

Tompkins County Tourism Grant Online Application Process

For Community Celebrations, Tourism Marketing and Advertising, Tourism Project and New Tourism Initiative Grants

Updated January 2, 2015

Creating an Account in Apricot

Note: If you had an account in the previous CI ODM system, you do not need to create a new account in Apricot.

1. Go to https://ctk.apricot.info/auth/autologin/org_id/1397/hash/f6c7c2b134d8b4fe109d65e9276c299d0c2a3424
2. Complete the required fields. These fields are marked with an asterisk * and are listed on the right side of the form
3. Click "Save Record"

The screenshot displays the 'Agency Intake' form in the Apricot system. The form is divided into two main sections: 'Administrative Info' and 'Agency Details'. The 'Administrative Info' section includes fields for 'Agency User Account', 'Username' (with 'customer_care@aprico' entered), 'Password', 'Name' (split into First, Middle, and Last Name), and a dropdown menu for 'Registering for:' with options like 'Tompkins County Tourism Program'. The 'Agency Username' field also contains 'customer_care@aprico'. On the right side, there are two panels: 'Record Options' with a 'Save Record' button circled in red, and 'Record Save Checklist' which lists required field checks with a red 'X' and a green checkmark.

Agency Intake

Administrative Info ▾

Agency User Account

*Username
customer_care@aprico

*Password

*Name
First Name Middle name Last Name

Registering for: (hold Ctrl Key to select more than one)

Tompkins County Tourism Program
United Way of Tompkins County
Legacy Foundation

Agency Username 🔒
customer_care@aprico

Record Options ▾
Save Record
Close

Record Save Checklist ▾
Required Field Checks ✖
Agency User Account
*Agency/Organization Name
*EIN#
*Agency Mission Statement
Field Validation Checks ✔

Agency Details ▾

*Agency/Organization Name

Logging in to Apricot

URL: <https://ctk.apricot.info>

The image shows a screenshot of the Apricot login interface. At the top, the logo 'apricot' is displayed with a small orange fruit icon above the 'o', and the tagline 'by ctk | software for nonprofits' below it. Below the logo is a dropdown menu labeled 'Server/Location' with 'Apricot.info (US)' selected. There are three input fields: the first contains 'youname@email.com', the second is labeled 'Password' and is empty, and the third is a grey button labeled 'Login to Apricot'. Below the button is a link that says 'Forgot Your Password?'. At the bottom, there is a small logo for 'Community TechKnowledge'. Three orange callout bubbles with numbers 1, 2, and 3 point to the email field, the password field, and the login button, respectively. A red callout bubble with the text 'click for reset email' points to the 'Forgot Your Password?' link.

1. User Name: Your email address is your user name (typically the Executive Director/CEO's email)
2. Password: Your current password
3. Click on Login to Apricot to access the site

NOTE: If you do not remember your password, click on “forgot your password?” to receive an email message with reset instructions.

NOTE: Apricot is recommended for use in Google Chrome or Firefox. Internet Explorer is not compatible.

The screenshot shows the 'my apricot help center' interface. At the top right, it says 'United Way of Tompkins County Test Agency All Groups' with a user profile icon and a 'Collapse All' button. The main content area is titled 'Apricot Bulletins' and features a sub-header 'Spring 2015 Tompkins County...' with a dropdown arrow and 'Tompkins County Tourism' on the right. The main text reads: 'Welcome! Grant applications are currently being accepted for the Tompkins County Tourism Program for:'. It lists four categories: New Tourism Initiatives, Tourism Projects, Tourism Marketing and Advertising Grants, and Community Celebrations Grants. A bolded notice states 'Grants are due on Friday, February 20 at 11am.' Below this are 'Application Instructions' and 'Helpful Hints'. The left sidebar contains a 'Search Records' list with 'Agency Intake' circled in red, and a 'My Apricot Tools' list with 'Application Overview' circled in red. A vertical 'Open/Close' button is also visible in the sidebar.

my apricot help center

United Way of Tompkins County
Test Agency
All Groups

Collapse All

Search Records

- Agency Intake
- Tompkins County Tourism Application
- Tourism – Celebrations Application
- Community Care Program Funding Application
- Hunger & Food Security Program Funding Application
- T. Merrell Shipherd Flexible Fund Program Funding Application
- Ithaca College Student United Way Grant Application
- Youth and Philanthropy Application

My Apricot Tools

- My Bulletins
- My Shared Files
- Application Overview

Open/Close

Apricot Bulletins

Spring 2015 Tompkins County... ▼

Tompkins County Tourism

Welcome!

Grant applications are currently being accepted for the Tompkins County Tourism Program for:

- New Tourism Initiatives
- Tourism Projects
- Tourism Marketing and Advertising Grants
- Community Celebrations Grants

Grants are due on Friday, February 20 at 11am.

Application Instructions:

- To update your Agency Intake form, click "Agency Intake" along the left-hand side. Click your agency name and then "Edit Agency Intake."
- To start an application, click "Application Overview" along the left-hand side and then click "Apply" next to the grant you are applying to.
- You can edit an application you started from the "Application Overview" page under "Applications in Progress" by clicking "Access." From the Document Folder, click "Edit" along the right hand side.
- To submit your application, from the Document Folder, click "Submit Application" under "Grant Actions."

