
Instructions: The Pre-Application for the Advocacy Support Fund Grants consists of a 3-minute video application and the completed pre-application form. After uploading your video to your personal computer or mobile device please submit it via the following email: jordanusaids@fhi360.org along with the application form. Both must be submitted by the RFA deadline of June 5, 2016 @ 11.59 PM (23:59) Amman Time.

How to upload and submit a video to USAID Civic Initiatives Support program

First Option: Upload your video via email from your Personal Computer

Special Note:

- You must have an active internet connection in order to send the 3 minute Video.

To submit your video via email, you need a Gmail, Hotmail or Yahoo account. Please follow below instructions:

1. Open your web browser (Internet Explorer, Google Chrome...)
2. If you already have an email account go to the web page that allows you to access it, if you do not, you have to create an account.
3. Sign-in to your email by entering your email address and password on the main page of your mail account.
4. Click Compose or new email from the task bar of your e-mail account.
5. A new blank email window will open up. In the 'To' box, type in the email address of the recipient (jordanusaids@fhi360.org).
6. It is important to include the subject of your email where indicated, and include the contact details of your organization in the body of the e-mail.
7. In your new email window you will see a paper-clip icon. Click on it, choose the folder containing your video, and wait until it is uploaded. Once it is uploaded to the email, you can send it to Jordan USAID CIS by clicking the send button.
8. Usually, video size exceeds the allowed email's limit (should be less than 15 MB), so you might need to reduce the size of your video using the zipped file applications.

Below are some links that help to reduce the size of your Video:

<http://www.wikihow.com/Compress-Large-Files>

<http://www.wikihow.com/Zip-Files-Together>

Second Option: Upload your video via email from your Mobile Device

Special Note:

- You must have an active internet connection in order to send the 3 minute Video.

1. Login to your email using email provider application.
2. If you were an Android or Iphone user, open and select the video that you want to share with Jordan USAID CIS on your mobile device.
3. Then press on the sharing bottom and choose the application of the email provider.
4. A new blank email screen will automatically open up. In the 'To' box, type in the email address of the recipient (jordanusaidcis@fhi360.org).
5. It is important to include the subject of your email where indicated, and include the contact details of your organization in the body of the e-mail.
6. Usually, video size exceeds the allowed email's limit (should be less than 15 MB), so you might need to reduce the size of your video using the zipped file applications. Below is a link that helps to reduce the size of your Video

<http://www.guidingtech.com/17105/reduce-video-size-android-send-whatsapp/>

7. Once your video is attached to the email, you can send it to Jordan USAID CIS by pressing the send button.