# 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

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



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'**



Select the funding opportunity for which you are applying for.
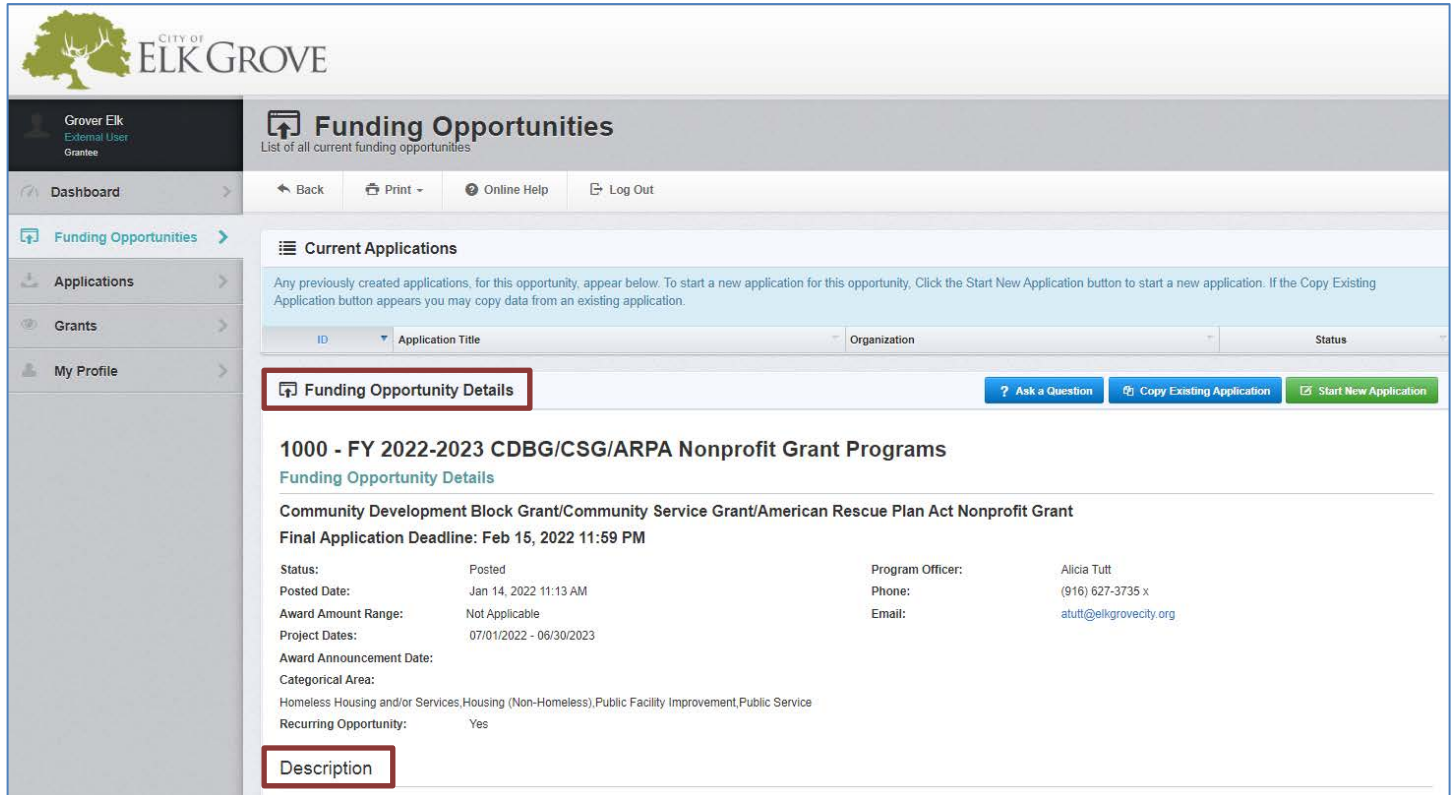
Read the Funding Opportunity Details and Description for further information, guidance, and to ensure eligibility requirements.



