



## APPLICATION GUIDE FOR INCIDENTAL EMERGENCY FUNDING (IEF)

### **STEP 1:**

Before apply for DDP Incident Emergency Funding (IEF), please check if your request falls within the mandate through the [eligibility test](#).

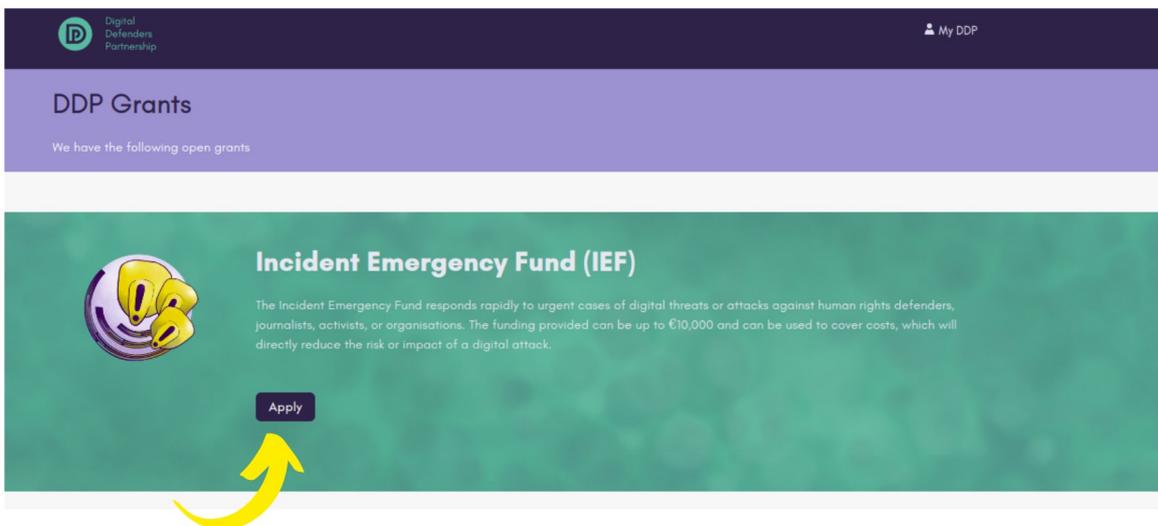
### **STEP 2:**

If you do not have a secure/encrypted email account, please create one before applying. Several secure email options are Protonmail, Riseup, Tutanota or Posteo. All of communication between DDP and the applicant will be done via the application platform. However, you will get notifications in your email inbox, therefore a secure email is recommended.

### **STEP 3:**

If you are eligible and have created a secure email account, you can start your application at our application system page **here**. Click "Apply" under Incident Emergency Funding.

**[screenshot 1]**

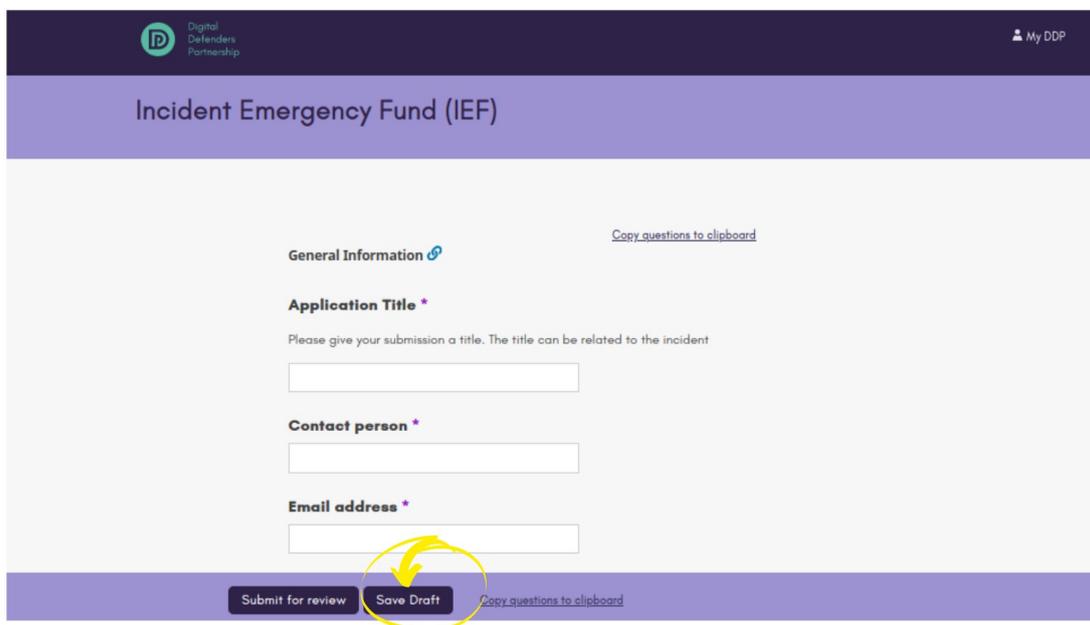


#### **STEP 4:**

You will land on the application form page. Fill-in the application form. The form may take some time to complete because some questions required longer responses. To anticipate interrupted and loss application process, we recommend these two options:

- a) Once you filled out responses on the General Information section (name, email contact, project detail, etc) click "Save Draft". Then you will need to check your email inbox to activate your account. You can modify the application form later upon account activation.

