



**MAINLAND
FOUNDATION**
Proud to Support Our Community

Applicant Dashboard



Contents

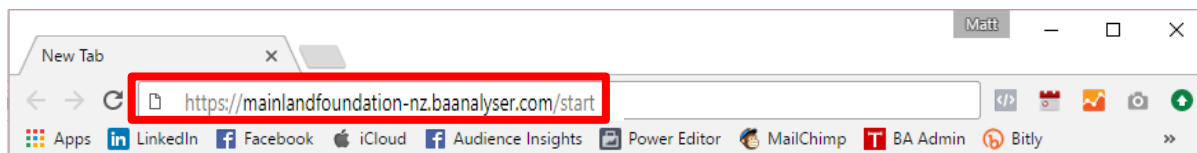
Accessing the Applicant Dashboard	3
Applicant Dashboard Page.....	4
Personal Information	5
Manage Organisations	6
Manage Users	7
Adding a User.....	7
Current Application	8
Current Grants.....	9
Accountability Reports.....	10
Application History	12
Create Application.....	13

Accessing the Applicant Dashboard

1. To access the Applicant Dashboard, enter into the Grant homepage first.

➤ To open the site, enter <https://mainlandfoundation-nz.baanalyser.com/start> in the address bar (top of page) of your web browser. We will be using 'Chrome' for this guide.

Site example:

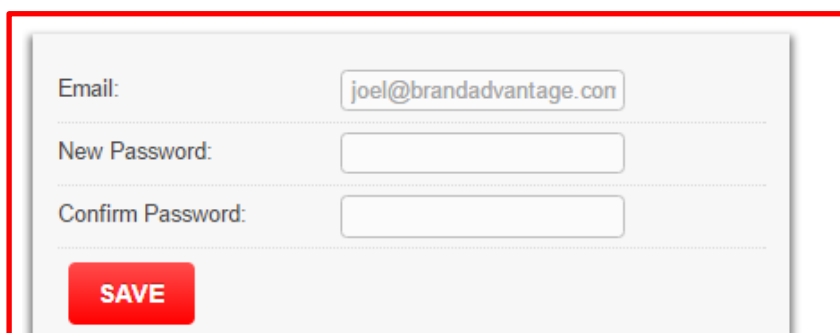
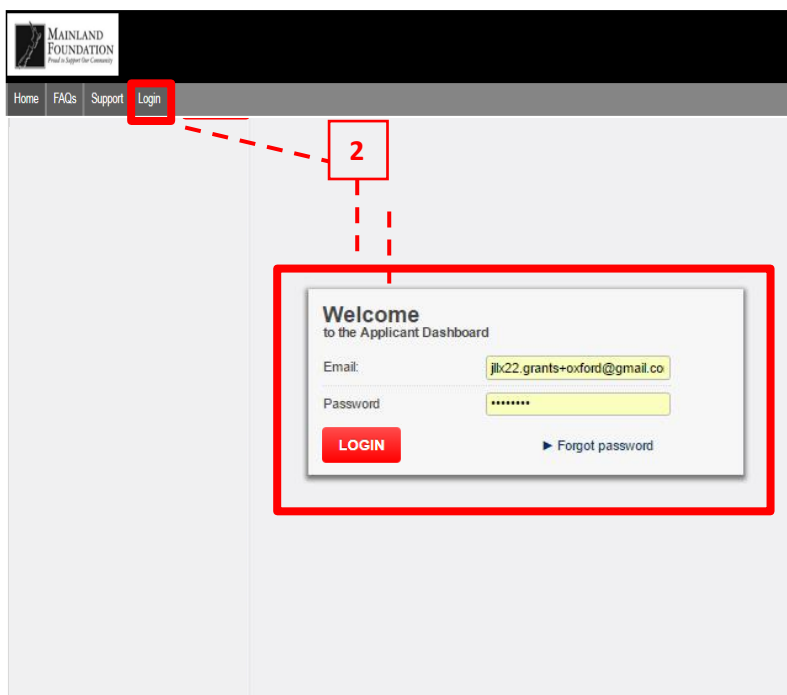


2. Click "Login" located at the top and enter in your 'Email' and 'Password'.

Important Note:

If this is your first time logging in, you will see the prompt below to ask you to assign a password.

After you have confirmed your password, you can then use the new password assigned to login and view your application details.



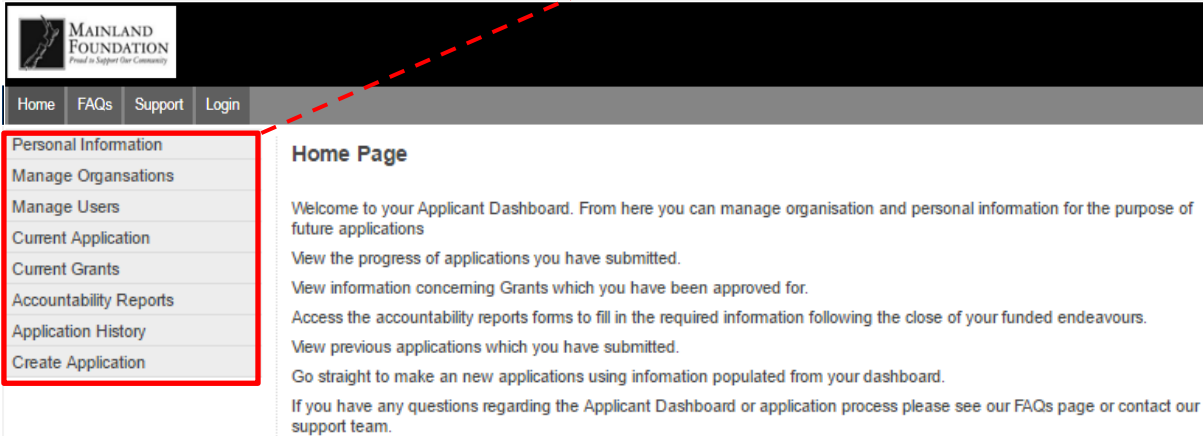
Assign a password and click **Save** for first time users.

