Overview (Simplified)

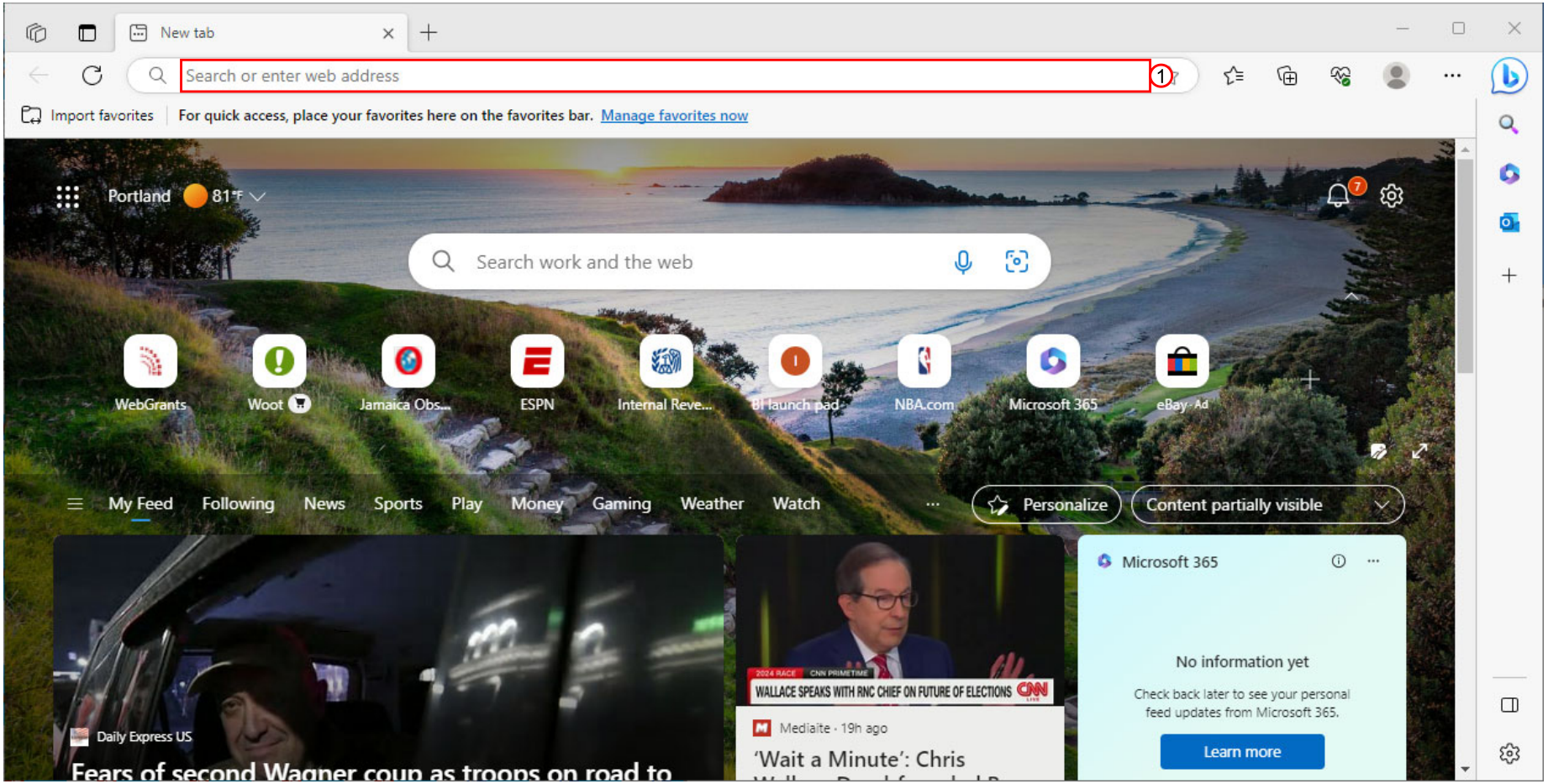
Expand Step Images

HOW TO START YOUR WEBGRANTS APPLICATION

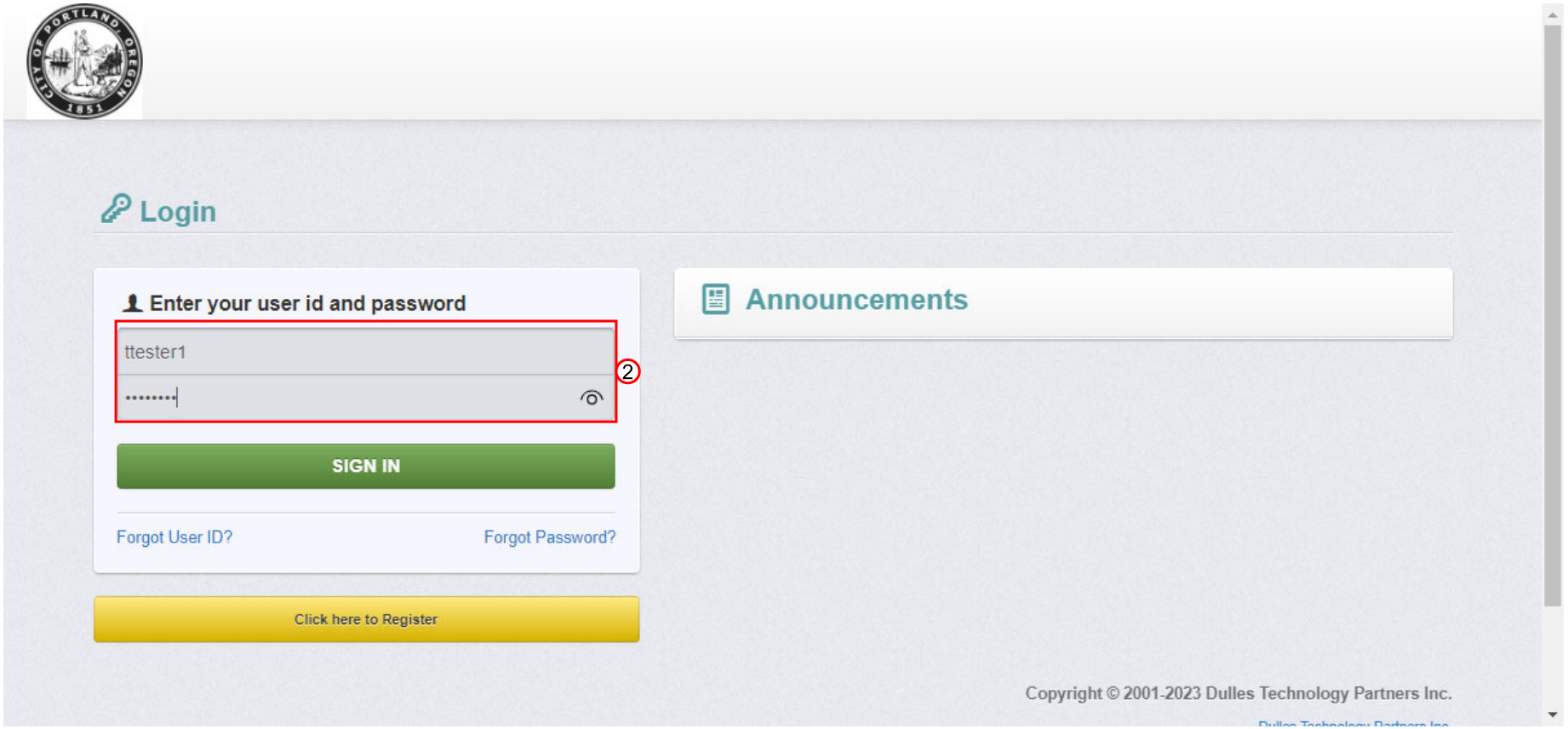
How to start a new Webgrants app

Procedure

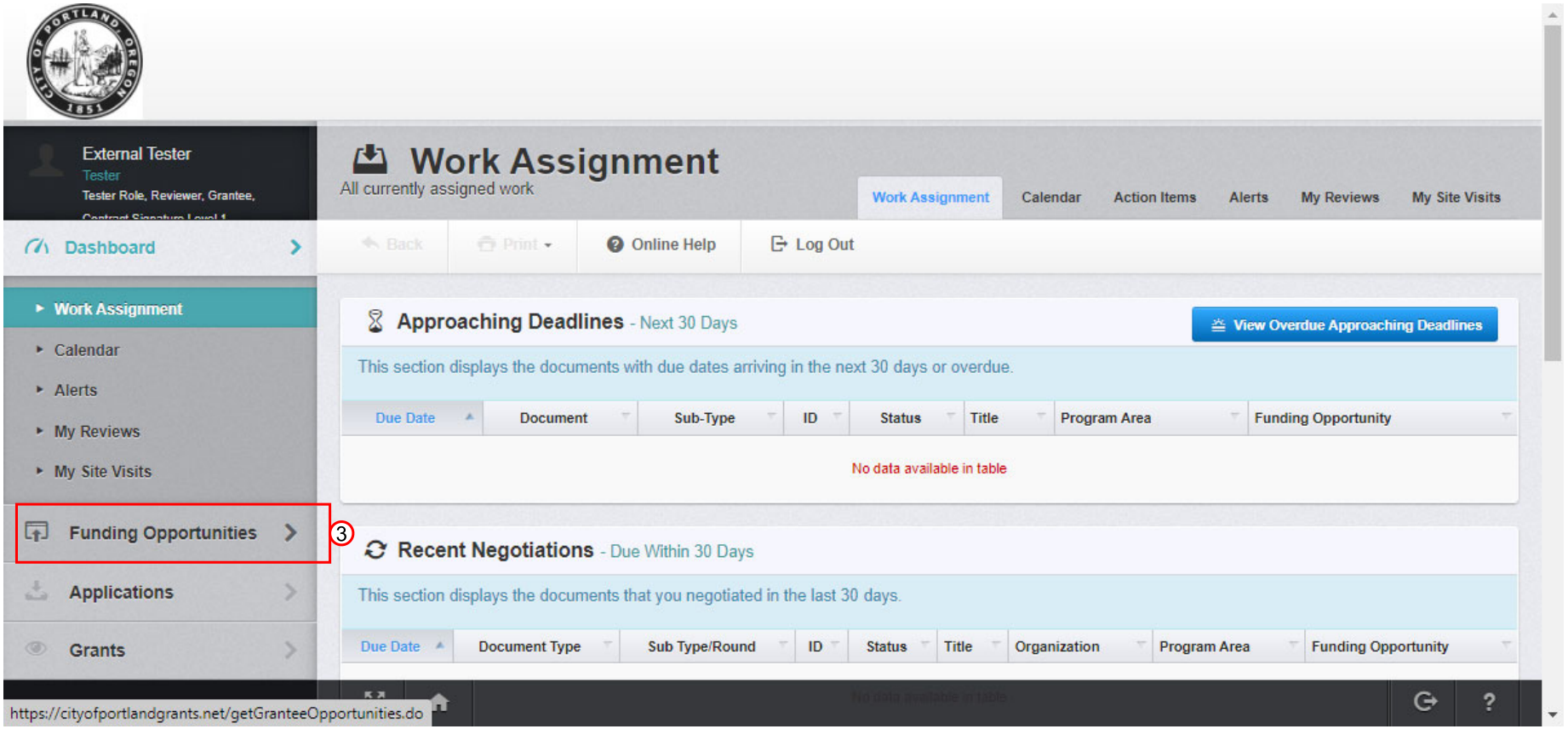
1. Open your internal browser then enter the Webgrants URL cityofportlandgrants.net



