



BESF

BARBADOS ENVIRONMENTAL
SUSTAINABILITY FUND



GRANTS MANAGEMENT PLATFORM



Online Application Guidelines

BESF Grants Management Platform

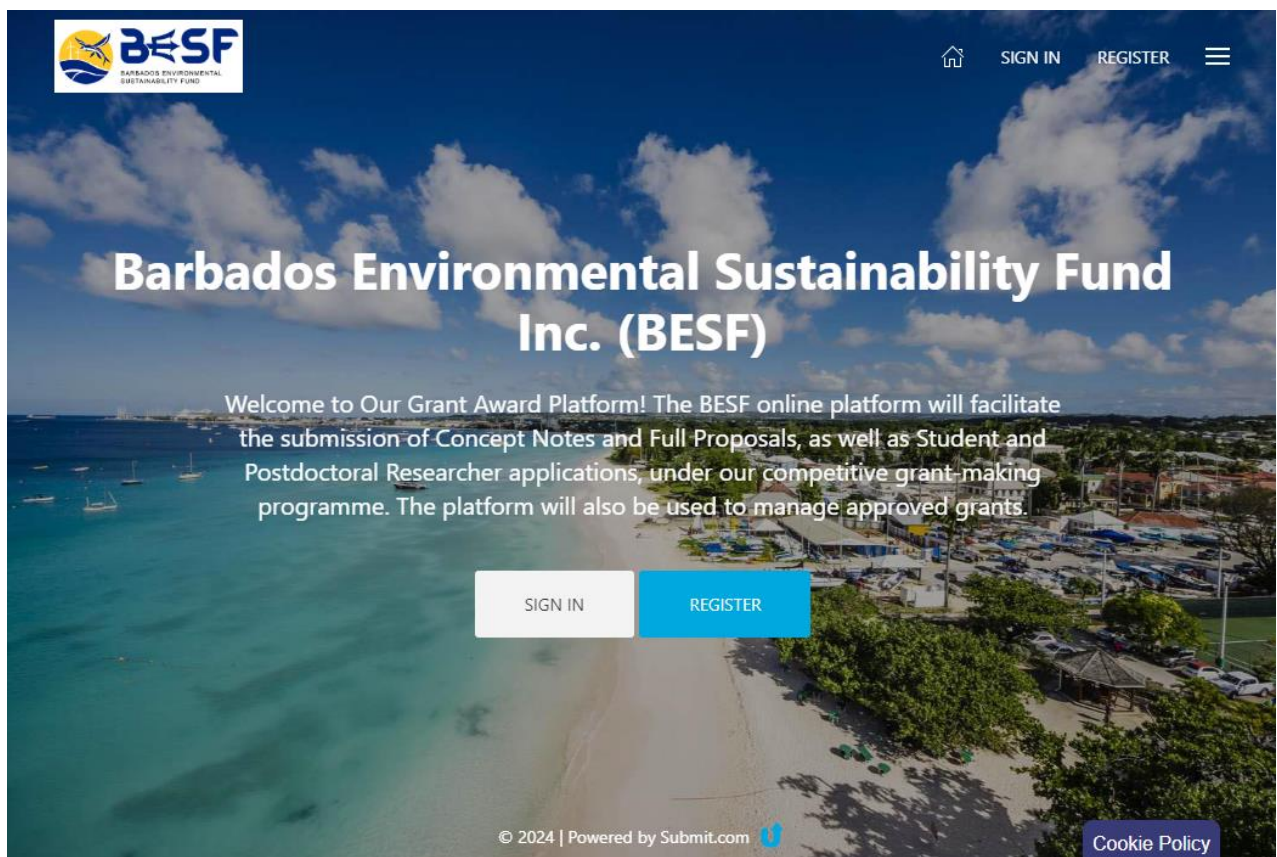
August 2024

INTRODUCTION

The Barbados Environmental and Sustainability Fund Inc. (BESF) will be utilising an online Grant Management Platform to manage our entire grant-making programme, including the submission of applications to our competitive Call for Proposals. The platform allows users to submit applications, upload supporting documentation, track the status of their applications, and communicate with the BESF Secretariat.

This guidance document outlines the **six (6)** main steps for eligible entities to submit applications. These steps include registering, how to apply, acceptance of our terms and conditions, choosing the appropriate form, and submission of your application. Details related to sending and receiving messages from the BESF team are also provided.

