



# DFF/WL Grant Platform User Guide

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

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## 1) Background

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

This Grant Platform is being used by both the Digital Freedom Fund (DFF) and Weaving Liberation (WL), who both share some administrative, financial and governance infrastructure. As the platform was originally set up by DFF, some aspects of the site still use DFF-specific language, such as the site URL.

This site uses an open-source submission management platform called [Hypha](#), and is self-hosted using a [Greenhost Virtual Private Server](#) located in the Netherlands.

You can also read our data and privacy policy here: <https://digitalfreedomfund.org/privacy-notice-grants/>

Although the Grant Platform is shared, DFF and WL have our own separate grant types with different assessment criteria and timeframes so make sure to familiarise yourself with the correct information on each website:

- <https://digitalfreedomfund.org/grants/>
- <https://weavingliberation.org/>

If you can't find the answers you need, please write to the relevant contact:

- Digital Freedom Fund = [grants@digitalfreedomfund.org](mailto:grants@digitalfreedomfund.org)
- Weaving Liberation = [digitaljusticefund@weavingliberation.org](mailto:digitaljusticefund@weavingliberation.org)

## 2) Registering and creating your account

### a) First time using the 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.




## Grant Platform - Digital Freedom Fund and Weaving Liberation

This is the shared grant platform for the Digital Freedom Fund and Weaving Liberation. Check the links

## Fund Fund Fund

Apply

 Next deadline: Apr 29, 2026

This is a fund to apply for a grant to do x and y

Then enter your email address and click next.

## Log in or signup to DFF/WL

Email address \*

Remember me

On trusted devices only, keeps you logged in for a longer period.

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.

Dear,

Welcome to the Digital Freedom Fund/Weaving Liberation web site. Create your account by clicking this link or copying and pasting it to your browser:

<http://apply.hypha-dev.digitalfreedomfund.org/account/auth/OTUy/d7s70z-74abf3f99b68aadfce9d2677c75ef82b/signup/?next=/wl-test/>

This link will be 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](mailto:grants@digitalfreedomfund.org).

Kind Regards,  
The DFF/WL Team

Clicking the link should log you in. You can then directly access and submit the registration 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.

 Next deadline: Apr 29, 2026

# This is a Fund

Copy questions to clipboard

What is your name? \*

You are logged in so this information is fetched from your user account.

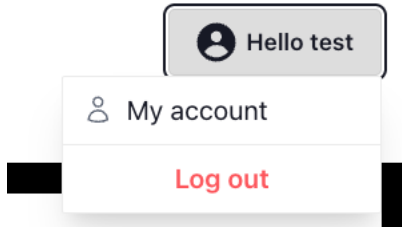
---

Complete the form and click preview and submit.

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 the 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



#### Two-Factor Authentication (2FA)



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.

Dear Hello test,

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

<http://apply.hypha-dev.digitalfreedomfund.org/account/activate/MTIwMQ/d7s1bf-84d942eca8dd3015557677bfc10e4344/>

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!

**Note:** 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.

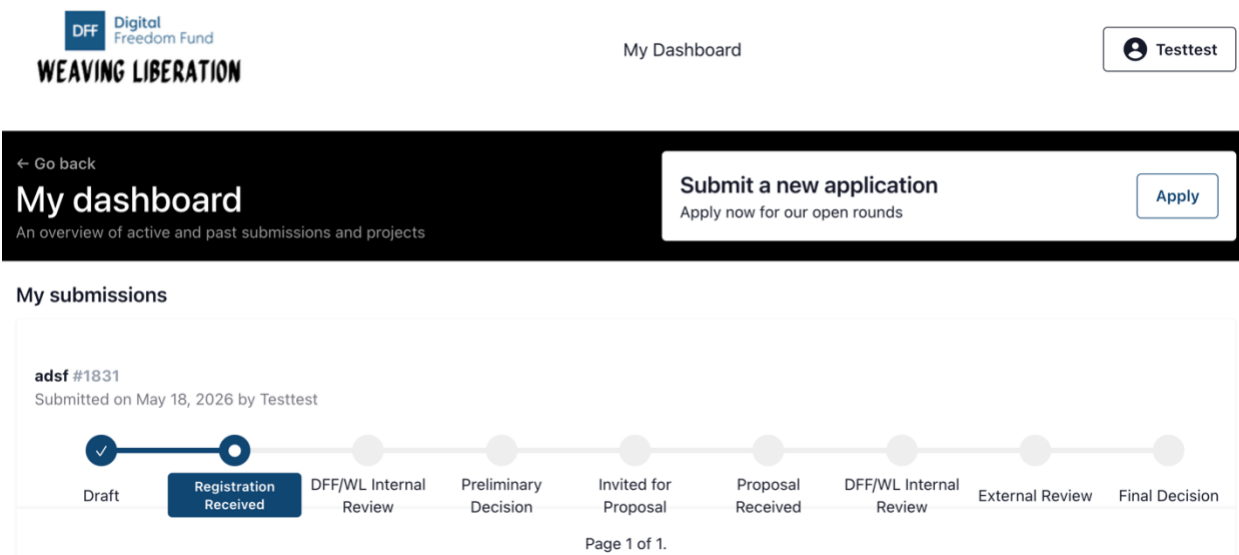
c) Repeat user?

