

# SGP online Portal: SGP Applicant User Guide

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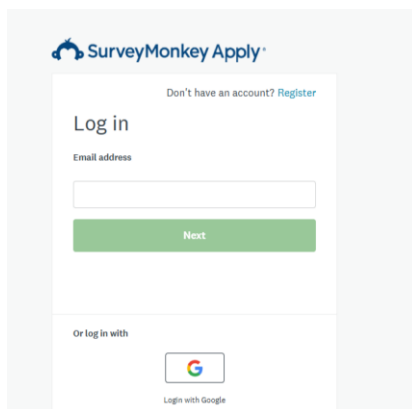
Welcome to the Small Grants Program (SGP) Application Guide. This document is designed to help applicants from Civil Society Organizations (CSOs), NGOs, Community-Based Organizations (CBOs), and other grassroots entities navigate the SGP portal with confidence. Whether you're applying for your first GEF SGP grant or looking for a new SGP grant (provided you have not received a grant during SGP OP8), this step-by-step manual will provide all the practical instructions and tips needed to successfully prepare, submit, and manage your proposal. We hope this guide empowers you to bring your impactful environmental and sustainable development initiatives to life.

## A – Access the Portal

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Visit [https://fao-grants.smapply.io/prog/sgp\\_portal](https://fao-grants.smapply.io/prog/sgp_portal) to directly access the program. During your first login and in case you are a new user, you will be directed to the login page and you need to:

- Click on Register and create your account and register with your name, email, and password.
- Once your registration is completed you will be returned to the log in page (see below). You can access your portal from desktop (you may also need to verify your email before the first login).



**⚠ Important – Platform Language Must Be Set to English**

The SGP application forms are available in English only. If the portal language is set to Spanish (Español), the forms will appear **blank and empty**, which means you will not be able to fill in or see any questions. This can happen automatically if your browser or device is configured in Spanish.

**Unless you are applying from Chile or Cuba**, you must set the portal language to **English** at all times when accessing the SGP Portal.

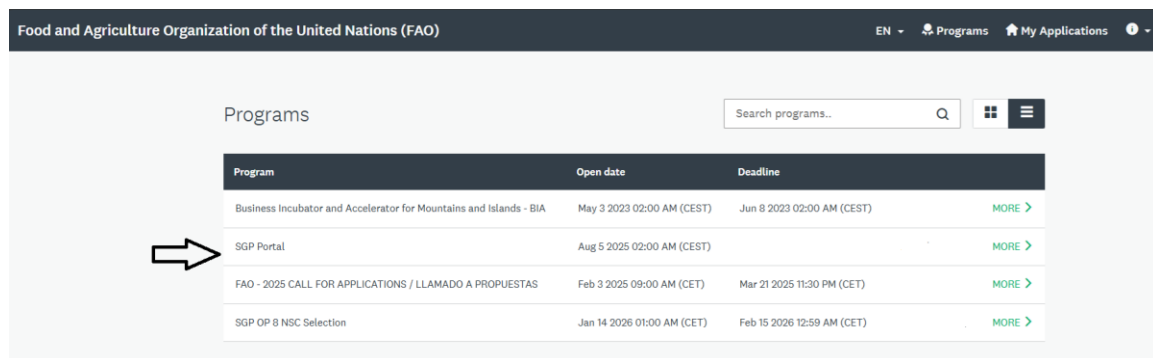
#### How to check and change the portal language:

1. Once logged in, click on your **name or profile icon** in the top-right corner of the screen.
2. Select **My Account** from the dropdown menu.
3. Scroll down to **General Preferences** and locate the **Language** field.
4. Click **Edit**, select **English** from the dropdown, then click **Change Language** to confirm.

If the form still appears empty after changing the language, log out and log back in to refresh the session.

## B. Starting an Application

5. Log in to your SGP Portal account. You can access the portal from your computer, tablet and phone (it is highly recommended to use a computer when filling your application forms, for optimal use please see recommendations below)
6. You can copy on your browser the SGP Portal link [https://fao-grants.smapply.io/prog/sgp\\_portal](https://fao-grants.smapply.io/prog/sgp_portal) or from the homepage, you will find a list of programs, click the “**SGP Portal**”.