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.
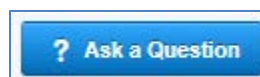
**General Information Page**

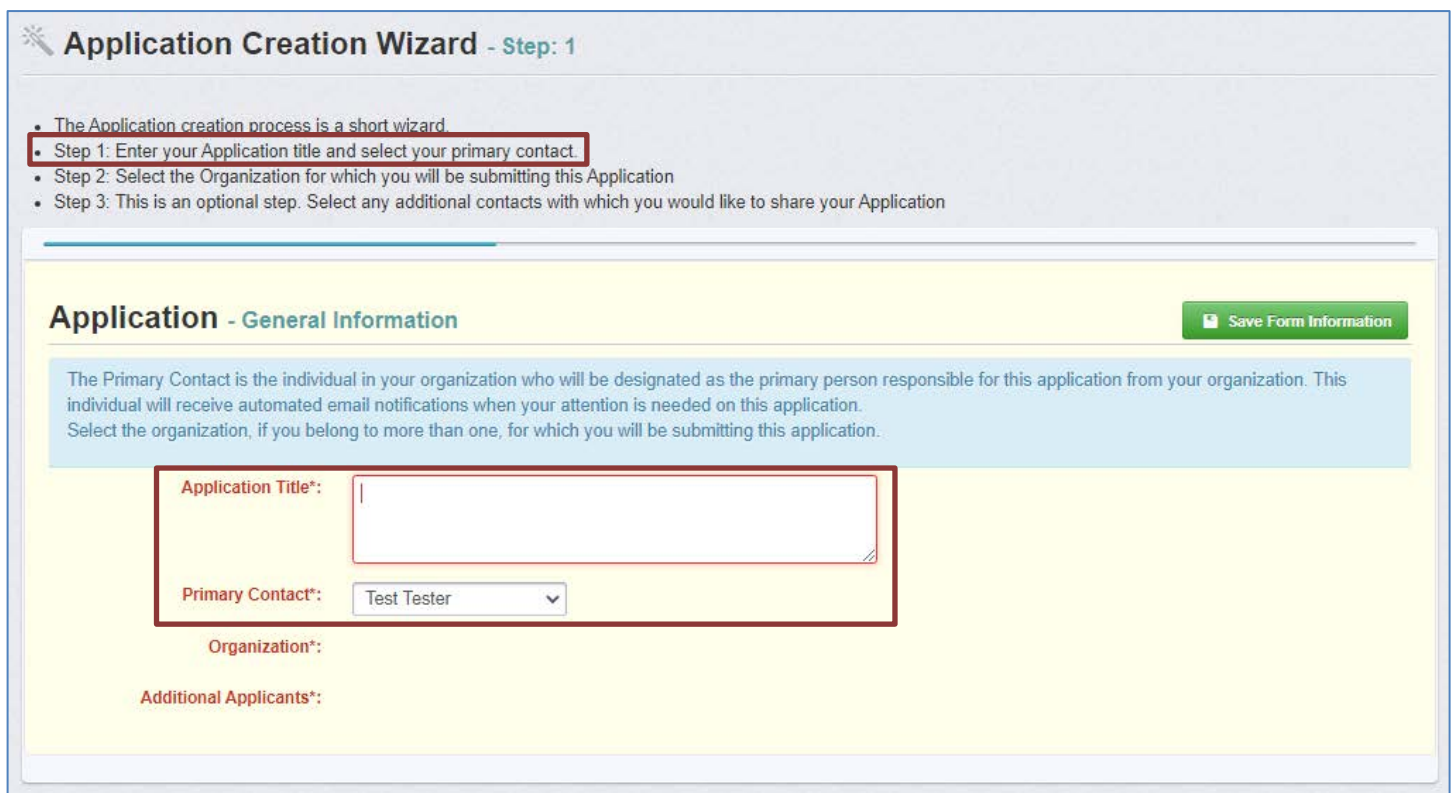This is a system page that pulls from the information used to register your account. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

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



When creating an Appication 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'** buton.

