



## Instructions for Applying for Funding in the City of Elk Grove WebGrants System

Please review the entire instructions before starting an application. There are important tips and guidance in this document on how to navigate through the system and ensure your application responses are being saved.

### Logging into the City of Elk Grove WebGrants System

Visit the City's WebGrants page at <https://elkgrove.webgrantscloud.com/index.do>.

The screenshot shows the login interface for the City of Elk Grove WebGrants System. At the top left is the City of Elk Grove logo. Below it, the word 'Login' is displayed with a key icon. A red rectangular box highlights the 'User ID' and 'Password' input fields, both of which have a red error message below them that reads 'This field is required.' Below these fields is a green button labeled 'SIGN IN'. To the right of the login fields is an 'Announcements' section with a yellow 'Click here to Register' button. Below the 'SIGN IN' button are two links: 'Forgot User ID?' and 'Forgot Password?'. Below the 'Announcements' section is a blue button labeled 'View Current Funding Opportunities'.

Once on the Login page, enter your User ID and Password, then click on the green 'Sign In' button:



### Notes Before Starting An Application:

After creating a WebGrants account, you will not need to register again. Your login will work for all City of Elk Grove nonprofit grant programs. If you forget your User ID or Password use the "Forgot User ID" or "Forgot Password" links to request the system to email you the forgotten information.

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice. When navigating in WebGrants, remember to use the **WebGrants Menu options**, not the Browser Menu.



Read the instructions provided on each screen for navigation tips in the system. Additional instructions may be available by clicking on 'Onlie Help' in the navigation ribbon.

**Blue Text** almost always indicates a clickable link, either within the system or to an external source. Required fields are shown in **red text** with a **red asterisk\***.

### Creating an Application

From the Side Menu, click on 'Funding Opportunities'

**Funding Opportunities**  
List of all current funding opportunities

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**Currently Posted Funding Opportunities**

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
1000	Test	City of Elk Grove	Community Development Block Grant/Community Service Grant/American Rescue Plan Act Nonprofit Grant	FY 2022-2023 CDBG/CSG/ARPA Nonprofit Grant Programs	Jan 10, 2022 11:05 AM	Feb 15, 2022 11:59 PM
1001	Test	City of Elk Grove	Event Sponsorship Grant	ESG - Event Sponsorship Grant		Feb 25, 2022 11:59 PM

Showing 1 to 2 of 2 entries

Select the funding opportunity for which you are applying for.

