project**

ID: 2024-0000012000

- Proof of Bank Transfer (Final Report)
- Final Report Form
- Financial Report**
- Terms and Conditions (Final Report) - Cannot be modified

2 of 4 tasks complete

Last edited: Jan 5 2025 11:58 AM (EST)

REVIEW | SUBMIT

**Financial Report**

Final Financial Report

Currency of project: XAF - Central African CFA Franc

Budget submitted with project proposal

Budget Items	Applicant's contribution	Amount requested from the Foundation	Total
Labour costs and wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
<b>Total</b>	<b>300000</b>	<b>300000.0</b>	<b>600000</b>

Actual expenditures:

Actual expenditures applicant's contribution

Actual expenditures of funds requested from the Foundation

**12.7** Complete the columns “Actual expenditures - applicant’s contribution” and “Actual expenditures of funds requested from the Foundation.” Then click on “Next” at the bottom of the page.

The screenshot shows the 'Financial Report' section of the application. On the left, a progress bar indicates '2 of 4 tasks complete' with a 'REVIEW' and 'SUBMIT' button. The main area displays a budget summary table:

wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
<b>Total</b>	<b>300000</b>	<b>300000.0</b>	<b>600000</b>

Below the table, there is a form for 'Actual expenditures' with two columns: 'Actual expenditures applicant's contribution' and 'Actual expenditures of funds requested from the Foundation'. Each row corresponds to a budget line item and has an input field. The 'Total' row shows '0' in both columns. Two large black arrows point from the 'Total' row of the budget table to the 'Total' row of the actual expenditures form.

**12.8** For each budget line, you must explain the actual expenditure of the amounts requested from the Foundation by filling in the “Explanation” field and you must upload the invoices by clicking on “Upload a file.” Then click on the “Next” button at the bottom of the page.

The screenshot shows the 'Final Financial Report' form. On the left, a progress bar indicates '2 of 4 tasks complete' with a 'REVIEW' and 'SUBMIT' button. The main area displays the 'Final Financial Report' form with the following details:

- Title of your project:** ID: 2024-0000012000
- Proof of Bank Transfer (Final Report):** Completed (green checkmark)
- Final Report Form:** Completed (green checkmark)
- Financial Report:** In progress (green circle with white bar)
- Terms and Conditions (Final Report):** Cannot be modified

The form includes a progress bar for the 'Final Financial Report' section, which is currently at 33%. Below the progress bar, there is a section for 'Labour costs and wages' with a table:

Applicant's contribution	50000
Amount requested from the Foundation	50000
<b>Total</b>	<b>100000</b>

Below the table, there is an 'Explanation:' field with a large text input area. A large black arrow points from the 'Total' row of the table to the 'Explanation:' field. At the bottom, there is an 'Upload invoices' section.

**12.9** If the information you filled out is correct, click on “Mark as complete” at the bottom of the page or click on “Previous” to change it.

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Proof of Bank Transfer (Final Report)
- Final Report Form
- Financial Report
- Terms and Conditions (Final Report) Cannot be modified

2 of 4 tasks complete

Last edited: Jan 5 2025 12:01 PM (EST)

REVIEW SUBMIT

### Financial Report

Currency of project: XAF - Central African CFA Franc 66%

Budget items	Applicant's contribution	Amount requested from the Foundation	Total
Labour costs and wages	50000	50000	100000
Materials/Supplies	50000	50000	100000
Equipment and furniture	50000	50000	100000
Transportation	50000	50000	100000
Other expenses	50000	50000	100000
Administration fees	50000	50000	100000
<b>Total</b>	<b>\$300000</b>	<b>\$300000</b>	<b>\$600000</b>

PREVIOUS SAVE & CONTINUE EDITING **MARK AS COMPLETE**

**12.10** Click on “Terms and Conditions” in the left-hand column, fill in the required fields and click on “Mark as complete” at the bottom of the page.

