

## Tips for Grant Applicants and Grantees

### What is WebGrants?

WebGrants is an online grants management software. It is used by applicants, grantees, and grant managers for all phases of grants, including applications, awards, payment, and reporting.

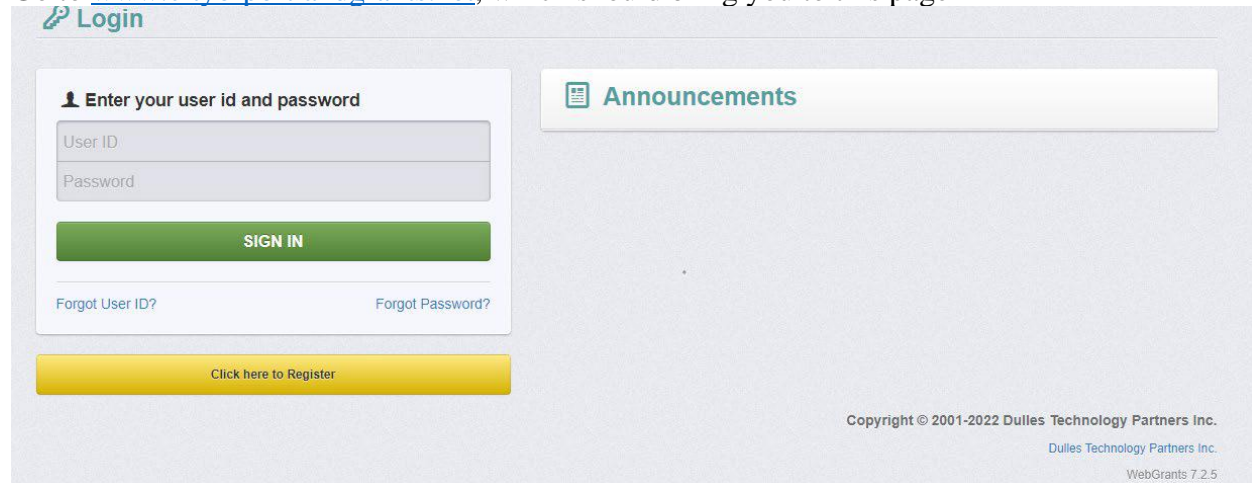
### What should I know upfront about using WebGrants?

There are a few critical things to know when using the WebGrants system:

- You must first Register to use the system. It can take 1-2 days for your registration to be reviewed/approved. Please plan to Register well in advance of any grant application deadlines.
- The Internet Browser 'back' button is not recommended. It will remove you from the WebGrants system and changes may not be saved.
- Make sure to click 'Save Form' regularly. The application does not autosave.
- Your application does not need to be completed all at once. You can stop working on your application at any time, save it, and come back to it later.
- You must click 'Mark as Complete' button on each section of the application before you will see a 'Submit' button.

### How do I register?

Go to [www.cityofportlandgrants.net](http://www.cityofportlandgrants.net), which should bring you to this page



The screenshot shows the WebGrants user interface. At the top left, there is a 'Login' link with a key icon. Below it is a login form with the heading 'Enter your user id and password'. The form contains two input fields: 'User ID' and 'Password', followed by a green 'SIGN IN' button. Below the 'SIGN IN' button are two links: 'Forgot User ID?' and 'Forgot Password?'. At the bottom of the login form is a yellow button that says 'Click here to Register'. To the right of the login form is an 'Announcements' section with a document icon. At the bottom right of the page, there is copyright information: 'Copyright © 2001-2022 Dulles Technology Partners Inc. Dulles Technology Partners Inc. WebGrants 7.2.5'.

Click the yellow 'Click here to Register' button and complete the form.

- Under Program Area of Interest choose: CTSI – Community Technology Strategic Initiatives
- Click Save Registration Information to submit the form.

You will receive a confirmation email that your registration is under review. Once approved by city staff, you will receive another email with your user name and password.

Once your registration is approved and you have your user name and password, you can log in to the system at [www.cityofportlandgrants.net](http://www.cityofportlandgrants.net) and reset your password. Click My Profile and the click Reset Password to create your own unique password.

### Main Menu

The main menu is the first page of the application when you log in. The main menu will take you to the modules of the application. Each module is explained below:

**Dashboard:** This is the first screen you see after logging into the system. The Dashboard Work Assignment section provides a quick glance at Approaching Deadlines, Recent Negotiations, Recent Correspondence, My Site Visits, and Organization Compliance.

**Funding Opportunities:** This screen displays all currently posted opportunities, you may create and submit an application for any opportunity.

**Applications:** All current and previously created applications can be found in this module.

**Grants:** If you receive a grant award, the final grant and associated documents will appear in this module. This is also where you will report on grant implementation by completing status reports, submitting claims, and sending communication to the city.

**Reports:** Formatted Reports allow for searching and exporting data.

**My Profile:** You can update your contact information and change your password in this module.

### How do I start an Application?

Under the Funding Opportunity, click the green 'Start a New Application' button

### How do I access my Application?

Click My Applications

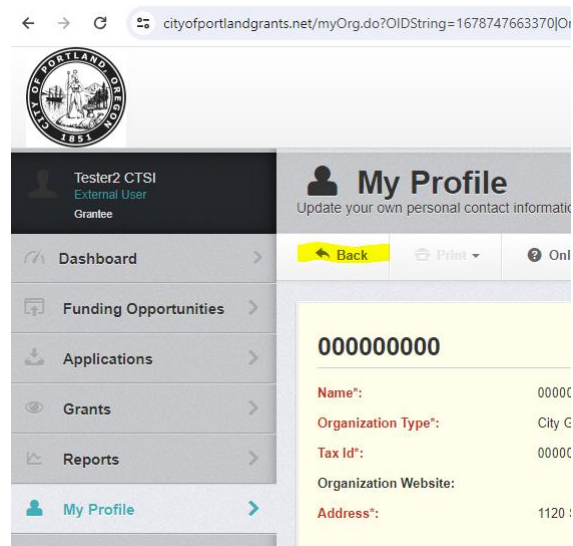
Click the title under Project Title

### How do I edit content?

Use the **Edit** button (upper right of screen) to make the contents of the page editable.

You may log in and edit/enter data in each section of the Pre-Application in any order and over time. Information entered will be saved once you have clicked on the **Save** button at the top of the page. Information entered will be lost if you close your Browser or use the Back button without clicking the **Save** button.

Remember to use the **Back** button, not the browser back arrow: See highlight below to locate the Back button.



### [Are there character limits in the application?](#)

Yes, character limits have been implemented in order to help keep your application as concise as possible. Character limits are identified at the bottom of each text entry field. You will not be able to save your edits if you exceed a character limit. A notice will be provided and you will have the opportunity to edit the text down.

### [How do I submit my application?](#)

You must mark each component page as complete before you can submit your application. If multiple members of your organization are contributing to the application information, we suggest using the **Mark as Complete** feature to signify when a section has been completed, reviewed and is ready to submit. However, **Mark as Complete** does not prevent you from making further edits to the page. Just click Edit to make the contents of the page editable.

### [How do I access my grant?](#)

Click My Grant

Click on the project Title

Under Grant Components – access to all related grant elements (i.e. copy of contract, status reports, correspondence, etc.