Non-profit Organizations, Community-based Organizations, Government Agencies, Academia, and Private Sector entities are invited to follow our two-stage process, which involves submitting a Concept Note, followed by an invitation to successful candidates to develop and submit Full Proposals. Barbadian Students and Postdoctoral Researchers are invited to submit applications for tuition or research grants.

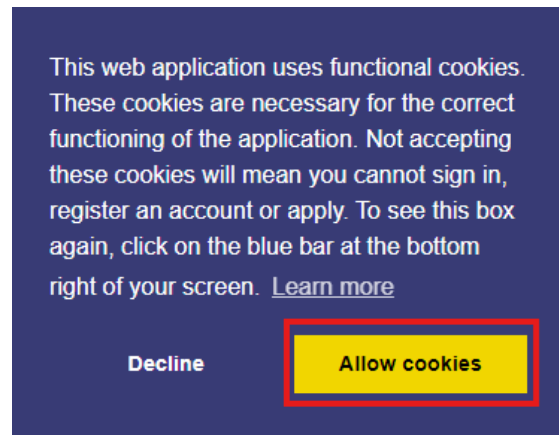


HOW TO REGISTER

Step 1:

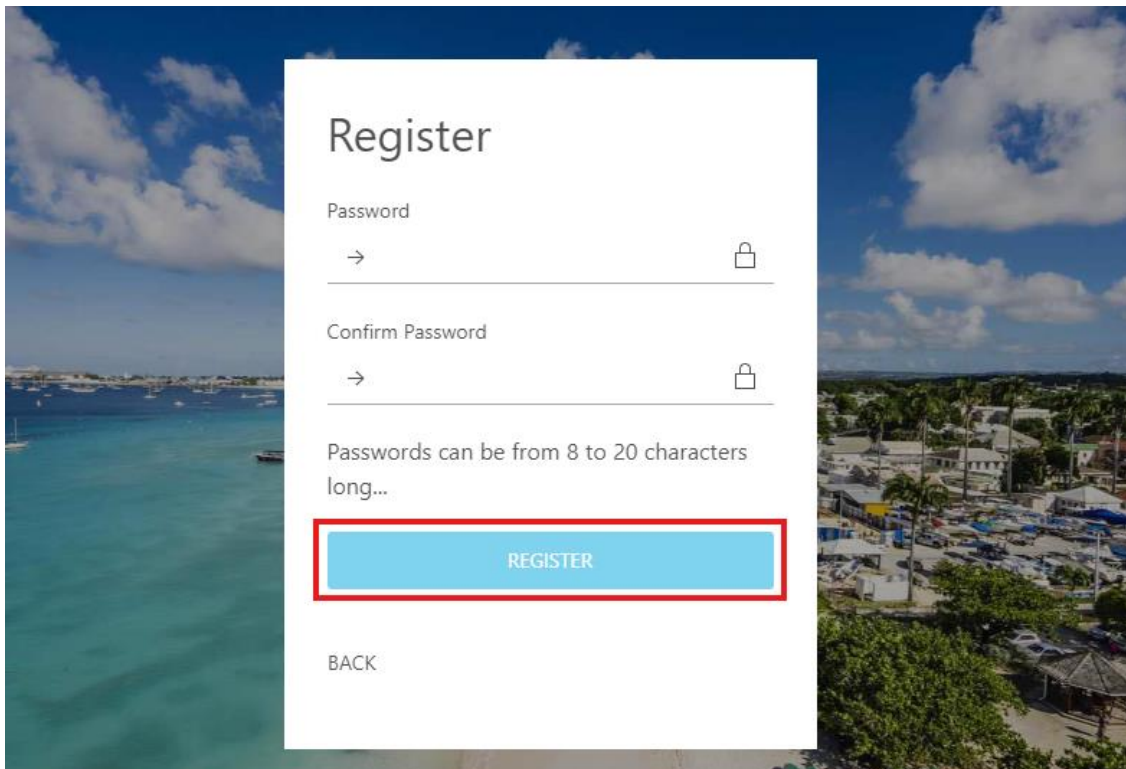
Access the platform by copying and pasting the URL in your web browser search bar or clicking the link: <https://besf.submit.com/>. The recommended web browser is Google Chrome; however, Microsoft Edge and Firefox are also supported.

On the landing page, select “Allow cookies”, as you will need to accept the web application’s functional cookies in order to register an account, sign in, or apply.



