

Work4Progress

*Call for India,
Mozambique and Perú*

APPLICATION HANDBOOK
2026



Contents

1. Introduction	3
2. Registration of the organization's manager	4
3. Accreditation of the organization	10
4. Submitting the application	15
5. Processing the application	19
6. Texts and buttons	20

1.

Introduction

Applications for the "la Caixa" Foundation's Grants for the Work4Progress Programme will be submitted through the following website: convocatorias.fundacionlacaixa.org

The purpose of this manual is to explain the website, demonstrate its possibilities and serve as a guide during the process of submitting a proposal.

For any questions or clarifications, please contact the "la Caixa" Foundation's Work4Progress Programme at work4progress@contact.fundacionlacaixa.org

→ *What to know before starting*

- » You have to register in the application as a manager.
- » You have to accredit your organization or office. Even if any of your company's details, such as name, tax ID or address, are already registered, you must provide any details that are not shown and are mandatory and request the accreditation. The structure of the form has been simplified by arranging the various information blocks into seven tabs. Each block has a text field that, in some cases, is supplemented with closed fields, tables or the option to attach documents.

The main steps for submitting applications are as follows:

- » If the manager and/or entity has a valid accreditation:
 - Select the call. An automatic eligibility process will be carried out. If any of the requirements of the call is not satisfied, you will not be able to start the application and the system will specify the reason.
 - Fill in the form.
 - Process it.
- » If the manager and/or organization is registering for the first time, or has updated documentation, the accreditation process will be initiated:
 - Register the manager and organization.
 - Select the call.
 - Fill in the form.
 - When you click on "Process", if the accreditation process is complete, an automatic eligibility process will be carried out. If any of the requirements of the call is not satisfied, you will not be able to process the application and the system will specify the reason.

2.

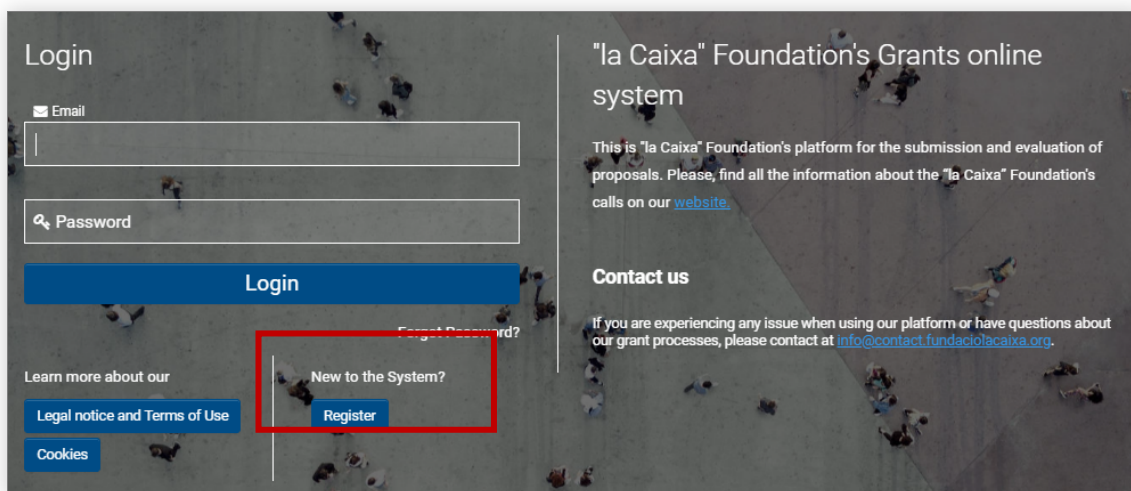
Registration of the organization's manager

To submit an application for the "la Caixa" Foundation's Work4Progress Programme, a manager has to be accredited for the organization.

Please note that once the manager's information is registered, you will have to wait for your data to be validated, during which time you will not be able to start the process of registering the company or fill in the form for the project you wish to submit. This process may take up to 3 business days.

→ *How to register the manager*

- » Go to convocatorias.fundacionlacaixa.org
- » Select the language by clicking on the icon  at the top right.
- » If you do not have a password to log into the application, press the "Register" button:



The screenshot shows the login page of the "la Caixa" Foundation's Grants online system. On the left, there is a "Login" section with input fields for "Email" and "Password", a "Login" button, and a link for "Forgot Password?". Below this, there are links for "Learn more about our", "Legal notice and Terms of Use", and "Cookies". On the right, there is a section titled "la Caixa" Foundation's Grants online system, which describes the platform and provides a "Contact us" email address. A red box highlights the "New to the System? Register" link.