**Currently Posted Funding Opportunities**

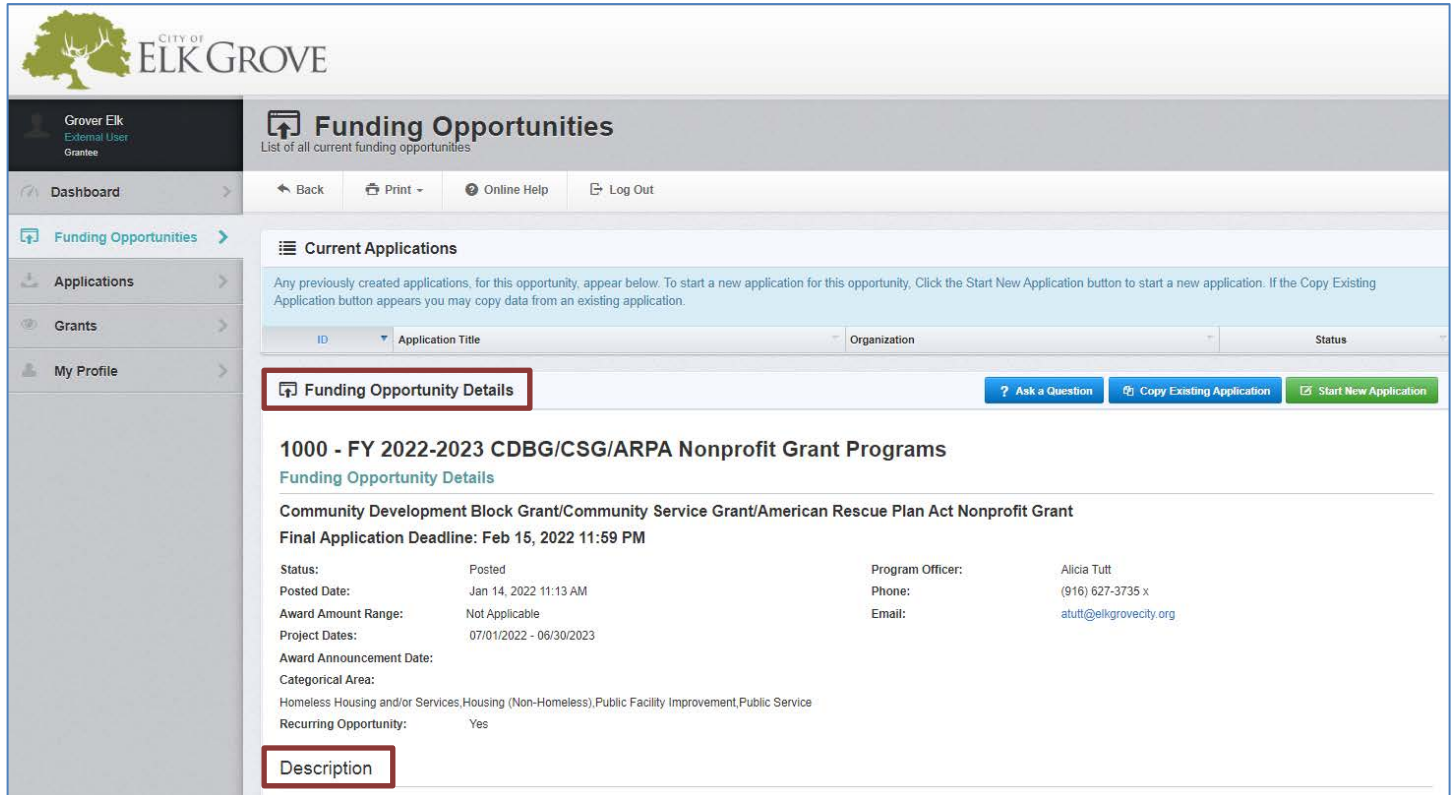
All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
1000	Posted	City of Elk Grove	Community Development Block Grant/Community Service Grant/American Rescue Plan Act Nonprofit Grant	FY 2022-2023 CDBG/CSG/ARPA Nonprofit Grant Programs	Jan 14, 2022 11:13 AM	Feb 15, 2022 11:59 PM
1001	Posted	City of Elk Grove	Event Sponsorship Grant	ESG - Event Sponsorship Grant	Jan 14, 2022 11:13 AM	Feb 25, 2022 11:59 PM

Showing 1 to 2 of 2 entries

Read the Funding Opportunity Details and Description for further information, guidance, and to ensure eligibility requirements.



**1000 - FY 2022-2023 CDBG/CSG/ARPA Nonprofit Grant Programs**  
Funding Opportunity Details

Community Development Block Grant/Community Service Grant/American Rescue Plan Act Nonprofit Grant  
Final Application Deadline: Feb 15, 2022 11:59 PM

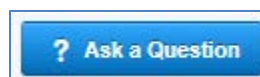
Status:	Posted	Program Officer:	Alicia Tutt
Posted Date:	Jan 14, 2022 11:13 AM	Phone:	(916) 627-3735 x
Award Amount Range:	Not Applicable	Email:	atutt@elkgrovecity.org
Project Dates:	07/01/2022 - 06/30/2023		
Award Announcement Date:			
Categorical Area:	Homeless Housing and/or Services, Housing (Non-Homeless), Public Facility Improvement, Public Service		
Recurring Opportunity:	Yes		

**Description**

Click on the green **'Start New Application'** button on the right side of the screen.



