Submit an Application

(i) Note: To submit a project application, the user must create a User Profile.

1. On the Funder Portal public-facing page, click **View** Oto the announcement you wish to apply. The Funding Announcement screen appears.

Grant antage	GrantVantage Funder Portal		Log In	J
Announcement Name or Funding Announcement Number	Q. Sort	By 🗸	= :	•
Better Education for Neighborhood Kids				
Application Type Initial 05-31-2021, 6:00 PM MDT				
■ 05-30-2023, 6:00 PM MDT				
GrantVantage 🔗 3.0	Supported Browsers:	© (0

- 2. On the Funding Opportunity Announcement screen, click **Attachments** to view the downloadable instruction guide.
- 3. Click **Apply** ➡. The Login screen appears. Use the <u>Login</u> instructions to login to existing an Applicant User account. Use the <u>Registration</u> instructions to register new Aplicant User account.

Submit to an application	GrantVa	antage Funder Portal	Users may also click "Log In" at	-	Log In ➡Ĵ
	Attachments	Click Attachments to view the downloadable instruction guide.	the top of the GrantVantage Pre-Award home page.		

4. Once the user is logged in, and the GrantVantage Funder Portal homepage appears. The homepage displays all available funding announcements. Applicants may navigate the system by using the site map.

Applicant Instructions

Grant	tage" 🗮	GrantVantage Funde	r Portal		٥?	SLUNA 👤
Ap City Water &	oplicant Waterways Cleanup	Announcement Name or Funding Announcement Numt				DefaultLuna
F Funding A	Announcement	Better Education for Neighborhood Kids			🖁 Manage	e Linked Accounts
My Applic	cation	Application Type Initial	User Profiles		ooo Change	e Password
My Applic	ant Profile	105-31-2021, 6:00 PM MDT	menu options		🗐 Login A	Attempts
<u> (</u> Users	>	₩ 05-30-2023, 6:00 PM MDT		-	Change	e Profile Picture
Contacts		🖬 Save 🖉 👁 View			🕁 Downlo	oad Collected Data
E Documen	its			-	Logout	\Box
Appl site r	icant nap	Displays published funding an	nouncements.			2

5. Click **View O** next to the announcement you wish to view. The Funding Announcement Narrative appears.



Funding Ann Narrative Co	ouncement mmand Bar	Descriptions				
Apply	⇒]	Apply for the funding opportunity announcement.				
Close 🗙		Close the Funding Announcement Narrative.				
Print PDF		Print the announcement details as a PDF.				
Attachments		See attachments tied to the attachment.				

6. Click **Apply .** A popup appears telling you that the application process is about to start.



7. Click **Yes.** The application process screen appears.



8. Answer all the questions and complete the templates. Swap between the tabs to complete them in any order.

(i) Note: Once you complete a tab item, the red x next to the name turns into a green checkmark.



Application Questions:

a. Answer all questions.



- b. Optional: If the question requires you to attach a document, attach it to the question.
 i) Note: If there is a Not Applicable option, click the radio button to answer the question. You can move onto the next question if necessary.
 - i. Click **Choose File To Upload .** The Documents dialog box appears.



ii. Choose from the picklist.

Or

Upload a new document by clicking **Choose File**

- i. Upload the document.
- ii. Click Save 🗖 .
- iii. Click Save.

Applicant Instructions

Use the	Documents	2 ×
picklist to choose a document	Document Name Example.docx	Date Uploaded 05-18-2021
you wish to upload.	Example 2.docx	Use the drop-down list to choose how many documents you see in the grid at a time.
Total number of documents	Total: 2 Choose File Save the new document. Save Cancel	Image: Non-State Image: Non-State <tr< th=""></tr<>
Upload	a new document.	more documents. Close Save
		Save the document(s).

Complete the Objective Template:

a. Click the Objective Template tab. The Objectives template appears.



b. Click Objective Instructions to see how to complete the template. The Objective Instructions dialog box appears.

🖬 Save 🕚 Finish l	ater Application Report	→ NEXT		N N
Application 8	Objective Template 😣	Budget Template 😢		
			Save Objective	Objective Instructions

c. Click **Maximize** To maximize the window. Or

Click **Close X** to close the dialog box.

Objective Instructions	2 ×
Complete the Objective Template	

d. Add in the goals if necessary. If goals are required, each objective must be associated with a goal.

(i) Note: The Goal radio button only appears if the option has been selected when the announcement was made.

e. Add in the objectives, performance measures, and grant activities.

(i) Note: The performance measures and grant activities must be associated with an objective. For more information on how to add, edit, or delete a goal, objective, performance measure, or grant activity, see <u>Objective Tools</u>.

Save Finish Later Application Report Application Objective Template	NEXT Budget Template ◎				Comman	id bar	×
Goal + Add Goal Add	a goal			Save	Objective	bjective Instructions	
Goal Name Go	al Description	Start Da	te	End Date			
Goal 1		06/01/20	021	05/31/202	22	2	
Objectives (1) + Add Objective Objective Number Ref. Id	Add an objective Objective Name Objective Description		Manager	Start Date	Edit too		elete ool
1	Objective Objective Description 1		To Be Determined	06/01/2021	05/31/2022	2	
Performance Measure (1) S Grant Activities (1) + A	+ Add Measure Add a perf	formance mea	isure				
hand the list							

Objective Template Command Bar	Description
Save Objective	Saves the objectives and locks the Objective Template.
Objective Instructions	Display the instructions on how to complete the Objective Template.

f. Click **Save Objective.** The Objective Template is saved and locked. The objectives must be saved and locked before you can submit the application.

