
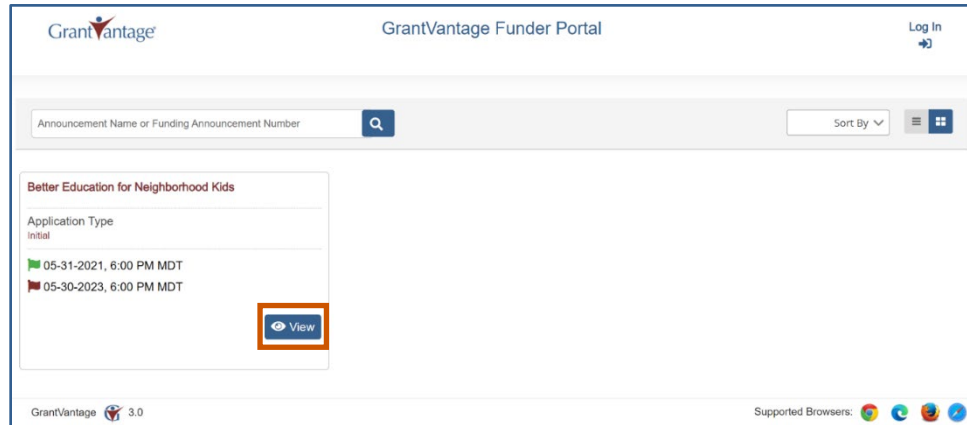




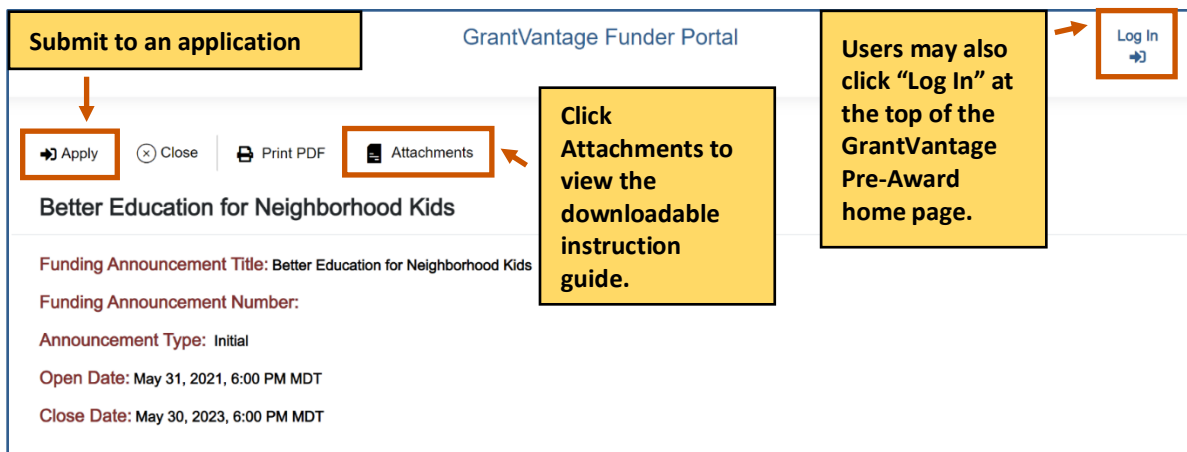
Submit an Application

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

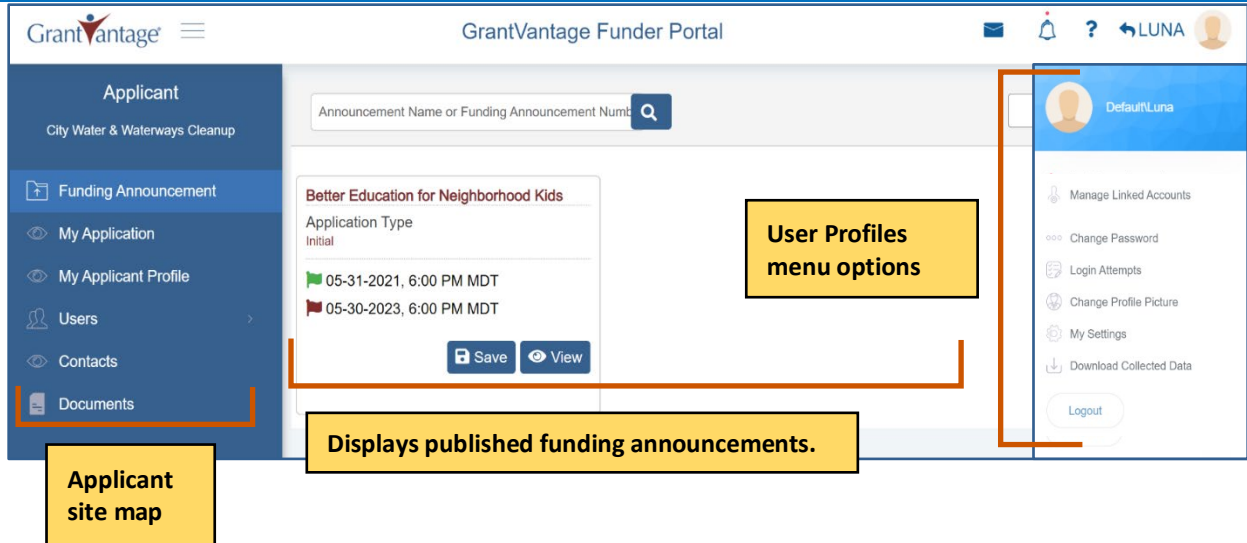
1. On the Funder Portal public-facing page, click **View**  to the announcement you wish to apply. The Funding Announcement screen appears.




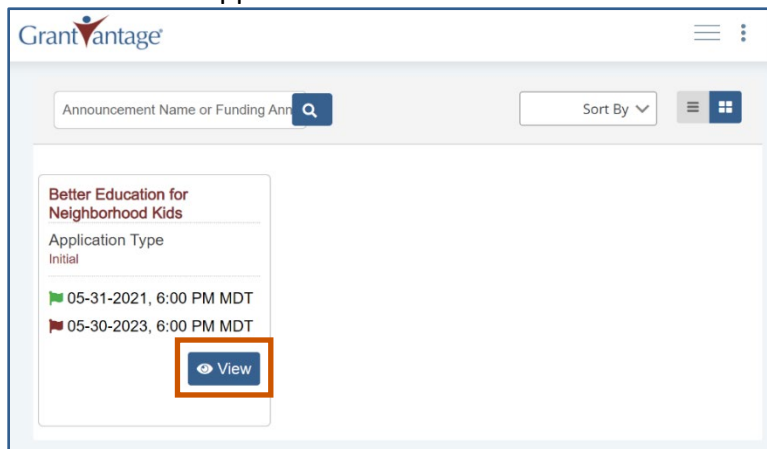
2. On the Funding Opportunity Announcement screen, click **Attachments**  to view the downloadable instruction guide.
3. Click **Apply** . The Login screen appears. Use the [Login](#) instructions to login to existing an Applicant User account. Use the [Registration](#) instructions to register new Applicant User account.








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.

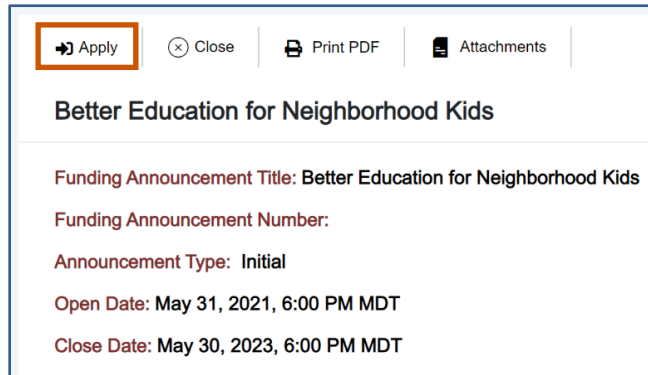


- Click **View**  next to the announcement you wish to view. The Funding Announcement Narrative appears.