- » The "Registration options" screen will appear. To register as the organization's manager, click on "Organization Manager":

Registration Options

You would like to register as

Organization Manager

Researcher or CSO

Artist or Collective of artists

Teacher

- » On the "Organization Manager Questionnaire" screen, select the first option: **Projects related to social inclusion, the fight against child poverty, disability services, job creation, dependency and ageing, interculturality, art for social improvement or training.**

Organization Manager Questionnaire

* Please indicate the scope of the projects that your organization is going to submit

☐ Projects related to social inclusion, the fight against child poverty, attention to disability, dependency and aging, interculturality, art for social improvement or training.

☐ Research and innovation projects in Life Sciences or Social Sciences.

Submit

- » Accept the privacy policy:

Privacy policies

You will find below the Legal Terms and Conditions applicable to your registration and use of "la Caixa" Grants Management online system.

By clicking Accept I confirm I have read, understood and accept the Personal Data Policy and the Legal Notice and Terms of Use of this system.

Personal Data Policy

Data Controller:
Fundación Bancaria Caixa d'Estalvis i Pensions de Barcelona, "la Caixa" (hereinafter, "la Caixa" Banking Foundation), with NIF G-58899998 and registered office at Plaza Weyler, 3, 07001 Palma (Balearic Islands).

Type of Personal Data that will be processed (hereinafter, Personal Data):

- All own or third party data that you provide to us when you apply for registration, or data that have been provided to us as a co-participant in this project or initiative.
- Those professional or corporate contact data that you provide to us in order to establish, manage and maintain professional and contractual relationships with you or with the entity, organisation or company that you represent or on behalf of which you work or collaborate.
- Additional data that you provide to us in the course of processing and handling your registration application, as well as data in connection with other data processing processes described in this document, insofar as you have given us your consent, or for whose processing we are otherwise authorised in accordance with applicable law.
- The Personal Data that you provide to us through social networks or other applications for managing your application, provided that you have given your consent or for which we have other legitimate grounds for processing in accordance with the prevailing regulations. Specifically, we will process your Personal Data available on social networks or applications and those arising from your interaction with us through them. These data depend on your own privacy settings, use of the social networks or applications and the privacy policy of such social network or application.

You guarantee to provide only true and updated Personal Data, as well as, if applicable, to have the consent or, if applicable, legal legitimation to provide data of third parties participating in this project or initiative, who have been duly informed of the present processing of personal data.

Processing for management purposes:
"la Caixa" Banking Foundation will process your Personal Data to manage your registration application and, in any case, to establish, manage and maintain professional and contractual relations with you or with the entity, organisation or company you represent or for which you work or collaborate with, which includes, among others, the following specific processing:

- Those data required to comply with our obligations arising from your application for registration and from the collaboration, professional and/or contractual relations with you or with the entity, organisation or company that you represent or on behalf of which you work or collaborate;
- The sending, including by electronic means, of non-promotional information required to access or benefit from the application, and
- The analysis and processing of information resulting from satisfaction surveys or from your interaction with "la Caixa" Banking Foundation, arising from your individual activity, in order to manage more efficiently your application or registration and the collaborative, professional and/or contractual relations

Accept

- » You will then be asked for information on the parent organization you represent.
- » You can enter the name or NIF/Identification number and the application will show any matches. If your organization is on the list, click on its name and it will be shown in the box.

Main Organization Information

 Enter the NIF of your entity in the search box; if it is already in the system it will appear for you to select.
If your entity does not appear, click on the link below the search box to register a new entity.

*** Name Of Organization**

If you cannot find your organization, please [click here](#) to register it.

- » If the organization you represent is not registered, click on the link shown in the text: "If you cannot find your organization, please [click here](#) to register it". You will be asked for the registration information on that same screen. All four fields are mandatory (*).

Main Organization Information

*** Name Of Organization**

*** Country**

*** Fiscal ID type**

*** ID**

NIF format: G58899998 // NIPC format: 501214534

- » You have to specify if you are registering as the manager of a territorial delegation or not.

Organization Representative Information

*** Are you registering under a Delegation?**

If the organization you represent is an organization with a single headquarters, without territorial delegations, indicate "No".

If the organization you represent is the headquarters or the main structure of your organization, indicate "No".

Indicate "Yes" only if the entity for which you will be the manager is a territorial delegation: offices or organized structures, dependent on a parent organization, that have an autonomous functioning, both functional and organic.

☐ Yes

☐ No

» You will then see the fields you have to fill in as the organization's representative. Those marked with an asterisk (*) are mandatory.