Step 2:

Register to the platform by entering your valid email address, your first and last names, and a password (8 to 20 characters), and clicking “Register”.



You will then receive an email confirming your registration.

Barbados Environmental Sustainability Fund Inc. (BESF)

User Registration Confirmation

Dear Janel!

Thank you for registering. You can now use your email address and password to login. If you forget your password, you can reset it on the login page.

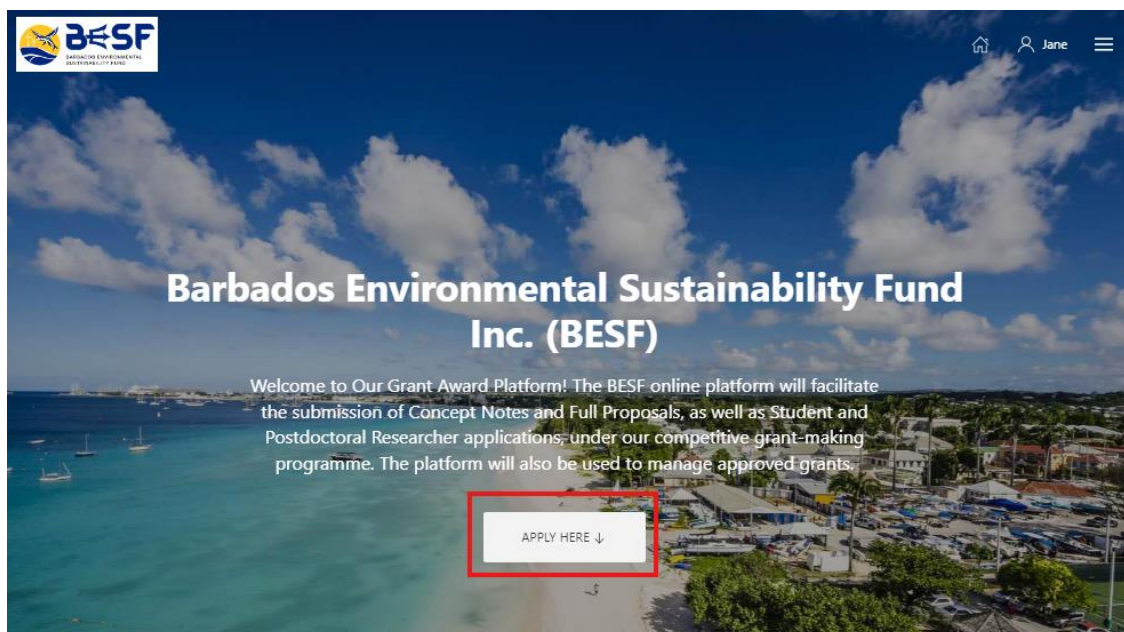
Login

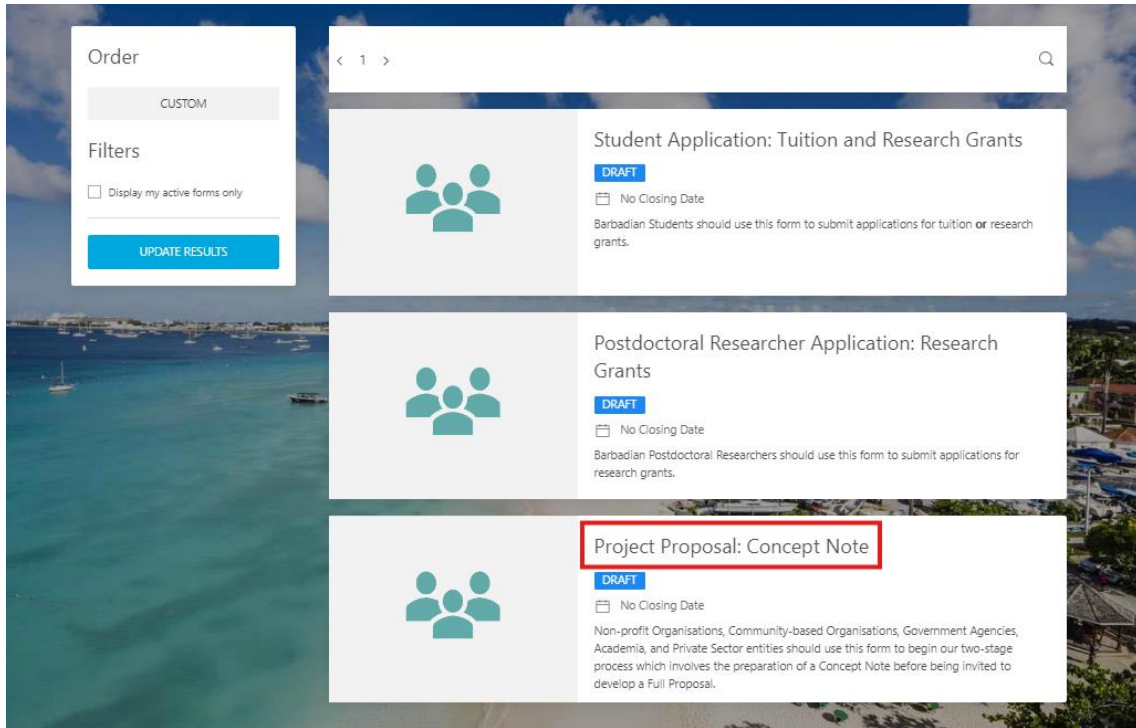
Please click or tap the button or paste this link into your browser: <https://barbadosenvironmentalfund.submit.com/login?email=catrinajhinds@gmail.com>