Back to application

Admission Roncalli platform

Title of your project

ID: 2024-0000012000

- Proof of Bank Transfer (Final Report)
- Final Report Form
- Financial Report
- Terms and Conditions (Final Report)

3 of 4 tasks complete

Last edited: Jan 5 2025 12:01 PM (EST)

REVIEW SUBMIT

### Terms and Conditions (Final Report Form)

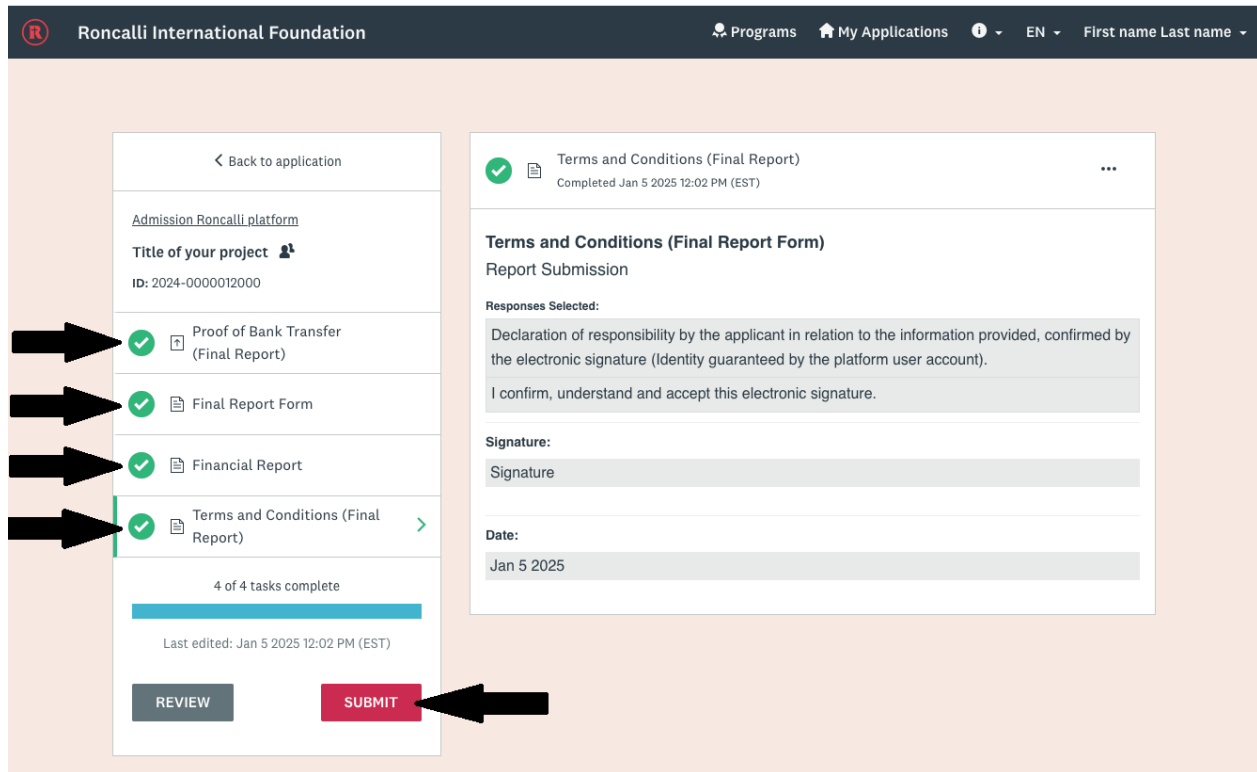
Report Submission

- Declaration of responsibility by the applicant in relation to the information provided, confirmed by the electronic signature (Identity guaranteed by the platform user account).
- I confirm, understand and accept this electronic signature.