Applicant Dashboard Page

Once you have signed in, this is what your Applicant Dashboard looks like. On the left side of the menu where you can click in, you can manage and edit your:

1. **Personal Information** – View applicant/user details.
2. **Manage Organisations** – View applicant organisation details.
3. **Manage Users** – View system users.
4. **Current Application** – View details of current application.
5. **Current Grants** – View a list of Approved grants.
6. **Accountability Reports** – Required to complete if you receive an email notification indicating your application status as approved.
7. **Application History** – View the history of current application.
8. **Creating a new Application**

Personal Information	1
Manage Organisations	2
Manage Users	3
Current Application	4
Current Grants	5
Accountability Reports	6
Application History	7
Create Application	8



Home Page

Welcome to your Applicant Dashboard. From here you can manage organisation and personal information for the purpose of future applications

View the progress of applications you have submitted.

View information concerning Grants which you have been approved for.

Access the accountability reports forms to fill in the required information following the close of your funded endeavours.

View previous applications which you have submitted.

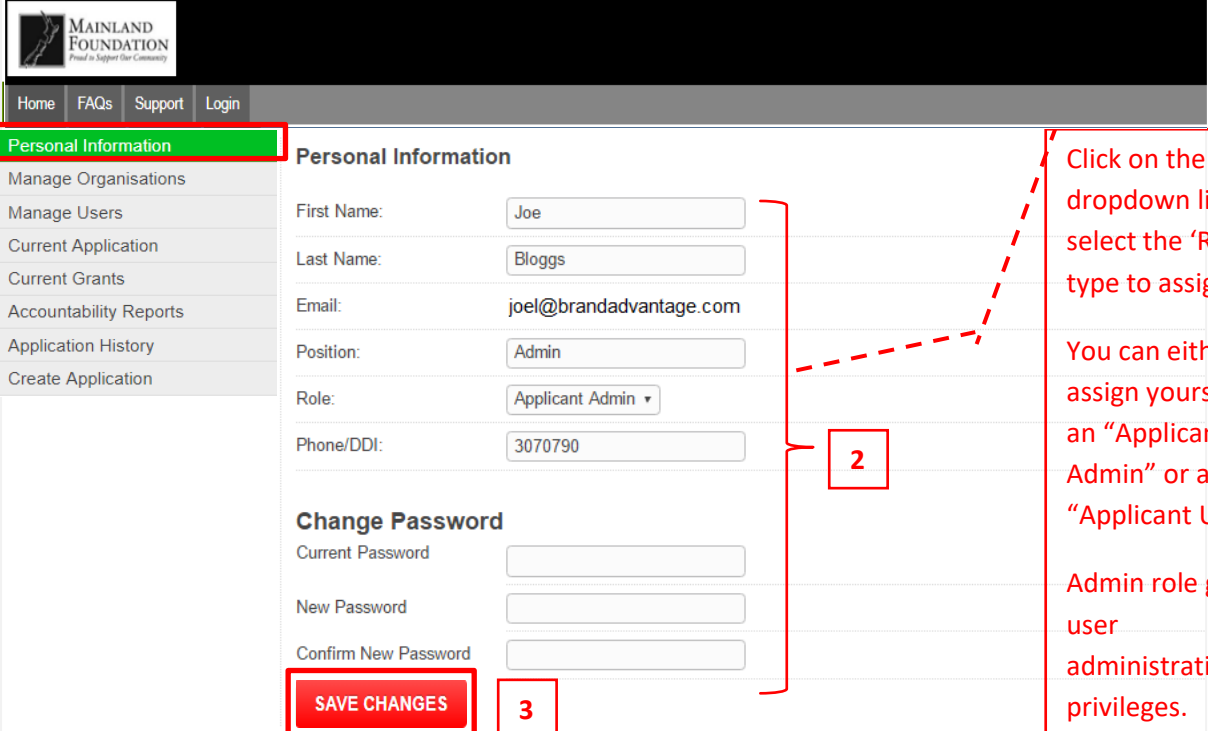
Go straight to make an new applications using information populated from your dashboard.

If you have any questions regarding the Applicant Dashboard or application process please see our FAQs page or contact our support team.

Personal Information

This is where you can view and edit your personal profile and reset your password

1. Click “**Personal Information**” to access.
2. To edit the fields, click in the boxes and type your changes.
3. Once you have finished editing, click “**SAVE CHANGES**” to save your changes.



The screenshot displays the Mainland Foundation Applicant Dashboard. A red box labeled '1' highlights the 'Personal Information' link in the left-hand navigation menu. The main content area shows the 'Personal Information' form with fields for First Name (Joe), Last Name (Bloggs), Email (joel@brandadvantage.com), Position (Admin), Role (Applicant Admin), and Phone/DDI (3070790). A red box labeled '2' points to the Role dropdown menu. A red dashed line connects this box to a text box on the right that explains the role options. Below the form is a 'Change Password' section with fields for Current Password, New Password, and Confirm New Password. A red box labeled '3' highlights the 'SAVE CHANGES' button at the bottom of the form.

1 Click on the dropdown list to select the 'Role' type to assign.

You can either assign yourself as an “Applicant Admin” or an “Applicant User”.

Admin role gives user administrative privileges.