* Communications language preference
* Prefix
* Name
* Surname 1
Surname 2 (if applicable)
* ID Type
* ID
NIF format: 12345678Z // NIE format: Y1234567Z // Cartão de Cidadão format: 123456789
* Email

» Finally, you can agree to receive information on the activities of the "la Caixa" Foundation, and then press "Submit".

Subscribe to our newsletter. "la Caixa" Banking Foundation ("la Caixa" Foundation) will process your personal data in order to send you communications -including by electronic means- on activities of the entity and that may be adapted to your profile, and to comply with its legal obligations. The Personal Data Processing document indicates how you can exercise your rights of access, rectification, erasure, restriction, portability and objection. ☐ I wish to receive information on activities of "la Caixa" Foundation. Submit

» Once you click the "Submit" button, the following message will appear:

Registration Thank you for registering in Grants "la Caixa" Foundation system. You should receive an email soon with an activation link, where you will be able to set your password to access the system. If you do not receive the email in the following minutes or you experience any problem with the registration, please contact your Program Office.
--

» When the registration is complete, you will receive an email informing you that your registration as the "Organization's Manager" is complete. Check your email and click on the activation link to set your password.

Dear Dr. Carragher, We are pleased to inform you that your request to register as an Organisation Representative has been completed. Please find below a link to activate your account: Activation Link When using this link, you will be asked to set your password. This has to be 8 characters in length minimum and must include different types of characters (upper case and lower case letters, numbers and special characters). After logging into the system, you will be required to complete some information about yourself and the organization to be able to fully use the system. For this, you will need to modify your organization and personal profile in Grants "la Caixa" Foundation system. If you have any question, please refer to our privacy and terms of use policies. Welcome to Grants "la Caixa" Foundation.
--

- » When entering the password, the system will redirect you to a new screen so that you can upload your accreditation document (template available on the platform). You will also receive an email informing you of the password change.

Account Activation

New Password:

Confirm Password:

Policy:

Password must have at least 8 characters
Minimum of: 1 Upper Case, 1 Lower Case, 1 Digit, 1 Symbol

Submit

- » When you log in with your username, the following screen will appear:

Welcome

Step 1: Upload the **accreditation document** to your profile ([link](#)).

Step 2: The "la Caixa" Foundation will review your accreditation document and all the mandatory information to approve your account as the Organization's Manager. Please note that you will not be able to modify any of your organization's details (including the organization's profile) until your personal account is confirmed. The process may take up to 3 business days.
If you have any questions, please contact the Programme Office.

- » If you are registering as the manager of a territorial delegation and you previously indicated the parent company, if it was in the system, you can check if your delegation is registered in the application.

▼ Delegation

* Are you registering under a Delegation?

If the organization you represent is an organization with a single headquarters, without territorial delegations, indicate "No".

If the organization you represent is the headquarters or the main structure of your organization, indicate "No".

Indicate "Yes" only if the entity for which you will be the manager is a territorial delegation: offices or organized structures, dependent on a parent organization, that have an autonomous functioning, both functional and organic.

☒ Yes
☐ No

- » If your delegation is not registered, you must register it by clicking on "New delegation register" and entering the requested information in the fields. When you finish, press the "Save" button.

* **Select your delegation**

If your Delegation is not available, please register a new one using the link below.

Select One ▼

Nuevo registro de Delegación

» A screen will open for you to enter the information on your delegation.

Delegation information

Structure the delegation name using the following format: Name of your organization - Delegation of (Municipality, Province, etc.).

*** Name Of Organization**

Delegation name

*** Country**

Autonomous Region

Province

*** Postcode**

» In the "Documents" section, you have to upload the accreditation document and your personal identification. Download the document from the link, complete it with the required information and upload it (remember that this document must be signed by a legal representative of the organization). You can also upload an image, which will be located in your profile.

*** Accreditation Document**

Please download the [accreditation document template](#) and fill in the details. This document will only be valid if you use the attached template and this is filled in and signed correctly.

The document must have the information of the organization, the Organization's Legal representative data and the Organization's Manager within the system who will manage the applications submitted by the Organization.

Before submitting to revision, please validate that the profile details in tab *Personal Information* matches the Organization's Manager data in the document, and that the ID document provided in the following field is the Organization's Manager document.

User Revocation

Download the [revocation document template](#) to fill it out. The revocation of the user will only be valid using this document, correctly completed and signed.

The document must contain the data of the entity, the legal representative of the entity, the revoked person and the person designated to manage the requests on behalf of the entity.

Before attaching it to the document box, check that the data of the person designated as manager coincide with those reported in the Personal Information tab of this form and with those of the person whose identity document will be attached in the following field.

Copy of Passport or ID Document

Please, upload a copy of your ID card or Passport using the upload option.