Helpful Hints:

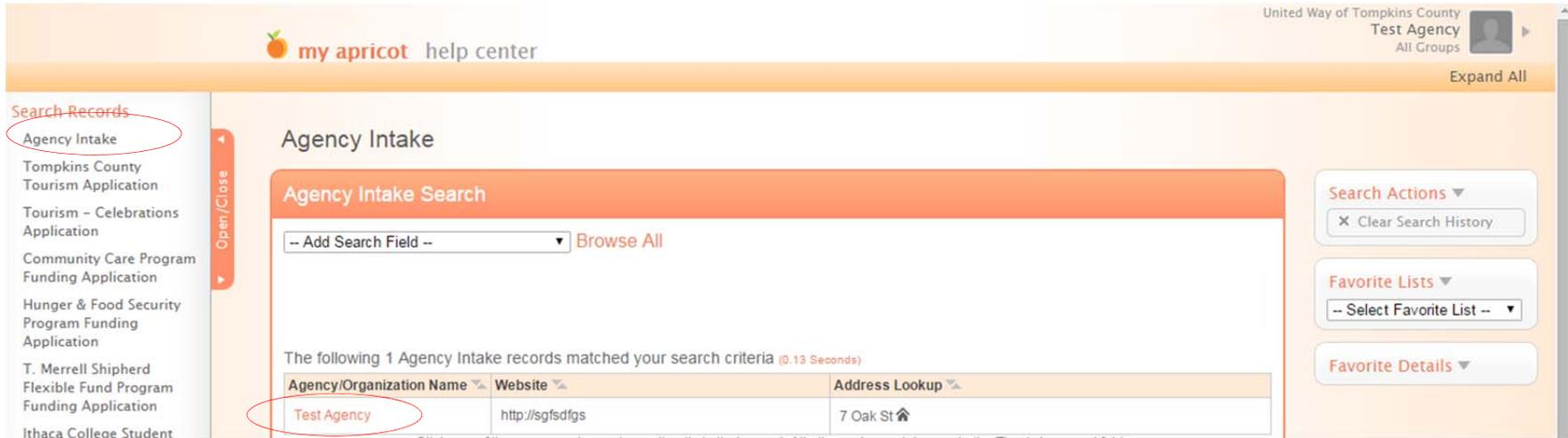
- You can access historical records on the left-hand side of the "My Apricot" page.
- You may return to the Application Overview page by clicking on "Application Overview" on the left-hand side.
- You may return to your homepage by clicking "My Apricot" on the top of the page.
- You may access the Document Folder from the application by clicking "View Folder."
- Remember to save often. Forms do NOT auto-save.
- Apricot is recommended for use with Google Chrome or Firefox. Internet Explorer is not compatible.

Please contact Tom Knine at 607-274-5560 or tknine@tompkins-co.org with any questions

1. To update your Agency Intake, click the link in the bulletin or "Agency Intake" on the left hand side
2. To access current applications, click the link in the bulletin or click "Application Overview" on the left hand side
3. For questions, please email Tom Knipe at tknipe@tompkins-co.org or call (607) 274-5575.

Update Agency Intake Form

Before beginning your application, please review your Agency Intake form and make any needed updates.



The screenshot shows the 'my apricot help center' interface. The top navigation bar includes the logo, 'United Way of Tompkins County', and 'Test Agency All Groups'. A sidebar on the left lists various application categories, with 'Agency Intake' circled in red. The main content area is titled 'Agency Intake' and features an 'Agency Intake Search' box with a dropdown menu and a 'Browse All' link. Below the search box, a message states 'The following 1 Agency Intake records matched your search criteria (0.13 Seconds)'. A table displays the search results, with the 'Test Agency' entry circled in red. The table has three columns: 'Agency/Organization Name', 'Website', and 'Address Lookup'. On the right side of the interface, there are buttons for 'Search Actions', 'Favorite Lists', and 'Favorite Details'.

Agency/Organization Name	Website	Address Lookup
Test Agency	http://sgfsdfgs	7 Oak St 🏠

1. Click on your agency name to open Agency Intake document folder

2. In the Agency Intake Document Folder, click on “Edit Agency Intake” to edit the record



3. Make any necessary changes
4. Click “Save Record” on the right-hand side (Note: Forms do NOT auto-save)
5. Click “View Folder” to return to the Document Folder. Or click “My Apricot” to return to the homepage



Historical Application records can be accessed from the left-hand navigation menu

Start a Grant Application

The Application Overview page shows the grant funds that are currently open.

