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## End of Cycle Instructions

The following is what you need to do every grant cycle to create a new application form.

1. Using the menu on the left called "Michael's Application Menu," click on the most recent application. **NOTE:** This menu is ONLY visible to you.
2. Clone the form
3. Rename it - Spring, Fall, etc.
4. Publish it (very important)
5. This newly created form will always appear at the URL <http://bastianfoundation.org/grants/apply>

### NOTES:

- No need to deal with the URLs of forms or menu items.
- Just clone one form at a time for one cycle at a time. The url <http://bastianfoundation.org/grants/apply> will display the most recently published form. So if you make a form for the spring and the fall ahead of time, it will display the one furthest in the future that is published. Therefore, create (clone) one form at a time.
- Use the edit link on your menu to edit the application.

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**Source URL:** <https://bastianfoundation.org/node/1477>