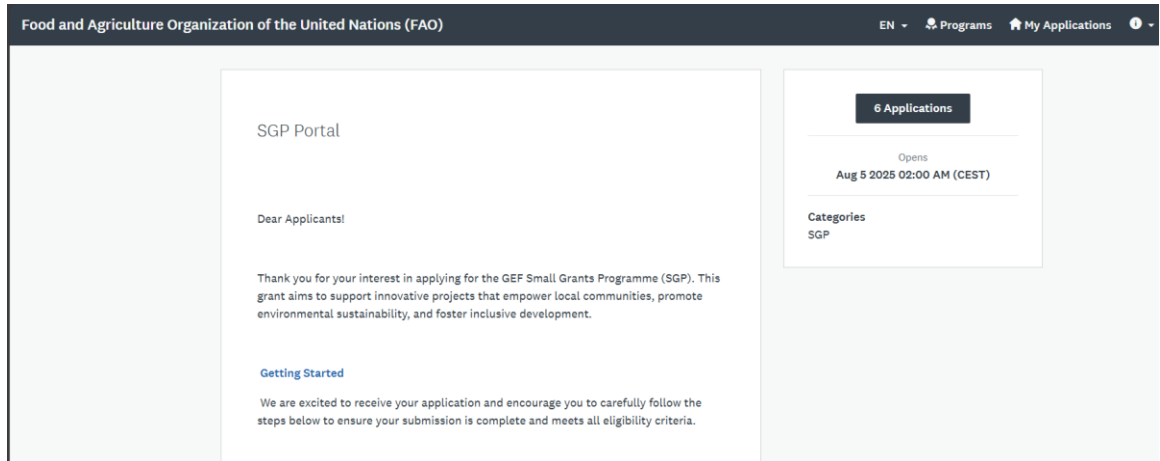


Food and Agriculture Organization of the United Nations (FAO) EN Programs My Applications

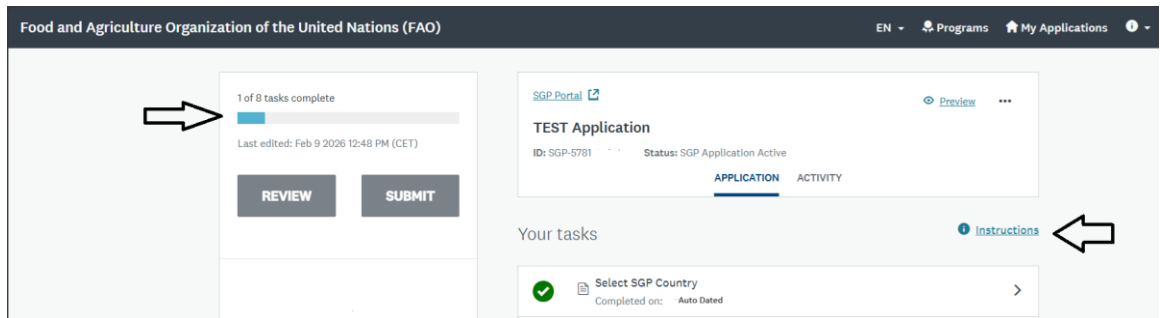
Programs Search programs..

Program	Open date	Deadline	
Business Incubator and Accelerator for Mountains and Islands - BIA	May 3 2023 02:00 AM (CEST)	Jun 8 2023 02:00 AM (CEST)	MORE >
SGP Portal	Aug 5 2025 02:00 AM (CEST)		MORE >
FAO - 2025 CALL FOR APPLICATIONS / LLAMADO A PROPUESTAS	Feb 3 2025 09:00 AM (CET)	Mar 21 2025 11:30 PM (CET)	MORE >
SGP OP 8 NSC Selection	Jan 14 2026 01:00 AM (CET)	Feb 15 2026 12:59 AM (CET)	MORE >

7. Click “**Application**” to start your application process and access your application dashboard.



8. On your application dashboard you will see tasks or forms to complete (e.g., choose your country, SGP Application form). You are invited to always check the instructions before starting filling out the forms.



9. On the Top Left of the dashboard you will see the number of tasks that you need to complete, the submit button will remain deactivated (grey color) until all tasks are completed.
10. The Submit Button will automatically turn into Green color when all required tasks are completed, when you click submit you will receive a pop-up message confirming the submission as well as an email. Prior submitting you need to review your application as no modifications will be allowed by the system after the submission.

## Device Recommendations

For a smooth experience using the platform, we recommend the following when accessing or completing tasks on the portal:

- **Use a desktop or laptop whenever possible** for the best experience completing forms, uploading documents, and navigating your dashboard.