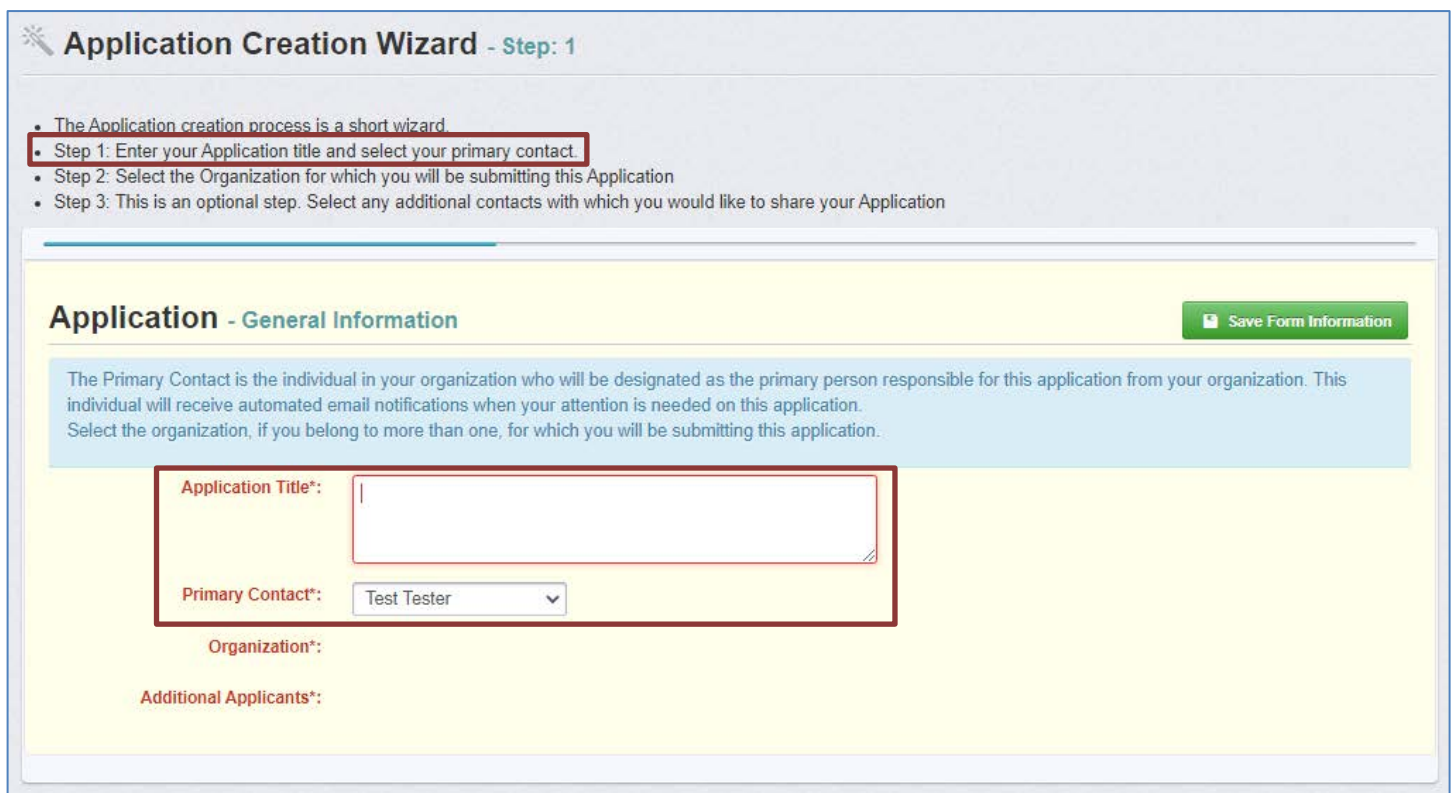
**Note:** At any time you may click on the blue **'Ask a Question'** button and submit a question into the system. Once City staff has answered your question, you will receive an email alert from WebGrants. Questions may also be sent directly to City staff outside of the WebGrants system via phone or email.



### General Information Page

This is a system page that pulls from the information used to register your account. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

Complete Step 1 in the Application Creation Wizard, then click the green **'Save Form Information'** button.



**Application Creation Wizard - Step: 1**

- The Application creation process is a short wizard.
- **Step 1: Enter your Application title and select your primary contact.**
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application Title\*:**

**Primary Contact\*:**

**Organization\*:**

**Additional Applicants\*:**

Save Form Information

When creating an Application Title, be sure to select a title that identifies the activity for which you are requesting funding for and will be easily identifiable for all organization staff members/volunteers who will be working in the application.



Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click the green **'Save Form Information'** button. If you are a grant writer, or are associated with more than one organization, once you have an active registration, please email City staff to request help in linking additional organizations to your account.

If you would like to add any 'Additional Applicants' from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click the green **'Save Form Information'** button.

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID\*:** 1015

**Program Area\*:** Community Development Block Grant/Community Service Grant/American Rescue Plan Act Nonprofit Grant

**Funding Opportunity\*:** 1000-FY 2022-2023 CDBG/CSG/ARPA Nonprofit Grant Programs

**Application Stage\*:** Final Application

**Application Status\*:** Editing

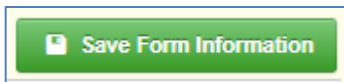
**Application Title\*:**

**Primary Contact\*:**

**Organization\*:**

Select any additional contacts within your organization that will also manage this grant.

