

# Completing the Phase 2 COVID Relief Funding Application

## STEP 1: Open the portal.

- Go to: <https://ptagrants.secure-platform.com/a/solicitations/11/home>.
- If you have not applied for a National PTA grant through this platform before, fill out the “Create a New Account” form on the right-hand side of your screen.
- If you have applied for grant here before, login.

## STEP 2: Go to the application.

- Either, click the “Click here to begin a new Submission” to go directly to the application.
- Or, click “Incomplete” under “My Applications” on the left-hand menu and then choose “Edit.”

## STEP 3: Complete applicant information.

- Be sure to review this information. Add in anything that is missing or that needs to be updated.

## STEP 4: Complete the grant questions.

- Fill out the application to share your plan for this funding.
- Complete and upload required documents.

## OPTIONAL: Add collaborators.

- To give others access to editing the application alongside you, add them as a collaborator.
- Click “Manage Collaborators” on the Grants Information page.
- Then, click “Add Collaborator” and enter their information. The system will email them instructions to set up their account.

**In the wrong program?** If you’ve applied for grants in the past, you may need to click “Change Program” in the left-hand navigation to access the correct application.