



# **Applying for a Grant**

# **Grantee Navigation:**



## **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**



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







## **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/needing 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.







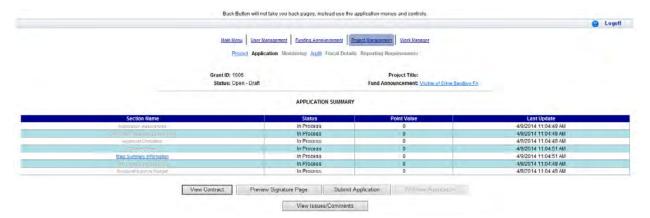


- After clicking the "Create New Application" button, a "Grant ID" number is created and assigned to the application.
- The Main Summary Information Section must be completed first before any other sections are available for completion.



• 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.

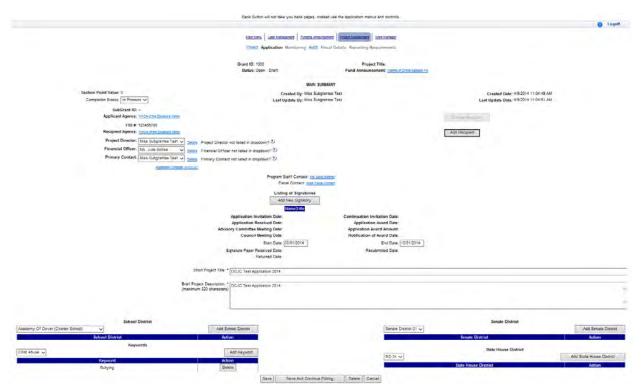




- The Application Summary shows the various sections which were defined in the funding announcement sections.
- The sub-grantee must complete the Main Summary Information before the other various sections will be accessible.
- Each of these sections needs to be reviewed, questions answered and marked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







- The Main Summary Section
  - o 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.
  - o 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.
  - o 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.
  - o 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.



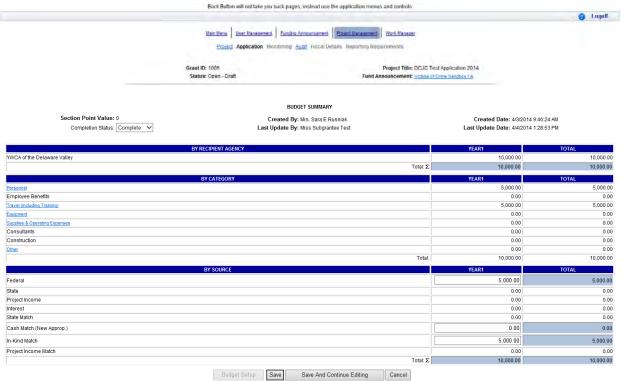


The Application Summary shows the various sections.

## Budget Details

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





## • 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.
  - <u>Personnel</u> Identify the hiring of any personnel which will be paid by the funds.
  - <u>Travel (including Training)</u> Identify fund dollars paying travel costs for training.
  - <u>Supplies & Operating Expenses</u> Identify dollars being used to pay for expenses.
  - <u>Equipment</u> 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.
- o Review of **By Source** funding to show how all monies are being used for the project









#### • Performance Indicators

- o 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.
- o 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.





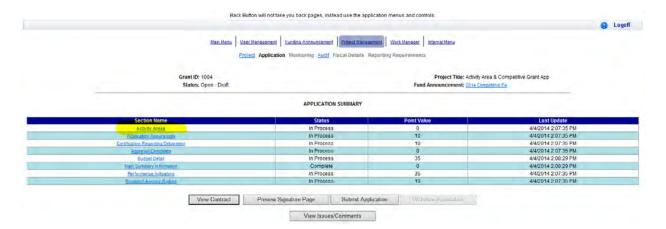
#### FIELD HELP TEXT

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.

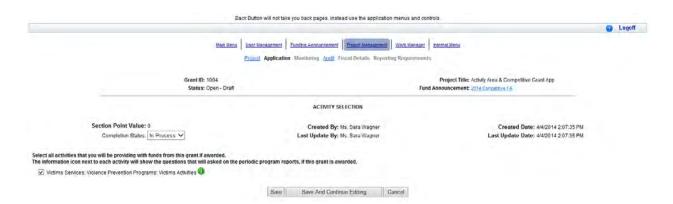
## Close

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



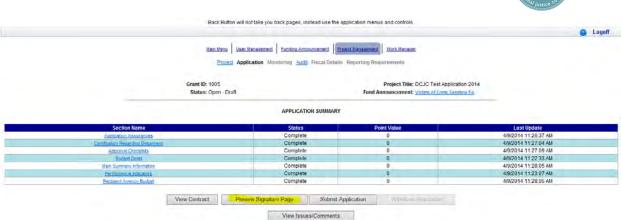


If the Funding Announcement uses Activity Areas, the sub-grantee will need to select which Activity Areas are applicable to them. They will select the Activity Area section.



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.



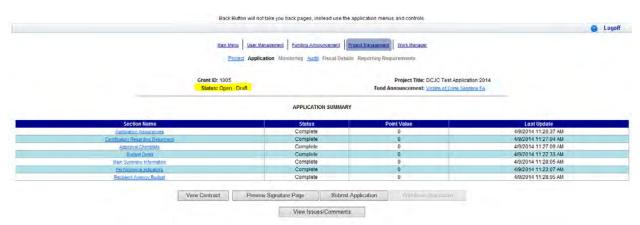


As each section is completed, the sub-grantee must change the section status from "In-Process" to "Complete".

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.)





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 <a href="https://egrants.cjc.delaware.gov">https://egrants.cjc.delaware.gov</a> 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)