By attaching your ID card or Passport, you expressly authorize 'la Caixa' Banking Foundation to keep this document for the purposes of Grant Management.

» After saving, go to the main page, where you will see the following message:



Welcome

Step 2: The "la Caixa" Foundation will review your accreditation document and all the mandatory information to approve your account as the Organization's Manager. Please note that you will not be able to modify any of your organization's details (including the organization's profile) until your personal account is confirmed. The process may take up to 3 business days.

If you have any questions, please contact the Programme Office.

3. Accreditation of the organization

IMPORTANT:

The process of accrediting an organization can only be initiated once the registration of its manager has been approved.

When registering the manager, if the organization is not registered, the manager will have to enter the legal name, country of residence and tax ID number of the organization, or the equivalent identification number in the case of non-Spanish entities. This information will be used to link the organization to the manager, although the process of accrediting the organization is not yet complete.

→ *How to accredit the organization*

- » The organization's manager has to log into convocatorias.fundacionlacaixa.org by entering the email address and password he/she used to register.

The screenshot displays the login interface for the "la Caixa" Foundation's Grants online system. On the left, there is a "Login" section with a red rectangular box highlighting the "Email" and "Password" input fields, and a blue "Login" button below them. To the right of the login fields is a "Forgot Password?" link. Below the login section, there are links for "Learn more about our" (Legal notice and Terms of Use, Cookies) and "New to the System?" (Register). On the right side of the page, there is a header "la Caixa" Foundation's Grants online system, followed by a description of the platform and a "Contact us" section with an email address: info@contact.fundaciolacaixa.org.

- » The following screen will appear, reminding the manager that the organization is not yet accredited and showing a link to access the organization's profile and complete the details. The manager can also access the organization's profile by clicking on the circle at the top right showing the manager's initial.

Bienvenid@ James Carragher

Su entidad aún no se encuentra acreditada en el sistema. Por favor, acceda al perfil de su Entidad ([link](#)) y añada la información obligatoria antes de solicitar la acreditación.
Por favor, recuerde que para poder tramitar un proyecto su entidad debe estar en proceso de acreditación o ya acreditada.

» Dashboard

Applications Actions Open Calls User Profile

My Organization

Organization Profile

- » By clicking on the link, the manager will access the different tabs that will let him/her provide the information to accredit the organization: General information, Contact information, Additional information, Documentation and Governance Body.

GENERAL INFORMATION CONTACT INFORMATION ADDITIONAL INFORMATION DOCUMENTATION MONEY LAUNDERING PREVENTION ADDITIONAL ORGANIZATION REPRESENTATIVE

Indique aquí el nombre oficial de su entidad, según consta en el **Certificado de Registro**. En caso de no disponer de Certificado de Registro el nombre será el oficial de la entidad matriz seguido de la provincia o población correspondiente.

* Name Of Organization
CRUZ ROJA ESPAÑOLA-ASAMBLEA AUTONÓMICA DE

* Acronym
CRE ASAMBLEA NAVARRA

* Status
Draft

* Fiscal ID type
NIF

* ID
Q2866001G

▼ Geographic Data

* Country: Spain
Province/Region: Navarra
Location: Pamplona
* Postcode: 31002

Autonomous region: Comunidad Foral de Navarra
City/Town: Iruña
* Address: Calle Leire 6
77 characters left
Location details:

Changes applied

Save Send for Approval

- » Complete the required information in each field and attach the necessary documents:
- Document with the organization's tax number
 - Registration of the organization in the corresponding registry
 - Articles of association
 - Organization's bylaws
- » Documents related to the delegation if it is NOT recognized in the organization's bylaws and it is NOT registered as a delegation in the corresponding Registry
- » The delegation must be explicitly recognized in the bylaws of the parent organization or provide:
- Documentation accrediting recognition, signed by a legal representative of the parent organization;
 - Declaration of autonomous operation with respect to the parent organization, explaining its own structure and governing body, signed by an executive officer of the delegation;
 - Declaration of the existence of a budget separate and distinct from the parent organization, signed by an executive officer of the delegation;
 - Declaration of a minimum of 1 year of operation as a delegation.

- » In the "Governance Body" tab, click on the "Edit Table" and then use the + button to add the members that make it up and enter their details. In the "Type" field, the manager can indicate whether any of the members represent an entity. Once the members of the governing body have been introduced, click "Save" and then "Close".

The screenshot shows the 'MONEY LAUNDERING PREVENTION' tab. Under the 'Governing body table' section, there is a note: 'Please note that this section only needs to be completed in case your Organization has a proposal pre-awarded.' Below this, there is a table with columns: 'Governing body', 'Name', 'Surname 1', 'Surname 2 if applicable', 'ID type', 'ID', and 'Position'. A red box highlights the 'Update Table' button. Another red box highlights the '+' button to add a new member. A third red box highlights the dropdown menu for 'Type', showing options 'Person' and 'Legal entity'.