Application 3	Objective Template 8	Budget Template 📀		
			Save Objective	Objective Instructions

- g. **Optional:** You can unlock the Objective Template again if you need to make change.
 - i. Click **Return to Draft.** The Objective Template is locked, and you can edit it. You can go in and out of draft during the application process.



Complete the Budget template.

(i) Note: There are different design setups for the budget. The items you can add/change depend on the properties selected when the announcement was made. For more information, see <u>Budget Tools</u>.

a. Click the Budget Template tab. The Budget Template appears.



- b. Use the budget tools to add, edit delete parent categories, sub-categories, or sub-subcategories. For more information, see Budget Tools.
- c. **Optional:** Single-click the green BN symbol next to a category to show budget calculations and the budget narrative.

	View the budget fo	Budget Instructor Submission.	tions for s	pecific gui	delines to pr	epare you	r
Year* Year 1	~	Use the dro choose a bu	p-down lis udget year.	t to	Save Bud	lget Budge	et Instructions
Expand All			Direct	Cash Match	In-Kind Match	Total	Leveraged
✓ Personnel	Budget	+	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
	tools	🗹 + 	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
 Personnel Project Director 	10013	2+1					
en test: en Project Director - other en Project Coordinator BN Equipment BN Supplies BN Travel		ector		Ty in wł	pe in amoun cells that are nite.	ſt ∋	
Total	Decised	Disease at a	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	BN Project Co	Director - otner					
Single-click th calculations a	ne green BN sym and the budget r	bol next to a ca arrative.	ategory to	show bud _ễ	get		

Applicant Instructions

View the Budget Instructions for specific guidelines to prepare your budget for submission.

									Save Budget	Budget Instructions
oject Name*	Farmers Ma	arket and Local Foods	Prc 🗸	Year*	Year 1			~		
Expand All					Direct	Cash Mato	:h In-	Kind Match	Total	Leveraged
					\$ 0.00	\$ 0	.00	\$ 0.00		\$ 0.00
BN Project	t Director	Budget	☑ + 🛢							
BN Person	nnel - other	buuget	2+1				uno in	amount	in colle the	t are
ви Еquipme	nt	tools	+				ype m	amouni		itare
BN Travel						V	vhite.			
Total								\$ 0.00	\$ 0.00	\$ 0.00
	Single-c	lick the gree	en BN symbo	ol next f	to a categ	ory to s	how			
	the bud	get narrativ	e.							
		-								

d. Click **Save Budget.** The Budget template is saved and locked. The budget must be saved and locked before you can submit the application.

Application 8	Objective Template 3	Budget Template 8	_		
				Save Budget	Budget Instructions

- e. **Optional:** You can unlock the Budget Template again if you need to make change.
 - i. Click **Return to Draft.** The Budget Template is locked, and you can edit it. You can go in and out of draft during the application process.

Application	Objective Template	Budget Template 🛇		
			Return to Draft	Budget Instructions

Finish the application process

9. Once the questions and the templates are saved and locked, click **Next** →. A popup appears confirming you have reviewed your answers.



10. Click Save & Continue.

i					
Please make sure to review your answers before submitting application. Ensure that all answers and Not Applicable selections are correct.					
Review Questions	Save & Continue				

11. Fill in the necessary fields.

		_	This field is on	hu annual aut i	fitie e
Provide Project Name *		Requested Amount \$ 500.00	This field is only grayed-out if it is a budget template. If there is no budget template, the field will be white and		
Project Summary *			allow an entry	of a dollar am	ount.
Project Summary					
Authorized Certifying Official		Project Director/Manag	ger		
Type to Search Authorized Certifying Official Q 🗙	+	Type to Search Proj	iect Director/Manager	Q × +	
Project Manager/Coordinator		Compliance/Fiscal Offi	icer		
Type to Search Project Manager/Coordinator	+	Type to Search Con	npliance/Fiscal Officer	Q × +	

12. Click **Finish .** The Submission page appears telling you how to go back and review your answers, how to view the application report, how to save and resume the application later, and how to submit the application.



13. Click **Submit** A popup appears asking if you are sure you want to submit the application.



applicantsupport@grantvantage.com

14. Click Yes. The application will be submitted.



The Submit button turns into Processing with a spinning wheel. The Save button at the top also has a spinning wheel. Wait until the application has been submitted. There is a green checkmark next to the announcement indicating you have applied. A blue information popup also appears indicating that the application was submitted successfully.

Saving I Finish Later Application Report I PREVIOUS	2 ×
You have completed the grant application questionnaire process.	
 Select PREVIOUS to go back and review or edit your answers. 	
 Select Application Report to view a printable summary of your application. 	
Select Cancel to save and resume later. Your answers have been saved.	
Select SUBMIT to complete this application. This action is not reversable.	
× Cancel	
•	
Better Education for Neighborhood Kids	
Application Type Initial	
▶ 05-31-2021, 6:00 PM MDT	
🍽 05-30-2023, 6:00 РМ МDТ	
View Submited Succession	ssfully