- **Tablets are recommended** for reading/ reviewing applications, checking status, or completing short tasks, but may require additional scrolling for long forms.
- **Mobile phones should be used only for quick checks** (e.g., viewing status or messages). They are not recommended for completing full applications, completing tables in the forms or uploading files.
- Use an **up-to-date web browser** such as Chrome, Firefox, Edge, or Safari for optimal performance.
- Ensure a **stable internet connection**, especially when uploading documents or submitting your application.
- Follow the instructions for uploads and it is best to keep files **small and in common formats** (PDF, Word, Excel, JPG, PNG) to avoid upload delays and easy upload.

## C – Check Eligibility

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Before you start your application journey, you are required to verify that:

1. You are applying for the right program “SGP Portal”
2. You have read the call for proposals in detail to understand if you are eligible (e.g. you are an applicant from the country that opened the call for proposal, for example you are in a country A and you are applying to the call launched by Country A)
3. You are Eligible as per the eligibility criteria set out in the call for proposals in your country.

## D – Dashboard Overview

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1. Use the dashboard to view your application progress.
2. On the Top Right side of the dashboard you will find “Preview” you can use it to have full screen preview of your application.
3. On the right of the “Preview” you will see “...” that you can use to Download your application, Rename it or delete it.
4. Application ID: each application has a unique ID number and it is not permissible to have more than one application for the SGP programme.
5. The Dashboard shows the status of the application: “SGP Application Active” indicating that the application is still open and not submitted yet.

## E – Gather All Required Documents

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Have your organization’s registration certificate, Workplan, budget, CVs,..ready for upload in the required format.

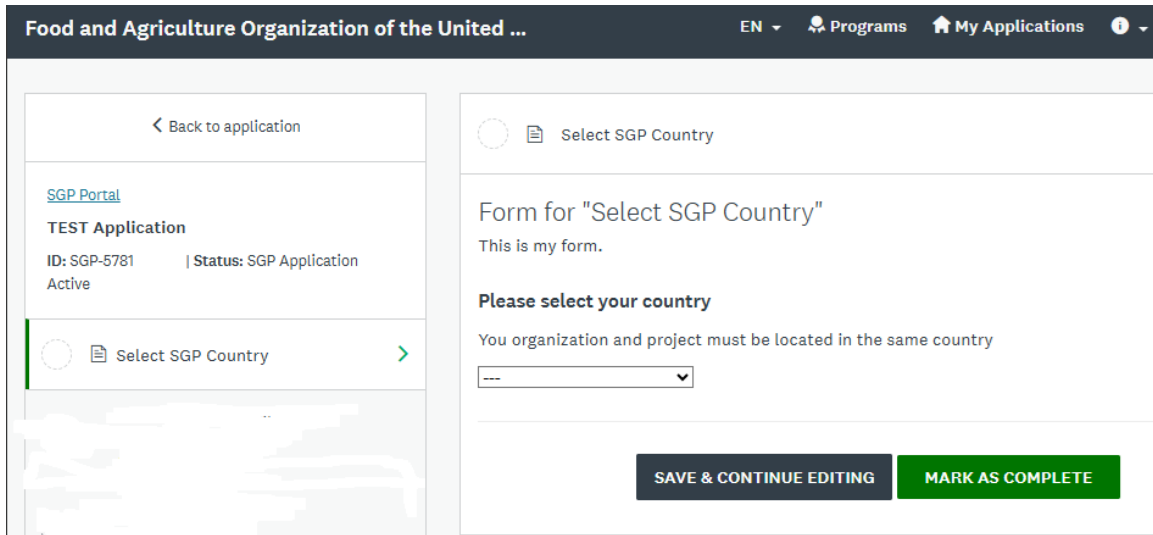
## F – Fill Your application

Hit 'Apply' to Start Your Application

### Fill Country Form

Your first task is to choose your country under “Your Tasks”. In the form, click on the scroll-down button and choose from the available countries in the list the country where your organization and country are located.

Once you have completed and verified you have selected the right country click on mark as complete to view your project application form.