HOW TO APPLY

Step 3:

Once you have registered and signed into the platform, click “Apply Here” to access the open application forms.





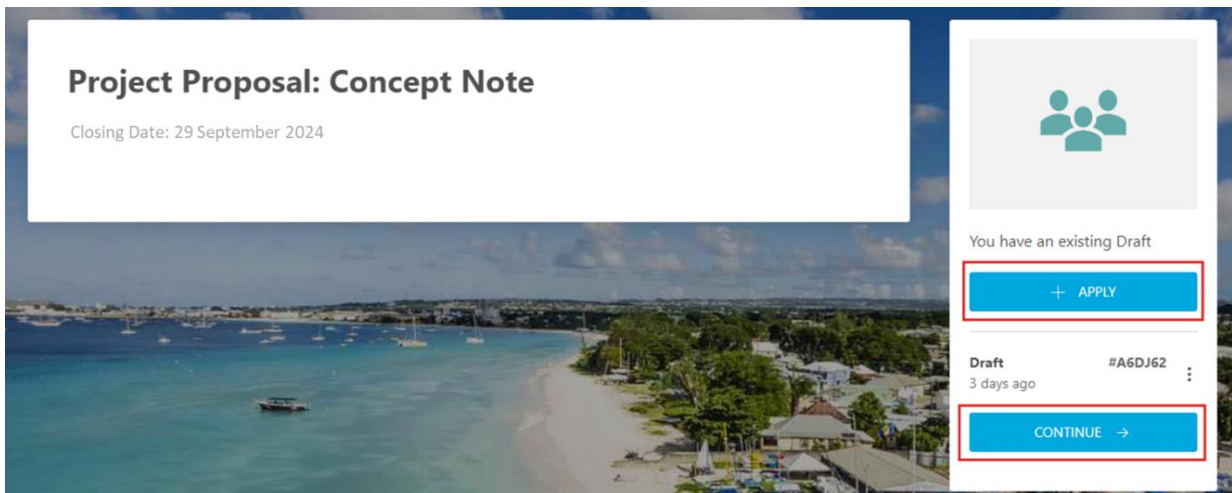
Step 4:

Select the appropriate form based on your entity categorisation and click “Apply”.

Students applying for tuition or research grants should use the Student Application form, and Postdoctoral Researchers should also utilise their corresponding form.

All other applications should be submitted using the Concept Note form.

Note that at this step, applicants can access their “Draft” applications to continue for submission and/or view their “Complete” applications.



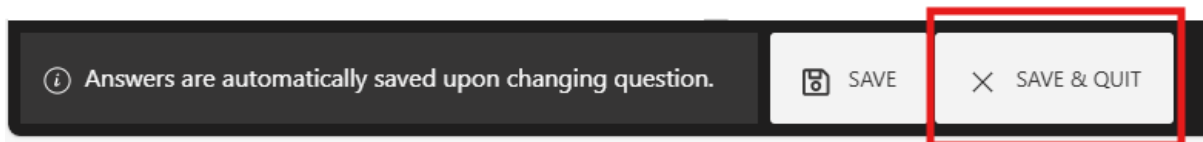
Step 5:

Before you can start your application, you will be asked to confirm that you have read and accept the platform’s “Acceptable Use Agreement”. Once you click “Accept” you can begin filling out the application form.