**Additional Applicants:**



**Please Note:** Once you click the green **'Save Form Information'** button, the system will create the application and assign an application number. If you log out of the system at this point, or any future point, **DO NOT** click on **'START A NEW APPLICATION'** to edit your application. Only click on the green **'START A NEW APPLICATION'** button if you intend to submit more than one application for that Funding Opportunity.



If you log out and back in to the system, to view or edit the application, click on **'Applications'** from the Side Menu to see all the applications you have created or; Click on **'Funding Opportunities'** and after selecting the specific Funding Opportunity you will see your application in the top section.

**Submitted Applications**  
List of all current submitted applications

Current Applications | Archived Applications

**Current Applications**

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
1016	Editing	Final Application	Test Application	BaseLine Organization	CDBG-Community Development Block Grant/Community Service Grant/American Rescue Plan Act Nonprofit Grant	1000-FY 2022-2023 CDBG/CSG/ARPA Nonprofit Grant Programs (Posted)	Feb 15, 2022 11:59 PM
1017	Editing	Final Application	Test Application	BaseLine Organization	Events-Event Sponsorship Grant	1001-ESG - Event Sponsorship Grant (Posted)	Feb 25, 2022 11:59 PM

Showing 1 to 2 of 2 entries

**Funding Opportunities**  
List of all current funding opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start New Application button to start a new application. If the Copy Existing Application button appears you may copy data from an existing application.

ID	Application Title	Organization	Status
1016	Test Application	BaseLine Organization	Editing

**Funding Opportunity Details**

1000 - FY 2022-2023 CDBG/CSG/ARPA Nonprofit Grant Programs  
 Funding Opportunity Details  
 Community Development Block Grant/Community Service Grant/American Rescue Plan Act Nonprofit Grant  
 Final Application Deadline: Feb 15, 2022 11:59 PM





## Completing an Application

Once you have completed the General Information, you will be returned to the Application Details screen.

The system will show a complete listing of all application components (i.e., forms) that are to be completed by the applicant to apply for funding in the WebGrants System. Click on the next form listed underneath General Information.

### 1015 - Test Application

Status: **Editing**

Stage: Final Application

Application Due Date: Feb 15, 2022 11:59 PM

Program Area: Community Development Block Grant/Community Service Grant/American Rescue Plan Act Nonprofit Grant

Funding Opportunity: 1000-FY 2022-2023 CDBG/CSG/ARPA Nonprofit Grant Programs

Organization: TEST Grantee Organization

Requested Total:

Application Preview | Alert History | Map

**Application Details** | [Preview Applications](#) | [Ask a Question](#) | [Withdraw](#)

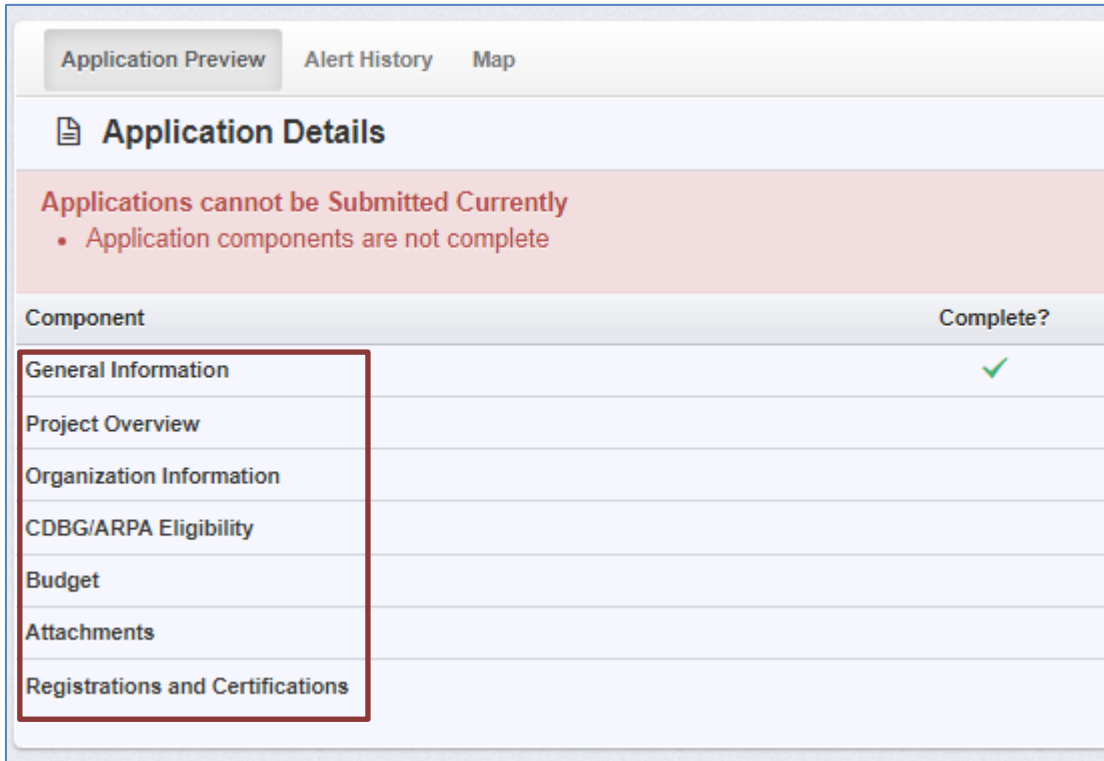
Applications cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 13, 2022 10:42 PM - Test Tester
Project Overview	-	-
Organization Information	-	-
CDBG/ARPA Eligibility	-	-
Budget	-	-
Attachments	-	-
Registrations and Certifications	-	-

**Note:** The Applications Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.

You will continue to click on each form in the Application Details listing to view and answer the application questions.

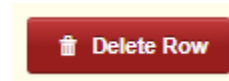


Component	Complete?
General Information	✓
Project Overview	
Organization Information	
CDBG/ARPA Eligibility	
Budget	
Attachments	
Registrations and Certifications	

To begin answering questions within a form, click on the green **'Edit Form'** button.



Most forms are editable simply by clicking the green **'Edit Form'** button at the top part of the section of the form. However, multi-list sections are editable by clicking the green **'Add Row'** button on that section. If you are completing a multi-list section, you can create as many rows necessary to complete the section. If you want to delete a row, you will click on the row and click the red **'Delete Row'** button.



**Note:** Required fields are shown in **red text** with a **red asterisk\***.



**Important Note:** All information must be saved by clicking the green **'Save Form'** button on each form. WebGrants does not automatically save responses. If you do not click **'Save Form'** and you close the browser or back out of the form/section, your information will be lost. If you are using the WebGrants Menu options to navigate the system you will receive a pop-up warning you that changes may not be saved. If you use the web browser navigation menu options you will not receive a pop-up warning.



Leave site?  
Changes you made may not be saved.

Leave Cancel

If you click the green **'Save Form'** button and nothing happens you likely are missing text in a required field. Scroll through the form and look for any red text identifying **'This field is required'**. Enter required text and then click the green **'Save Form'** button again.

Please Describe\*:

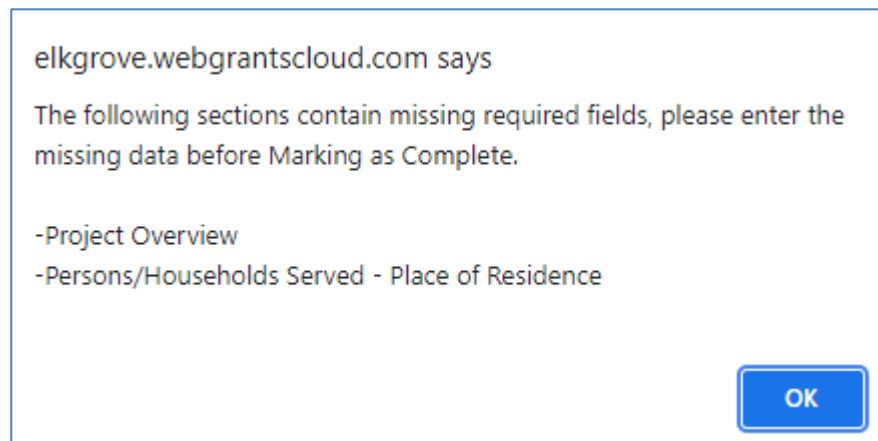
This field is required.