The screenshot shows a web interface for the Food and Agriculture Organization of the United Nations. The header includes the organization's name, language (EN), and navigation links for Programs and My Applications. The main content area is divided into two columns. The left column contains a 'Back to application' link, a link to the 'SGP Portal', and application details for a 'TEST Application' with ID SGP-5781 and status 'SGP Application Active'. Below this is a 'Select SGP Country' button with a right-pointing arrow. The right column is titled 'Form for "Select SGP Country"' and contains the text 'This is my form.' and 'Please select your country'. A note states 'You organization and project must be located in the same country' above a dropdown menu. At the bottom of the form are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'.

### Fill Application form of your country

Once you have completed the country form, you can start filling in your application with your project related information.

Food and Agriculture Organization of the United ... EN Programs My Applications

Back to application

SGP Portal

TEST Application

ID: SGP-5781 | Status: SGP Application Active

Select SGP Country

Your SGP Application - Chile

1 of 2 tasks complete

Last edited: Feb 12 2026 12:36 PM (CET)

REVIEW SUBMIT

Select SGP Country

Completed Feb 12 2026 12:36 PM (CET)

Form for "Select SGP Country"

This is my form.

Please select your country

You organization and project must be located in the same country

Chile

### Choose Your Applicant Category

The first question of your application form asks you to identify your applicant category. Select the option that best describes your organisation. Your answer will activate branching rules – certain sections and questions in the form will automatically become visible or be hidden depending on your selection. Make sure you choose the correct category before proceeding, as changing it later may affect which fields are shown.

The three applicant categories are:

- **SGP Grantee** – Select this if your organisation is applying for a standard SGP grant for the first time or is a returning applicant that has not received a grant during SGP OP8.
- **Strategic Partner** – Select this if your organisation is applying as a strategic partner for the programme in your country. This category unlocks specific sections relevant to strategic partnership arrangements.
- **Country Program Strategy Grantee** – Select this if your organisation is applying under a country-level programmatic framework aligned with the national SGP Country Program Strategy. Additional questions specific to this modality will appear in your form.

⚠ If you are unsure which category applies to your organisation, please contact your National Coordinator before proceeding (see section L).

### Downloading and Uploading Document Templates

Some questions in the application form require you to complete and upload a specific document template (for example, a workplan, budget, or reporting schedule). Links to download these

templates are provided directly within the form. Follow the steps below to download, complete, and upload each required template.

### **Step 1 – Download the template**

11. In the application form, locate the question that requires a template. You will see a clickable link (e.g., “Download Template”) next to or below the question.
12. Click on the link. The template file will download automatically to your device (usually into your Downloads folder).
13. Open the template on your computer using the appropriate application (e.g., Microsoft Word or Excel) and fill in all required fields carefully.
14. Save the completed file on your computer. Keep the original file format unless the form specifies otherwise (e.g., save as PDF only if instructed).

### **Step 2 – Upload the completed template**

15. Return to the application form in your browser and locate the upload area for the same question.
16. Click on the upload button or drag and drop your completed file into the upload area.
17. Wait for the upload to complete. A confirmation message or a filename will appear to confirm the file has been received successfully.
18. Repeat this process for each template required in your form before submitting your application.

### **Tips for uploading documents:**

- Use common file formats such as PDF, Word (.docx), or Excel (.xlsx) unless the form specifies otherwise.
- Keep file sizes small to avoid upload delays. Compress large files if necessary before uploading.
- Do not rename the template file in a way that makes it unidentifiable – include your organisation name or project title in the filename for clarity (e.g., “Workplan\_OrganisationName.xlsx”).
- Ensure you have a stable internet connection before uploading, especially for larger files.

## **G – Input Project Information**

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Your application form is composed of different pages: Basic information (information about your organisation), Project information/concept, Financial information, Planning and risk related information.

After completing each page, review it and click on “Save & Continue Editing”; the system may automatically flag questions that are incomplete or inserted in the wrong format.. Once done you can click “next” and do the same for the remaining pages. While progress is saved automatically when you click on next, it is recommended to save manually before moving to the next page.

Editing task: Your SGP Application - Chile

For user: [redacted]

Your SGP Application - Chile

Form for SGP Application for Chile ✓ Draft saved

Please fill all the Questions on your pace by clicking save, if you click save and submit your answers will be saved and you will be transferred to the next page and wont be abkee to change your answers 0%

**Basic infomation**

Please Enter the complete name of your organization (Please enter the correct name as stated in the registration certificate)

Honey flowers of Atacama

In which region is the proposed project located

Atacama

Please choose from the list the nature/status of your organization (as per your registration certificate)

- Community-based Organization (CBO)
- Civil Society Organization (CSO)
- Association
- Non Governmental Organization (NGO)
- Cooperative
- Other, please specify:

Submit your implementation plan and reporting schedule (upload) as per the templates provided.