Step 6:

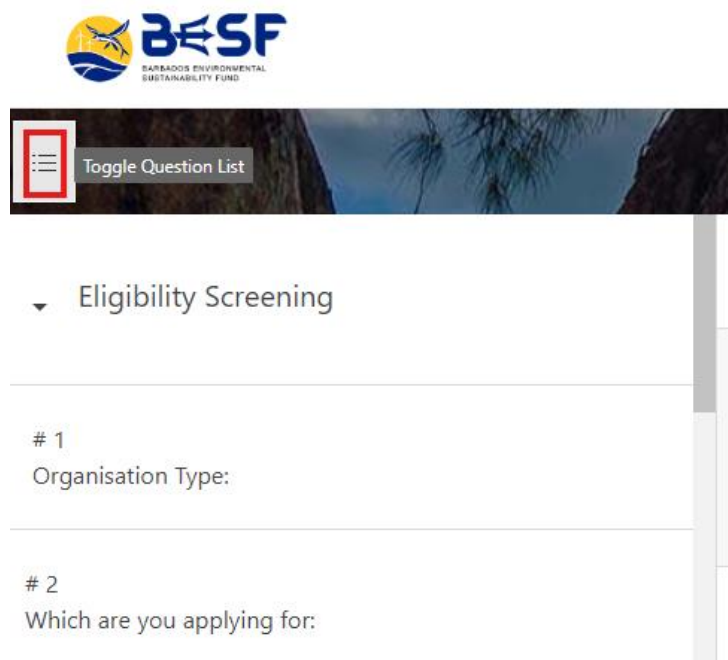
Complete all required fields in the application form and click “Submit”. You will receive a pop-up message on the platform and an email notification indicating that your application has been successful submitted.

Prior to the closing date of the Call for Proposals, you may “Save and Quit” your application to save it as a Draft, to be resumed at a later time.



NAVIGATING THE APPLICATION FORM

You can toggle between sections of your application or select specific questions by scrolling through the Question List on the left side of the screen.

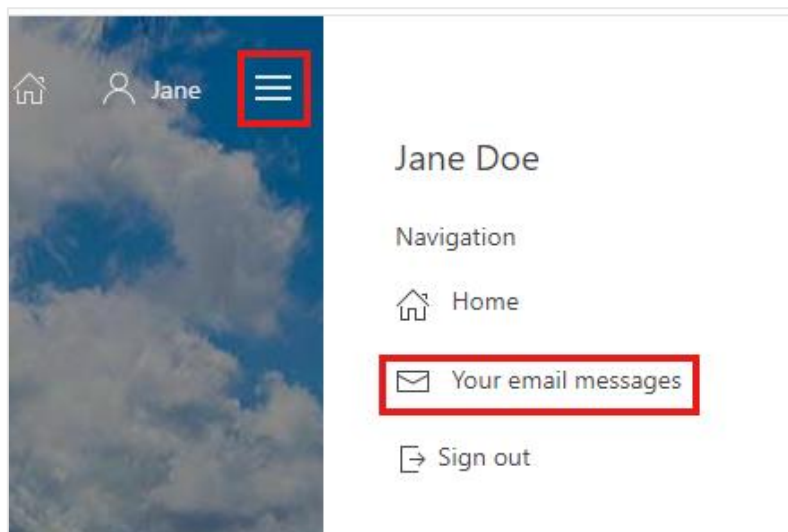


Your answers are automatically saved as you transition to the next page of the application form. However, you do have options to “Save” existing responses or select “Save & Quit”, which will save your responses up to that point, save your application as a draft, and return you to the home page.



RECEIVING AND SENDING MESSAGES

From the home page, click the hamburger icon (menu button) to access “Your email messages” which allows you to view messages sent by the BESF Secretariat and/or to reply to or send messages to the Secretariat.



+ NEW MESSAGE

My Messages ▾

SUBJECT	SHOW	APPLICATION	INITIATED BY	REPLIES	LAST UPDATED
Deadline Approaching	Postdoctoral Researcher	45	Catrina Hinds	0	Aug 15, 2024 8:32:54 AM
Need Help	Student Application	42	You	0	Aug 15, 2024 8:42:40 AM

Please note that you will receive any messages sent by the BESF Secretariat both via the online platform and via email.

If you encounter any challenges during registration or while using the online platform, please email your queries to technicalofficer@besf.bb copied to info@besf.bb.