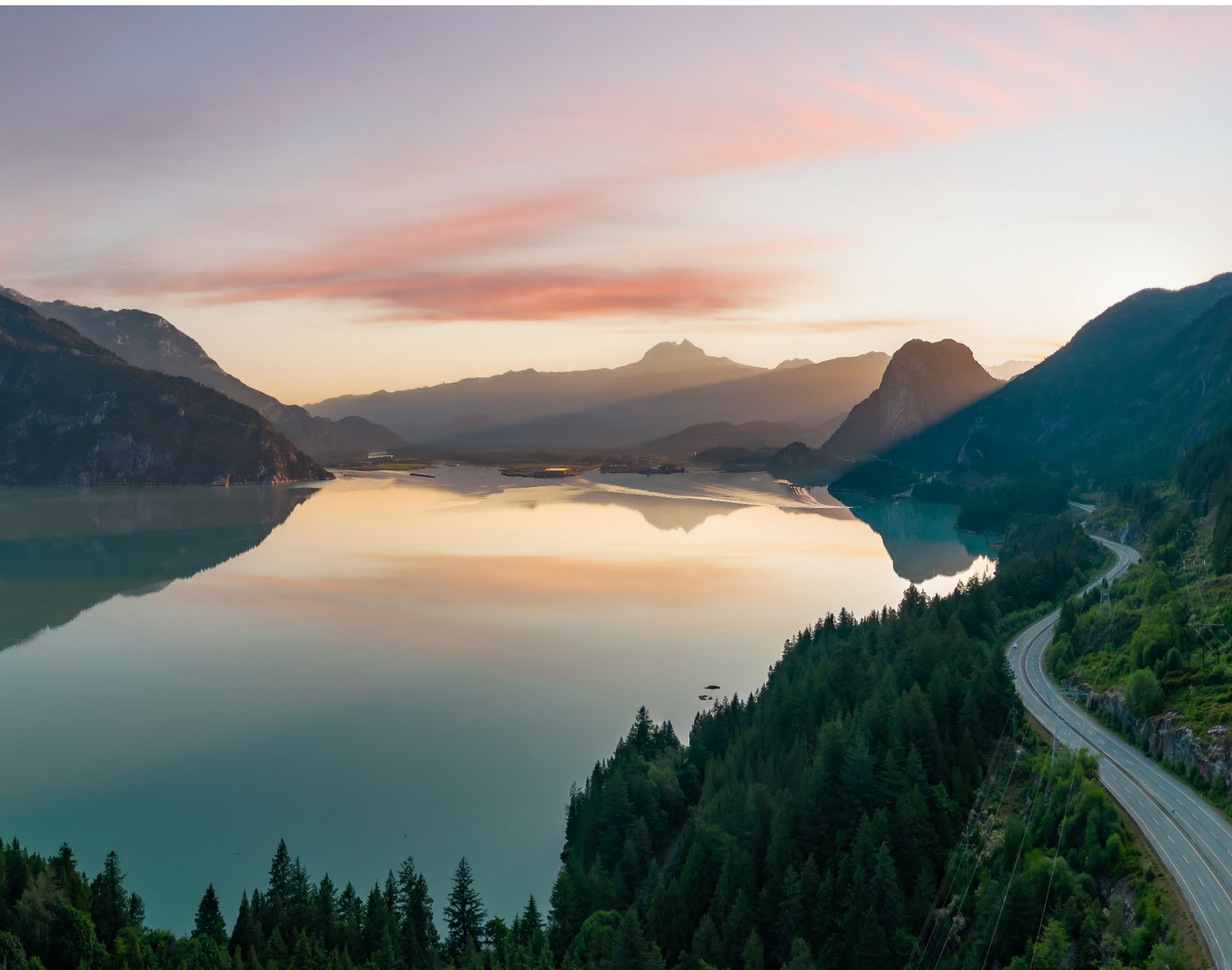


# **Applicant User Guide - Common Hosted Forms System (CHEFs)**

## **Creating, Submitting, Retrieving Drafts, & Editing your Grant Application**

**Last Updated August 23, 2024**



## Contents

Document Purpose & Audience .....	3
Starting a New Form and Submitting.....	3
How to Save a Draft of Your Form .....	5
How to Resume Editing a Form.....	6

## Document Purpose & Audience

As part of your grant application process, you will submit forms through the BC Government *Common Hosted Forms Service* (CHEFs) site, at <https://submit.digital.gov.bc.ca/app/>. **Links to the application forms, specific to the grant program, can be found on each grant program public facing home page.**

All forms associated with your grant application process are submitted through CHEFS - be it Proposals, Grant Applications, Payment Requests, Follow Up Reports or other online forms. **This document provides instructions on how to save, access, and edit your Drafts and Submitted forms on the CHEFS site.**

If you have additional questions on the process outlined below, please reach out to the identified contact on the Grant Program home page.