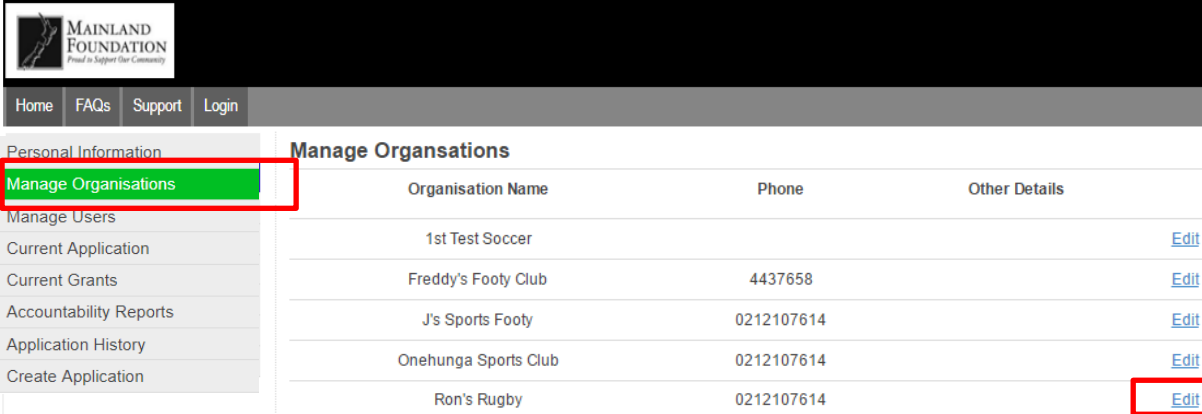
2

3 **SAVE CHANGES**

Manage Organisations

This is where you can view and edit applicant organisation details.

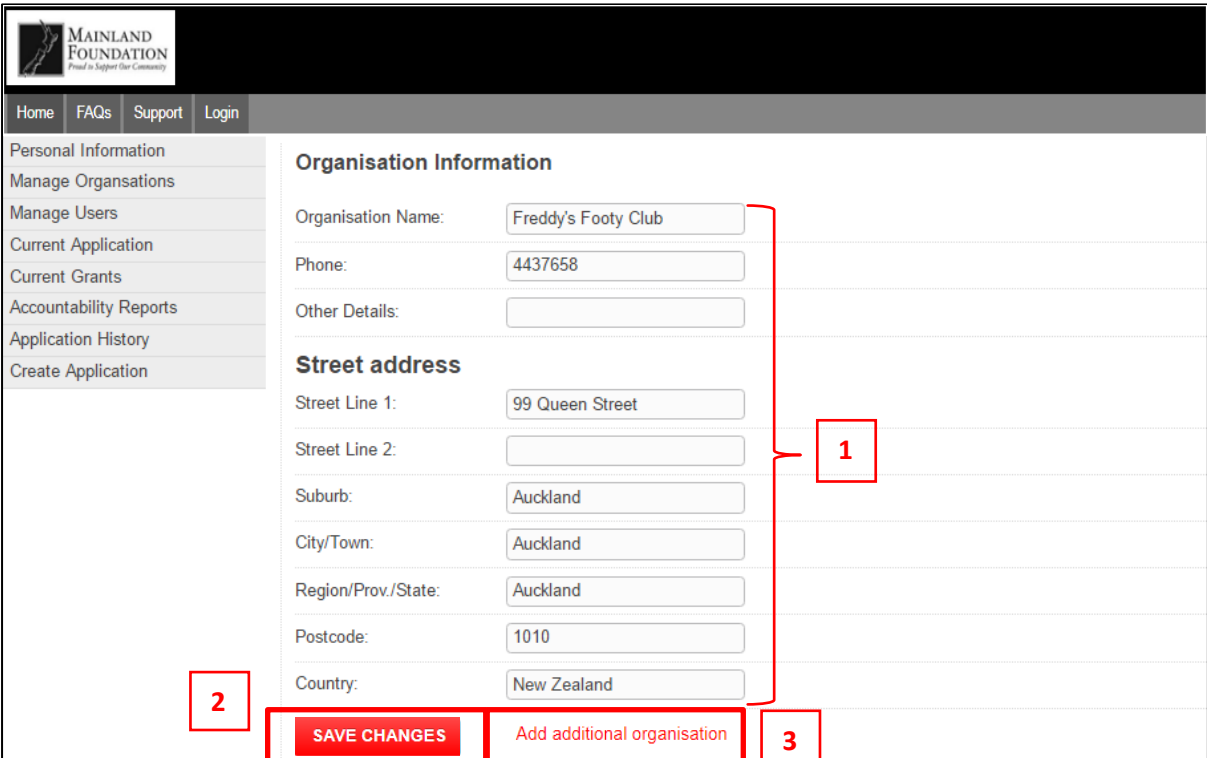
1. Click “**Manage Organisations**” to access.
2. To edit an existing applicant organisation, click “**Edit**” located on the right.



Manage Organisations

Organisation Name	Phone	Other Details
1st Test Soccer		Edit
Freddy's Footy Club	4437658	Edit
J's Sports Footy	0212107614	Edit
Onehunga Sports Club	0212107614	Edit
Ron's Rugby	0212107614	Edit

1. To edit the fields, click in the boxes and type your changes.
 2. Once you have finished editing, click “**SAVE CHANGES**” to save your changes.
 3. You can also add an additional organisation you are part of by clicking “**Add additional organisation**”.
- 👉 The fields you can edit are exactly the same as you see below; click “**SAVE CHANGES**” when you have finished adding the new organisation details.



Organisation Information

Organisation Name:

Phone:

Other Details:

Street address

Street Line 1:

Street Line 2:

Suburb:

City/Town:

Region/Prov./State:

Postcode:

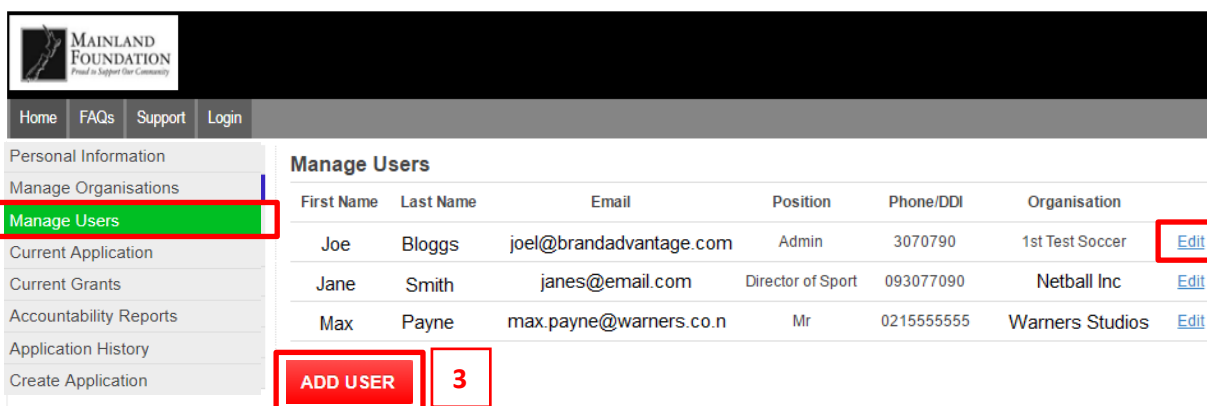
Country:

SAVE CHANGES **Add additional organisation**

Manage Users

You can enter the email addresses of colleagues or other contacts whom you wish to have access to the selected organisations information available on the dashboard here.
An email will then be sent asking the new user to create a login.

1. Click **“Manage Users”** to access.
2. To edit an existing user, click **“Edit”** on the right.
↳ Click **“SAVE CHANGES”** after you have completed your changes.
3. To add a new user, click **“ADD USER”**.

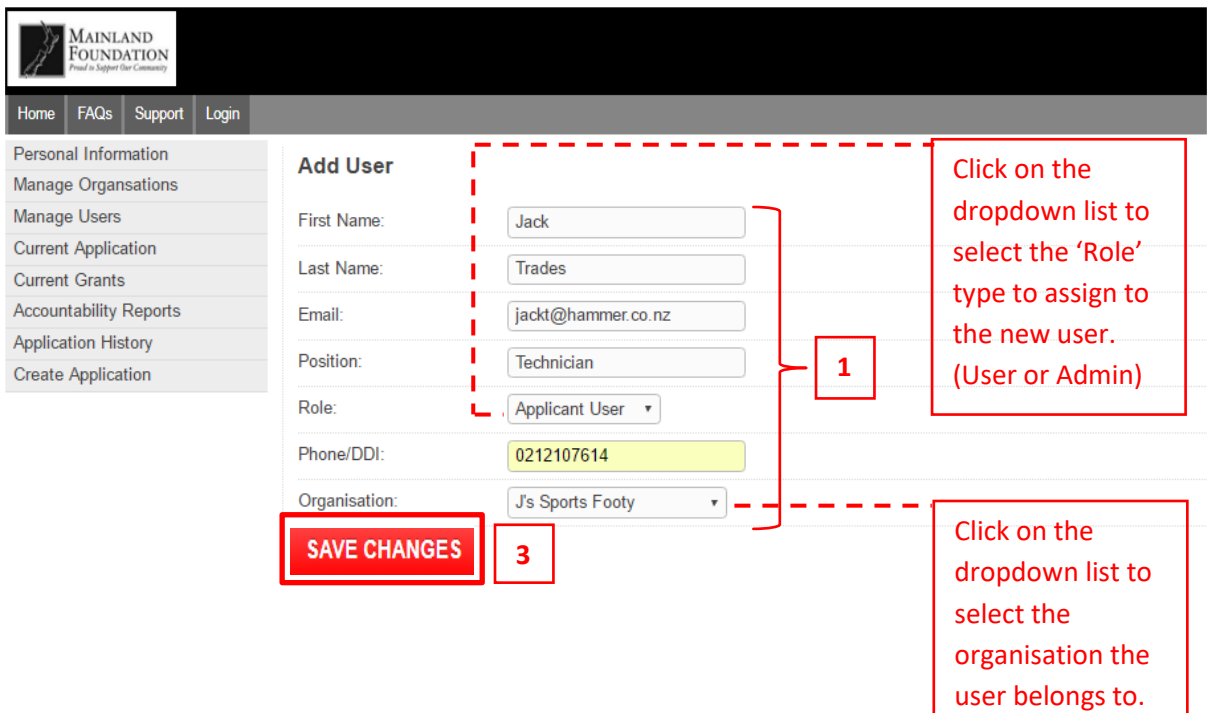


First Name	Last Name	Email	Position	Phone/DDI	Organisation	
Joe	Bloggs	joel@brandadventure.com	Admin	3070790	1st Test Soccer	Edit
Jane	Smith	janes@email.com	Director of Sport	093077090	Netball Inc	Edit
Max	Payne	max.payne@warners.co.n	Mr	0215555555	Warners Studios	Edit

ADD USER

Adding a User

1. For adding a new user fill in the fields provided.
2. Click **“SAVE CHANGES”** once you have filled in the necessary fields.



Add User

First Name: Jack

Last Name: Trades

Email: jackt@hammer.co.nz

Position: Technician

Role: Applicant User

Phone/DDI: 0212107614

Organisation: J's Sports Footy

SAVE CHANGES

Click on the dropdown list to select the 'Role' type to assign to the new user. (User or Admin)

Click on the dropdown list to select the organisation the user belongs to.