You can fill in the questions at your own pace by clicking “Save and Continue Editing”. You can also go back to previous pages. However, if you click Submit, your answers will be saved and you will no longer be able to change them.

## H – Name Key Contacts Carefully

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When entering the organization’s contact details, key persons or partners info, please ensure that accurate details are submitted as these may be contacted.

## I – Organize Your Attachments

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Label and format attachments properly, respecting file limits.

## J – Project geographic location(s)

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When entering the geolocation of your project (GPS coordinates), you will need to enter a valid and accurate (Latitude is the first number, longitude is the second.) Here is how to find your geolocation using different devices

On a computer, **Open Google Maps:** <https://maps.google.com>

1. In the search bar, type the **name of the location** (village, town, city, or site).
2. When the map shows the place, **right-click** on the exact location.
3. A small box will appear with a set of numbers like this:  
**-1.286389, 36.817223** or **40°00'19.66"S 73°42'16.46"W**
4. These numbers are your **GPS coordinates**.
5. Click on the numbers to copy them and paste them into the application form.

You can also use websites like <https://www.latlong.net> or <https://www.gps-coordinates.net>

### On Android

1. Open the **Google Maps** app.
2. Tap (long-press on phone) the **blue dot** that shows your current location.
3. At the top, you will see your coordinates.
4. Tap the numbers to copy them.

### On iPhone

1. Open **Apple Maps** or **Google Maps**.
2. Press and hold on the map where your project site is.
3. A marker will appear showing the coordinates.
4. Swipe up to see and copy them.

## K – Preview Before Submission

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Use 'Preview Application' to check for completeness and clarity.

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PREVIOUS

SAVE & CONTINUE EDITING

MARK AS COMPLETE

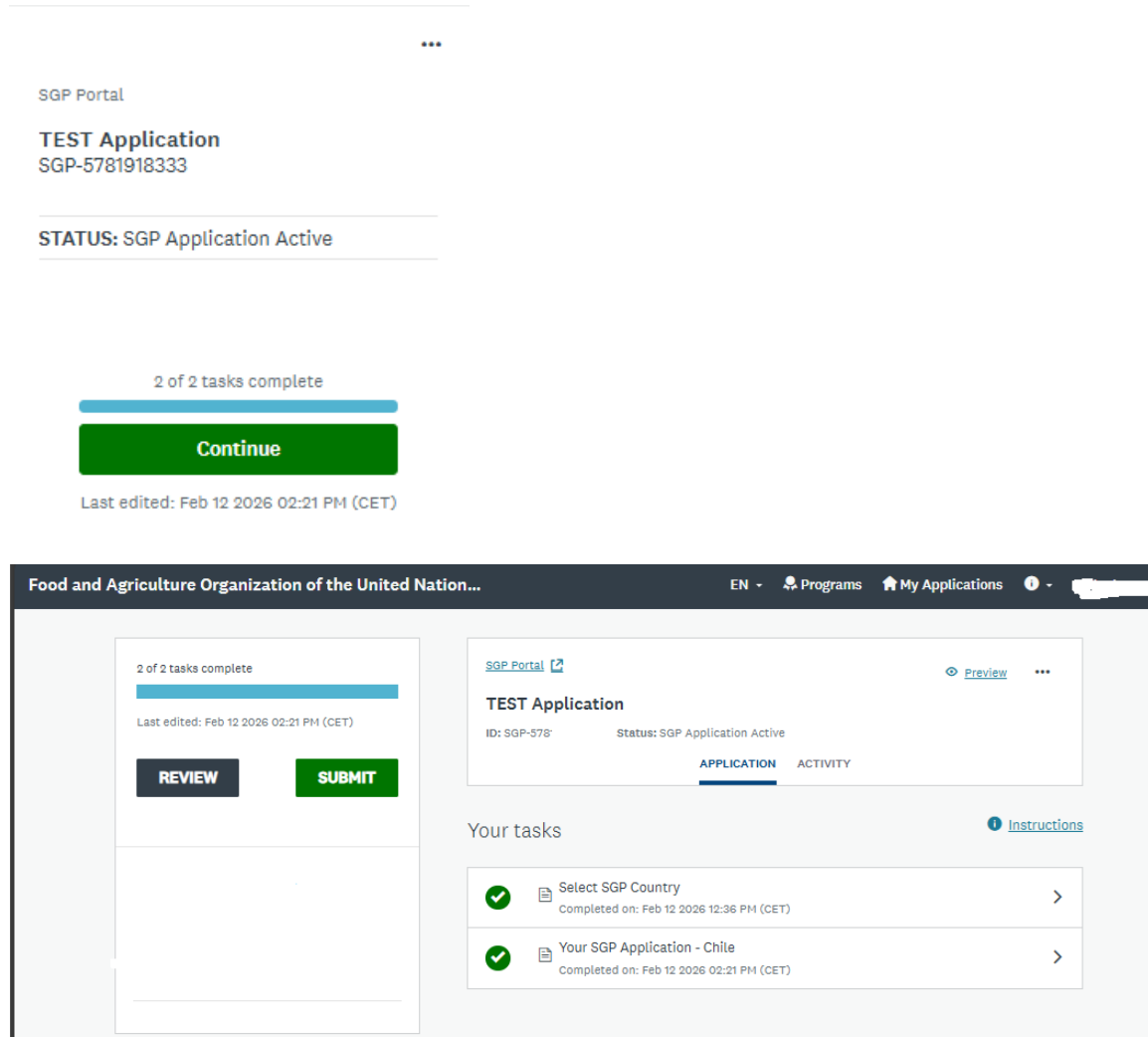
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## L – Questions? Contact the NC