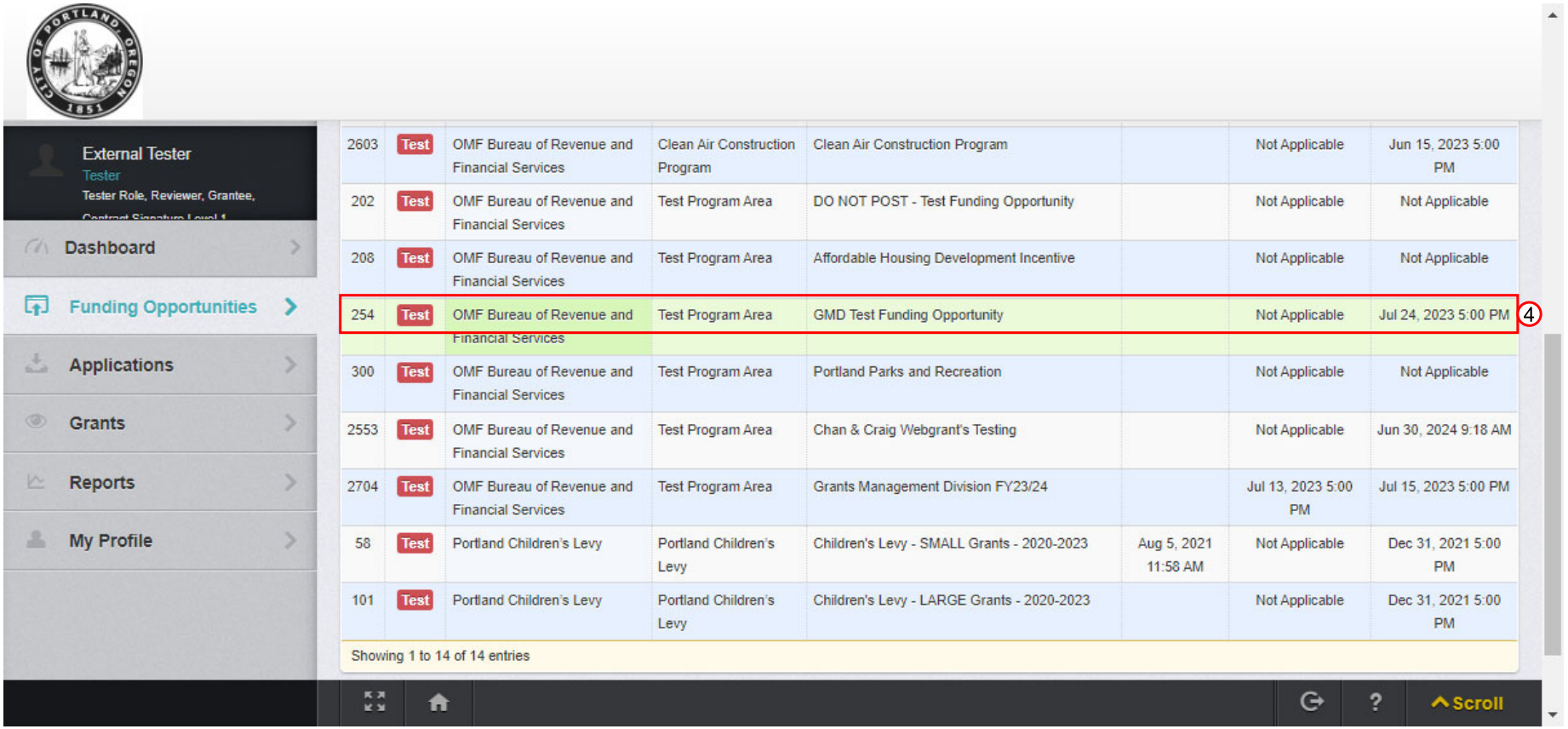
2. Enter your User ID and Password then click SIGN IN.



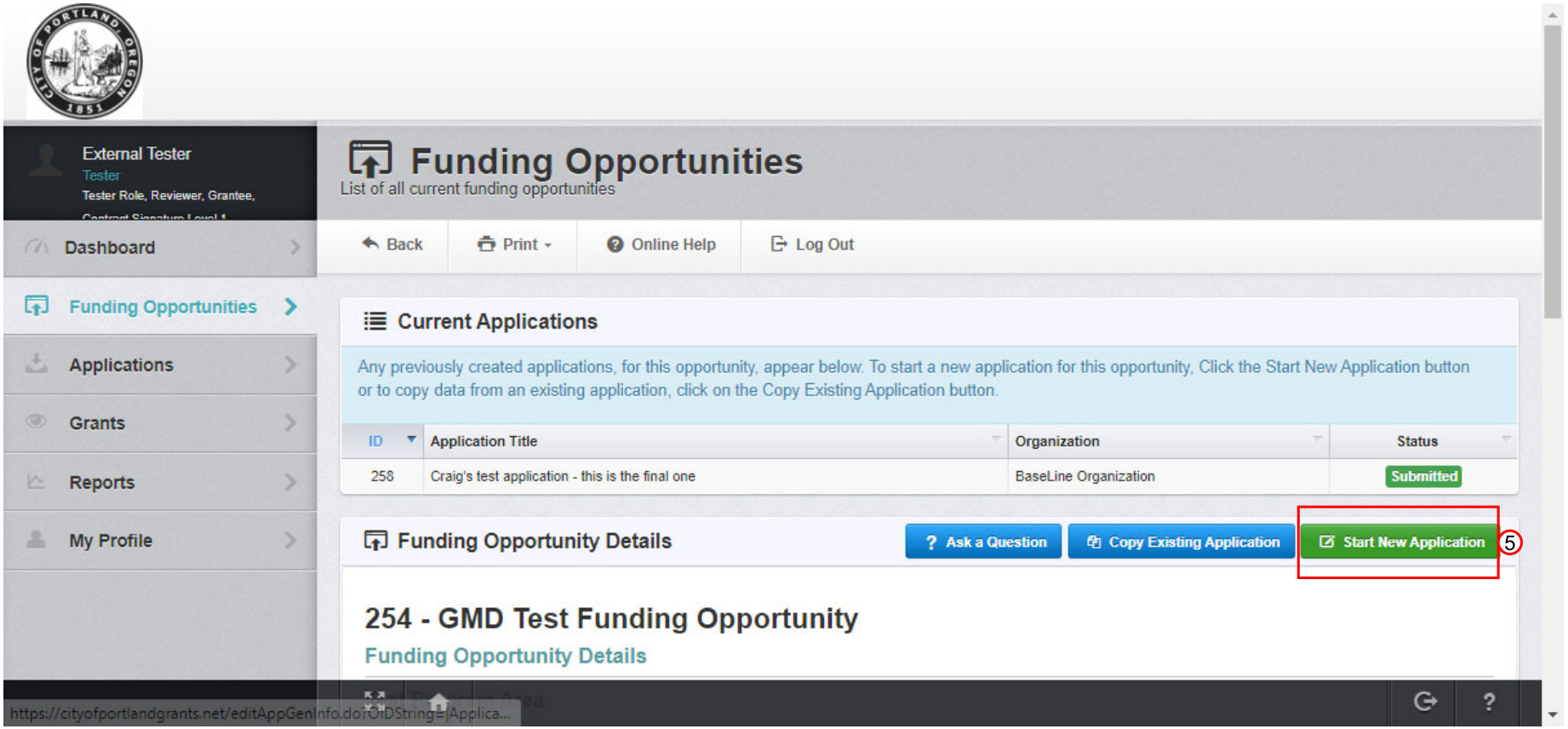
3. Select Funding Opportunities



4. To the right of the Funding Opportunity tab, select the program you are applying to.



5. Select Start New Application



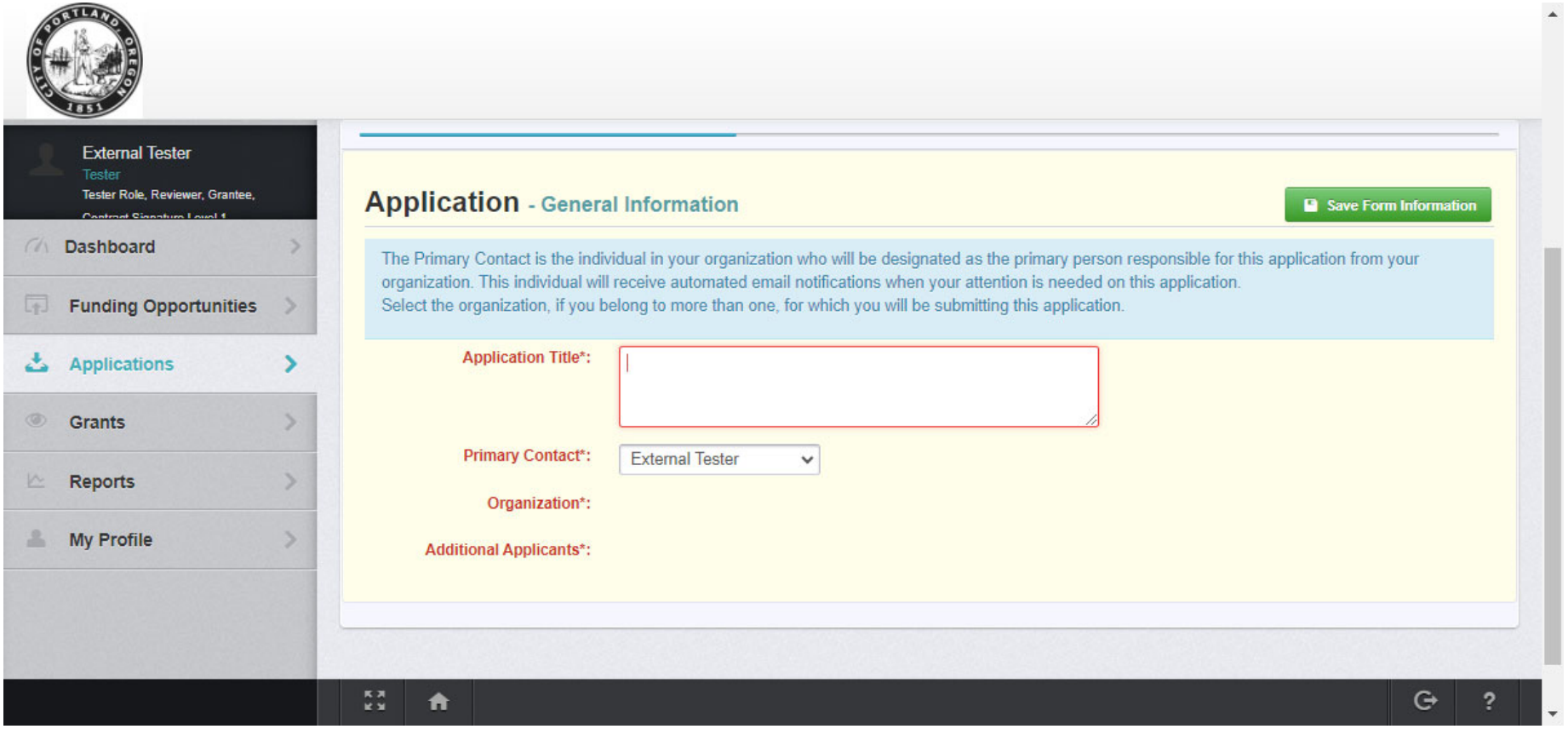
6.

