

DFF Grant Platform User Guide

<u>Note on internet browser use</u>: the platform can be buggy when using Google Chrome, so we recommend other browsers like Firefox or Brave.

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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?

When using the platform for the first time you must first create an account by registering your email address. There are two options for creating an account. Either click apply under one of the grant types, or click the signup button in the top right corner.

Litigation Track Support

Next deadline: Feb 17, 2025



Then enter your email address and click next.

Log in or signup to DFF Email address * vinktest@tutamail.com On trusted devices only, keeps you logged in for a longer period. Remember me Next

Check your email inbox.



Check your inbox to proceed!

We have sent you an email containing a link for logging in or signing up. Please check your email and use the link provided to either login or create your account.

Check your "Spam" folder, if you don't find the email in your inbox.

Try again

Copy the link and paste it in your browser. Sometimes Chrome does not work well so we recommend other browsers like Firefox or Brave. The link expires after 15 minutes and will stop working if it has already been used before. If you get an error message, then go through the steps above again to get a new link.

Log in to vinktest@tutamail.com at Digital Freedom Fund

Dear vinktest@tutamail.com,

Login to your account on the Digital Freedom Fund web site by clicking this link or copying and pasting it to your browser:

http://apply.hypha.digitalfreedomfund.org/account/auth/Mzcx/chhovw-616794e7076d95c139acc7c6d87b86b4/?next=/litigation-track-support/

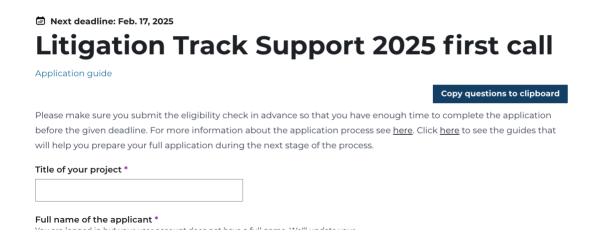
This link will valid for 15 minutes and can be used only once.

If you did not request this email, please ignore it.

If you have any questions, please contact us at grants@digitalfreedomfund.org.

Kind Regards, The DFF Team

Clicking the link should log you in. You can then directly access and submit the eligibility check form. Or if you are not ready to submit the form yet, you can set up your password using the steps in the creating password section below.



Complete the form and click preview and submit.

- I have read and agree to com
- ☑ I acknowledge to have read a

View the privacy policy here.

Preview and submit

I acknowledge to have rea in the privacy policy

True

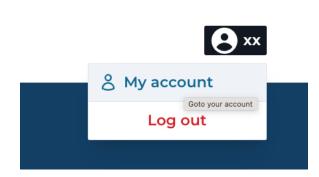
Submit for review

Edit

Check your draft then click submit for review.

b. Creating your account password

Before setting up a password you must first register following the steps above. To set up a password for your account, click on your account name in top right corner, then click my account. Sometimes this does not work on Chrome, so try a different browser if that is the case.



Click set password.

Account Security

Password

Set Password

Check your email for the link.

Account Security

Password

√ Check your email for password set link.

Copy the link and paste it in your browser.

Set password for vinktest@tutamail.com at Digital Freedom Fund

Dear xx,

Set your account password on the Digital Freedom Fund web site by clicking this link or copying and pasting it to your browser:

http://apply.hypha.digitalfreedomfund.org/account/activate/Mzcx/chhp15-0cfdd500fdf718b2a10e0e6f3464e7b0/

This link can be used only once and will lead you to a page where you can set your password. It will remain active for 3 days, so please set your password as soon as possible.

Kind Regards, The DFF Team

Create your password and click submit.

Password *

- Your password must contain at least 20 characters.
- Your password can't be too similar to your other personal information.
- Your password must not have been detected in a major security breach.

Password (again) * Enter the same password as before, for verification.
Submit
(!) Your password was successfully updated!

<u>Note:</u> 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.

c. 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.

Log in or Sign up

DFF Grant Platform

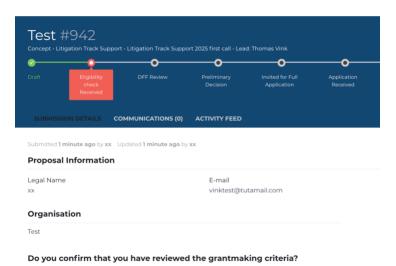
Welcome to the DFF Grant Platform.

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 a full 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.



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.

DFF 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.

4. 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