### NOTE:

- You can access application forms for specific grant programs only through their unique links.
- If you have drafts for more than one grant program, you must access the unique link for each form to see your previous drafts and completed submissions.
- It is good practice to keep no more than one draft per grant program to avoid confusion.

## Starting a New Form and Submitting

1. Click on the link specific to the grant program you are applying to. You can gain access to this link from:
  - a. Link(s) on the grant's information page
  - b. Provided link from grant program staff
2. You will see a CHEFs form being loaded, like the screenshot presented below, based on the grant you are applying for.
3. Fill out all required fields and other selected optional fields.
4. Click on the Submit button highlighted by red outline as shown below to submit the form or check the next section on how to save draft at any point while filling out a CHEFs form.

BRITISH COLUMBIA

LOGOUT English

VIEW MY DRAFTS/SUBMISSIONS

### Strategic Forestry Envelope

1. INTRODUCTION 2. ELIGIBILITY 3. APPLICANT INFORMATION 4. PROJECT INFORMATION 5. PROJECT TIMELINES  
6. PROJECT BUDGET 7. ATTESTATION

By submitting this application, I confirm that I have the authority to submit this request and agree to the conditions described below.

(a) All information contained herein is correct and complete to the best of my knowledge;

(b) Awarding of funding to successful applicants will be conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding;

(c) I consent to receiving email notifications regarding this application and any subsequent emails from the Strategic Forestry Envelope Program or those working on behalf of the Strategic Forestry Envelope Program that relate to this application.

*Applications submitted under the program are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the program and will be used for the purpose of evaluating eligibility under the program.*

*Information collected through the application process may be disclosed to Government of British Columbia staff outside the Indigenous Relations Branch in order to conduct due diligence on this application.*

*In addition, the applicant organization's name, location, funded activity, and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.*

I have read the Attestation above and agree to all terms therein. \*

I am authorized to submit this application and can provide documentation upon request. \*

SUBMIT

PREVIOUS

Version: 37

5. After you have Submitted your form, you will be shown your Submission ID

BRITISH COLUMBIA

LOGOUT English

VIEW MY DRAFTS/SUBMISSIONS

**✓ Your form has been submitted successfully**

If you wish to keep a record of this submission, you can keep the following Confirmation ID: **DE361C3A**

