

DFF Grant Platform User Guide

1. Submitting an eligibility check and creating your account

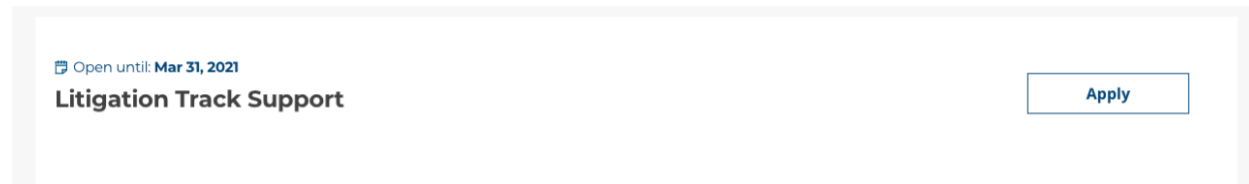
The DFF Grant Platform can be accessed here: <https://hypha.digitalfreedomfund.org/>

For more information on the application process itself, see the DFF website:
<https://digitalfreedomfund.org/application-process/>

If you can't find your answers in this guide or on the DFF website, please write to
grants@digitalfreedomfund.org

a) **First time using the DFF Grant Platform?**

To start your application, please select the desired grant type, click “apply” and answer the questions provided to complete an eligibility check. After clicking “submit for review”, an account will automatically be created using the email address you provided in the form.



Shortly after submitting the eligibility check you should receive an email from “techsupport”, with a link for you to activate your account on the platform. Please follow the link to set your password. techsupport is an administrative email address for notifications, please do not reply to it.

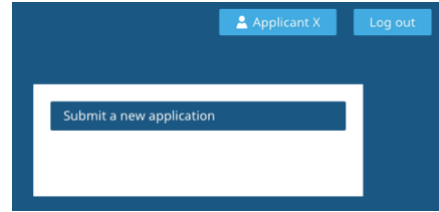
Note: as per DFF security policy, the password must be at least 20 characters long. Please save the password in a secure place and do not share it with anyone. We recommend using a password manager to create and store your password.

Once your password is set up you can log into your account in the grant platform.

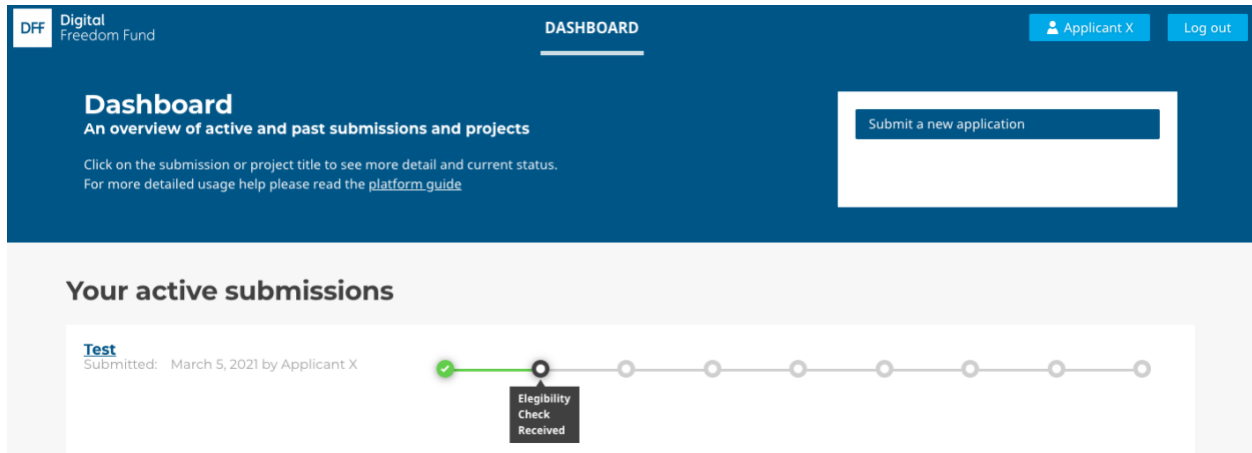


b) Repeat user?

