SUBMITTING an APPLICATION in the CJC Egrants System
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 Menu along the top 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. % is used as a wildcard operator.
- Clicking on the Funding Announcement title, will allow you to create an application.
Creating the Application

- Click “Create New Application” button
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 you leave the Egrants application, when you return you 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.
MAIN SUMMARY - THIS SCREEN WILL REFLECT SUMMARY INFORMATION REGARDING THE PROJECT.

- The first items required are the Short Project Title and the Brief Project Description

- Next fill out the Recipient Agency or the Agency receiving the money

- 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 CJC staff member will populate this while performing the Grant Application review.

- The “Signatory” is the person expected to sign the submitted application.

- Fill out the start and end dates associated with the proposed project.
The budget categories are selected by the CJC in the Funding Announcement.

Those selected are noted by the underlines which are links to screens requesting additional detailed information which is required.
As each section is completed, you must change the section status from “In-Process” to “Complete”.

Once all section statuses are marked as Completed, the “Preview Signature Page” button will be available.
The signature page will display in adobe pdf format so it can be printed, signed and attached to the application. It must be signed by the agency Director.
Once the signature page is signed it must be attached to the section “Attach Signature Page” before the application is submitted. These pages with the original signature must also be mailed to the Criminal Justice Council.
Once the sections have been completed, the application is completed and ready to be submitted.

The Status of the application is changed when it is submitted to CJC to “Open – Received” and the application will no longer be able to be changed by the sub-grantee.

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: “2014 Competitive 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:

A. The sub-grantee clicks on the “Create New Application” button for the Funding Announcement which they would like to apply to, for funds.

B. 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”.

C. The Status of the Application is “Open – Draft” until it is submitted to DCJC.

D. All Section statuses must be changed to “Complete” before the “Submit Application” button will allow the sub-grantee to submit the application.

E. Once the Application is submitted, the Application Status becomes “Open – Received”.