2000 character(s) left

Applications do not need to be completed in one setting. You have up until the application deadline to complete your response and submit the application. To edit your responses after saving the form, you will need to click the green **'Edit Form'** button again.

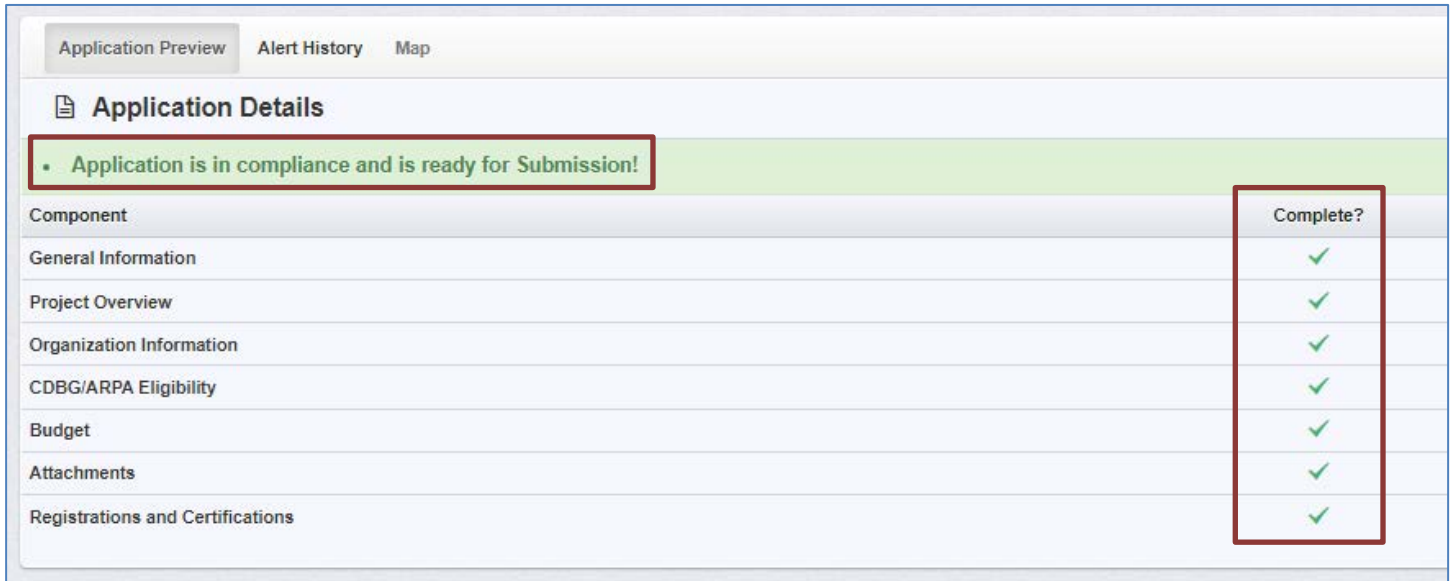


Once you are satisfied with your response to each question on a form, click the orange **'Mark as Complete'** button. If any of the sections are incomplete you will receive a pop-up identifying which sections require additional information. Click the green **'Edit Form'** button, enter the required text, click the green **'Save Form'** button, and then click the orange **'Mark as Complete'** button again.



**Important Note:** Before the application has been submitted, you can always reopen a form by clicking on the green **'Edit Form'** button even after it has been marked as complete.

Once you have completed the entire application and marked all forms as complete, the application is ready to submit. You will notice that the header has turned green and there will be green check marks for each form.

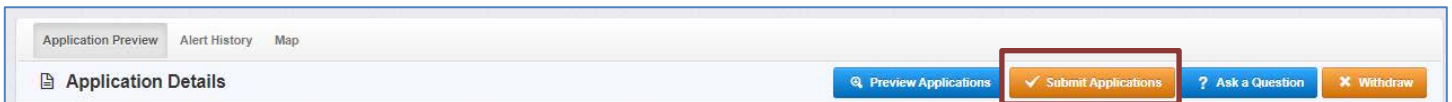


The screenshot shows the 'Application Details' page with a green header. A message box states: "Application is in compliance and is ready for Submission!". Below this is a table with the following components and their completion status:

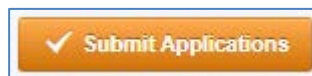
Component	Complete?
General Information	✓
Project Overview	✓
Organization Information	✓
CDBG/ARPA Eligibility	✓
Budget	✓
Attachments	✓
Registrations and Certifications	✓