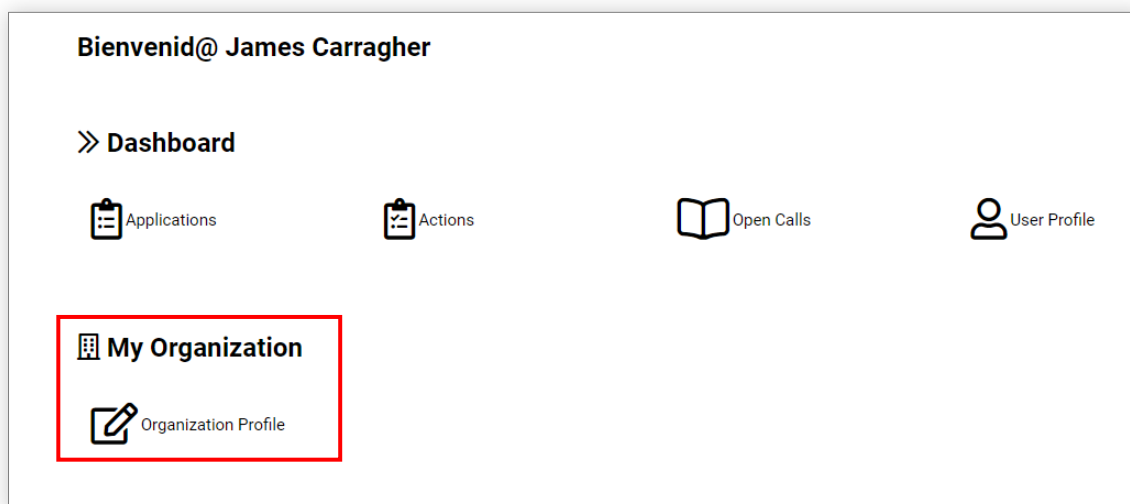
- » Once the information on the four tabs is filled in, to start the validation process, click on the button **Send for Approval**
- » The accredited manager/user will receive an email informing him/her of the validation of the accreditation of the organization, or of the request to correct the information or the attached documents.

IMPORTANT:

- The manager can start and process the application without having the accreditation validated, but **the evaluation process cannot be initiated if the accreditation is not validated**. The manager will receive confirmation or a request to correct the organization's accreditation. In the latter case, correct it immediately and request the accreditation again. The full accreditation process must be carried out and validated as soon as possible.

→ Updated documentation on the organization

- » If the organization is already accredited but a relevant aspect has changed, the corresponding documentation will have to be updated or added. To do this, the manager has to access the organization's profile.



- » Once inside, press the button "Restart Accreditation":

The screenshot shows the 'Organization Profile' form. At the top, there are tabs: 'GENERAL INFORMATION', 'CONTACT INFORMATION', 'ADDITIONAL INFORMATION', 'DOCUMENTATION', 'MONEY LAUNDERING PREVENTION', and 'ADDITIONAL ORGANIZATION REPRESENTATIVE'. The 'GENERAL INFORMATION' tab is active. Below the tabs, there is a message: 'Indique aquí el nombre oficial de su entidad, según consta en el Certificado de Registro. En caso de no disponer de Certificado de Registro el nombre será el oficial de la entidad matriz seguido de la provincia o población correspondiente.' Below this, there are several input fields: 'Name Of Organization', 'Acronym', 'Status' (set to 'Active'), 'Fiscal ID type' (set to 'NIF'), and 'ID' (set to 'Q2866001G'). Below these is a 'Geographic Data' section. It contains fields for 'Country' (set to 'Spain'), 'Province/Region' (set to 'Navarra'), 'Location' (set to 'Pamplona'), 'Postcode' (set to '31002'), 'Autonomous region' (set to 'Comunidad Foral de Navarra'), 'City/Town' (set to 'Iruña'), 'Address' (with a '77 characters left' indicator), and 'Location details'. At the bottom of the form, there are two buttons: 'Restart Accreditation' (highlighted with a red box) and 'Save'.

» Since this action will result in the organization's accreditation changing from "Accredited" to "Pending accreditation", you will receive the following message:

Alert

Are you sure you want to restart the Accreditation process? This might affect your organization's ongoing applications.

If you would like to update your Organization's Governing body, please note that this action is NOT necessary.

YES **NO**

- If you click on "YES", the documentation can be changed.

» In the "Changes applied" field, specify the documents added to speed up the process.

