EKHAGASTIFTELSEN

Guide to Ekhagastiftelsens application system

Ekhagastiftelsens web-based application system is called Apply.

You access the application system at https://apply.se/ekhagastiftelsen.

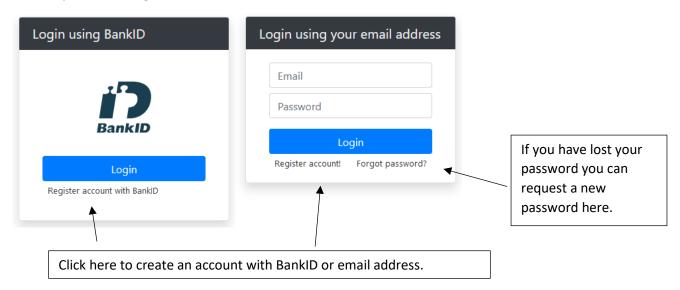
In order to send in an application you have to create an account in Apply and log in to the application system.

Create account and log in

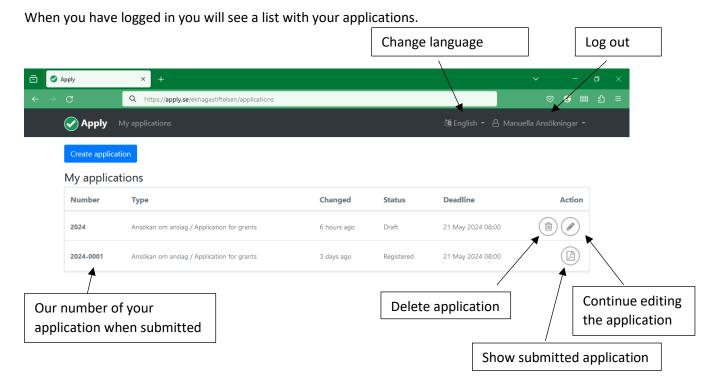
There are two ways of creating an account and logging in to Apply:

- with email address and password,
- with BankID (requires that you have a Swedish BankID).

It is not possible to use both login methods for one account. If you have created an account with BankID, you cannot log in with email address.



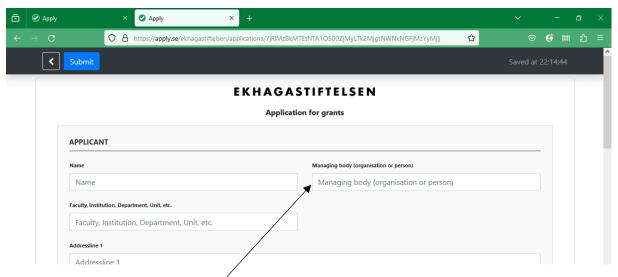
When you have created an account and the email address has been verified you can log in to the system.



Create application

You create a new application by clicking the blue button. Then select "Ansökan om anslag/Application for grants" and you will see a form where you enter the general information about the application.

The information you write is automatically saved. If you interrupt the work of entering data, everything is saved for when you come back and continue editing your application.

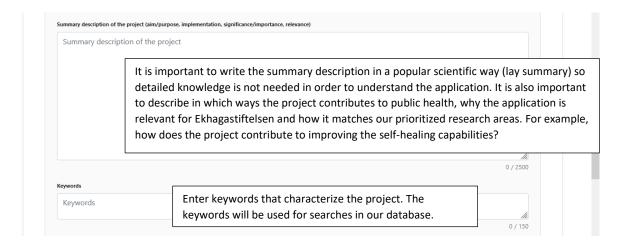


Important: Manging body (organisation or person)

Manging body is the organisation or person who <u>is responsible for and keeps accounts for the grant</u> – the official applicant.

For organisations the organisation name should appear as managing body and the name of the contact person in the Name field (see above example).

When the official applicant is a person the managing body is the same as Applicant Name, i.e. the person's name should appear in both fields.



Project or part of project to be funded by Ekhagastiftelsen is planned to start	Project or part of project to be funded by Ekhagastiftelsen is planned to finish
Project planned start	Project planned finish
f the project has financing from other organization: Possible earlier project start if project has already started	Possible later project end if the total project will finish later than the period financed by Ekhapastiftelsen
Possible earlier project start	Possible later project end

If the project continues and is finished after the period of funded by Ekhagastiftelsen it is important to explain how and when final reporting will be done regarding the work funded by Ekhagastiftelsen. What will this partial report consist of? Ekhagastiftelsen also wishes to receive the very final report when the project is done.

Lastly, a signature form with a signature must also be attached. Click the button to print the form. Then sign and attach it as a scanned document or image.

When you have completed the application you click the blue button send in the application.