Current Application

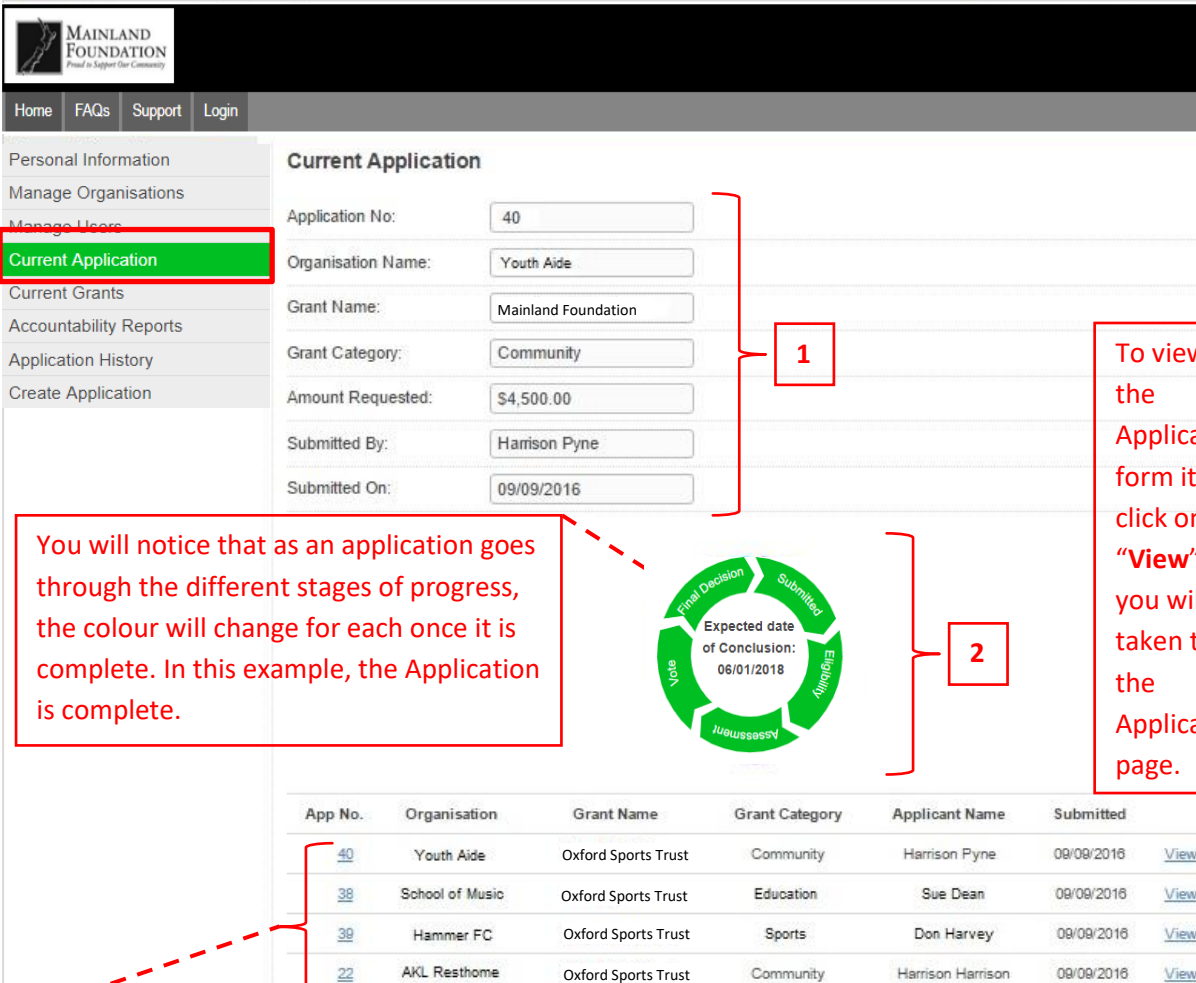
You will be able to see all the applications currently in progress or has been submitted but requires further action for the selected organisation here.

1. Provides you with the details of the Application which includes:

- Application number
- Organisation name
- Grant organisation name
- Grant category the application is for
- Amount requested by the Applicant Organisation
- Who the application is submitted by
- When the application was submitted

2. What stage an application is at represented by the progress circle which includes:

- Application being submitted
- Application being assessed
- Final decision of the Application made by the Board
- Eligibility of the Application
- Application being voted on



The screenshot shows the Mainland Foundation Applicant Dashboard. The left sidebar contains a menu with 'Current Application' highlighted in green. The main content area displays the 'Current Application' form with the following details:

- Application No: 40
- Organisation Name: Youth Aide
- Grant Name: Mainland Foundation
- Grant Category: Community
- Amount Requested: \$4,500.00
- Submitted By: Harrison Pyne
- Submitted On: 09/09/2016

Below the form is a progress circle with five stages: Submitted, Eligibility, Assessment, Final Decision, and Application. The circle is currently in the 'Submitted' stage. The 'Expected date of Conclusion' is 06/01/2018.

At the bottom, there is a table of applications:

App No.	Organisation	Grant Name	Grant Category	Applicant Name	Submitted	
40	Youth Aide	Oxford Sports Trust	Community	Harrison Pyne	09/09/2016	View
38	School of Music	Oxford Sports Trust	Education	Sue Dean	09/09/2016	View
39	Hammer FC	Oxford Sports Trust	Sports	Don Harvey	09/09/2016	View
22	AKL Resthome	Oxford Sports Trust	Community	Harrison Harrison	09/09/2016	View

You will notice that as an application goes through the different stages of progress, the colour will change for each once it is complete. In this example, the Application is complete.

To view the Application form itself, click on "View" and you will be taken to the Application page.

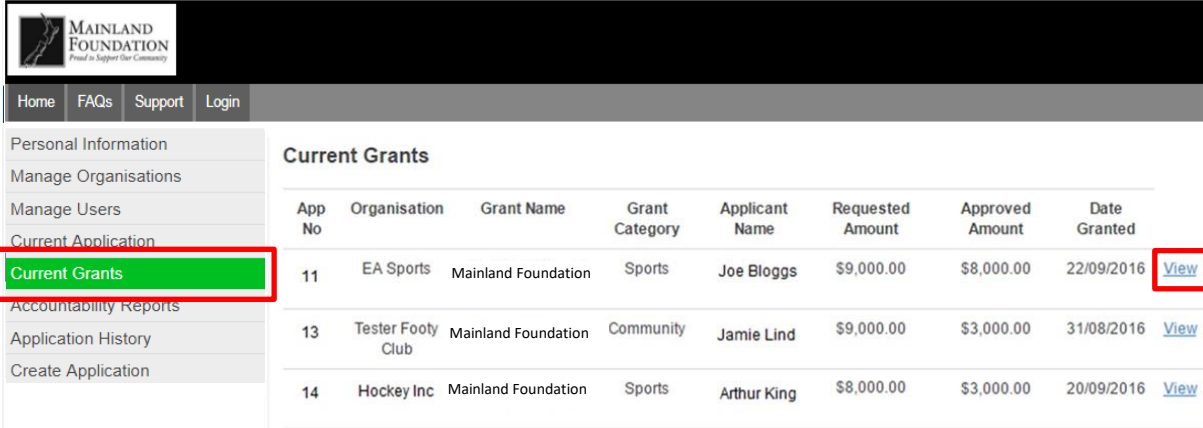
To view the progress of a particular application, click on the "App No."

