

## Application Instructions

### 1. Open application link:

<https://bbgm-apply.yourcausegrants.com/apply/programs/89e0d585-916d-4954-9f53-9cb b3bfbb94a>

### 2. Login or Create an Account

Follow the prompts on the landing page to log in or create a new account.

### 3. Start a New Application

Click the blue “Start New Application” button.

**Note:** Submitted applications will appear twice in your account: once for the eligibility quiz and once for the application itself.

[View all my applications](#)

[Start new application](#)


### 4. Select Your Organization

Begin typing the name of your organization. Once it appears in the drop-down list, click on it. (Please allow a few seconds for the list to update as you type.)


Then, click the blue “Select” button in the bottom right corner. You may need to scroll down to see this button. (Rainforest Trust used as an example below)

×


The Registration ID is the nonprofit's official ID




RAINFOREST TRUST  
PO Box 841, Warrenton, VA, 20188-0841, UNITED STATES  
13-3500609



The Great Bear Rainforest Education and Awareness Trust  
730 WALKER'S HOOK RD, SALT SPRING ISLAND, BC, V8K1N5, CANADA  
792739518RR0001



Gondwana Rainforest Trust LTD  
Suite 4 81-83 Burringbar Street, Mullumbimby, NSW, 2482, AUSTRALIA  
85808



The Trustee For Tamborine Mountain Rainforest Public Fund  
Po Box 52, North Tamborine, , 4272, AUSTRALIA  
71720441862

« < 1 2 3 > »

Don't see the organization? [+ Add organization](#)

[Go to my applications](#) [Select](#)

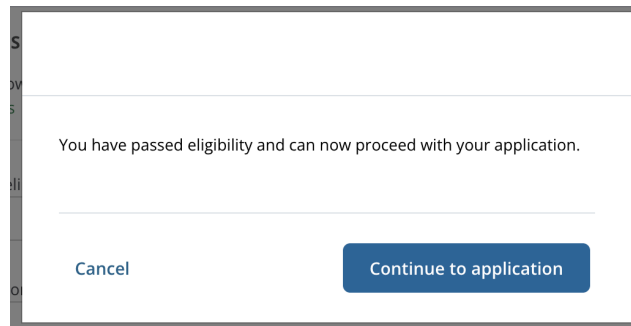
## 5. Complete the Eligibility Quiz

Select your responses using the drop-down menus beneath each question.

When complete, click the blue **“Submit”** button at the bottom right of the page.

## 6. Continue to the Application

If you meet eligibility requirements, a message will appear with a **“Continue to Application”** button. Click it to proceed.



## 7. Fill in the Application Form

Complete all required fields (marked with an asterisk \*).

For additional guidance, hover over the blue question mark icons located next to specific questions.

Click **“Next”** at the bottom of each page to move through the four sections of the application.

**Do not click “Submit” until your application is complete.**

## 8. Enter Contact Information

On the **Contact Information** page, click **“+ Add new”** in the upper right corner.

This will reveal a form where you can enter your contact details.

A screenshot of the "FORM QUESTIONS" page. The page has a header with "FORM QUESTIONS" and a "Download" button. Below the header, it says "This form has been submitted and cannot be edited." There are four tabs: "Organization", "Proposal", "Contact Information" (selected), and "Attachments". Below the tabs, there is a "Contact Information" section with a "+ Add new" button, an "Import" button, and a "Download" button. Below this, it says "Viewing 1 - 1 of 1 records". There is a table with the following columns: "IS PRIMARY", "PREFIX", "FIRST NAME", "LAST NAME", "SUFFIX", "EMAIL ADDRESS", "OFFICE TELEPHONE", "OFFICE EXTENSION", "MOBILE TELEPHONE", "OFFICE ADDRESS", and "CONTACT TITLE". The table has one row with the following values: "PRIMARY", "", "John", "Doe", "", "john.doe@company.com", "555-555-5555", "", "555-555-5555", "1234 Main St", and "John Doe". There is a "View" button at the bottom right of the table.A screenshot of the "Add New" contact information form. The form has a title "Add New" and a subtitle "Contact Information". It has a checkbox labeled "Is primary". Below the checkbox are input fields for "Prefix", "First name\*", "Last name\*", "Suffix", "Email address\*", and "Office telephone".

## 9. Submit Your Application

Once all sections are complete, click the blue **“Submit”** button in the bottom right corner.

## 10. Confirmation

After submission, you will be redirected to your Account, where you will see a confirmation page. It will show two application entries: one represents your completed **Eligibility Quiz** and the other represents your full **Application Submission**.