CONTACT INFORMATION ADDITIONAL INFORMATION DOCUMENTATION MONEY LAUNDERING PREVENTION ADDITIONAL ORGANIZATION REPRESENTATIVE

* Name Of Organization

* Acronym

* Status

Draft

* Fiscal ID type

NIF

* ID

Geographic Data

* Country: Spain

Province/Region: Navarra

Location: Pamplona

* Postcode: 31002

Autonomous region: Comunidad Foral de Navarra

City/Town: Iruña

* Address: 77 characters left

Location details:

Changes applied

Save **Send for Approval**

» At the end, click the "Save" button and then "Send for Approval". The following message will be shown:

Alert

Your organization's documentation will be sent for review. Are you sure you wish to continue?

YES **NO**

» Click "YES" to finish updating the documentation.

4. Submitting the application

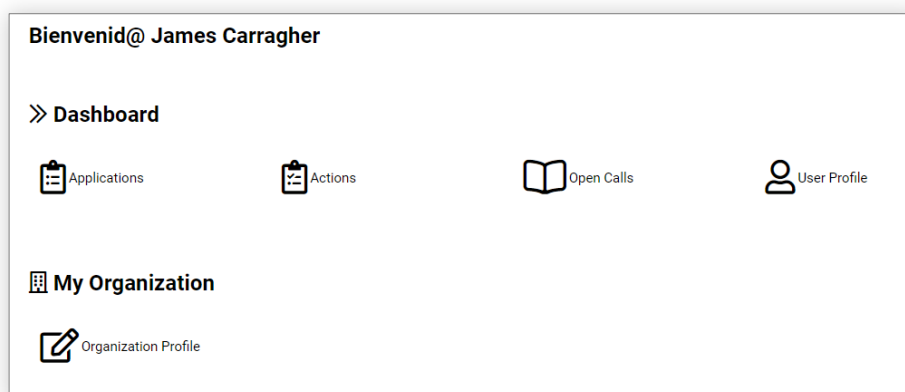
We recommend that you carefully read the eligibility criteria that are shown in the conditions of the call before starting the process.

If your organization is already accredited and does not meet some of the eligibility requirements set out in the conditions, you will not be able to start the project presentation.

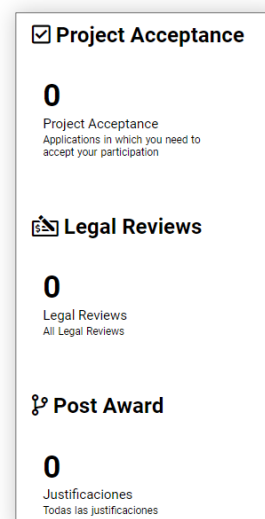
→ *How to present the project*

After entering the email address and password you used to register, you will see the following panel:

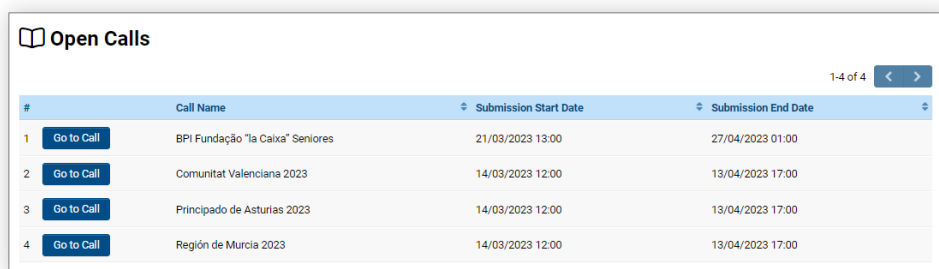
- » Applications;
Status of registered
applications:



- » Actions; Actions to be carried out
in relation to the active applications:



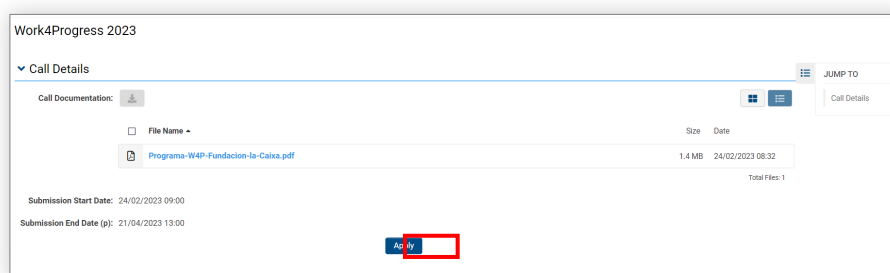
» Open Calls; Open calls for applications to which you can submit an application:



#	Call Name	Submission Start Date	Submission End Date
1	BPI Fundação "la Caixa" Seniores	21/03/2023 13:00	27/04/2023 01:00
2	Comunitat Valenciana 2023	14/03/2023 12:00	13/04/2023 17:00
3	Principado de Asturias 2023	14/03/2023 12:00	13/04/2023 17:00
4	Región de Murcia 2023	14/03/2023 12:00	13/04/2023 17:00

» To start an application, you have to identify which call you wish to enter from the list of "Open Calls", which shows the name of the call, the start date and the deadline for processing the applications. Press the button: **Go to Call**

» The next screen will show the details of the call and any related documents (*Conditions of the call* and this *Manual for the calls application*), as well as eligibility criteria. To start your application, press **Apply**



Work4Progress 2023

Call Details

Call Documentation: 

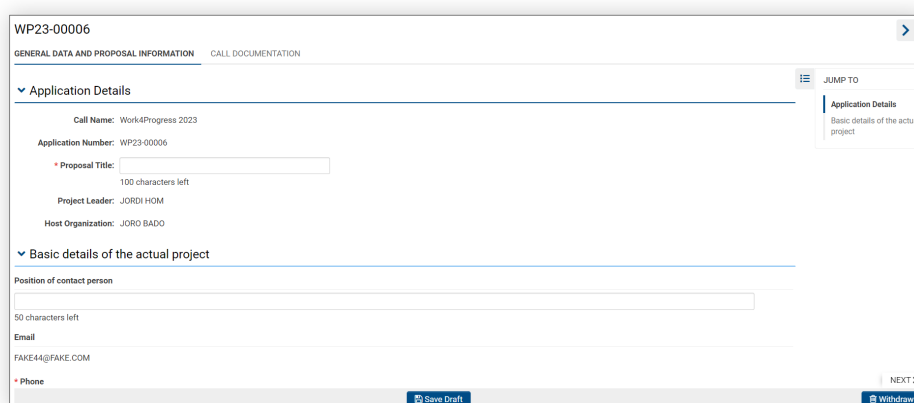
File Name	Size	Date
Programa-W4P-Fundacion-la-Caixa.pdf	1.4 MB	24/02/2023 08:32

Submission Start Date: 24/02/2023 09:00

Submission End Date (pt): 21/04/2023 13:00

Apply

» Next, you will go to the first of seven tabs that you must complete in order to process the grant application:



WP23-00006

GENERAL DATA AND PROPOSAL INFORMATION CALL DOCUMENTATION

Application Details

Call Name: Work4Progress 2023

Application Number: WP23-00006

* Proposal Title:

100 characters left

Project Leader: JORDI HOM

Host Organization: JORO BADO

Basic details of the actual project

Position of contact person:

50 characters left

Email: FAKE44@FAKE.COM

* Phone:

Save Draft

- » The "Save draft" and "Continue" buttons located at the bottom of the screen will be available during the application process. **"Save draft"** will save the data and update the information entered; use the "Continue" button to get confirmation that the required fields are filled in and the details are correct. It will look like this:

The screenshot shows a web application interface for a project submission. At the top, a red banner indicates a "Submission Failed" with the message "Project start date must be after than today." Below this, the form is titled "WP23-00003". The main section is "GENERAL DATA AND PROPOSAL INFORMATION" with a sub-tab "CALL DOCUMENTATION". The "Application Details" section is expanded, showing fields for "Call Name: Work4Progress 2023", "Application Number: WP23-00003", "Proposal Title: EJEMPLO 04 ENERO 23" (with a character count of 81), "Project Leader: Mickey Mouse", and "Host Organization: anavaras". A "JUMP TO" sidebar on the right lists "Application Details", "Basic details of the actual project", and "Previously selected project data". At the bottom, there are buttons for "Save Draft", "Continue", and "Withdraw".

- » Once all the fields in the tab are filled in, the **"Continue"** button will be enabled so you can open the remaining tabs on the form. When you click on it, the following message will be shown:

An alert dialog box with a yellow warning icon and the title "Alert". The text inside reads: "If you wish to continue with your application form, please note that current information in this form will no longer be editable. Are you sure you want to continue?". At the bottom, there are two buttons: "YES" (highlighted in yellow) and "NO".

- » Clicking "YES" will open the rest of the application tabs and you can start the process of submitting your project.
- » The form is displayed using the following tabs:
- General data and proposal information
 - Requesting Entity
 - Partner entities
 - Proposal
 - Budget
 - Call documentation

We recommend following the order of the fields throughout the form, completing the fields in each tab before going to the next one, but you can browse through the tabs and sections using the top and right menus.