#### ***[screenshot 2]***



The screenshot displays the 'Incident Emergency Fund (IEF)' application form. At the top left is the 'Digital Defenders Partnership' logo. The page title is 'Incident Emergency Fund (IEF)'. The form section is titled 'General Information' with a link icon. A 'Copy questions to clipboard' link is visible. The form includes three mandatory fields: 'Application Title \*' (with a sub-instruction: 'Please give your submission a title. The title can be related to the incident'), 'Contact person \*', and 'Email address \*'. At the bottom, there are two buttons: 'Submit for review' and 'Save Draft'. A yellow circle highlights the 'Save Draft' button, with a yellow arrow pointing to it from the right.

- b) You can type your answers on a word or text processor application (Word, txt, etc) temporarily, after which you can copy and paste your responses in all mandatory fields. Click "Submit for review". You will get a notification on your email inbox to activate your account. Once you submit your application, you cannot modify your answers unless our Project Officer enables the feature.

### [screenshot 3]

Digital Defenders Partnership My DDP

## Incident Emergency Fund (IEF)

General Information [Copy questions to clipboard](#)

**Application Title \***  
Please give your submission a title. The title can be related to the incident

**Contact person \***

**Email address \***

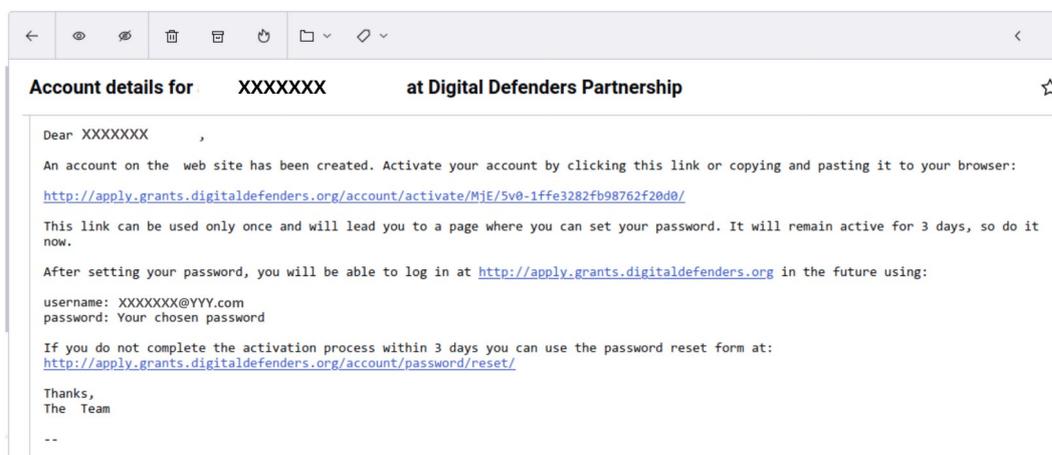
**Submit for review** **Save Draft** [Copy questions to clipboard](#)

### STEP 5

Check your email inbox for your account activation link. The link can only be used once and is valid for 3 days only, so it is advisable for you to activate your account immediately.

The activation link will prompt you to change your password. After setting your personal password, you will be able to log in at <http://apply.grants.digitaldefenders.org> in the future using your username and password.

If you are unable to complete the activation process within 3 days, please use the password reset form through <http://apply.grants.digitaldefenders.org/account/password/reset/>

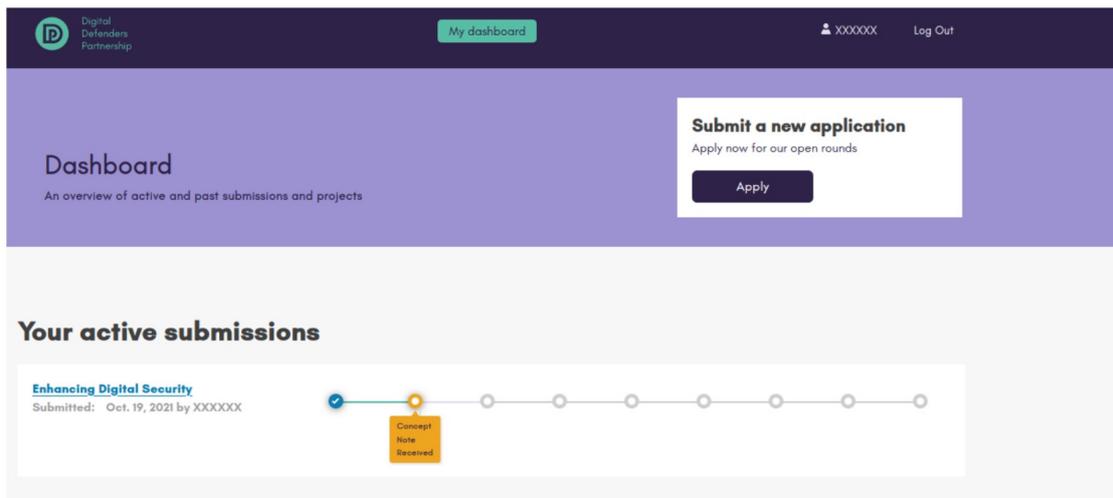


## **[screenshot 4]**

### **STEP 6**

After activating your account and changing your password, you can access your "Dashboard" on the application platform.

## **[screenshot 5]**



If you previously chose to "Save Draft" you can continue completing the application form. If you clicked "Submit for Review" you cannot edit your application form anymore.

Once you submit an application, DDP's Project Officer will respond to your application via "Communication" page on your Dashboard. It may take up to 2 weeks for our team to confirm your application.

You can track the application status via Dashboard and the email notifications.

### **Support**

If you encounter problems using the application system, please contact [team@digitaldefenders.org](mailto:team@digitaldefenders.org)