If you have previously applied for a grant using the platform you will already have an account set up. You can log-in by clicking the “log-in” button in the top right corner. Once logged in, click the “submit a new application” button. Select the desired grant type and answer the questions provided to complete an eligibility check.

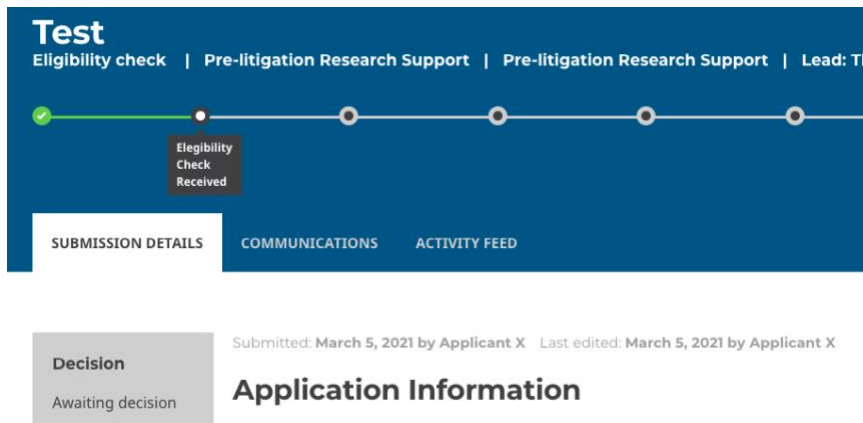


2. Using the dashboard



Once you have an account you can log in to your DFF grants platform dashboard. On the dashboard you will see a summary of all “submissions”, which means any previous or active applications, and any of your ongoing or completed DFF grants (“projects”).

To see more about a specific submission, click on the title of the application or project you want to see. After clicking the title (in the image above this would be the title “Test”) you can see the current status of the application/project on the status bar. If you would like to write to DFF about a particular application or project, you can do so by clicking the “communications” tab and sending a message.



To change your account details, click on the account name on the top right corner of the screen.



Here you can update the account name and/or email address by entering the new information and then clicking “Update Profile”. You can also change your password and set up two factor authentication for added security.

To go back to the dashboard, click the “dashboard” button at the top of the screen.

3. Submitting an application

Once DFF has confirmed your eligibility a link will appear on the dashboard, “start your full application”. You will also receive a notification over email inviting you to begin your full application.

To begin your application, log into your account on the grant platform and go to the dashboard. Click on the “start your full application” button next to the relevant submission to begin.

Your active submissions



When completing the application form you may like to refer to the relevant application form guide [here](#).

If you would like to prepare your application separately or discuss with your team, you can download a word version of the application form on the application page. However, please make sure you submit your application using the online form.

DFP also requests that you complete a budget template and due diligence form with your application. These forms can be downloaded on the application page.

You can save a draft of your answers at any time by clicking the “save draft” button at the bottom of the page. Text is not saved automatically so please make sure you save regularly.

When you submit your application, DFF will automatically be notified.



You will receive email notifications as the application moves through the stages of the assessment process. You can also monitor the status of your application by logging into the platform and looking at the status bar on the dashboard.

Email notifications are sent using a no-reply email address. To write to DFF, please use the communications tab in the grant platform to write about specific applications or projects, or write to DFF grants for more general queries.

Projects

If your grant application is approved, it will become a “project”. Like applications, you can see any closed or active projects by logging into the platform and checking the dashboard. Should your application be approved and become a project, DFF will provide further information about the next steps, including final due diligence, contracting and the first grant payment.

For more information about DFF grantmaking see our Grants page: <https://digitalfreedomfund.org/grants/>

Read our data and privacy policy here: <https://digitalfreedomfund.org/privacy-notice-grants/>

If you have questions at any stage, please write to the DFF Team at grants@digitalfreedomfund.org