Reach out to the National Coordinator for clarification or if you are facing difficulties in completing your application

## M – Ready? Submit Your Application!

1. Return to your Application dashboard. Now you will see the submit button Green indicating that the application is complete, and you can submit.



The screenshot displays the SGP Portal interface. At the top, it shows 'SGP Portal' and 'TEST Application' with ID 'SGP-5781918333'. The status is 'SGP Application Active'. A progress bar indicates '2 of 2 tasks complete', and a green 'Continue' button is visible. Below this, it says 'Last edited: Feb 12 2026 02:21 PM (CET)'. The main dashboard area shows a 'REVIEW' button in grey and a 'SUBMIT' button in green. To the right, there is a 'TEST Application' summary card with ID 'SGP-578' and status 'SGP Application Active'. Below this, a 'Your tasks' section lists two completed tasks: 'Select SGP Country' (completed Feb 12 2026 12:36 PM) and 'Your SGP Application - Chile' (completed Feb 12 2026 02:21 PM). The top navigation bar includes 'Food and Agriculture Organization of the United Nation...', 'EN', 'Programs', 'My Applications', and a user profile icon.

2. After clicking on submit, a warning message will appear to notify you that you are about to submit the application or return to review. After reviewing you can confirm submit

## Submit application

Please confirm submission of your application.

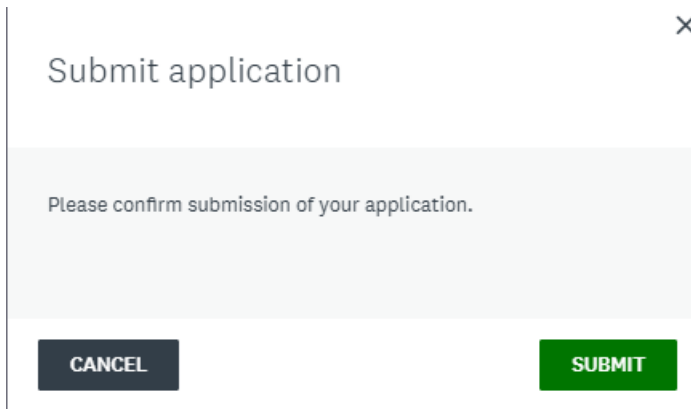
If you wish to take a look at the application before submitting, please **Review** it.