EMAIL A RECEIPT OF THIS SUBMISSION

SUBMIT

Version: 1

Home About gov.bc.ca Disclaimer Privacy Accessibility Copyright Contact Us

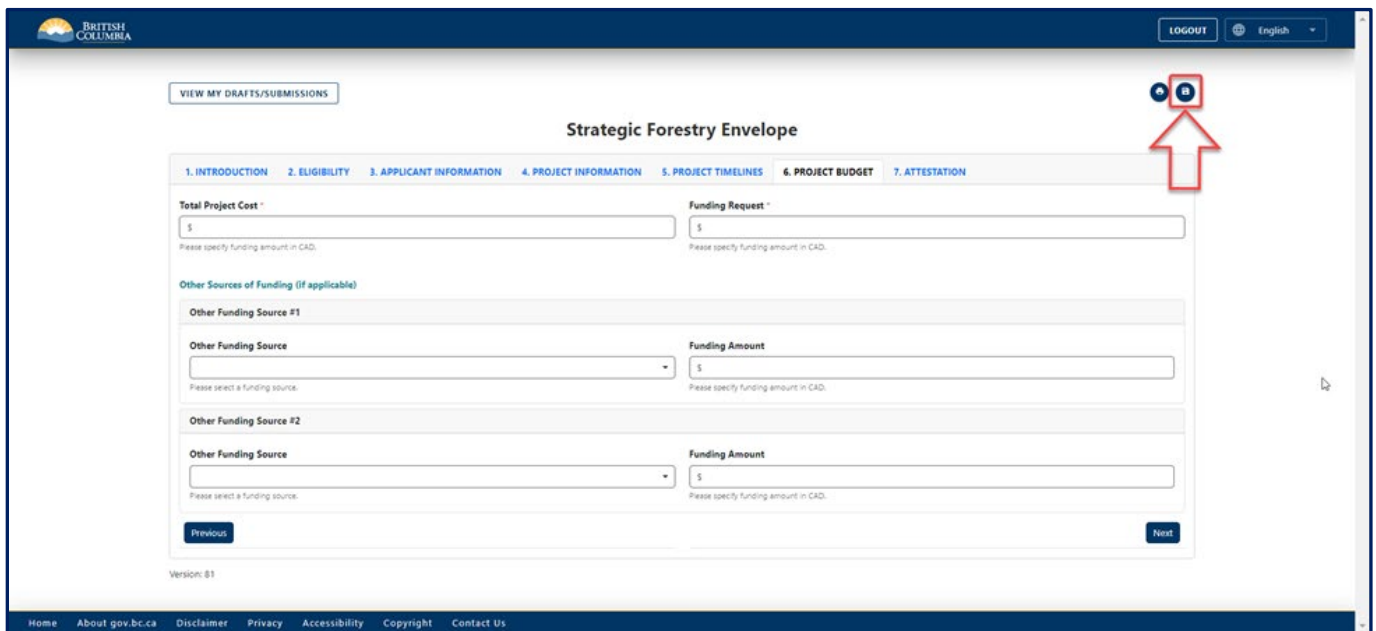
**NOTE:**

- Once you have submitted your Form, DO NOT use the back button on your browser to navigate. You can use the top buttons to navigate such as:
  - VIEW MY DRAFTS/SUBMISSION, to review this or other submissions
  - LOGOUT, a good practice once completed
  - PRINT LOGO, in the top right corner, to print to PDF this Submission
  - BC LOGO, in the top left corner, will take you to the BC Gov home page

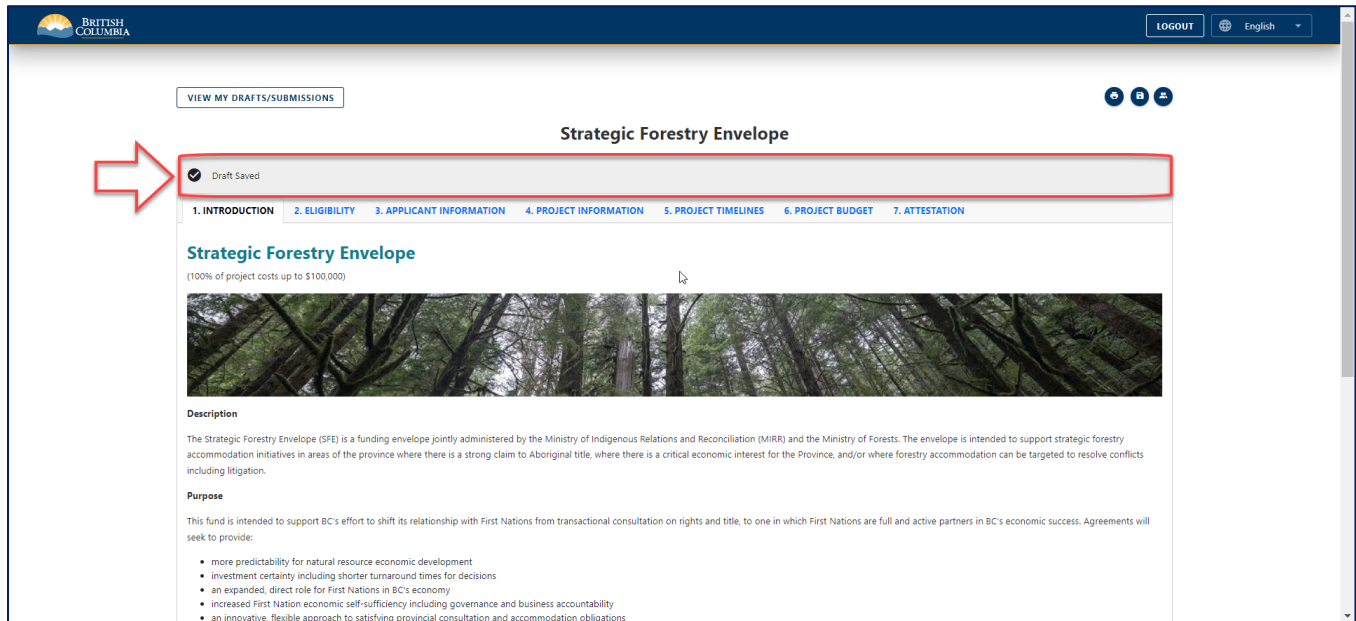
## How to Save a Draft of Your Form

You can save a draft at any point while filling out a CHEFs form.

