

Applying for a Grant

Grantee Navigation:

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Welcome to DCJC Egrants!
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.



Application Submission from the Sub-grantee

- An application is created in response to an open funding announcement and is how a sub-grantee agency applies for a grant.
- The sub-grantee can use the External Menu or the prompts to be able to respond to funding announcements.

Finding the Funding Announcement

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FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area: ▼

Funding Stream: ▼

Plan Year: ▼

Status: ▼

Search

Fund. Annc. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
Victim of Crime Sandbox FA	Victims Services	Victims Services	\$10,000.00	4/2/2014	12/31/2014	Open

- The sub-grantee can search for a specific funding announcement. Clicking on the Funding Announcement title, will allow them to create an application.

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FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: Victim of Crime Sandbox FA
Year: 2014
Program Area: Victims Services
Funding Stream: VOCA
Funding Area: VOCA
Release Date: 4/2/2014
Due Date: 12/31/2014
Concept Papers Required? No
Competitive/Non-Competitive: Non-Competitive
Amount Announced: 10,000.00
Status: Open
Summary:

Program Contact Person: [Super User](#)
Fiscal Contact Person: [Lisa Fiscal Contact](#)

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
<input type="button" value="Create New Application"/>	<input type="button" value="Cancel"/>	

Creating the Application

- Click **“Create New Application”** button

(Click on button to create empty application for viewing)

- If the funding announcement is marked as requiring/needng Concept Papers, a button stating “Create New Concept Paper” will appear instead. Concept Papers are similar to applications in that the certain sections will need to be completed which are defined by the funding announcement and used to score the applicants. This is usually a much smaller version of the application. A more detailed application is requested later in the process.
- For training purposes, we are using a funding announcement which does not require concept papers.

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Grant ID: 1005 Project Title: **Victims of Crime Sandbox FA**
 Status: Open - Draft Fund Announcement: **Victims of Crime Sandbox FA**

Section Name	Last Update
Application Assurances	4/9/2014 11:04:49 AM
Certification Regarding Department	4/9/2014 11:04:49 AM
Approval Checklists	4/9/2014 11:04:49 AM
Budget Detail	4/9/2014 11:04:51 AM
Main Summary Information	4/9/2014 11:04:51 AM
Performance Indicators	4/9/2014 11:04:49 AM
Recipient Agency Budget	4/9/2014 11:04:49 AM

- After clicking the "Create New Application" button, a "Grant ID" number is created and assigned to the application.
- The Main Summary Information Section must be completed first before any other sections are available for completion.

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Grant ID: 1005 Project Title: **Victims of Crime Sandbox FA**
 Status: Open - Draft Fund Announcement: **Victims of Crime Sandbox FA**

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).
[CLICK HERE](#) To view any Audit information for this grant ([Audit](#) menu item).
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report..).

Phase	Documents	Start - End Dates	Status
1005	Create Project Modification Request (PMR)		Open - Draft

- If the sub-grantee leaves the Egrants application, when they return they will use the menu or tabs to enter the Project Management area and continue working on their application.

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Grant ID: 1005
Status: Open - Draft

Project Title:
Fund Announcement: [Victims of Crime Sandbox FA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Application Assurances	In Process	0	4/9/2014 11:04:49 AM
Certification Regarding Debarment	In Process	0	4/9/2014 11:04:49 AM
Approval Checklists	In Process	0	4/9/2014 11:04:49 AM
Budget Detail	In Process	0	4/9/2014 11:04:51 AM
Main Summary Information	In Process	0	4/9/2014 11:04:51 AM
Performance Indicators	In Process	0	4/9/2014 11:04:49 AM
Recipient Agency Budget	In Process	0	4/9/2014 11:04:49 AM

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[View Issues/Comments](#)

- The Application Summary shows the various sections which were defined in the funding announcement sections.
- The sub-grantee must complete the Main Summary Information before the other various sections will be accessible.
- Each of these sections needs to be reviewed, questions answered and marked with a status of "Completed".
- Status of the application is "Open – Draft" until it is submitted to DCJC