Now complete the 3 step Application Creation Wizard.

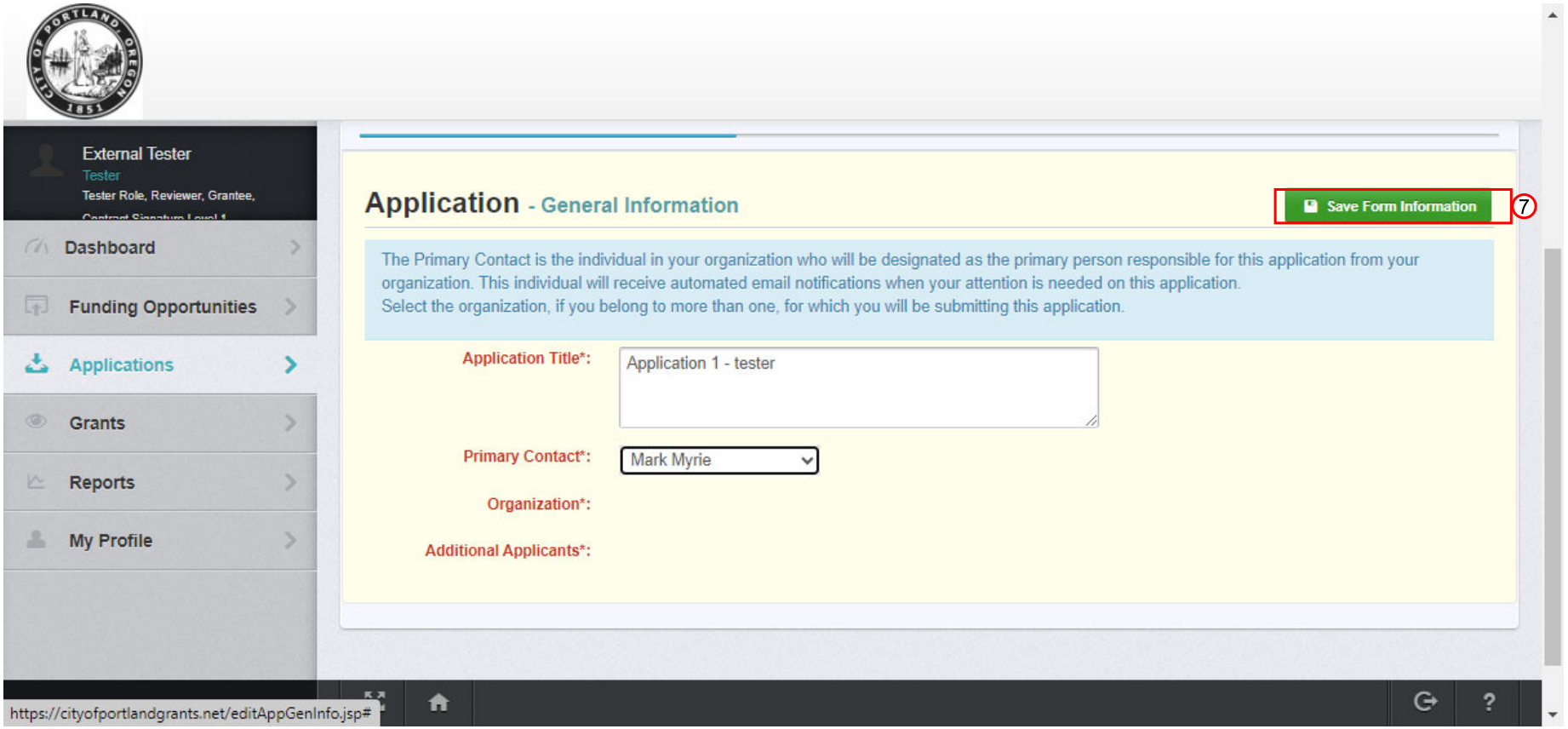
Step 1 - Enter your application title and select your primary contact.

If you are the Primary Contact for your organization, your name will show up here.

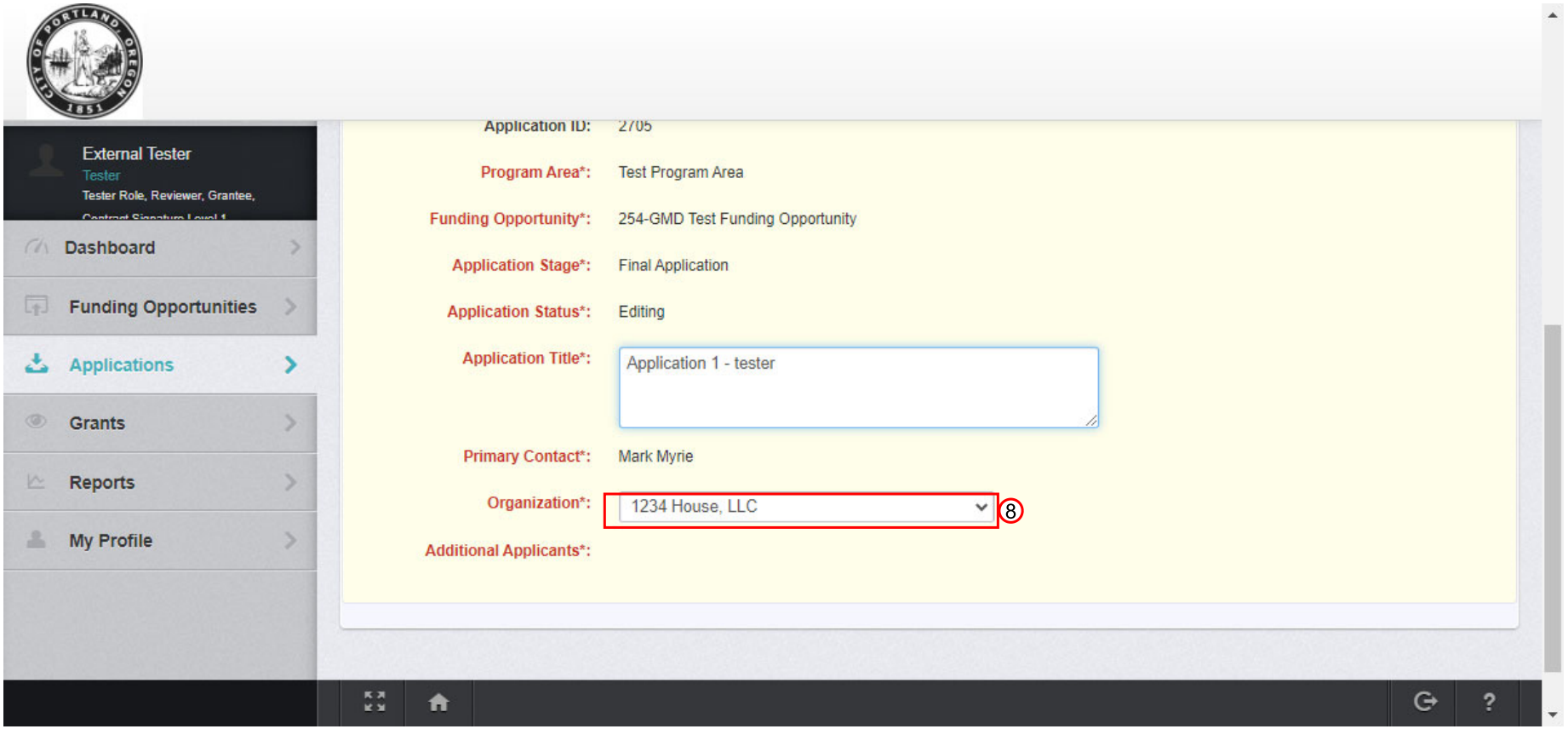
If you're not the Primary Contact for your organzation, then that person must be registered to use Webgrants and linked to your organization before you can add them.