Current Grants

You can see information about any grants that have been approved for the organisation and the conditions attached to them.

You can also make notes regarding these grants for all with access to the applicant dashboard to see.

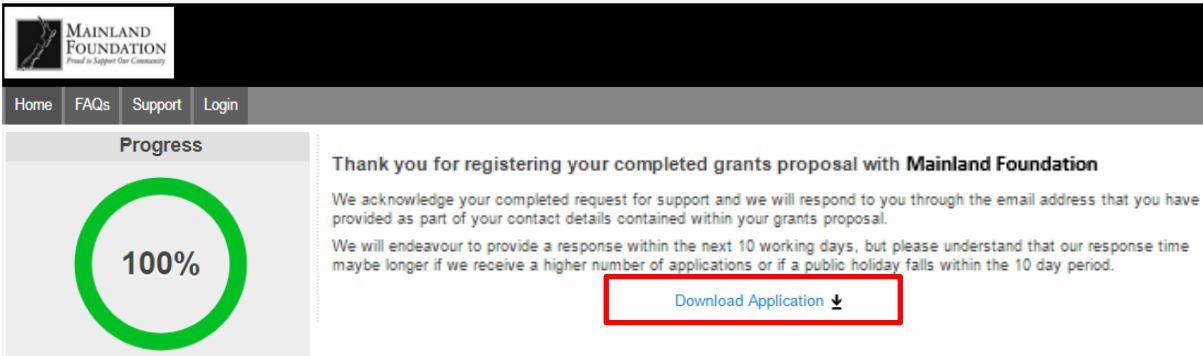
1. Click “**Current Grants**” to access.
2. To view an approved grant application, click “**View**” located on the right.



The screenshot shows the Mainland Foundation Applicant Dashboard. The left sidebar contains a menu with the following items: Home, FAQs, Support, Login, Personal Information, Manage Organisations, Manage Users, Current Application, **Current Grants** (highlighted with a red box labeled '1'), Accountability Reports, Application History, and Create Application. The main content area is titled 'Current Grants' and contains a table with the following data:

App No	Organisation	Grant Name	Grant Category	Applicant Name	Requested Amount	Approved Amount	Date Granted	
11	EA Sports	Mainland Foundation	Sports	Joe Bloggs	\$9,000.00	\$8,000.00	22/09/2016	View (highlighted with a red box labeled '2')
13	Tester Footy Club	Mainland Foundation	Community	Jamie Lind	\$9,000.00	\$3,000.00	31/08/2016	View
14	Hockey Inc	Mainland Foundation	Sports	Arthur King	\$8,000.00	\$3,000.00	20/09/2016	View

1. To view the approved grant, you will need to click “**Download Application**”. A PDF document will be generated and downloaded to your computer.



The screenshot shows the Mainland Foundation Applicant Dashboard. The left sidebar contains a menu with the following items: Home, FAQs, Support, Login, Personal Information, Manage Organisations, Manage Users, Current Application, **Current Grants** (highlighted with a red box labeled '1'), Accountability Reports, Application History, and Create Application. The main content area is titled 'Progress' and contains a large green circle with '100%' inside. To the right of the circle, the text reads: 'Thank you for registering your completed grants proposal with Mainland Foundation. We acknowledge your completed request for support and we will respond to you through the email address that you have provided as part of your contact details contained within your grants proposal. We will endeavour to provide a response within the next 10 working days, but please understand that our response time maybe longer if we receive a higher number of applications or if a public holiday falls within the 10 day period.' Below this text is a button labeled 'Download Application' with a download icon, which is highlighted with a red box.

You can open the PDF document to view, it will have the heading ‘Application for Funding’ on top.

Application for Funding

Initial Step - Applicant Details

Name of applicant:

Joe Lim

Applicant position:

Applicant

Applicant email:

joel@brandadvantage.com

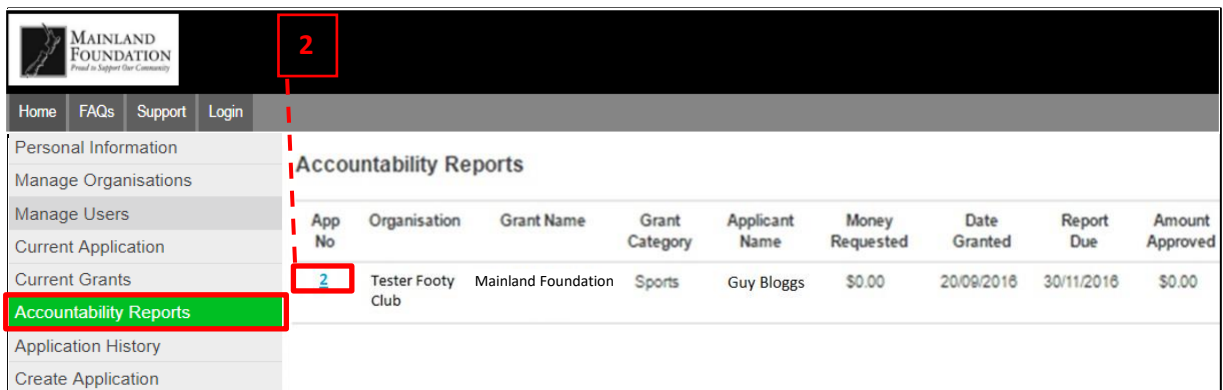
Applicant phone number:

3070790

Accountability Reports

When a grant has been received and used for its purposes the applicant/users can view the details of the grant and click through this link to go to the accountability report required of them to fill in.