**CANCEL** **REVIEW** **SUBMIT**

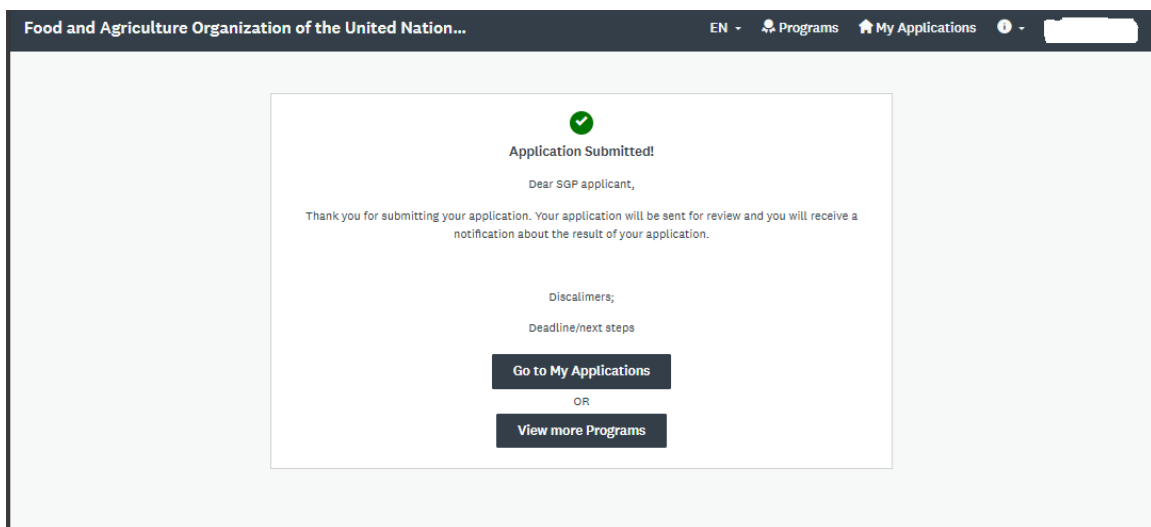
If you need to review your application, click review otherwise on submit. If you selected review you can see the complete application (all forms and pages in one place) and you can click on go back to application to make necessary adjustment, else click on "SUBMIT YOUR APPLICATION"

The screenshot shows the 'SGP Application Stage' interface. At the top, there is a navigation bar with 'Food and Agriculture Organization of the United Nation...' on the left and 'EN', 'Programs', 'My Applications', and a user profile icon on the right. Below the navigation bar, there is a 'Back to application' link on the left and a 'SUBMIT YOUR APPLICATION' button on the right. The main content area displays a 'TEST Application' card with a 'Download' link. Below this, the 'Your tasks' section shows a progress bar for 'SGP Application Stage' which is 100.0% complete. Underneath, a task 'Select SGP Country' is marked as completed. The form for this task is titled 'Form for "Select SGP Country"' and contains the text: 'This is my form. Please select your country. You organization and project must be located in the same country. Chile'.

A last reminder warning will appear. Click on submit



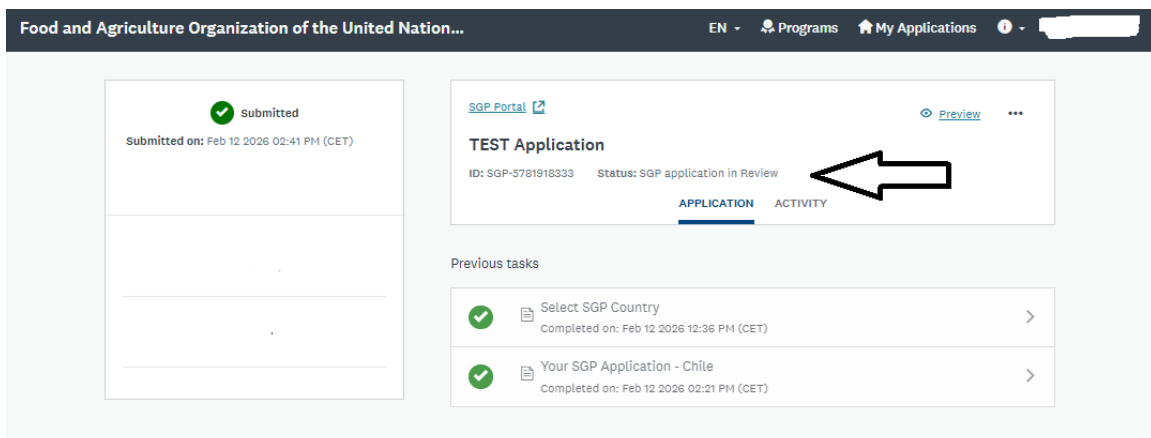
3. A confirmation message will appear.



4. You'll receive an email confirming your submission.

## N – Tracking Your Application

5. Log in anytime to see the status of your application.



## O- Need more information?

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You can also consult: [Completing an Application FAQ](#)