

## 1. How do I create an account?

When logging into the system for the first time, you will need to set up a username and password. Please follow these steps:

- You can register through any of these options: Email, Google (Sign in with Google,) Apple (Sign in with Apple)
- Enter in a valid email address
- Click send verification code to verify your email address
- Enter the one-time passcode to confirm your email
- Enter in a valid password (Password requirements: At least 12 or more characters, with at least one uppercase, lowercase, number, and special characters)
- Enter first and last name
- Click the button Sign Up to create the account

## 2. How do I start an application?

Once you have registered, you will then have to select your organisation from a dropdown:

Select Your Organisation ?

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Search by name or Registration ID  
The Registration ID is the nonprofit's official ID

All countries ▼

*Explore the nonprofit organisations registered with NPOconnect by searching for its name or Registration ID. For search tips, see our Help Center.* [↗](#)

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If you find your organisation in the dropdown, please select it.

If you don't find your organisation in the dropdown, please +add organisation:

### Select Your Organisation ?

×

The Registration ID is the nonprofit's official ID

▼

No organisations could be found

*Try checking spelling, spacing, and abbreviations. If we still can't find it, your organisation may not be registered with NPOconnect or eligible to apply for this program.*

Don't see the organisation? [+ Add organisation](#) [Back](#) [Go to my applications](#)

You will be required to input your location and Government tax identification number. Please put your postcode in the Government tax identification number box.

### Add Organisation ?

▼

Government tax identification number such as EIN, Tax ID, VAT, BN, or PAN

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Please complete organisation name:

### Add Organisation ?

Organisation name\*

Organization website

Icon



Click or drop files here to upload  
Maximum file size: 29MB

Accepted file types include: bmp, gif, jpeg, jpg, png, tif, tiff, webp  
Add an icon or logo for the Nonprofit Profile that will be created. If none is provided, a generic icon will be used.

[Cancel](#) [Back](#) [Next](#)

Then you will need to provide the information below:

### Add Organisation ?

Address line 1\*

Address line 2

Country\*

United Kingdom ▼

City\*

State, province or region\*

Select state, province, or region ▼

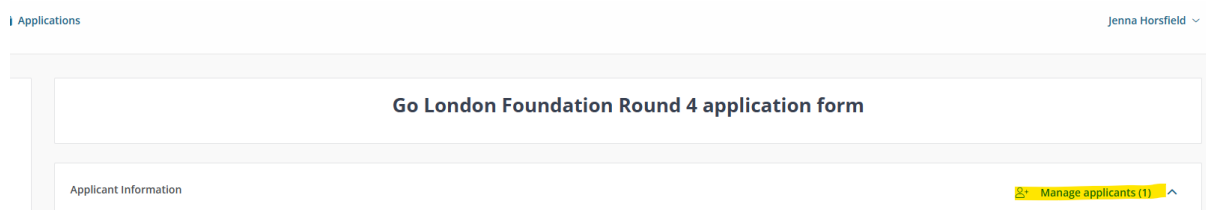
Postcode\*

[Cancel](#) [Back](#) [Next](#)

Then you will need to confirm the details are correct and once you have done this, you will see the eligibility quiz, which you will need to complete before you see the main application form.

### 3. I would like to give someone else access to the form, how do I do that?

At the top of the form, there is a button you can select called 'Manage applicants'



You can give additional applicants access to the form and decide what permissions you would like to give them.

### 4. I have saved my form. How do I retrieve it and continue?

You need to login to your account at: <https://bbgm-apply.yourcausegrants.com/apply/applications> using your login name/email. If you have forgotten your password, please click on the link to issue a new one, as after three attempts it will lock you out for 24 hours.

### 5. How do I know that my form has been submitted?

If you search under 'Applications', the system will tell you if you have submitted the form or if it is in draft.