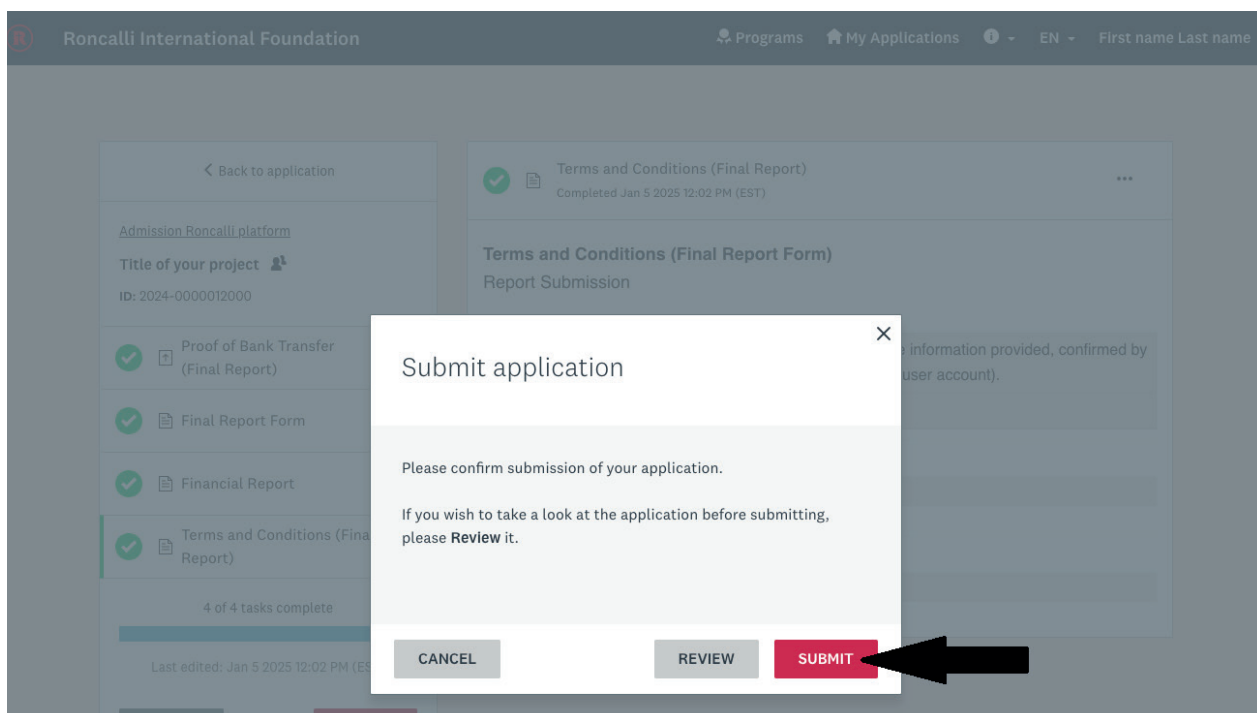
Signature:  Date:

SAVE & CONTINUE EDITING **MARK AS COMPLETE**

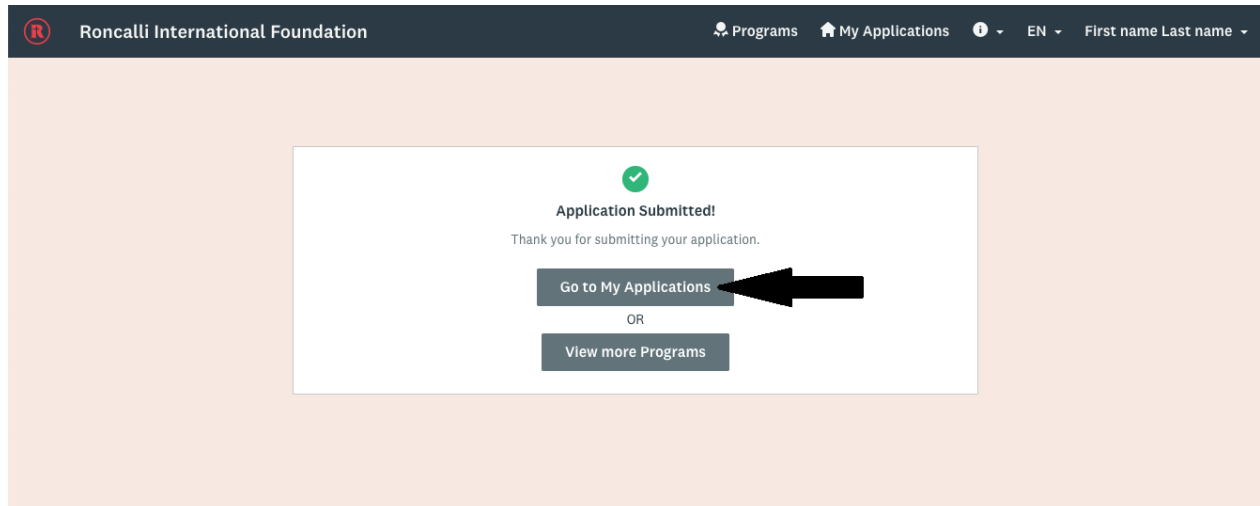
**12.11** Once completed and all circles are green in the left-hand column, you can review and validate the information entered on the form by clicking “Review” in the left-hand column. Once you have reviewed the information, you can submit the idea form by clicking on “Submit” at the bottom of the left-hand column. Please note that once you submit the form, you will no longer have access to make any subsequent changes.