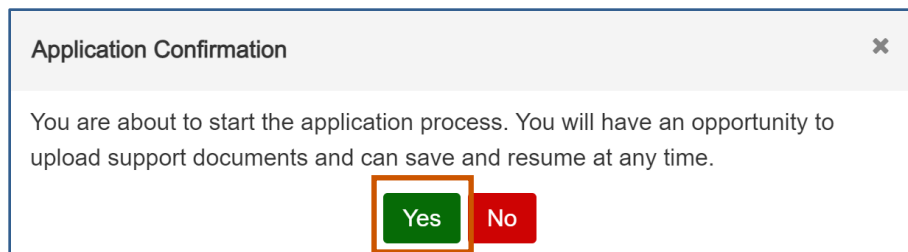


Funding Announcement Narrative Command Bar	Descriptions
Apply 	Apply for the funding opportunity announcement.
Close 	Close the Funding Announcement Narrative.
Print PDF 	Print the announcement details as a PDF.
Attachments 	See attachments tied to the attachment.


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

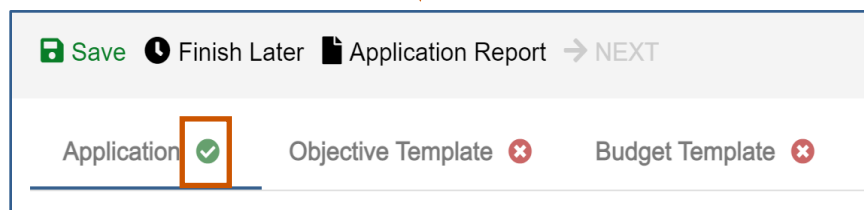
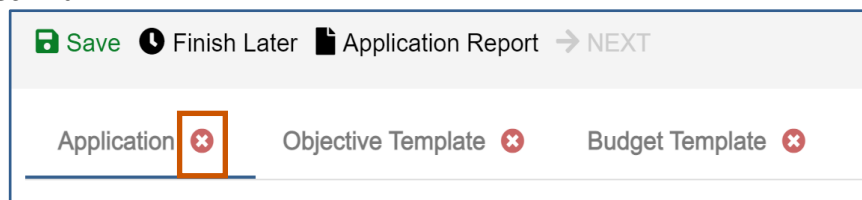


- Click **Yes**. The application process screen appears.




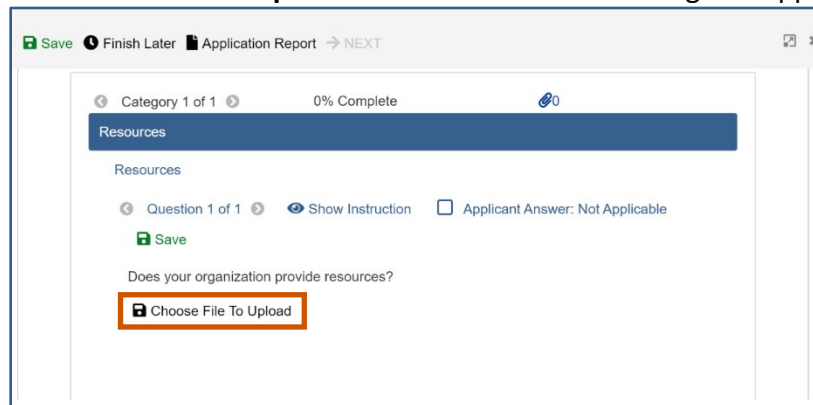
- Answer all the questions and complete the templates. Swap between the tabs to complete them in any order.



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



- Application Questions:
- Answer all questions.

- b. **Optional:** If the question requires you to attach a document, attach it to the question.
 - 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**.

