

Video Submission Instructions for Grant Applications

- All applicants have the option to submit their answers to the narrative questions as a video or voice recording rather than written text. *Applicants should only submit one response to each question, either written OR video/audio.*
- Applicants may choose to answer via written text for some questions and video or audio for other questions.
- Please be mindful of the time limits listed in each question when recording video or audio responses. The software allows up to 5 minutes per video response, but on the grant application under each question you will see the time limit for that specific question.
- The video recorded via this site will only be viewable to the staff and grant reviewers at the community foundation. It will not be shared or seen publicly.

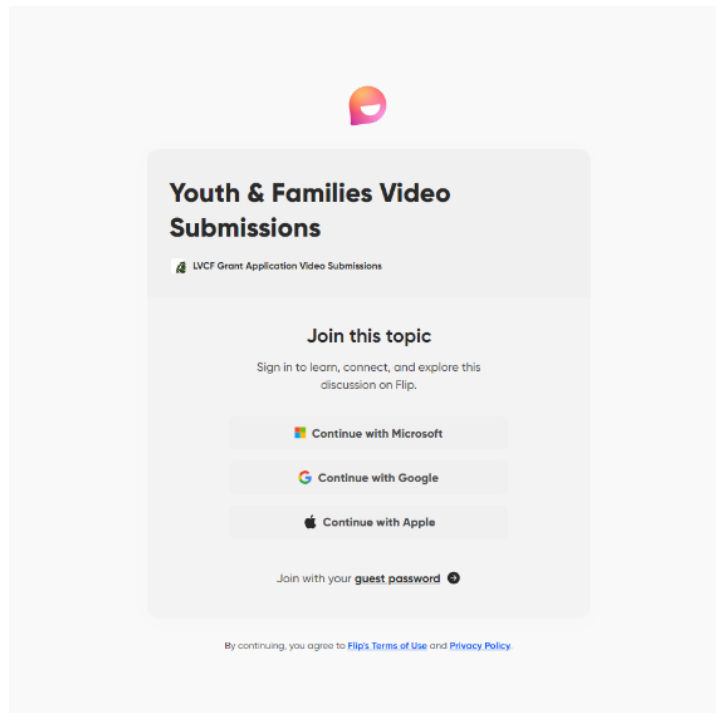
Recording Videos Tutorial via Video Instruction: Click on the following link to view a video tutorial on how to record and submit your video
<https://flip.com/s/iGpHeR3iAoVe>

Recording Videos via Written Instructions:

1. In order to use this option for the youth and families submission, you will need to record via this site: <https://flip.com/d3e02655>, which is also accessible via the below barcode:



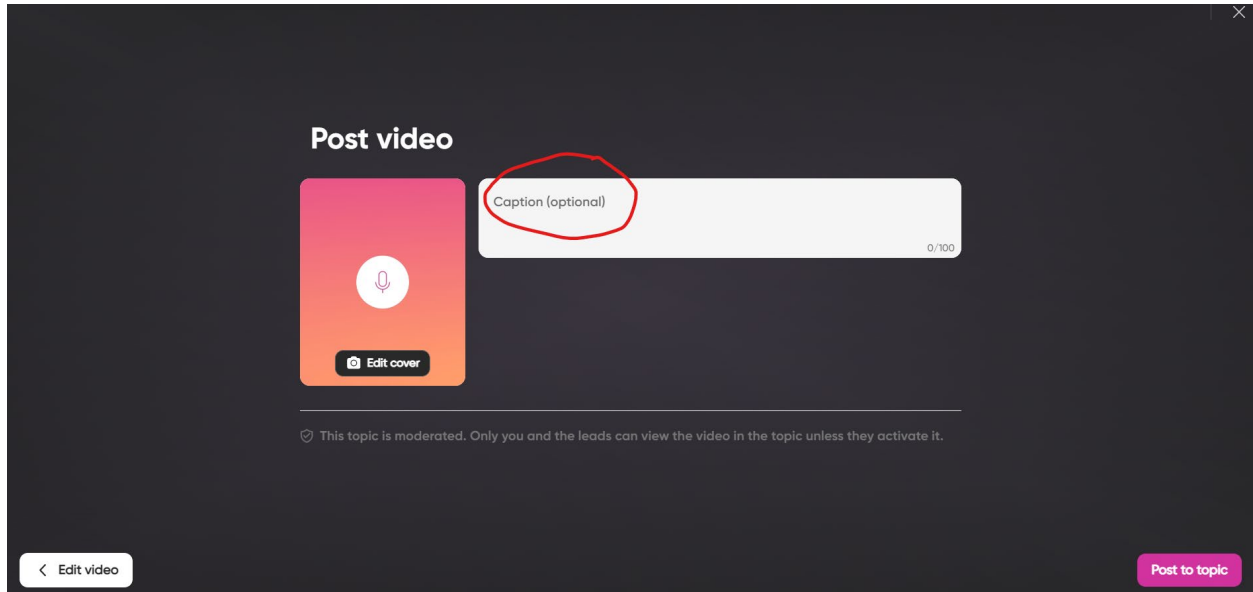
2. Once you land on this page, you must either login or use the guest password. It will look like the following image:



To log in:

- You may either use a google, microsoft, or apple account to log in to flip.com/
 - If you do not have one of these accounts, or if you prefer not to use one of those accounts, you may click the option that says Join with your guest password. When prompted use a guest password to log in. **The guest password is LVCF2023.**
 - More information on how to log in can be found here: <https://help.flip.com/hc/en-us/articles/360051542894-Getting-Started-Members>
3. **Record and Post a Video:** Once you are logged in, you may then record a video or audio. You can learn more about how to create and post a video here: <https://help.flip.com/hc/en-us/articles/360044723514>

- Once you are done recording, push the next button, and the below screen will appear. In the caption space, please insert your organization's name and the title of the question that you are responding to in your video.
Example is Lehigh Valley Community Foundation – Area of Focus



- Please note, once you submit your video, you can see the video you have submitted by going to your Flip member profile. All videos that you have recorded are saved in your profile.
 - LVCF staff will create a link to the video once the grant is submitted and insert it into the application so that your organization may have a record of the responses to questions.
- Once you have recorded your video, go back to the application. In the space below the question, please write "video submitted".