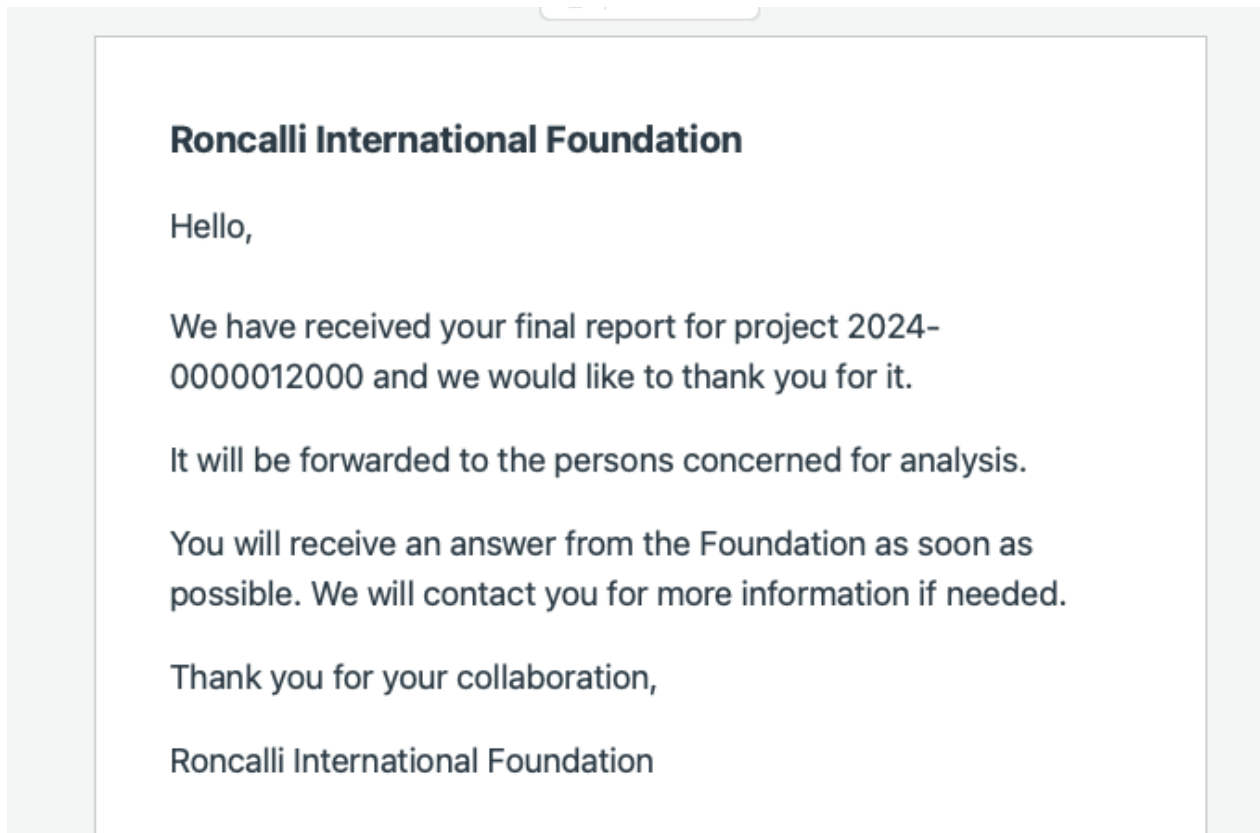
**12.12** Once you click “Submit” a new window will open asking you to confirm that you want to submit your idea. If yes, click on “Submit.”



**12.13** You can view your final report without being able to modify it by clicking on “Go to my applications” and then “View.”



**12.14** You will receive an email confirming receipt of your final report and information on the next steps.



**12.15** Once your final report has been analyzed and approved by the Foundation, you will receive an email informing you that your project has been closed. When ready, you can proceed with the submission of a new funding request.

## **Roncalli International Foundation**

Hello,

Thank you for sending the Final Report Form and supporting documents for Title of your project project. We have analyzed and approved the documents and we are glad to inform you that your file is complete and we will proceed to its closure for accounting purposes.

Warmest regards,

Roncalli International Foundation

***THANK YOU!***