The screenshot shows a 'Documents' window with a table containing two rows: 'Example.docx' and 'Example 2.docx', both with a date of '05-18-2021'. Below the table are buttons for 'Choose File', 'Save', and 'Cancel'. A 'Total: 2' label is also present. Callouts include: 'Use the picklist to choose a document you wish to upload.' (pointing to checkboxes), 'Total number of documents' (pointing to 'Total: 2'), 'Save the new document.' (pointing to 'Save'), 'Use the drop-down list to choose how many documents you see in the grid at a time.' (pointing to a '10' dropdown), 'Use the arrows to see more documents.' (pointing to navigation arrows), 'Upload a new document.' (pointing to 'Choose File'), 'Use the arrows to see more documents.' (pointing to navigation arrows), and 'Save the document(s).' (pointing to 'Save').



Complete the Objective Template:

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

The screenshot shows a navigation bar with 'Save', 'Finish Later', and 'Application Report' buttons, followed by a 'NEXT' arrow. Below this are three tabs: 'Application', 'Objective Template', and 'Budget Template'. The 'Objective Template' tab is highlighted with an orange box.

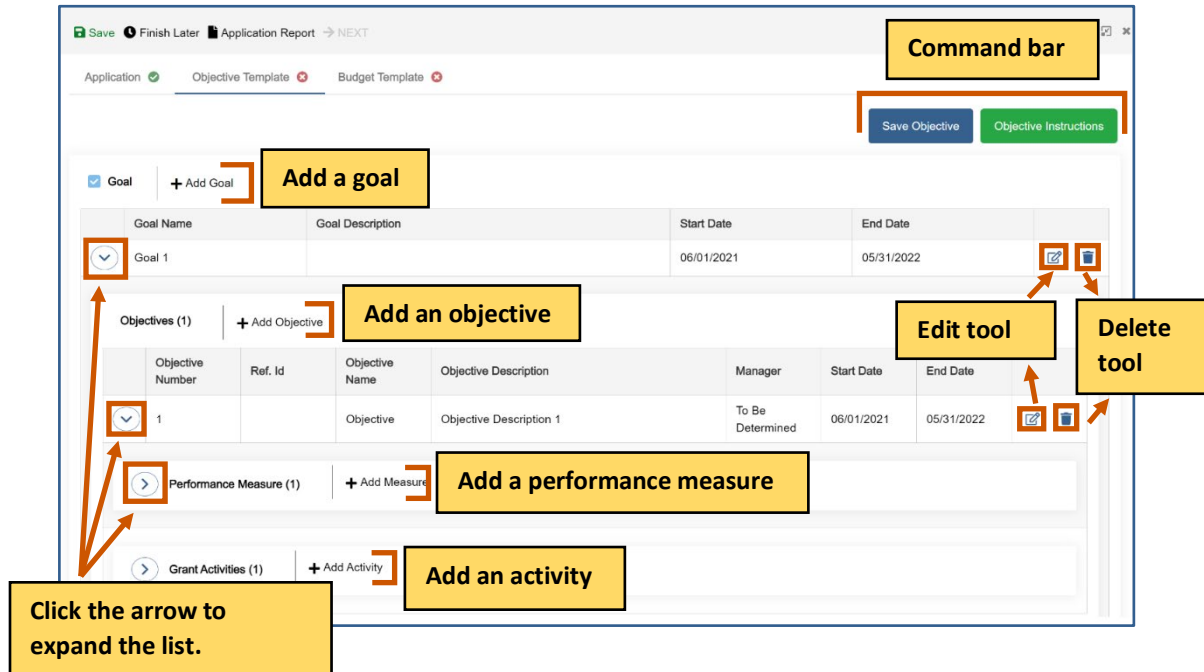
- b. Click Objective Instructions to see how to complete the template. The Objective Instructions dialog box appears.

The screenshot shows the application window with the 'Objective Template' tab selected. At the bottom right, there are two buttons: 'Save Objective' and 'Objective Instructions'. The 'Objective Instructions' button is highlighted with an orange box.

- c. Click **Maximize**  to maximize the window.
Or
Click **Close**  to close the dialog box.