7. Click Save Form Information to continue

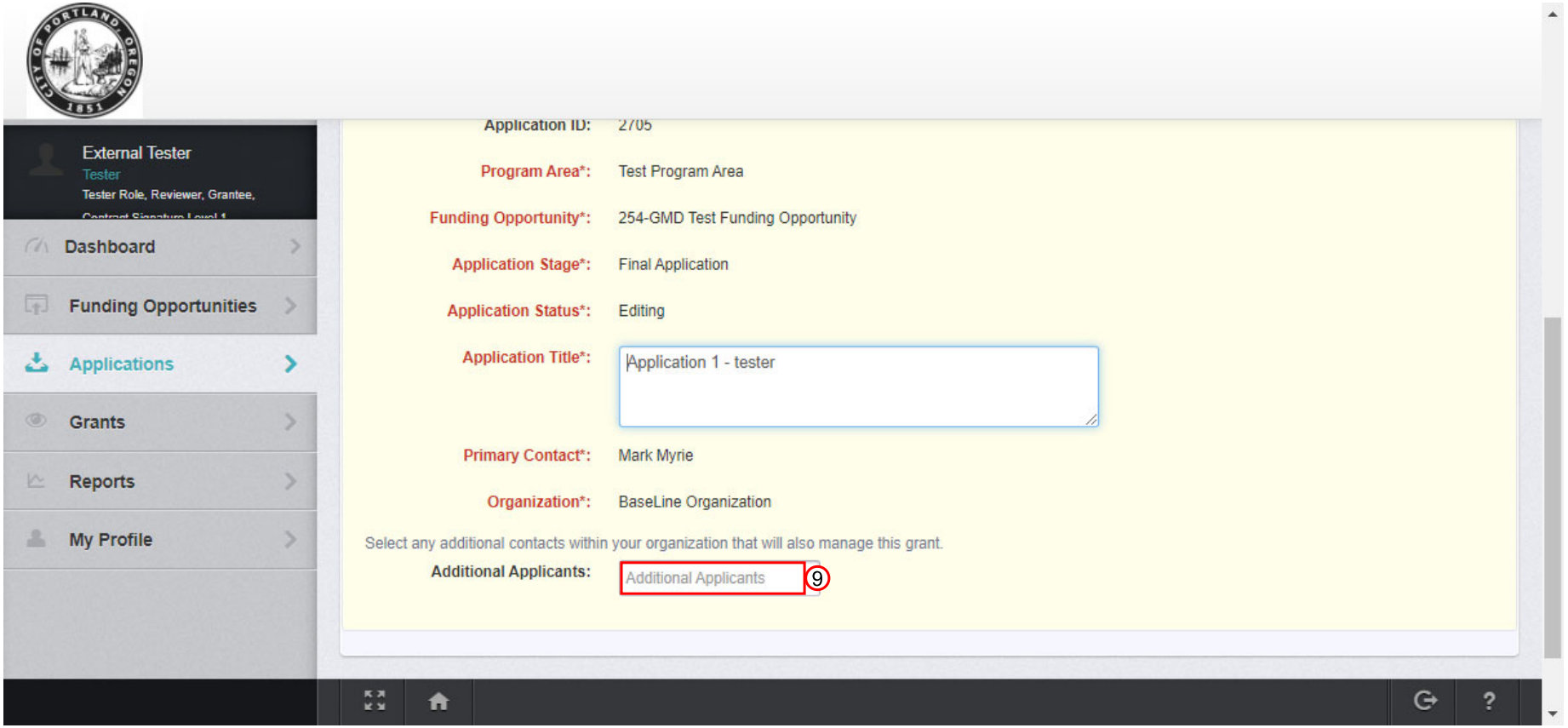


8. Step 2 - Select the Organization for which you will be submitting this application.

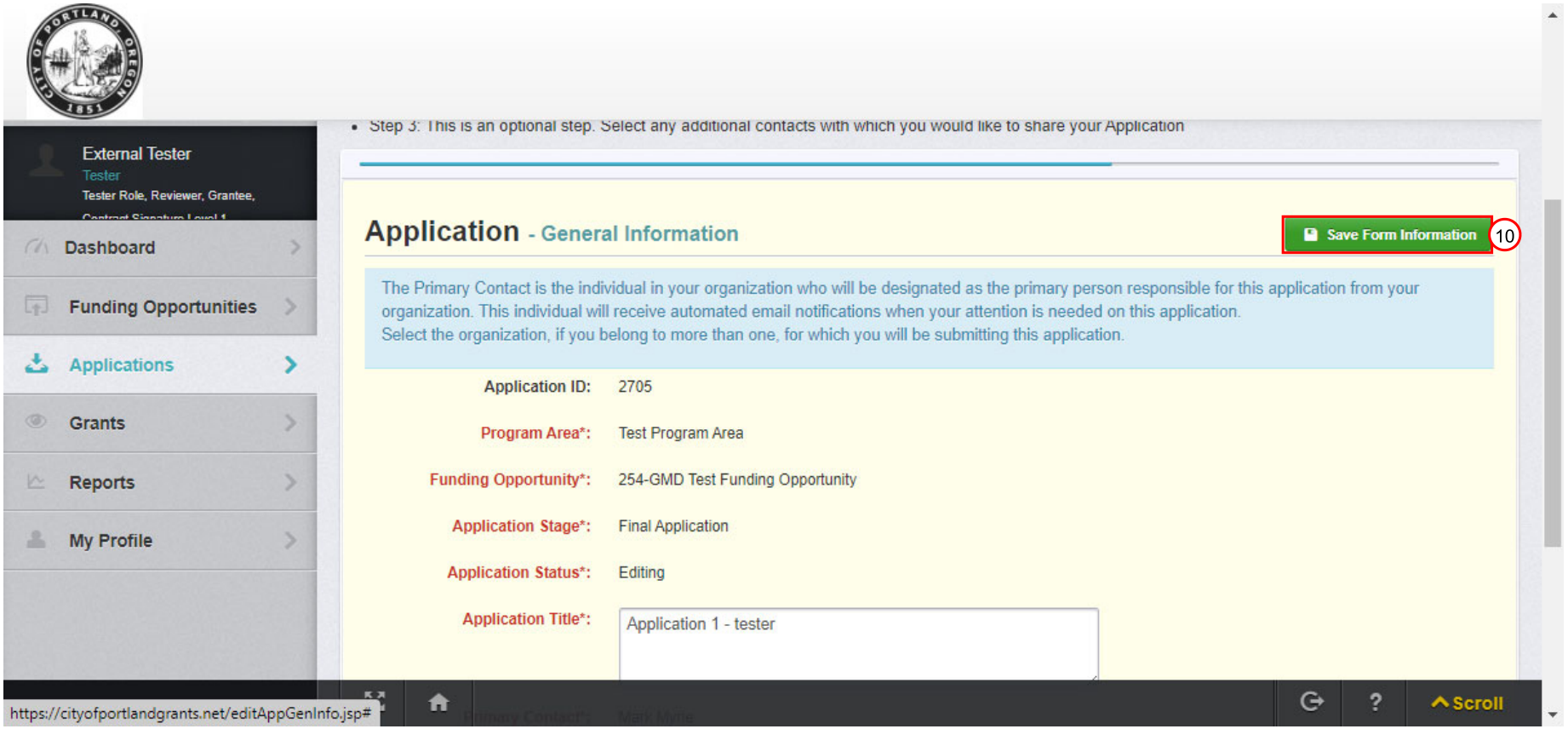


9. Step 3 -This is an optional step. Select any Additional Application with whom you would like to share the application with.

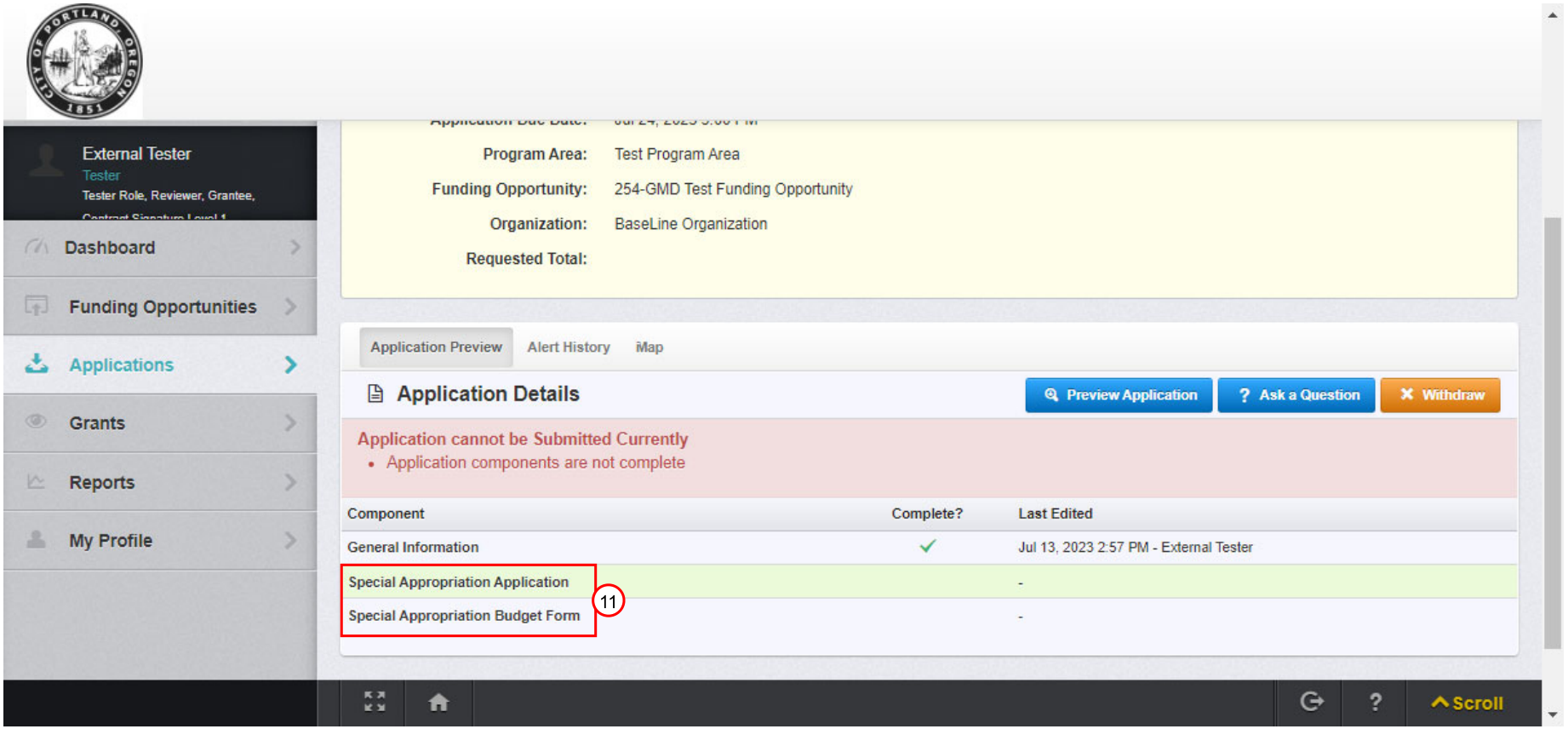
Note that the Additional Applicants must be an approved Webgrants user that's linked to your organiztion before you can add them here.