1. Click the **“Save as a Draft”** button in the upper right corner of the webpage.



2. You will then see a confirmation message indicating **“Draft Saved.”**



**Please note the date and time that you saved your draft as this information will be used later.**

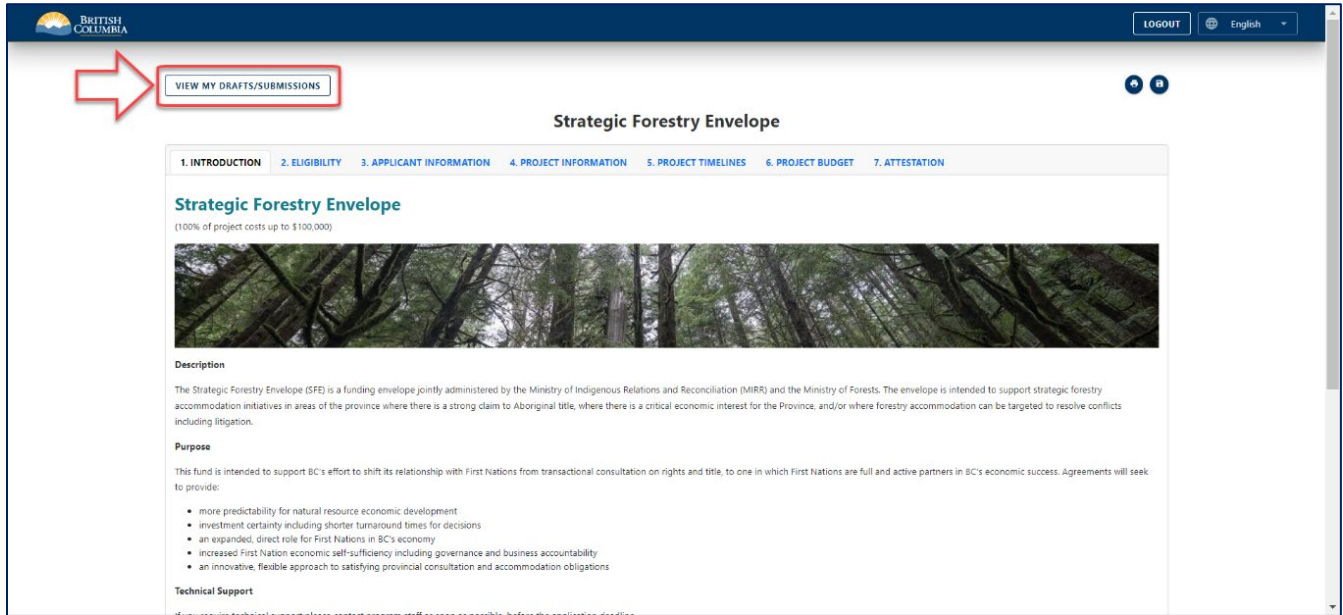
3. Once you have saved the form, **you can logout** without losing progress on your submission.