To avoid losing data, we recommend pressing "Save draft" before exiting the application and "Validate" throughout the process to make sure you can submit the application by the deadline.

» Once all the fields in the different tabs of the form are complete, you can process the application.

IMPORTANT NOTE:

- As indicated in the rules of this call, **organizations that have open projects from the Work4Progress programme can submit a proposal in the call for Work4Progress 2024, provided that at least 80% of the funds granted have been implemented.**
- To do so, they must **have submitted the narrative report and financial pre-closing report, duly completed**, as well as an audit of the funds implemented, through the calls application, and justify having spent an amount equivalent to at least 80% of the aid granted. **The report must be submitted before the call is closed on 30th August at 5 p.m.**
- If this documentation is approved by the "la Caixa" Foundation, the application will go to the eligibility and evaluation phase (if eligible).
- If the organization does not submit this documentation or it is not approved by the "la Caixa" Foundation, the application will be deemed ineligible for the 2024 call.

5. Processing the application

Once the data requested in each of the tabs is filled in:

- » Click the "Save draft" button to avoid losing the information.
- » Click the "Validate" button to see all the fields that need to be filled in or any errors that need to be corrected.
- » To view the full application, you can click on "Application summary".
- » Once you complete the form, you have to click the "**Process application**" option to register the application in the system. This must be done by 5 p.m. (CET) on the last day of the period for submitting applications for the call.
- » Once the application is processed, the organization's manager will receive a confirmation email with a file (PDF format) of the project submitted.

→ *Communication of the decision*

- » From that moment on, the **project evaluation process** will begin. Within the period established in the conditions of the call, the decision will be communicated to the organization (by email via the application).
- » Before the decision, **only for pre-screened projects** (by email through the application), additional documentation will be requested that managers will have to upload to the application. If this applies to your organization, you will be sent a small manual to help you with this process.

6. Texts and buttons

→ *Editing texts*

You can copy text from the "Word" application to most text fields in the application. However, it is important to check that the format, letters and special symbols are not converted or lost in the text fields after copying and pasting them.

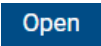
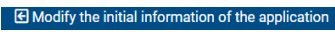
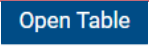
Each text field on the form shows a limit of characters remaining (with spaces) for the text that can be used to describe the information being requested:

500 caracteres restantes

→ *Main buttons*

The meaning of the main buttons and icons in the application is described below:

	Go to homepage.
	Select language: Spanish, Catalan or English.
	Privacy Policy: legal terms and conditions applicable to the registration and use of the "la Caixa" Foundation's application for calls.
	Notifications: where you will receive notifications from the system.
	My account: lets you see the personal profile, the organization's profile, change the password or log out.
	Lets you hide the instructions shown in the side menu on the right of the screen.
	List view: show a list of documents in grid format or list format.
	Skip to function: this option lets you go to the different sections of the tab you are in. To hide it, press the list icon.
	As the form is filled in, you need to save the draft to avoid losing the information you have entered.
	Once the process of filling in all the necessary information is complete, you will see which fields have been left empty but that are mandatory. Also those that have a format error. They will be shown in the list at the top of the screen. Clicking on them will take you to the incorrect or empty field..
	Submit application for evaluation.
	Shown in the information windows of a list (an activity, for example) or table, and lets you delete it.
	It appears on any tab of the application, letting you delete it completely.

	Lets you upload the requested documents, either by pressing the upload button or by dragging the file from the location on your computer to the document box. Once uploaded, a blue tab next to the document lets you download it to see its content. It also gives you the option to delete it.
	If your organization is accredited, if you need to edit any of the documents on your accredited organization, except for the Governing body.
	Add an entry to reply to a field in the form. This action opens a window in which to enter the information requested. Once complete, at the bottom of the window you have to press the "Save draft" button to record the information. When leaving the window, the information is shown in list form below the form field.
	In a window, it can be expanded to full screen or closed. If you close the window without saving the information, it will be lost.
	In fields where the information is shown in list form, it opens the window corresponding to one of the entries in that list.
	Lets you reopen the fields on the form and edit them, provided it is in the "draft" status (before processing).
	Lets you download and print the content of the application. Once the application is processed, the application automatically sends an email to the organization's manager with the project attached in a PDF file.
	Lets you edit the selections that have been marked in the first tab of the form and that define certain fields in the rest of the form.
	Lets you open a table to fill it in.
*	All the information requested in the fields and documents of each section must be filled in.

Work4Progress

**FOR ENQUIRIES RELATED TO THIS CALL,
PLEASE CONTACT:**



work4progress@contact.fundacionlacaixa.org



www.fundacionlacaixa.org



"la Caixa" Foundation