## Application - General 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*:** | Test Application |
| **Primary Contact*:** | Test Tester |
| **Organization*:** | TEST Grantee Organization |

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

**Additional Applicants:** | Addif
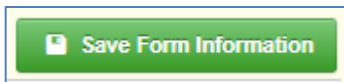
**Please Note:** Once you click the green **'Save Form Information'** button, the system will created the application and assign an application number.  If you log out of the system at this point, or any future point, **DO NOT** click on **'START A NEW APPLICATION'** to edit your application**.**  Only 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.

**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.

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### 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
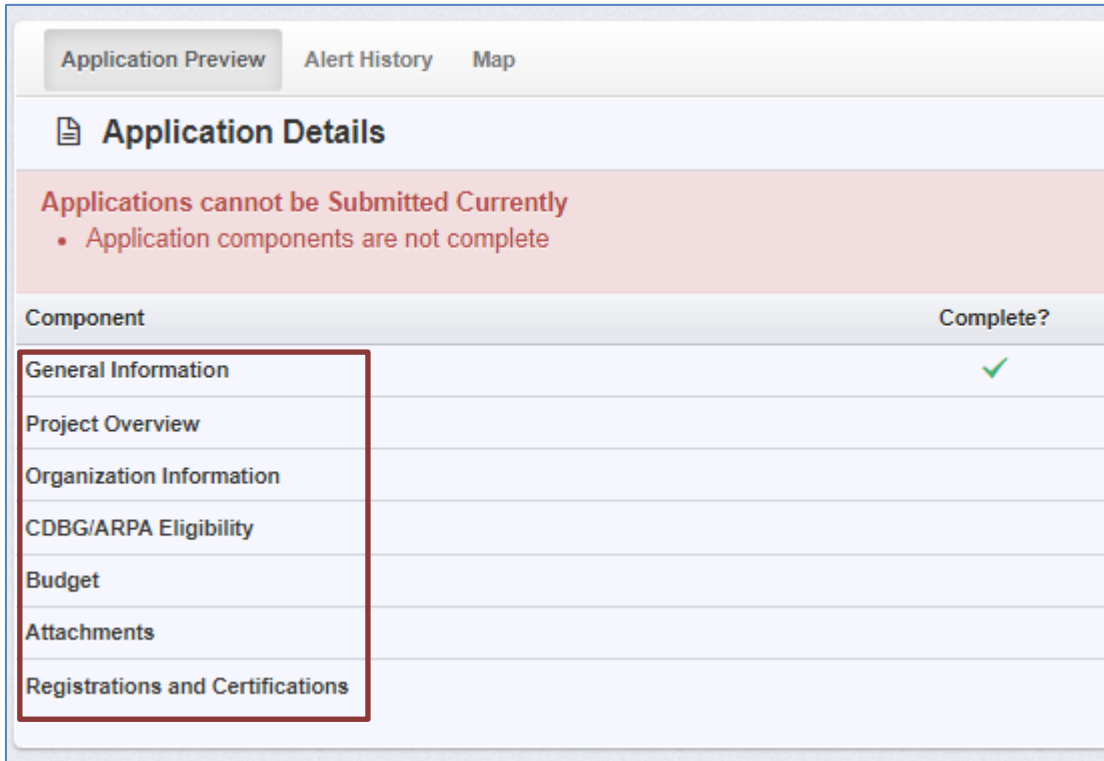
**Applications cannot be Submitted Currently**
- Application components are not complete

| 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 | | - |

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**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.



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.
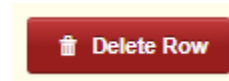


**Note:** Required fields are shown in **red text** with a **red asterisk*.**

**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 reveive a pop-up warning.



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.