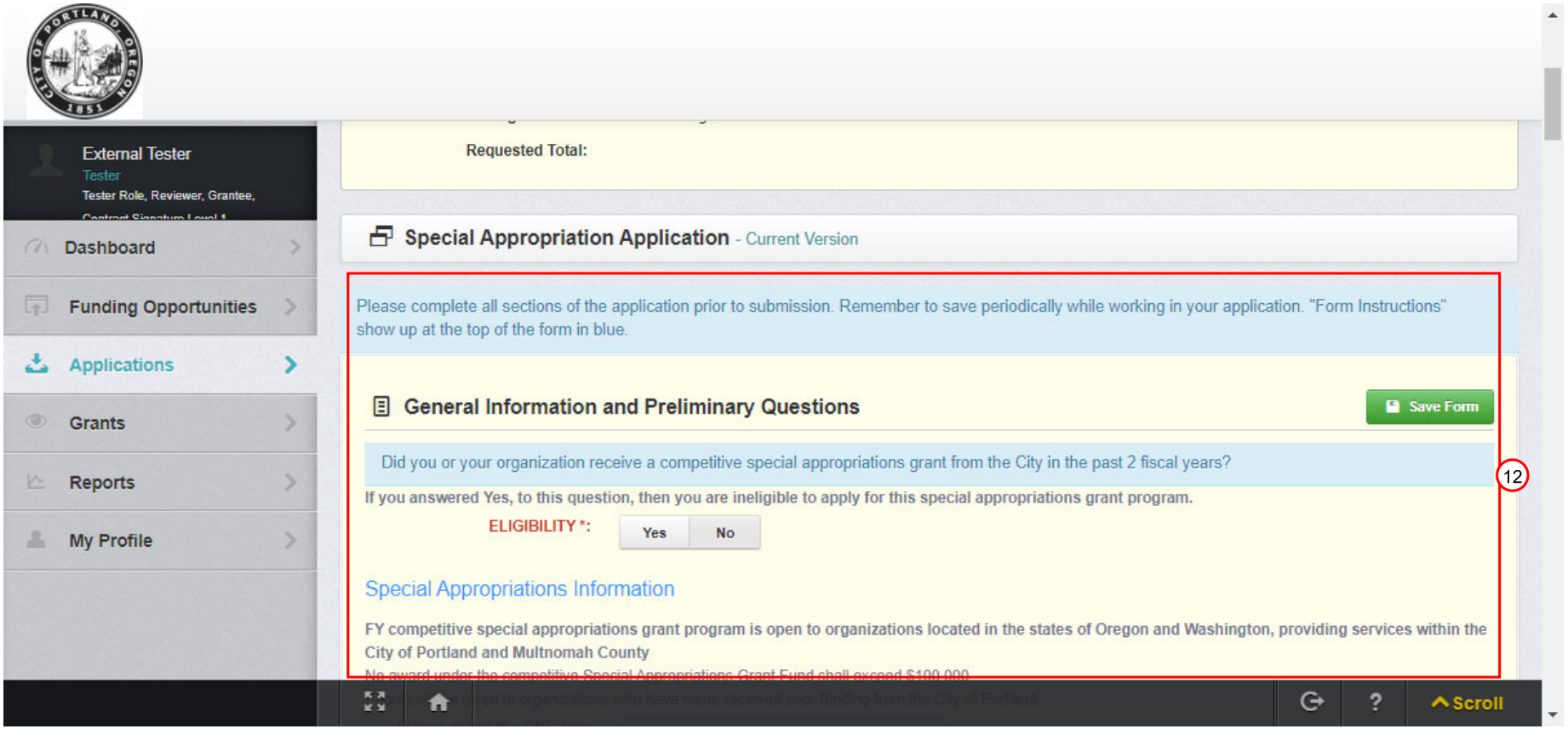
10. Click Save Form Information.



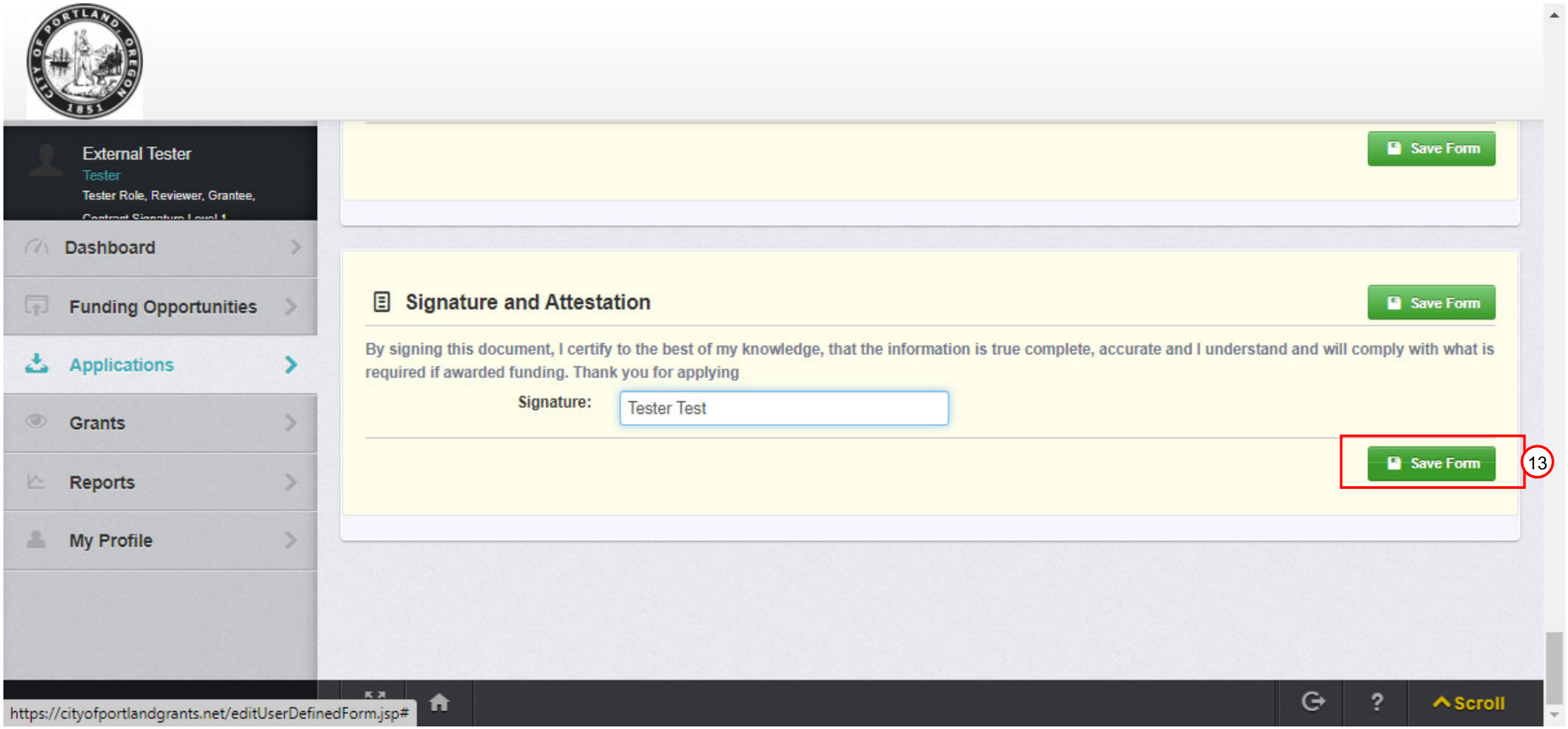
11. The application and the budget are two separate documents. Select the one you wish to start first.