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Grant ID: 1005 Project Title: [Victims of Crime Sandbox FA](#)
 Status: Open - Draft Fund Announcement: [Victims of Crime Sandbox FA](#)

MAIN SUMMARY

Section Point Value: 0
 Completion Status: In Progress Created By: Miss Subgrantee Test Created Date: 4/9/2014 11:04:49 AM
 Last Update By: Miss Subgrantee Test Last Update Date: 4/9/2014 11:04:51 AM

SubGrant ID: -- [Change Applicant](#)

Applicant Agency: [YWCA of the Delaware Valley](#) [Add Recipient](#)

FID #: 123456789

Recipient Agency: [YWCA of the Delaware Valley](#)

Project Director: Miss Subgrantee Test [Details](#) Project Director not listed in dropdown? [?](#)

Financial Officer: Ms. Julie Bolline [Details](#) Financial Officer not listed in dropdown? [?](#)

Primary Contact: Miss Subgrantee Test [Details](#) Primary Contact not listed in dropdown? [?](#)

[Additional Contacts \(S-DCJC\)](#)

Program Staff Contact: [Ms. Sara Wagner](#)
 Fiscal Contact: [Miss Fiscal Contact](#)

Listing of Signatories
[Add New Signatory](#)

Application Invitation Date:	Continuation Invitation Date:
Application Received Date:	Application Award Date:
Advisory Committee Meeting Date:	Application Award Amount:
Council Meeting Date:	Notification of Award Date:
Start Date: 05/01/2014	End Date: 12/31/2014
Signature Paper Received Date:	Resubmitted Date:
Returned Date:	

Short Project Title: DCJC Test Application 2014

Brief Project Description (maximum 300 characters): DCJC Test Application 2014

School District Academy Of Dover (Charter School) Add School District <hr/> School District Action	Senate District Senate District 01 Add Senate District <hr/> Senate District Action
Keywords Child Abuse Add Keyword <hr/> Keyword Action Bullying Delete	State House District RD 01 Add State House District <hr/> State House District Action

[Save](#) [Save And Continue Editing](#) [Delete](#) [Cancel](#)

- The Main Summary Section
 - This screen will reflect summary information regarding the project.
 - The first items required are the Short Project Title and the Brief Project Description. (Encourage sub-grantees to copy and paste from word for larger areas of text responses.)
 - The sub-grantee must fill out the Recipient Agency or the Agency receiving the money – which could be different from the Applicant.
 - The sub-grantee will need to assign a Project Director, Financial Officer and Primary Contact for the agency they represent. The Project Director and Financial Officer cannot be the same person.
 - Additional Contacts can be used to allow notifications to be sent to people as if they were assigned a sub-grantee or internal roles; however this may not be populated by the sub-grantee. The internal staff member will populate this while performing the Grant Application review.
 - The “Signatory” is the person expected to sign the submitted application.
 - They will also need to fill out the start and end dates associated with the proposed project.

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Grant ID: 1005
Status: Open - Draft

Project Title: DCJC Test Application 2014
Fund Announcement: [Victims of Crime Sandbox FA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Application Assurances	In Process	0	4/9/2014 11:04:49 AM
Certification Regarding Debarment	In Process	0	4/9/2014 11:04:49 AM
Approval Checklists	In Process	0	4/9/2014 11:04:49 AM
Budget Detail	In Process	0	4/9/2014 11:17:23 AM
Main Summary Information	Complete	0	4/9/2014 11:17:23 AM
Performance Indicators	In Process	0	4/9/2014 11:04:49 AM
Recipient Agency Budget	In Process	0	4/9/2014 11:04:49 AM

The Application Summary shows the various sections.

- **Budget Details**
 - In the Budget Summary section, the sub-grantee needs to define by category, how the project funds will be spent.