## How to Resume Editing a Form

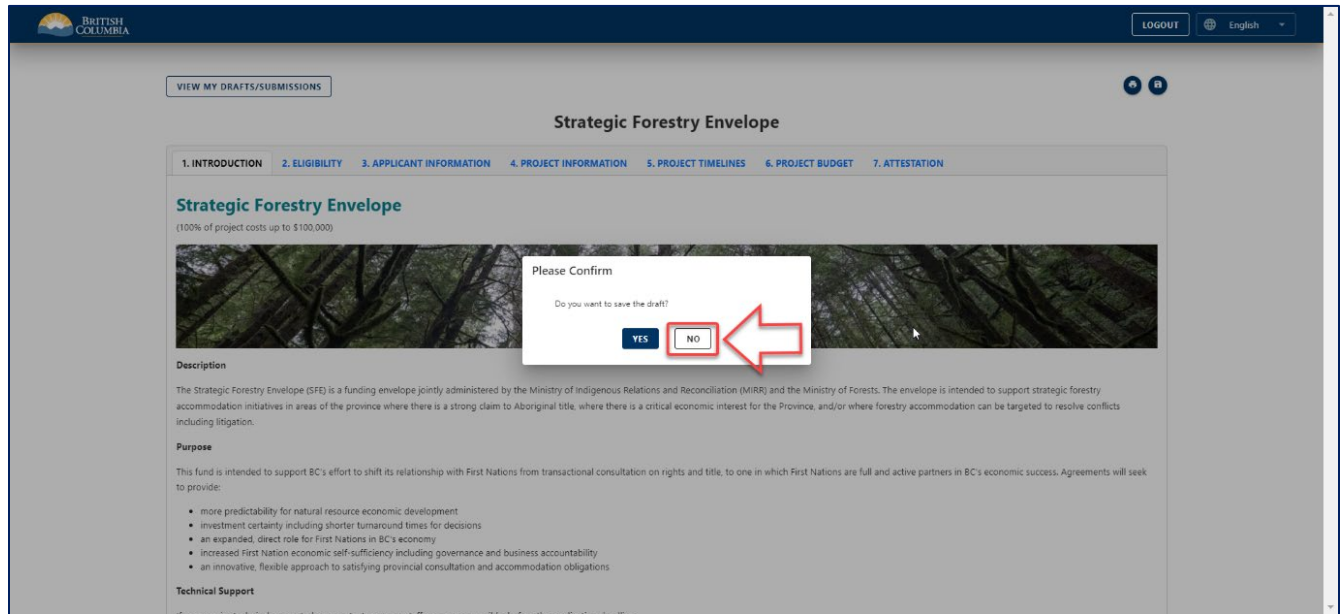
1. Access the Application form again, by **using the same link** that you originally used to start your application.
2. **Log in** using your credentials.

This will seem like you are starting a new application however once back on the main screen:

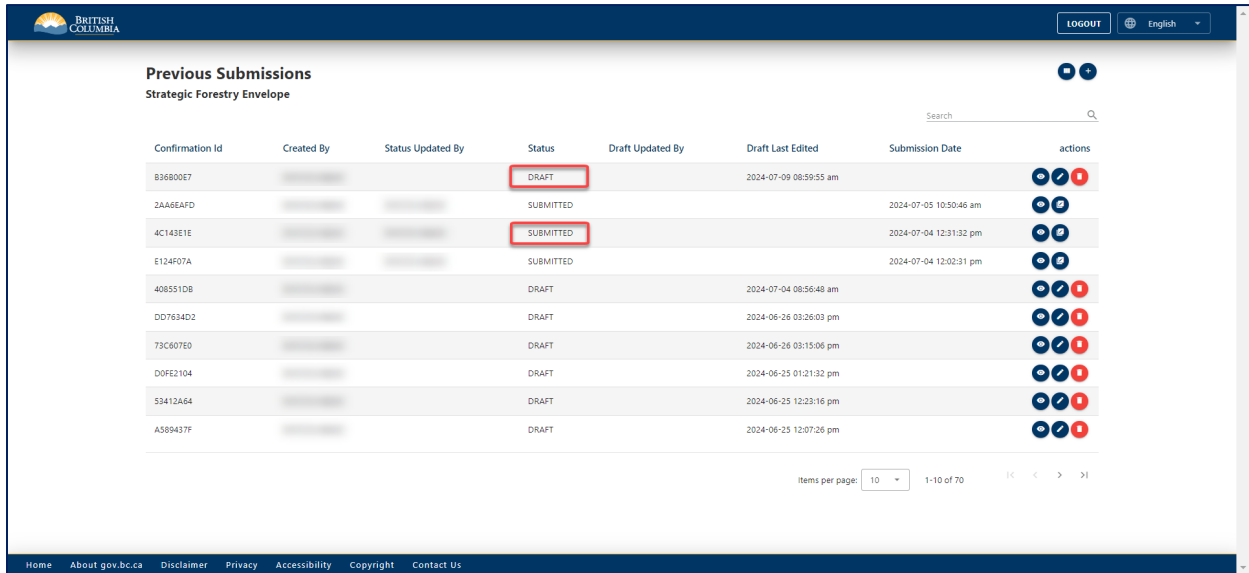
3. Click the **“VIEW MY DRAFTS/SUBMISSIONS”** button in the upper left corner of the webpage.



4. When you see the prompt asking, “Do you want to save the draft?” Click “No.”



- A new display will show a list of all your applications for that form only.
  - Completed submissions are labelled **“SUBMITTED.”**
  - Incomplete drafts are labelled **“DRAFT.”**



- To resume editing a draft, **click the pencil icon** in the “actions” column to the right of your draft. *NOTE: If you have multiple drafts for the same form, please note the date stamp of your drafts to differentiate between them.*