1. Click “**Accountability Reports**” in the Applicant Dashboard to enter:
2. Click on the “**App No**” that relates to your application to complete Accountability Report.



MAINLAND FOUNDATION
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Home | FAQs | Support | Login

Personal Information
Manage Organisations
Manage Users
Current Application
Current Grants
Accountability Reports
Application History
Create Application

Accountability Reports

App No	Organisation	Grant Name	Grant Category	Applicant Name	Money Requested	Date Granted	Report Due	Amount Approved
2	Tester Footy Club	Mainland Foundation	Sports	Guy Bloggs	\$0.00	20/09/2016	30/11/2016	\$0.00

- Here is the first page you will see for completing your Accountability Report. Please refer to “**Accountability Report Guide**” for instructions to complete an Accountability Report.



Home FAQs Support Login

Grant Accountability Report:

The following is the Accountability Report that you must complete and submit to Mainland Foundation by the Report due date as stated in the 'Accountability Report' email you received or as stated in the Accountability Report page in your Applicant Dashboard.

The accountability report is the confirmation that the Grant money has been spent in accordance with the approved purposes. The supporting documentation must be provided to allow the Trust to confirm the Grant money has been spent correctly.

Please see the below information for confirmation of the details of the Grant that has been provided.

Then [click](#) Start at the bottom of the page to commence with completing your Accountability Report.

Once completed, please note, that you may “**modify**” or “**download**” the report as a PDF; then please click the “**Submit Report**” button that will appear at the bottom of the page. The Grant details information appears below as a [confirmation only](#).

Grant Details Information

Accountability Report

Application id:	GT2
Organisation name:	Tester Footy Club
Amount granted:	\$3,000.00
Grant type:	Mainland Foundation
Grant category:	Community
Date Granted:	31 Aug 2016
Purpose/reason for grant:	This is an application to provide funding for a Rugby Gala

[Start ▶](#)

Details of applicant organisation; purpose/reason for grant and amount granted.

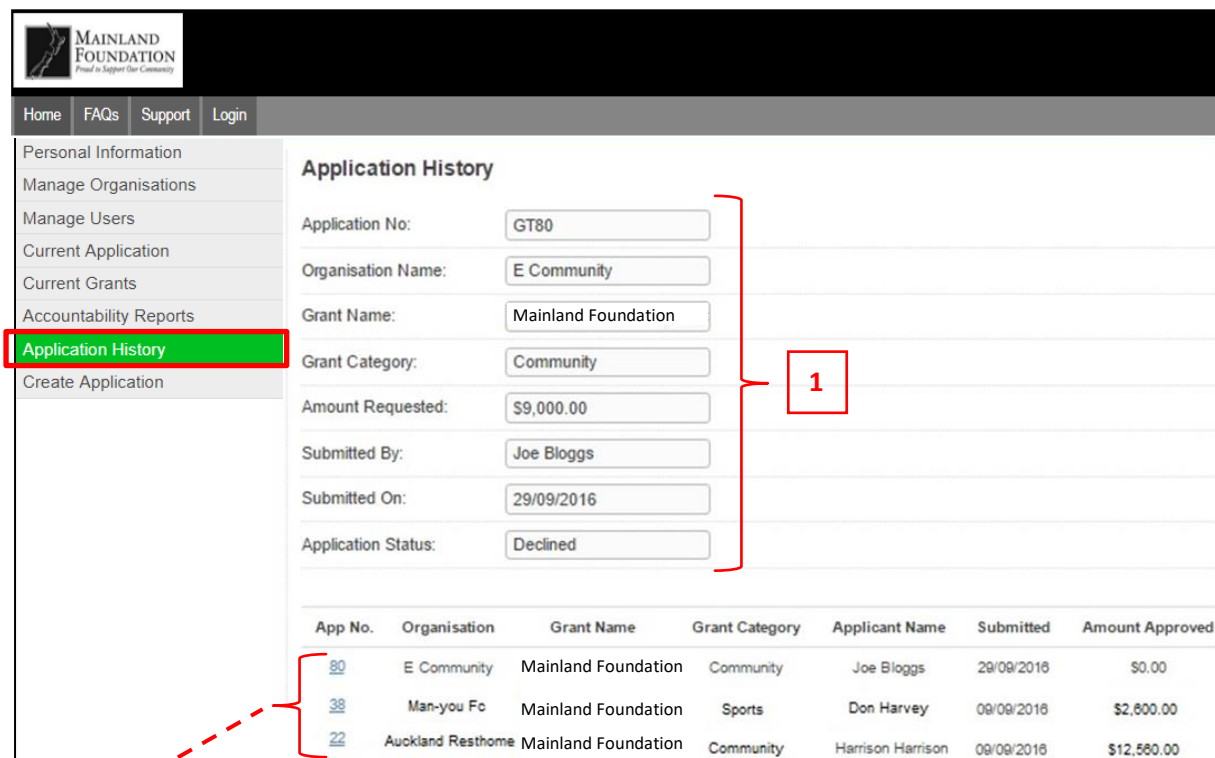
Automatically populated by system.

Application History

Here the applicants will be able to view all applications that has been submitted, assessed and finalised ('closed off' with no further actions required).

1. You will see:

- Application number
- Name of Applicant Organisation
- Grant name
- Grant category
- Requested amount from the Application
- Who has submitted the Application
- When the Application has been submitted
- Status of Application (Approved, Declined, etc.)