12. You are now ready to start the application. Please read and complete all required questions.

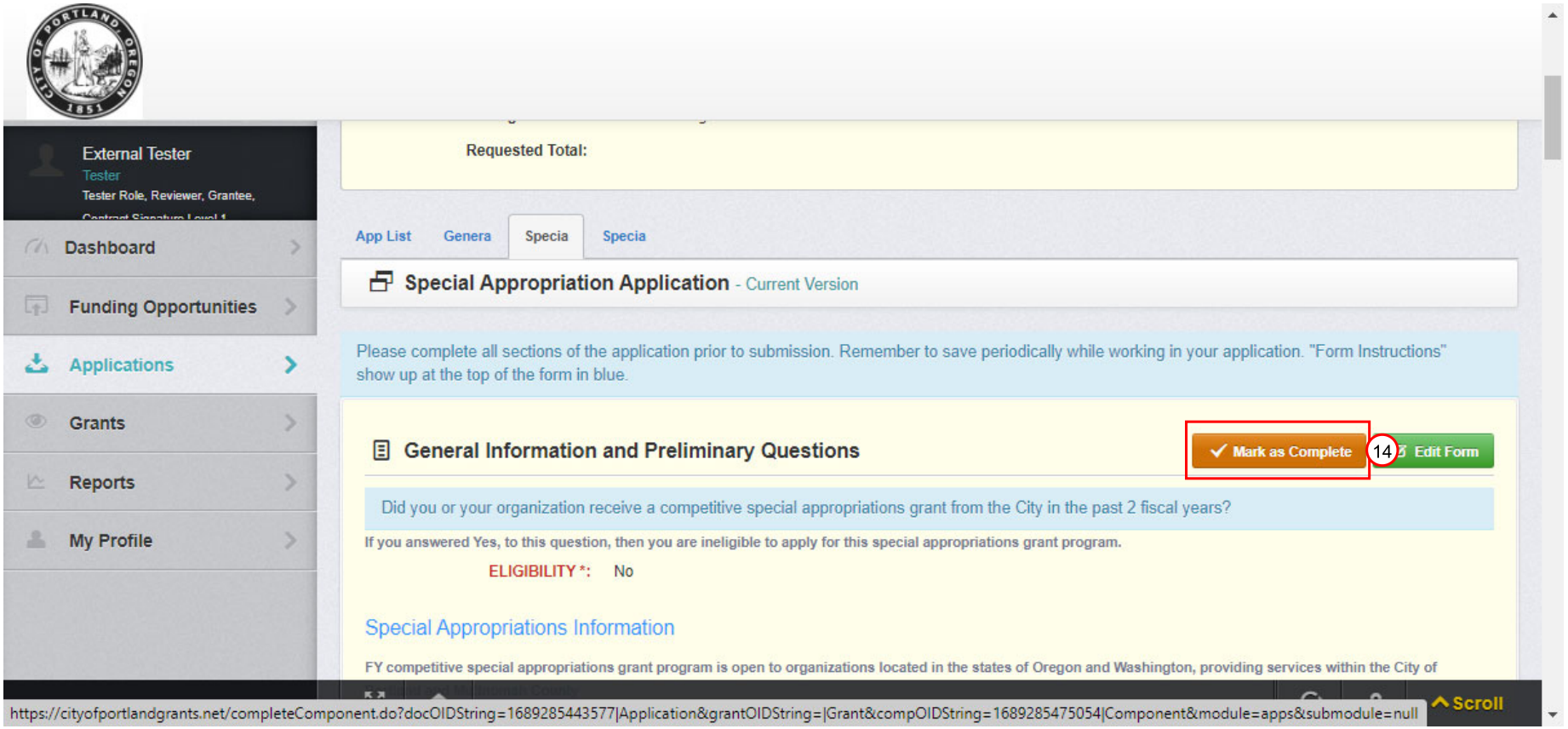


13. After you have read and completed all required questions Save Form.

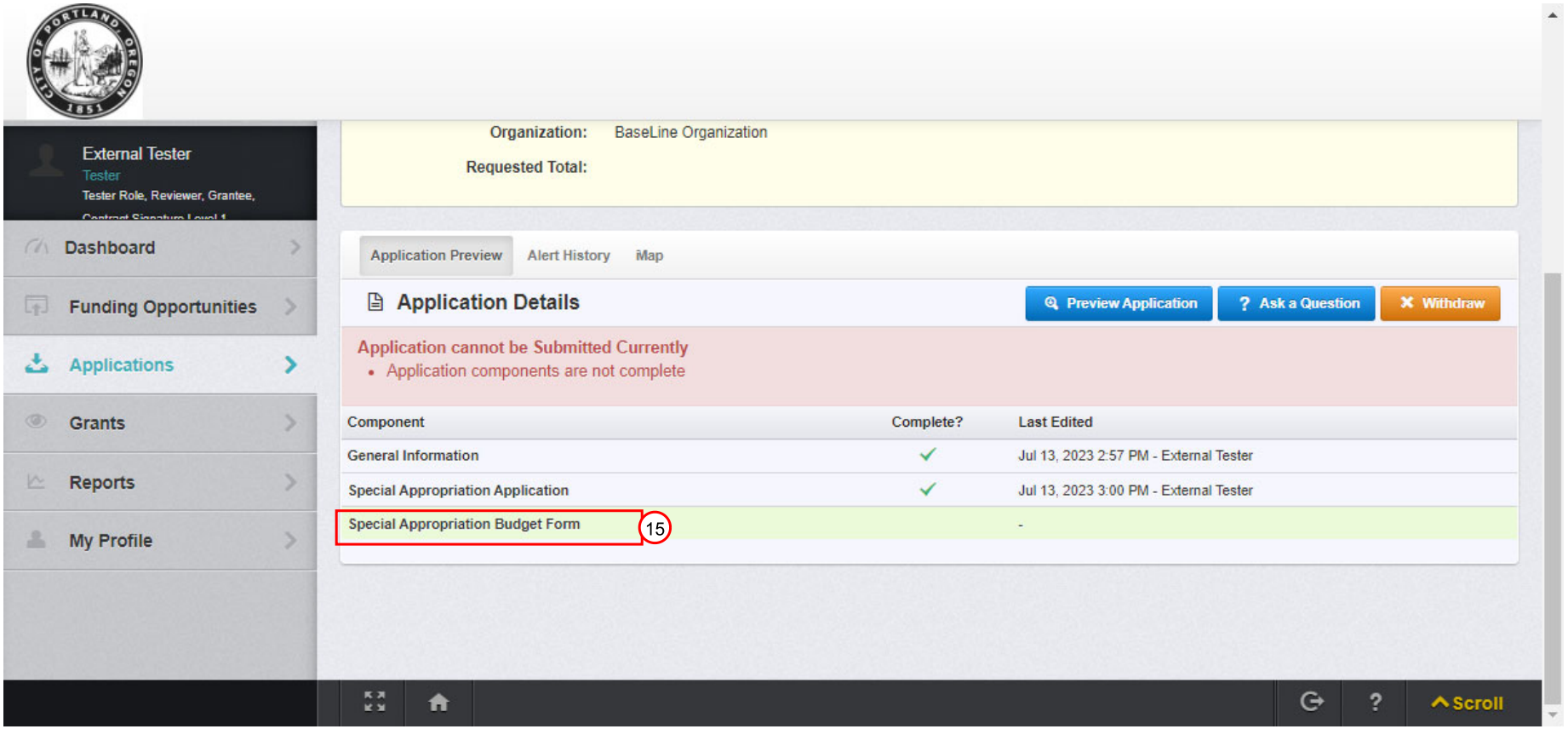


An application does not have to be completed all at once. You can save your work at any point in the application, save it, leave and then go back to it at a later time.