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Grant ID: 1005
Status: Open - Draft

Project Title: DCJC Test Application 2014
Fund Announcement: [Victims of Crime Sandbox FA](#)

BUDGET SUMMARY

Section Point Value: 0

Completion Status: [Complete](#)

Created By: Mrs. Sara E Rusniak
Last Update By: Miss Subgrantee Test

Created Date: 4/3/2014 9:46:24 AM
Last Update Date: 4/4/2014 1:28:53 PM

BY RECIPIENT AGENCY	YEAR1	TOTAL
YWCA of the Delaware Valley	10,000.00	10,000.00
Total Σ	10,000.00	10,000.00
BY CATEGORY	YEAR1	TOTAL
Personnel	5,000.00	5,000.00
Employee Benefits	0.00	0.00
Travel (including Training)	5,000.00	5,000.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total:	10,000.00	10,000.00
BY SOURCE	YEAR1	TOTAL
Federal	5,000.00	5,000.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	5,000.00	5,000.00
Project Income Match	0.00	0.00
Total Σ	10,000.00	10,000.00

[Budget Setup](#) | [Save](#) | [Save And Continue Editing](#) | [Cancel](#)

- **Budget Summary**

- The budget categories are selected in the Funding Announcement. Those selected are noted by the underlines which are links to screens requesting additional detailed information which is required.
 - [Personnel](#) – Identify the hiring of any personnel which will be paid by the funds.
 - [Travel \(including Training\)](#) – Identify fund dollars paying travel costs for training.
 - [Supplies & Operating Expenses](#) – Identify dollars being used to pay for expenses.
 - [Equipment](#) – This category is needed only when the minimum threshold amount selected by the DCJC has been reached. Since DCJC has decided to use \$0 as its threshold, all Equipment will be detailed in this category.
- Review of **By Source** funding to show how all monies are being used for the project

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Grant ID: 1005
Status: Open - Draft

Project Title: DCJC Test Application 2014
Fund Announcement: [Victims of Crime Sandbox FA](#)

PERFORMANCE INDICATORS

Section Point Value: 0
Completion Status:

Created By: Mrs. Sara E Rusniak
Last Update By: Mrs. Sara E Rusniak

Created Date: 4/3/2014 9:46:24 AM
Last Update Date: 4/3/2014 9:46:24 AM

Project Phase Target

1. Established by DCJC

1.1. How many Victims have been served? 



2. Established by Subgrantee

Add New Performance Indicator

- Performance Indicators

- Click on the Performance Indicators section to display the indicators selected in the funding announcement report definition.
- These Indicators require target estimates to be entered for the project on the application.
- Clicking on the green Information icon will display the purpose information defined when the Indicator was created.
- The gavel icon will display the rules associated with the answer to the Indicator.
- The sub-grantee may be able to add additional Performance Indicators from the Performance Indicator library by clicking on the "Add New Performance Indicator" button. This is based upon the options selected in the funding announcement.

FIELD HELP TEXT

Number of program youth who exited the program having completed program requirements.
*The number of program youth who have **successfully** fulfilled all program obligations and requirements. This does not include youth who are still participating in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program completion. The total number of youth (the "B" value) includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.*

[Close](#)

This is an example of the purpose information displayed when the green Information icon has been clicked.

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Grant ID: 1004
Status: Open - Draft

Project Title: Activity Area & Competitive Grant App
Fund Announcement: [2014 Competitive FA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Activity Areas	In Process	0	4/4/2014 2:07:35 PM
Application Assurances	In Process	10	4/4/2014 2:07:35 PM
Certification Regarding Debarment	In Process	10	4/4/2014 2:07:35 PM
Budget Details	In Process	35	4/4/2014 2:08:29 PM
Main Summary Information	Complete	0	4/4/2014 2:08:29 PM
Performance Indicators	In Process	35	4/4/2014 2:07:35 PM
Recipient Agency Budget	In Process	10	4/4/2014 2:07:35 PM

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If the Funding Announcement uses Activity Areas, the sub-grantee will need to select which Activity Areas are applicable to them. They will select the Activity Area section.