Application History

Application No:

Organisation Name:

Grant Name:

Grant Category:

Amount Requested:

Submitted By:

Submitted On:

Application Status:

App No.	Organisation	Grant Name	Grant Category	Applicant Name	Submitted	Amount Approved
80	E Community	Mainland Foundation	Community	Joe Bloggs	29/09/2016	\$0.00
38	Man-you Fo	Mainland Foundation	Sports	Don Harvey	09/09/2016	\$2,800.00
22	Auckland Resthome	Mainland Foundation	Community	Harrison Harrison	09/09/2016	\$12,560.00

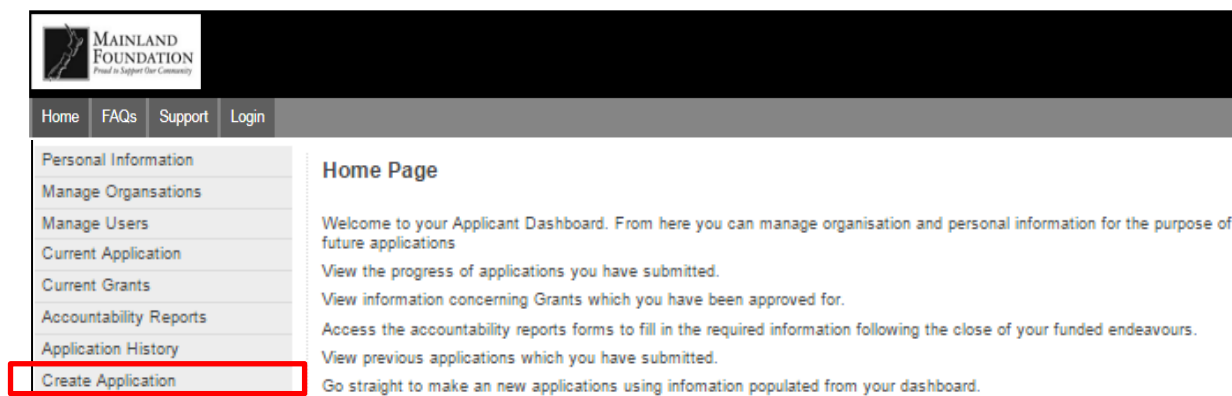
To view a particular application history, click on the "App No."

Create Application

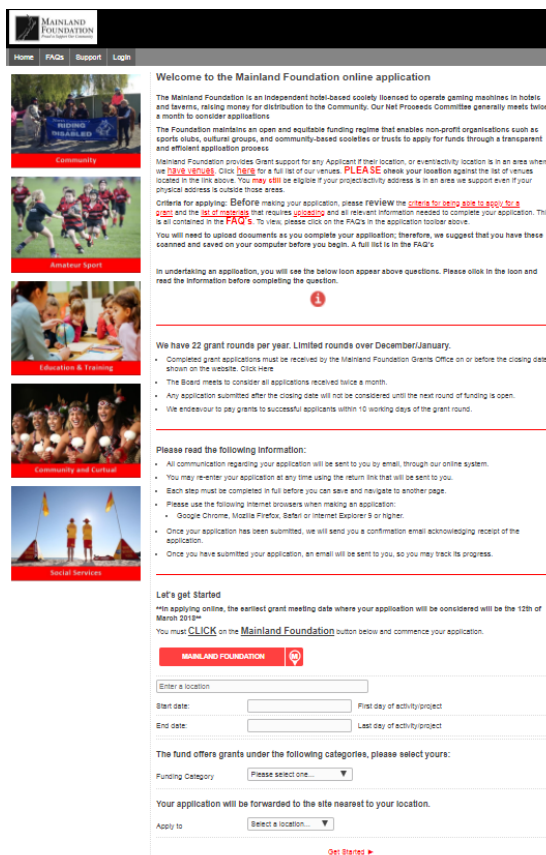
Here you can start a new application under your selected organisation with the available data populated into the application form:

- Organisation info
- Personal info

➤ Click **“Create Application”**.



➤ You will be taken to the ‘Let’s get started’ page.



Welcome to the Mainland Foundation online application

The Mainland Foundation is an Independent not-for-profit society licensed to operate gaming machines in hotels and taverns, raising money for distribution to the Community. Our Net Proceeds Committee generally meets twice a month to consider applications.

The Foundation maintains an open and equitable funding regime that enables non-profit organisations such as sports clubs, cultural groups, and community-based societies or trusts to apply for funds through a transparent and efficient application process.

Mainland Foundation provides Grant support for any Applicant if their location, or event/activity location is in an area where we [have venues](#). Click [here](#) for a full list of our venues. **PLEASE** check your location against the list of venues located in the link above. You may still be eligible if your project/activity address is in an area we support even if your physical address is outside these areas.

Criteria for applying: Before making your application, please review the [criteria for how you can apply for a grant](#) and the [list of eligible activities](#) that requires [uploading](#) and all relevant information needed to complete your application. This is all contained in the [FAQ's](#). To view, please click on the [FAQ's](#) in the application toolbar above.

You will need to upload documents as you complete your application, therefore, we suggest that you have these scanned and saved on your computer before you begin. A full list is in the [FAQ's](#).

In undertaking an application, you will see the below icons appear above questions. Please click in the icon and read the information before completing the question.

We have 22 grant rounds per year. Limited rounds over December/January.

- Completed grant applications must be received by the Mainland Foundation Grants Office on or before the closing date shown on the website. [Click Here](#)
- The Board meets to consider all applications received twice a month.
- Any application submitted after the closing date will not be considered until the next round of funding is open.
- We endeavour to pay grants to successful applicants within 10 working days of the grant round.

Please read the following information:

- All communication regarding your application will be sent to you by email, through our online system.
- You may re-enter your application at any time using the return link that will be sent to you.
- Each step must be completed in full before you can save and navigate to another page.
- Please use the following internet browsers when making an application:
 - Google Chrome, Mozilla Firefox, Safari or Internet Explorer 9 or higher.
- Once your application has been submitted, we will send you a confirmation email acknowledging receipt of the application.
- Once you have submitted your application, an email will be sent to you, so you may track its progress.

Let's get started

The applying online, the earliest grant meeting date where your application will be considered will be the 12th of March 2019.

You must [CLICK](#) on the [Mainland Foundation](#) button below and commence your application.

MAINLAND FOUNDATION

Enter a location

Start date: First day of activity/project

End date: Last day of activity/project

The fund offers grants under the following categories, please select yours:

Funding Category:

Your application will be forwarded to the site nearest to your location.

Apply to:

[Get Started](#)

End of Guide