14. Mark as Complete after you have Saved your Form

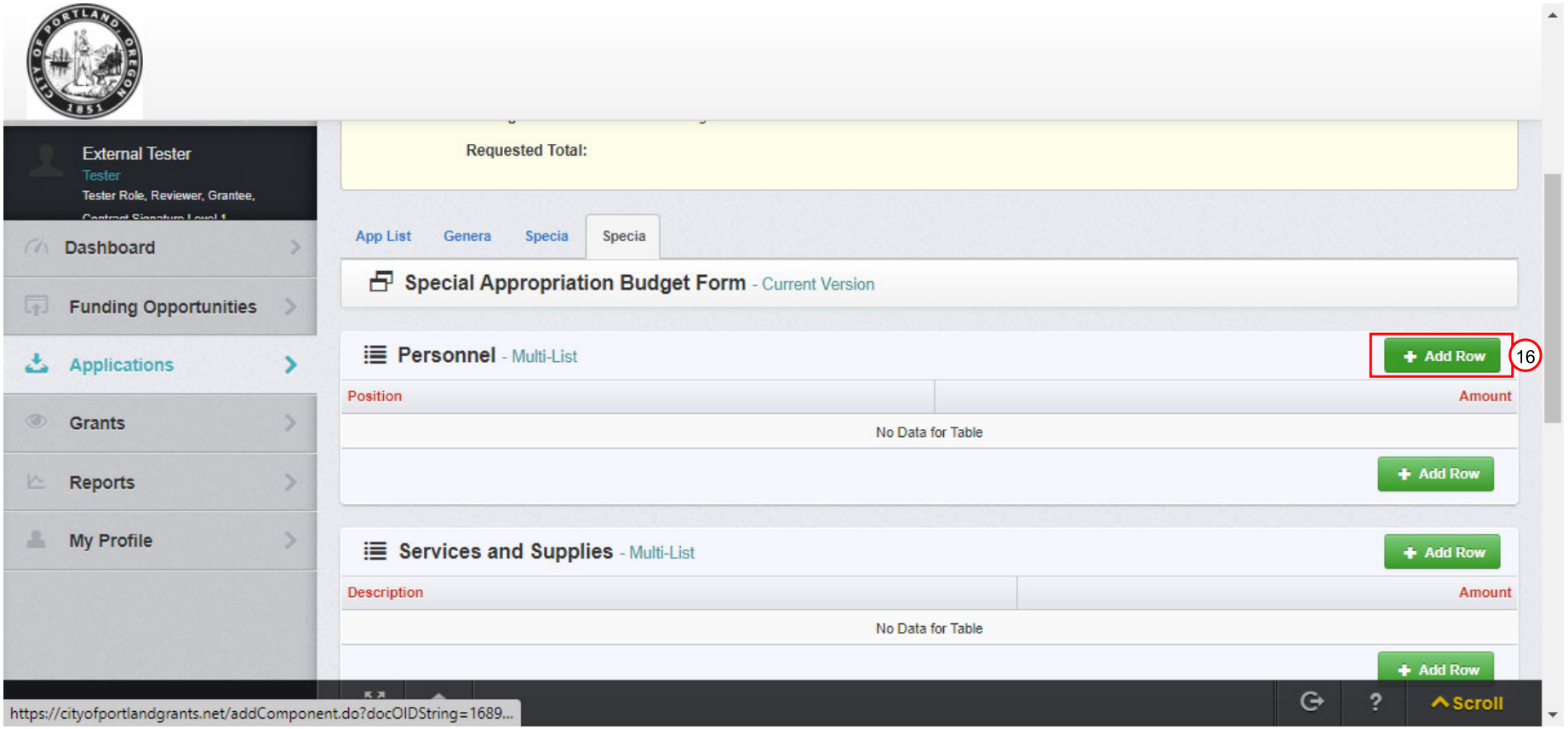


15. Now it's time to complete the budget. Double click to open..

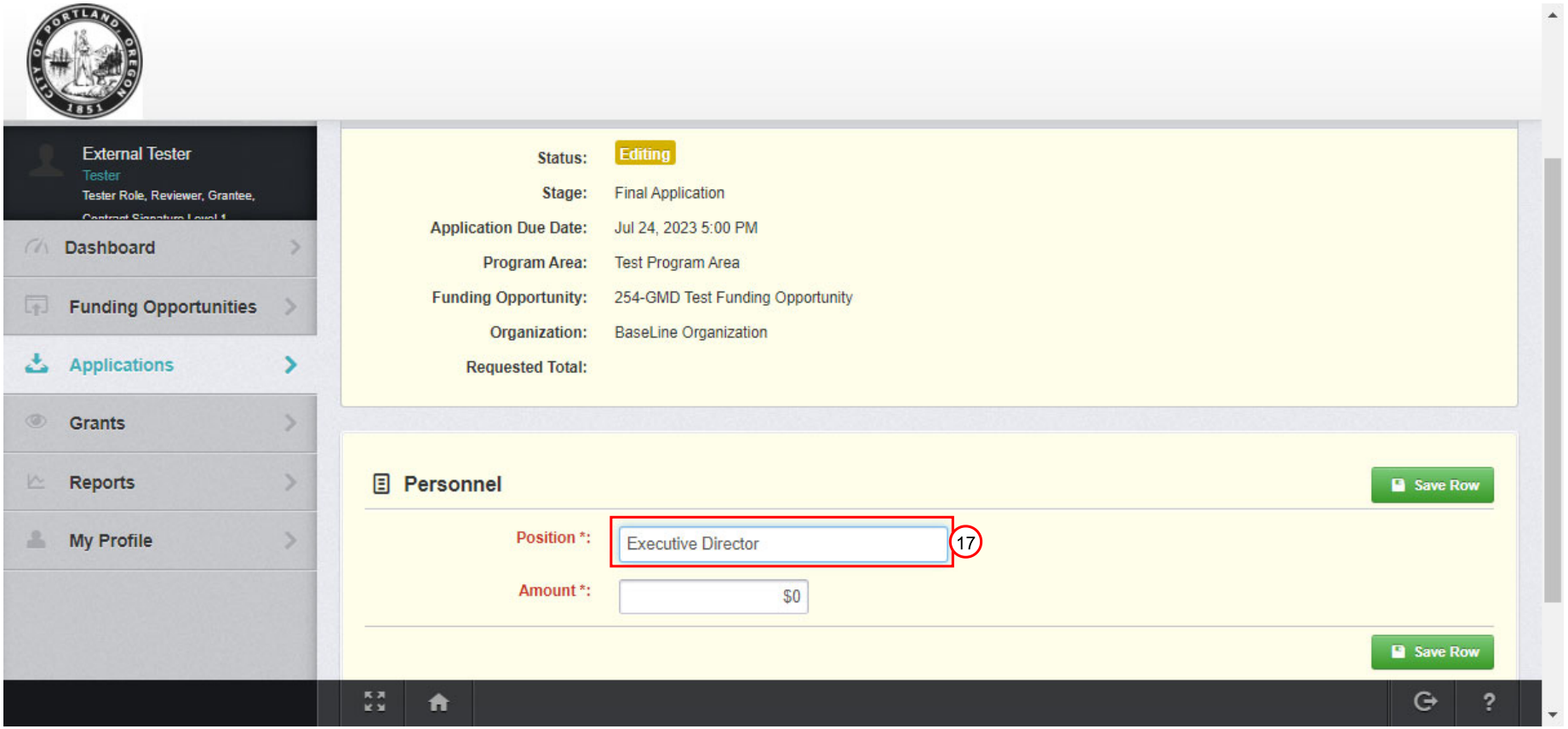


Checkmarks mean your documents have been Marked as Complete. If you need to make changes to a completed form simply double-click on the form.

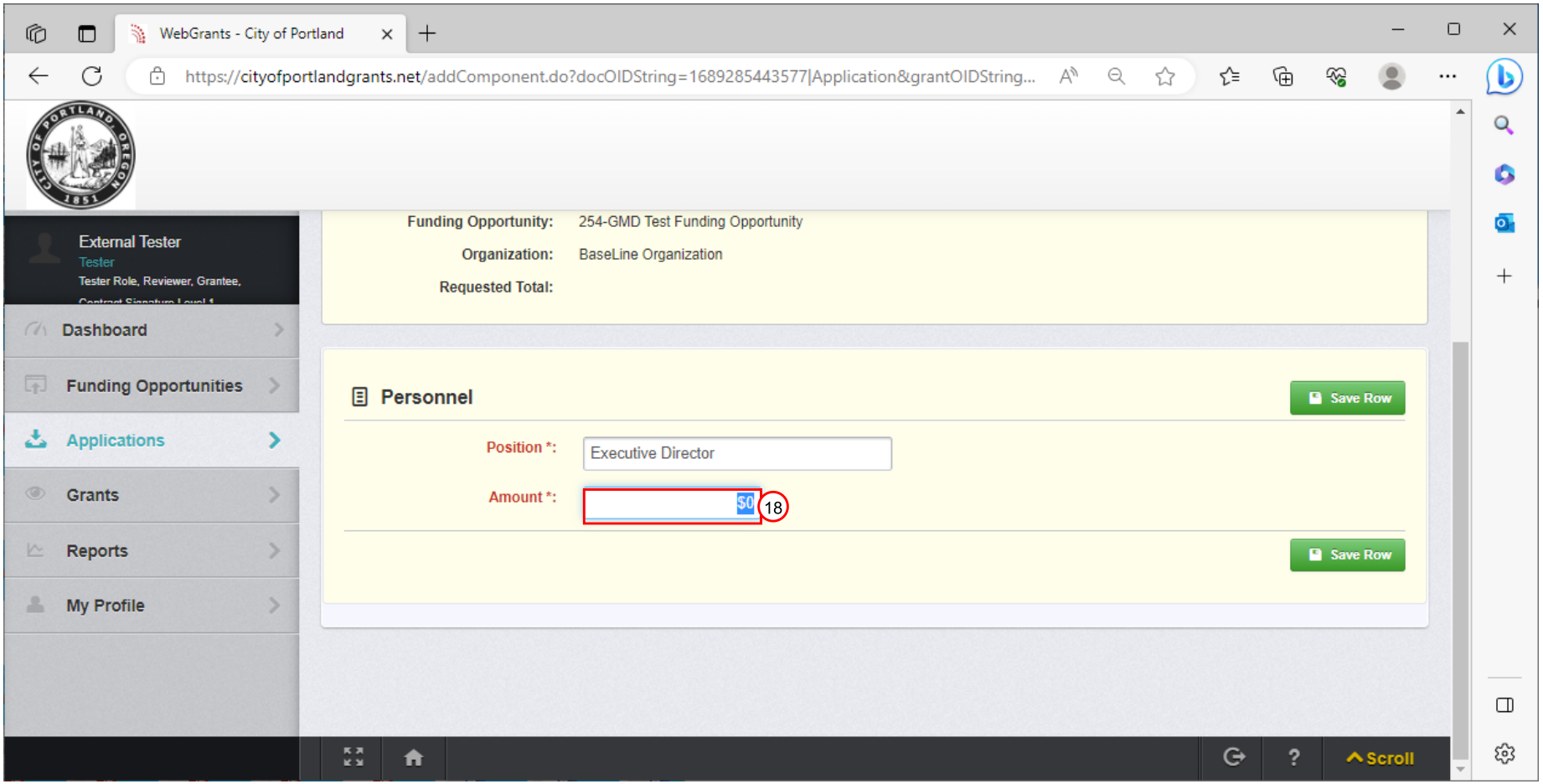
16. Click Add Row to add a line item to a budget section.