### Submitting the Completed Application

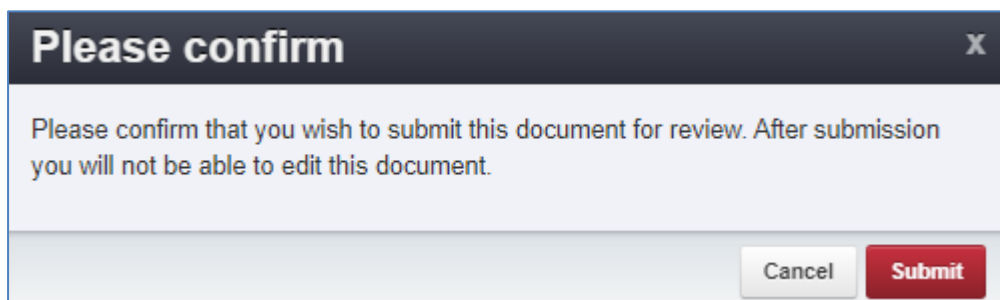
To submit a completed application click the orange 'Submit Applications' button on the Application Details page.



The screenshot shows the application navigation bar with the following buttons: "Preview Applications", "Submit Applications" (highlighted with a red box), "Ask a Question", and "Withdraw".



You will receive a pop-up confirmation informing you that once you click the red 'Submit' button the WebGrants system will no longer let you edit the application.



The screenshot shows a pop-up dialog box titled "Please confirm" with a close button (X) in the top right corner. The text inside reads: "Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document." At the bottom, there are two buttons: "Cancel" and "Submit".

If ready, click the red **'Submit'** button.



The system will take you back to your Current Applications listing and will show you all submitted application.

**Submitted Applications**  
List of all current submitted applications

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Current Applications Archived Applications

**Current Applications**

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

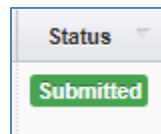
Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
1015	Submitted	Final Application	Test Application	TEST Grantee Organization	CDBG-Community Development Block Grant/Community Service Grant/American Rescue Plan Act Nonprofit Grant	1000-FY 2022-2023 CDBG/CSG/ARPA Nonprofit Grant Programs (Test)	Feb 15, 2022 11:59 PM

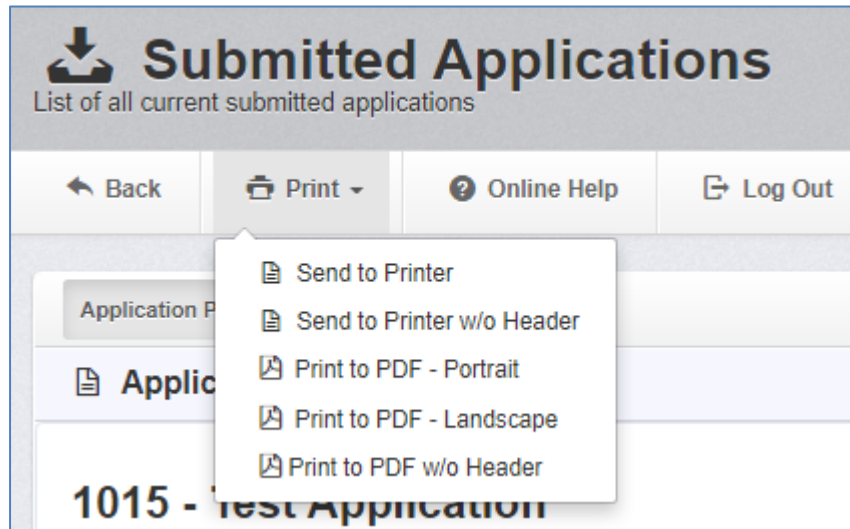
Showing 1 to 1 of 1 entries

### Printing the Submitted Application

To print or save a copy of the application click on the application in **'Submitted'** status.



Click **'Print'** on the WebGrants menu at the top of the page, and select the option you want.



When finished, click on **'Log Out'** on the WebGrants menu at the top of the page.

## **CONGRATULATIONS!**

*You have successfully submitted an application.*

To start a new application, from the Side Menu, click on **'Funding Opportunities'**, select the funding opportunity for which you want to apply for, and click on the green **'Start New Application'** button on the right side of the screen.