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.

## Grant Platform - Digital Freedom Fund and Weaving Liberation

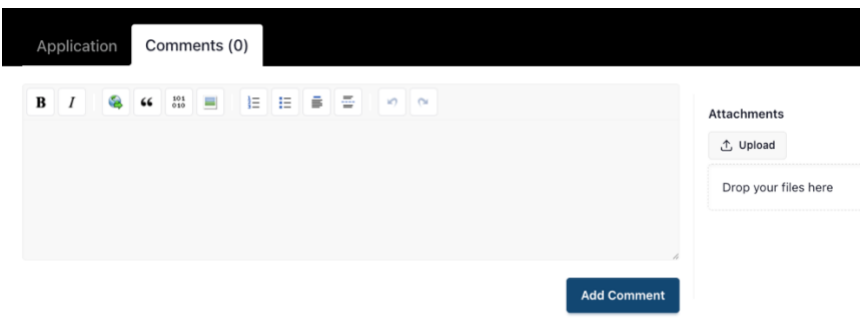
This is the shared grant platform for the Digital Freedom Fund and Weaving Liberation. Check the links

### 3) Using the dashboard

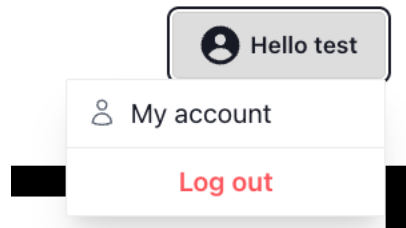


Once you have an account you can log in to the dashboard on the Grant Platform. On the dashboard you will see “My submissions”, which means any previous or active applications, and any of your ongoing or completed grants (“projects”).

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 “Banana”) you can see the current status of the application/project on the status bar. If you would like to write to DFF or WL about a particular application or project, you can do so by clicking the “comments” 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.

#### 4) Submitting a full application

Once your registration has been confirmed a link will appear on the dashboard, "start your proposal 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 Proposal application" text next to the relevant submission to begin.

##### My submissions



When completing the application form you may like to refer to the relevant application form guide.

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, or copy the questions to a clipboard. However, please make sure you submit your application using the online form.

On the application page you can also download a budget template to complete and upload with your application.

If you like, you can invite “co-applicants” to join an application. Co-applicants can log-in through their own account to access and edit the application, and receive notifications.

The screenshot shows a grant application dashboard for 'adsf #1832' under the 'Digital Justice Fund Round 1'. The lead is 'Mumbi Natasha Nkonde'. A progress bar at the top shows the following stages: Draft (checked), Registration Received (checked), DFF/WL Internal Review (checked), Registration Approved (checked), Invited for Proposal (highlighted in blue), Proposal Received, DFF/WL Internal Review, External Review, and Final Decision. Below the progress bar, there are tabs for 'Application' and 'Comments (0)'. A congratulatory message states: 'Congratulations! Your Concept application has been accepted.' with a button 'Start your Proposal application.'. On the right, there is a section for 'Co-applicants (0)' with an 'Invite' button and the text 'No co-applicants yet.'

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.

Three buttons are shown: 'Preview and submit' (dark blue), 'Save draft' (white with blue border), and 'Copy questions to clipboard' (white with blue border).

When you submit your application, the status will automatically update and the relevant grants staff will 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 us, please use the comments tab in the grant platform to write about specific applications or projects, or write to the DFF or WL Grants Lead for more general queries.

## 5) 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, we will provide further information about the next steps, including final due diligence, contracting and the first grant payment.