1. From the “My Apricot” page, click “Application Overview” or the link in the bulletin
2. Look under “Available” to see grants you can apply to
3. To apply, select the grant you would like to begin and click “Apply” to the right of the grant name



United Way of Tompkins County
Test Agency
All Groups

my apricot help center

Search Records

- Agency Intake
- Tompkins County Tourism Application
- Tourism – Celebrations Application
- Community Care Program Funding Application
- Hunger & Food Security Program Funding Application
- T. Merrell Shipherd

Open/Close

Application Overview

Current Profile Test Agency

Available

Name	Description	
Tompkins County Tourism Celebrations	Tompkins County Tourism Celebrations Grant	Apply

When you apply for a grant, you will be taken to the selected Application. Please note the Record Save Checklist:

Any fields that are required are listed under Required Field Checks – these fields must be completed to save the record

- They will display with a red “x” if they are not filled out.
- Any fields that must be completed in a particular way will appear under Field Validation checks with a red “x” beside them.

The screenshot shows the 'my apricot help center' interface for a 'Tourism - Celebrations Application'. The top right corner identifies the user as 'United Way of Tompkins County Test Agency' with 'All Groups' and an 'Expand All' button. A left sidebar lists various application categories, with 'Open/Close' buttons. The main content area displays 'Tourism - Celebrations Application' with three orange buttons: 'Application Guidelines - Click to Open', 'Celebrations Application Check List - Click to Open', and 'Applicant Information'. Below these, the 'Grant' details are shown as 'Tompkins County Tourism Celebrations (Application in Progress)' and 'Agency Intake'. At the bottom right of the main area are 'Hide Deactivated Links' and 'Add' buttons. On the right side, there are two panels: 'Record Options' with a 'Save Record' button circled in red, and 'Record Save Checklist' which shows 'Required Field Checks' with a red 'X' and 'Field Validation Checks' with a green checkmark. The checklist items include '*I have read and understand...', '*Group Name Requesting Grant', '*Amount Requested', and '*Funding Year'.

1. When all checks are satisfied, the Required Field and Field Validation headers will have green checkmarks
Note: Required Fields are used for administrative purposes, and do not indicate that the entire application has been completed.
2. Click “Save Record” (Note: Forms do NOT auto-save). You do not have to complete all fields to save the form, and can return to your application to continue working as often as you wish.

Return to a Grant Application

1. To return to an application you started, log in and go to the “Application Overview” page.
2. Any applications you began will now be under the “Application in Progress” category.

United Way of Tompkins County
Test Agency
All Groups

my apricot help center

Search Records

- Agency Intake
- Tompkins County Tourism Application
- Tourism – Celebrations Application
- Community Care Program Funding Application
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- Youth and Philanthropy Application

My Apricot Tools

Application Overview

Current Profile Test Agency

Available

Name	Description	
Tompkins County Tourism Celebrations	Tompkins County Tourism Celebrations Grant	Apply

Application in Progress

Grant Name	Phase End Date	Applicant Organization	Format for Project Title: [YEAR in which project will take place] [PROJECT NAME]	
Tompkins County Tourism Application		Test Agency	Test Application 1	Access

3. Click on “Access” to continue your work.
4. From the Document Folder, click “Edit” on the right-hand side to enter the application form.

United Way of Tompkins County
Test Agency
All Groups

my apricot help center

Search Records

- Agency Intake
- Tompkins County Tourism Application
- Tourism – Celebrations Application
- Community Care Program Funding Application
- Hunger & Food Security Program Funding Application
- T. Merrell Shipherd Flexible Fund Program Funding Application
- Ithaca College Student United Way Grant

Tompkins County Tourism Application Document Folder

Test Agency

Quick View Information

Applicant Organization	Test Agency
Format for Project Title: [...]	Test Application1

Folder Actions

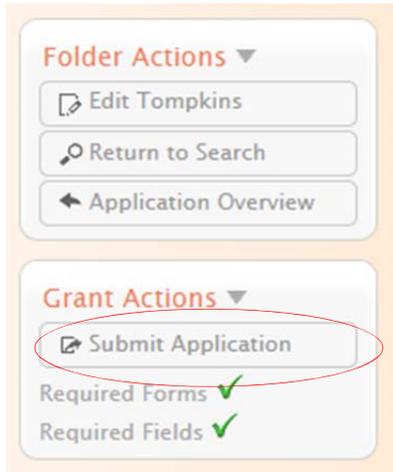
- Edit Tompkins
- Return to Search
- Application Overview

Grant Actions

- Submit Application
- Required Forms ✓
- Required Fields ✓

Submit a Grant Application

1. When your application is complete, go to the Document Folder and click “Submit Application” on the right-hand side of the screen. You will receive an email confirming your submission.
 - o You can access the Document Folder from the application by clicking “View Folder” or from the Application Overview page by clicking “Access.”



2. If you missed any required fields, they will show as red X's in the Grant Actions box.
 - o If a required field is missing, click the red field name under “Required Fields” and you will be taken to the field that needs to be completed.
 - o The field will have a blue box around it to highlight where the error is.
 - o Save after completing the field.

Helpful Hints:

- o You can access historical records on the left-hand side of the “My Apricot” page.
- o You may return to the Application Overview page by clicking on “Application Overview” on the left-hand side.
- o You may return to your homepage by clicking “My Apricot” on the top of the page.
- o You may access the Document Folder from the application by clicking “View Folder.”
- o Remember to save often. Forms do NOT auto-save.
- o Apricot is recommended for use with Google Chrome or Firefox. Internet Explorer is not compatible.