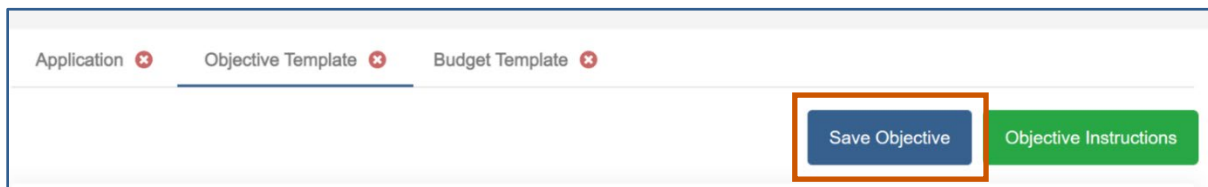
The screenshot shows a dialog box titled 'Objective Instructions' with a close button in the top right corner. The main text inside the dialog box reads 'Complete the Objective Template'.

- 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 [Objective Tools](#).

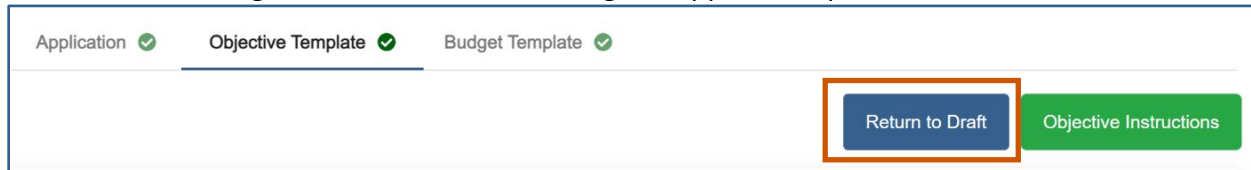


Objective Template Command Bar	Description
Save Objective	Saves the objectives and locks the Objective Template.
Objective Instructions	Display the instructions on how to complete the Objective Template.

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



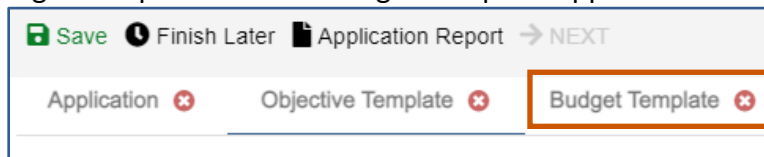
- g. **Optional:** You can unlock the Objective Template again if you need to make change.
 - i. Click **Return to Draft**. The Objective Template is locked, and you can edit it. You can go in and out of draft during the application process.



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 [Budget Tools](#).

- 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-sub-categories. 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 Instructions for specific guidelines to prepare your budget for submission.

	Direct	Cash Match	In-Kind Match	Total	Leveraged
▼ Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
▼ Project Director	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
▼ Personnel					
▼ Project Director					
BN test					
BN Project Director - other					
BN Project Coordinator					
BN Equipment					
BN Supplies					
BN Travel					
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Budget tools

Use the drop-down list to choose a budget year.

Type in amount in cells that are white.

Single-click the green BN symbol next to a category to show budget calculations and the budget narrative.

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

Project Name* Farmers Market and Local Foods Prc Year* Year 1

Save Budget Budget Instructions

Expand All	Direct	Cash Match	In-Kind Match	Total	Leveraged
Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
BN Project Director					
BN Personnel - other					
BN Equipment					
BN Travel					
Total			\$ 0.00	\$ 0.00	\$ 0.00

Budget tools

Type in amount in cells that are white.

Single-click the green BN symbol next to a category to show the budget narrative.

- 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 Objective Template Budget Template

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

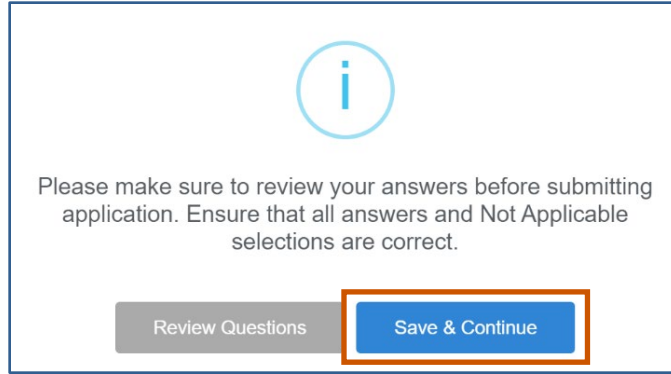
Return to Draft Budget Instructions

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.

