



**SHARE** new mexico™  
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## On-Line Common Grant Application and Reporting

### To Apply

- Step 1: Register/login to ShareNM.org
- Step 2: Locate your organization's profile in the SHARE Directory; review, add and update the information. Don't forget to **save each section**: organization, program, and location.
- Step 3: Click on the Grants & Funding tab.
- Step 4. Click on "View Grants" or check the Calendar to find available grant opportunities.
- Step 5: Select a grant opportunity. Click on 'Apply for this grant'
- Step 6: Complete the online grant application and upload the required documents.
- Step 7: Save and submit your application.

While you are working on the application, you can save it as a draft. When you are ready, click "Submit Application" to automatically submit your application to the funder. Your uploaded documents are stored in a secure section of the SHARE website and will be available to you and the funder for this and subsequent applications to the same or different funders.

### Manage your grants.

All your grant applications are stored in mySHARE/Grant Applications. Here you will be able to access, edit, save and print your draft proposals. Once you have submitted a proposal, you will be able to view, save and print your applications. Once you have been awarded a grant, this is where you will access the common reporting tool for your grant.

### Grant Reporting

- Step 1: Click on "Award Report"
- Step 2: The first section of the form (grayed-out) has been filled in with information from your original grant application as well as with details of the award from the funder. You cannot edit this section. If there are any corrections to be made, contact the funder.
- Step 3: Complete the remaining sections of the grant report.
- Step 4: Save as "Draft" until you are ready to "Submit."

**Questions?** Pop-up "help" boxes are available throughout, or you can submit a question or comment via the "Contact Us" button at the top of every SHARE page.