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.
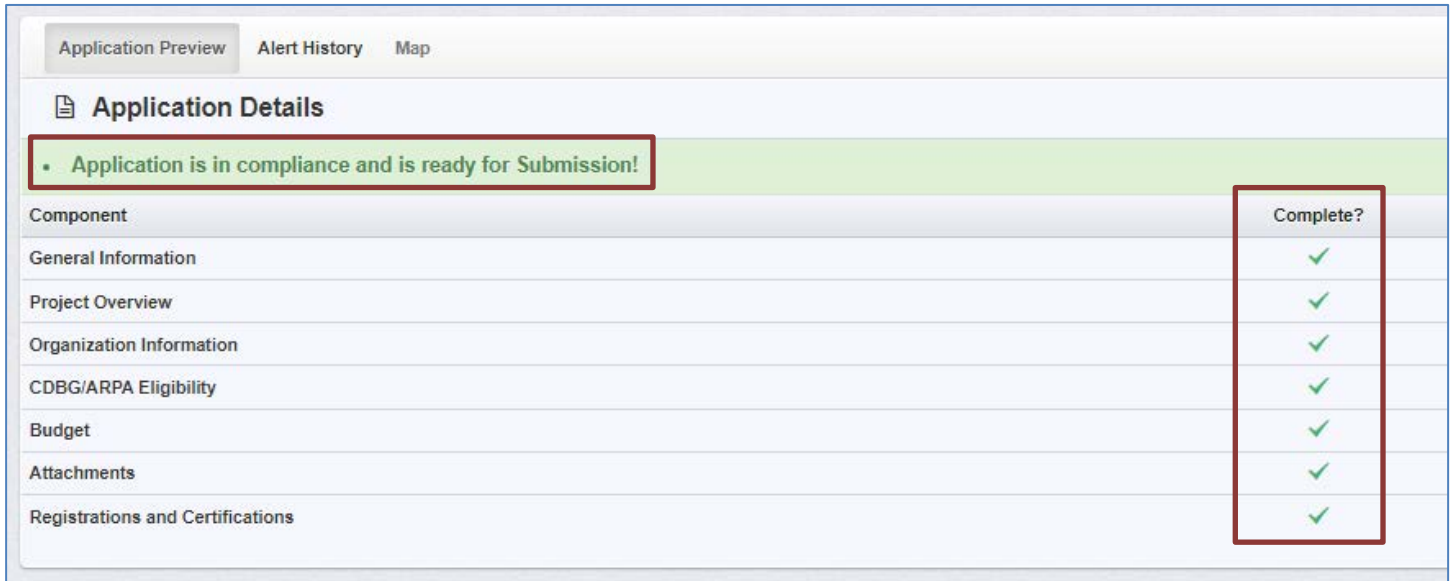
Once you are satisfied with your response to each question on a form, click the orange **'Mark as Complete'** button. If any of the sections are incomplete you will receive a pop-up identifying which sections require additional information. Click the green **'Edit Form'** button, enter the required text, click the green **'Save Form'** button, and then click the orange **'Mark as Complete'** button again.
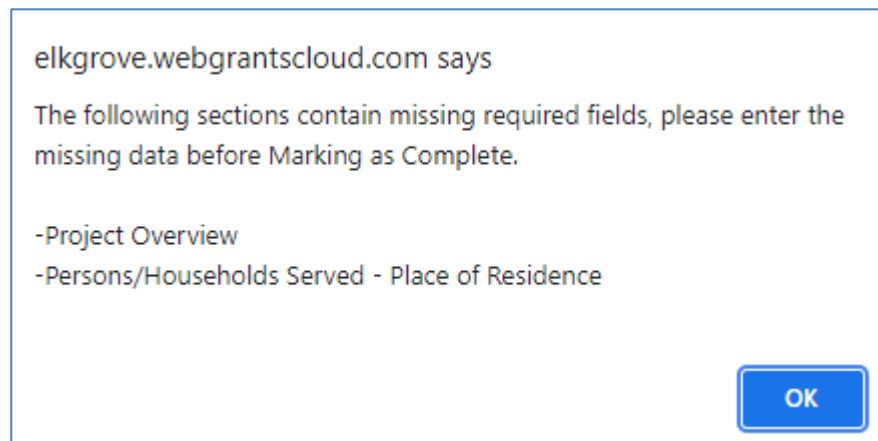
**Important Note:** Before the application has been submitted, you can always reopen a form by clicking on the green **'Edit Form'** button even after it has been marked as complete.