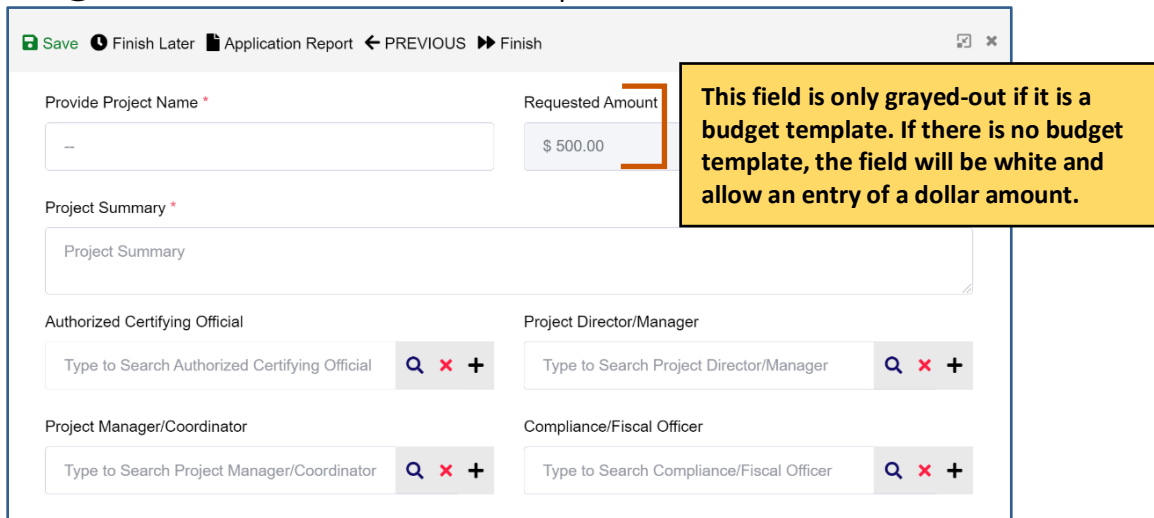
Save Finish Later Application Report → NEXT

- 10. Click **Save & Continue**.



11. Fill in the necessary fields.

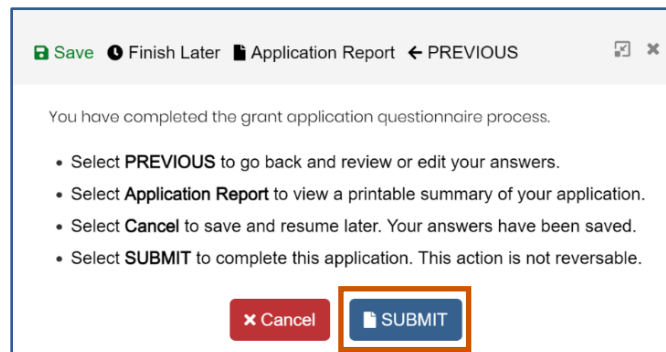
Note: The red asterisks indicate required fields.



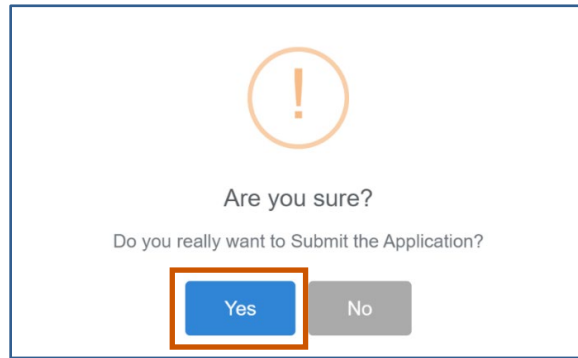
12. Click **Finish**. The Submission page appears telling you how to go back and review your answers, how to view the application report, how to save and resume the application later, and how to submit the application.



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



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.