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Grant ID: 1004
Status: Open - Draft

Project Title: Activity Area & Competitive Grant App
Fund Announcement: [2014 Competitive FA](#)

ACTIVITY SELECTION

Section Point Value: 0
Completion Status: [In Process](#)

Created By: Ms. Sara Wagner
Last Update By: Ms. Sara Wagner

Created Date: 4/4/2014 2:07:35 PM
Last Update Date: 4/4/2014 2:07:35 PM

Select all activities that you will be providing with funds from this grant if awarded. The information icon next to each activity will show the questions that will asked on the periodic program reports, if this grant is awarded.

Victims Services: Violence Prevention Programs: Victims Activities

[Save](#) | [Save And Continue Editing](#) | [Cancel](#)

The Activity Areas added to the Funding Announcement will display asking the sub-grantee to select the ones which are applicable to them. This could be more than one Activity Area.

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Grant ID: 1005
Status: Open - Draft

Project Title: DCJC Test Application 2014
Fund Announcement: [Victims of Crime Sandbox FA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Application Assurances	Complete	0	4/9/2014 11:29:37 AM
Certification Regarding Department	Complete	0	4/9/2014 11:27:04 AM
Approval Checklists	Complete	0	4/9/2014 11:27:09 AM
Budget Detail	Complete	0	4/9/2014 11:22:33 AM
Main Summary Information	Complete	0	4/9/2014 11:28:05 AM
Performance Indicators	Complete	0	4/9/2014 11:23:07 AM
Recipient Agency Budget	Complete	0	4/9/2014 11:28:05 AM

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As each section is completed, the sub-grantee must change the section status from "In-Process" to "Complete".

Flexible sections use the question definitions to know which questions require answers. This validation is verified as the sub-grantee completes each section.

Once all section statuses are marked as Completed, the "**Preview Signature Page**" button will be available. This will display the signature page in adobe pdf format so it can be printed, signed uploaded to the application and returned. (The signature page is needed for audit-ability. The first page of the contract will also be included with the signature page so that general summary information about the application is also included.)

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Grant ID: 1005

Status: Open - Draft

Project Title: DCJC Test Application 2014

Fund Announcement: [Victims of Crime Sandbox FA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Application Assurances	Complete	0	4/9/2014 11:29:37 AM
Certification Regarding Debarment	Complete	0	4/9/2014 11:27:04 AM
Approval Checklist	Complete	0	4/9/2014 11:27:09 AM
Budget Detail	Complete	0	4/9/2014 11:22:33 AM
Main Summary Information	Complete	0	4/9/2014 11:28:05 AM
Performance Indicators	Complete	0	4/9/2014 11:23:07 AM
Recipient Agency Budget	Complete	0	4/9/2014 11:28:05 AM

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At this point, once the sections have been completed, the application is completed and ready to be submitted.

The Status of the application is "Open – Draft" until it is submitted to DCJC when it will change to "Open – Received" and the application will no longer be able to be changed by the sub-grantee.

Once the application is submitted, Work Manager generates alerts to the Program and Fiscal Contacts assigned to the Funding Announcement.

The following email is generated to the sub-grantee when an application has been submitted for a funding announcement.

- "Thank you for submitting your response to Fund Announcement: "Victims of Crime Sandbox FA". DCJC has received your submission and will begin processing. You can check the status of your submission at any time by returning to <https://egrants.cjc.delaware.gov> and opening your project through the Project Management Search screen."

Status flow for Creating Egrants Applications:

Sub-grantee:

- The sub-grantee clicks on the "Create New Application" button for the Funding Announcement which they would like to apply to, for funds.
- The Main Summary Information, Budget Detail, Performance Indicators, Recipient Agency Budget sections along with any customized sections will all have a status of "In Process".
- The Status of the Application is "Open – Draft" until it is submitted to DCJC.
- All Section statuses must be changed to "Complete" before the "Submit Application" button will allow the sub-grantee to submit the application.
- Once the Application is submitted, the Application Status becomes "Open – Received".

(Exercise)