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.
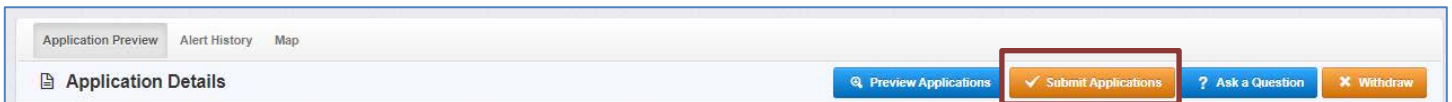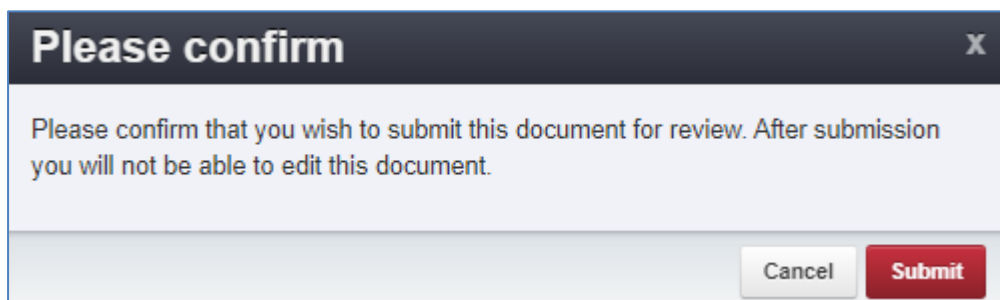


**Submitting the Completed Application**

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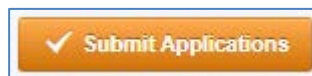




You will receive a pop-up confirmation informing you that once you click the red **'Submit'** button the WebGrants system will no longer let you edit the application.

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



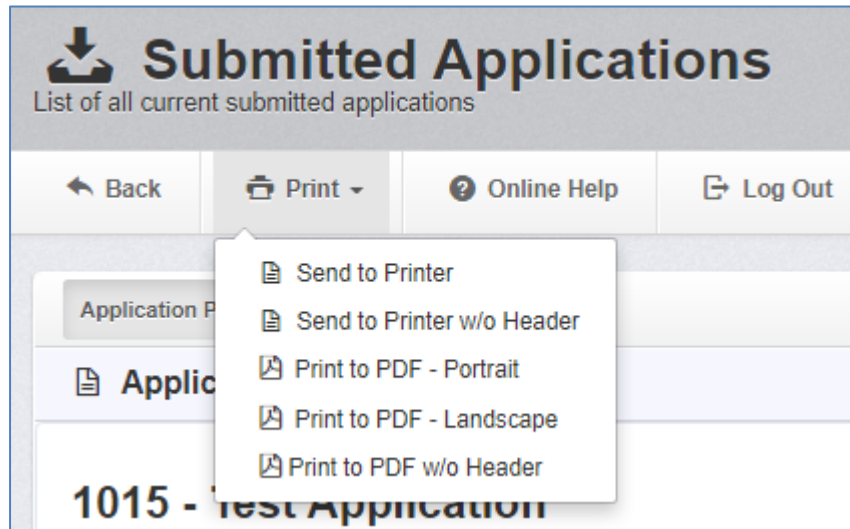The system will take you back to your Current Applications listing and will show you all submitted application.



**Printing the Submitted Application**

To print or save a copy of the application click on the application in **'Submitted'** status.
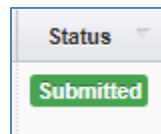
Click **'Print'** on the WebGrants menu at the top of the page, and select the option you want.



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.