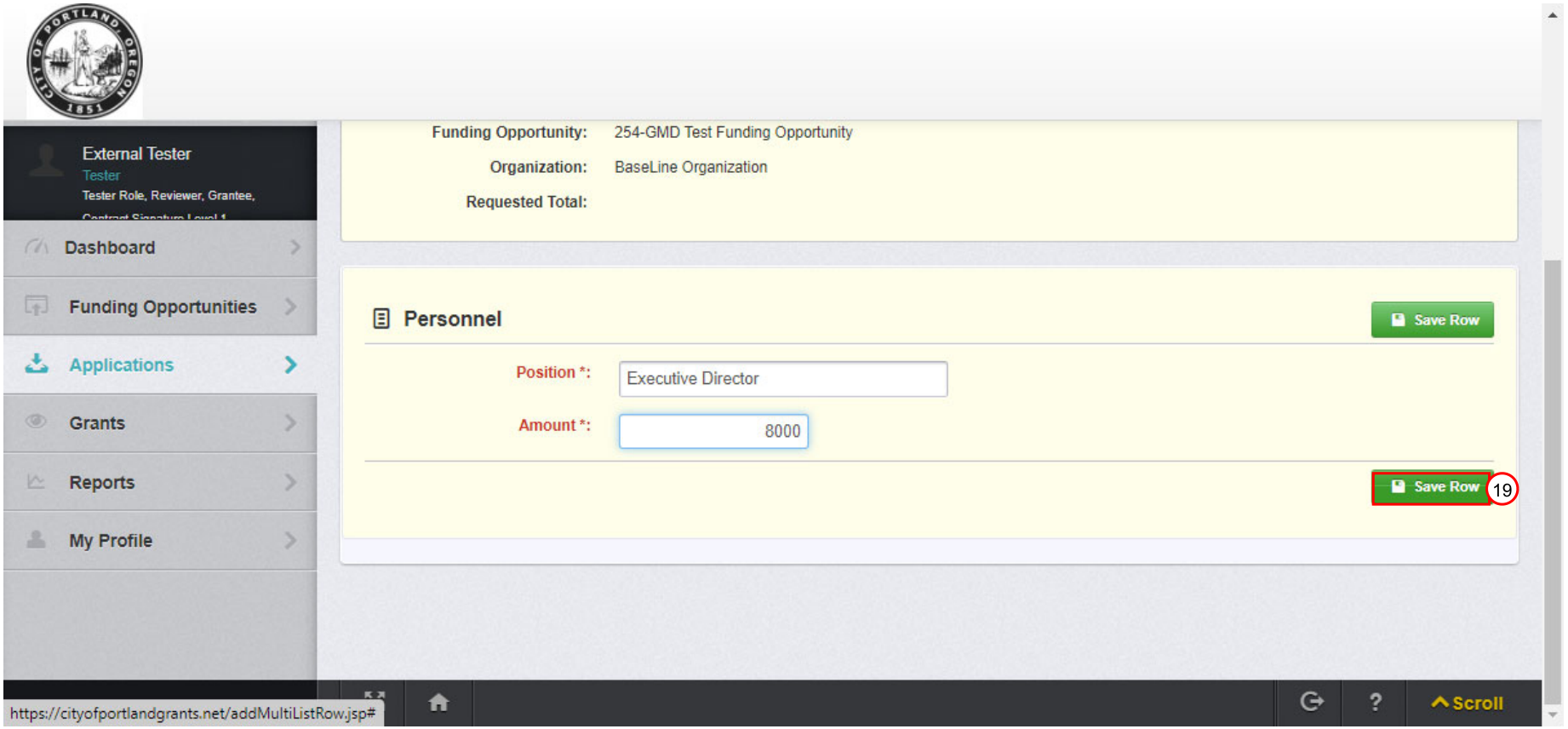
17. Enter the Position description



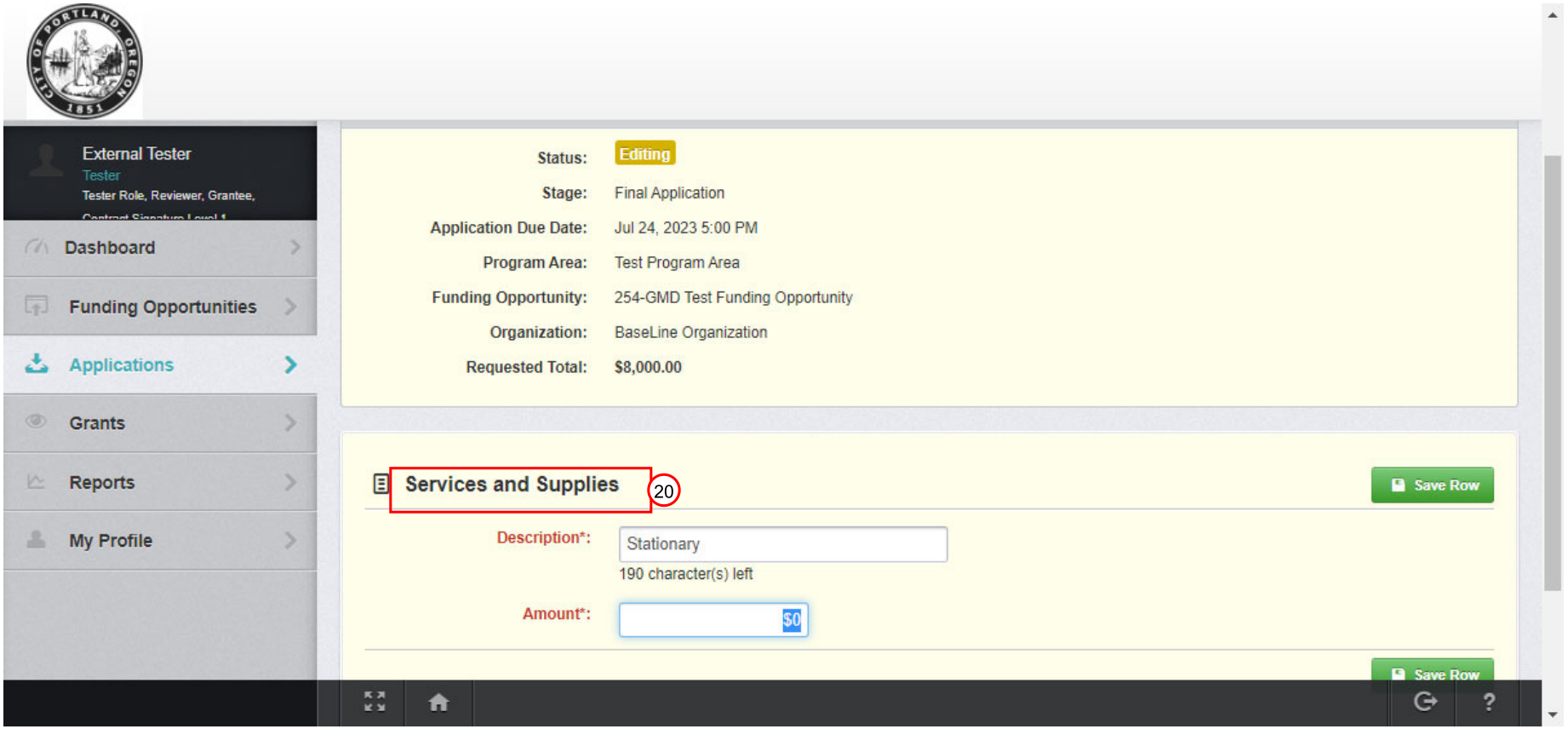
18. Enter an amount for the Position.



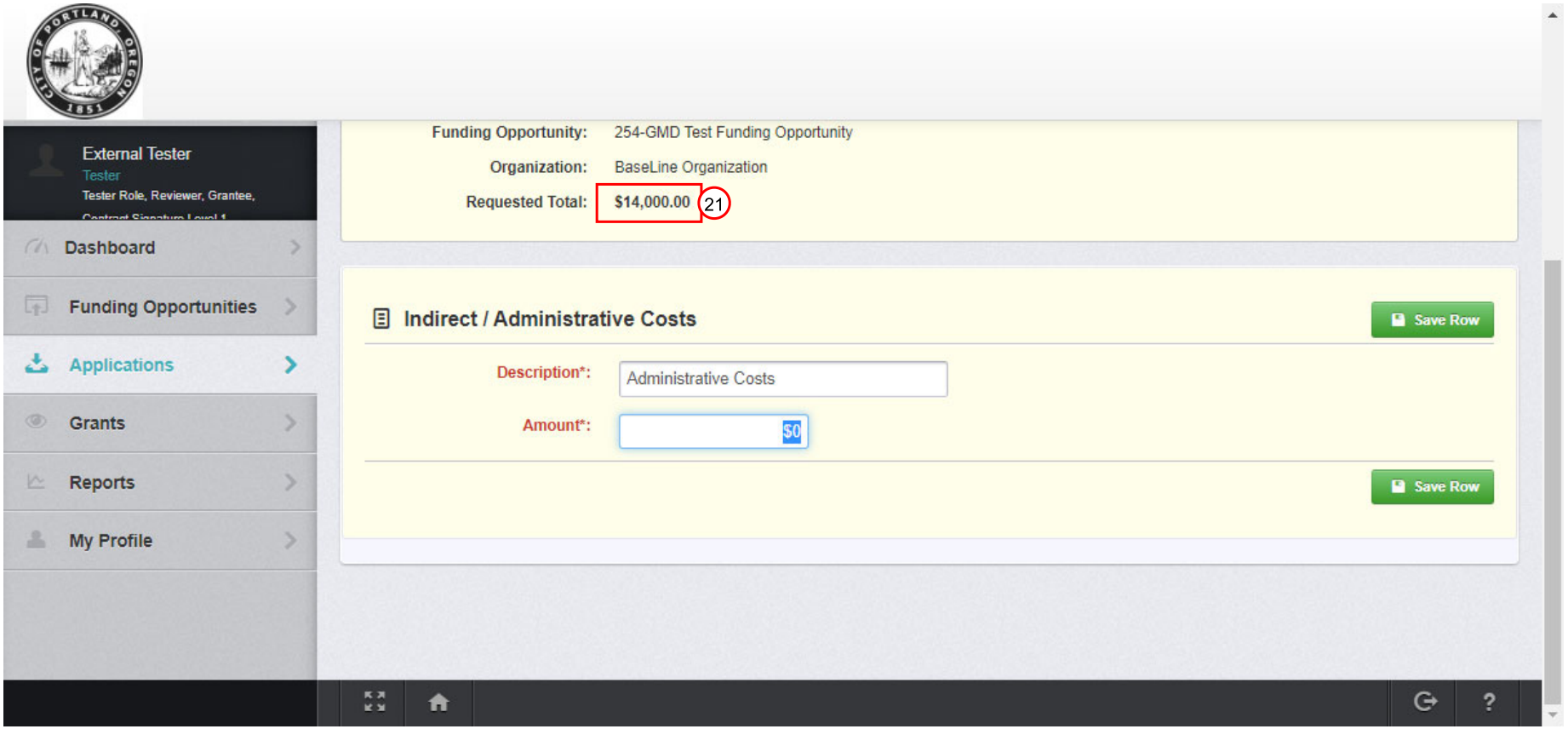
19. Save Row


External Tester
Tester
Tester Role, Reviewer, Grantee,
Dashboard
Funding Opportunities
Applications
Grants
Reports
My Profile
Funding Opportunity: 254-GMD Test Funding Opportunity
Organization: BaseLine Organization
Requested Total:
Personnel
Save Row
Position *: Executive Director
Amount *: 8000
Save Row
19
https://cityofportlandgrants.net/addMultiListRow.jsp#
Scroll

20. Repeat the steps of adding and saving rows for the various sections of the budget as needed.



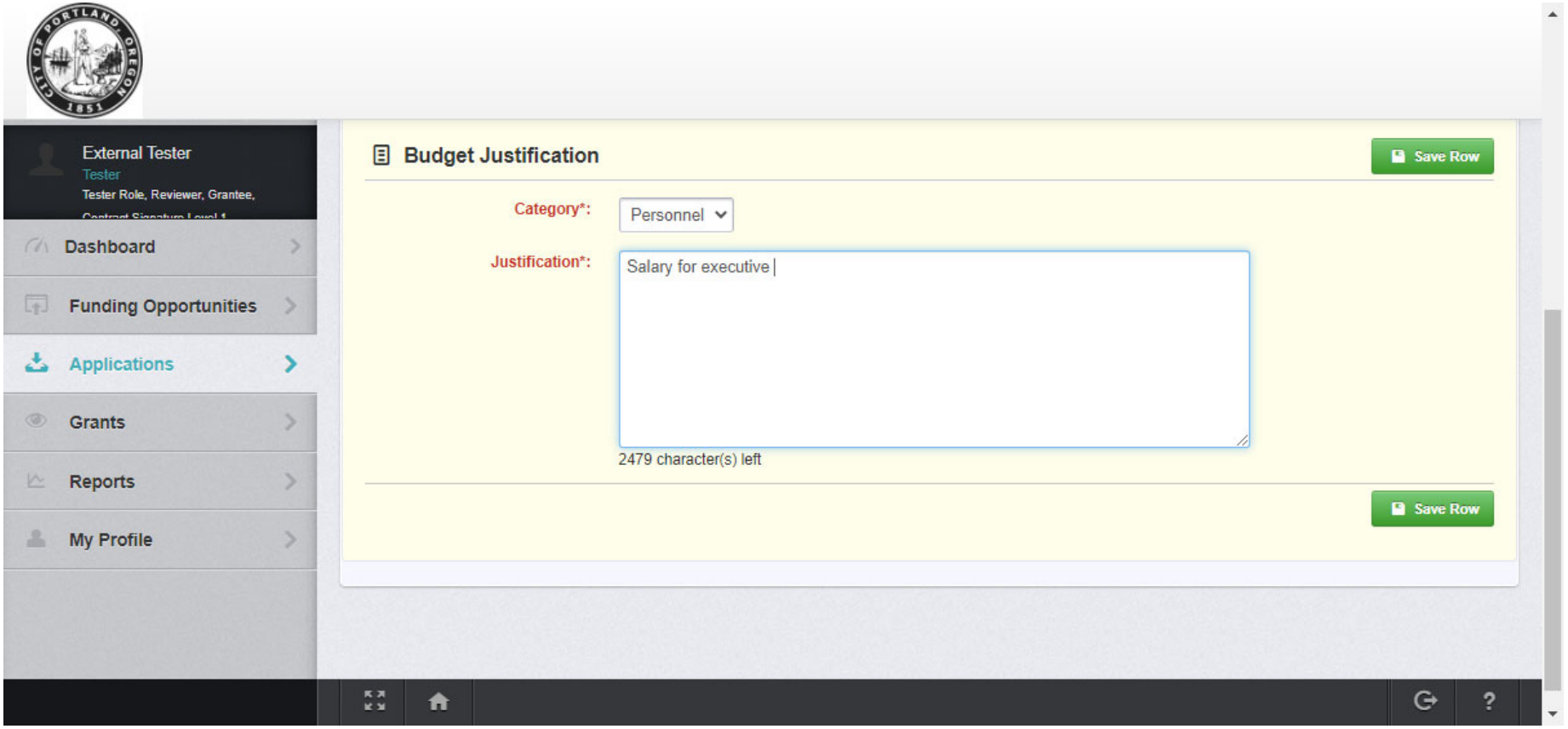
21. Webgrants will display the combined total amount of your budget lines.



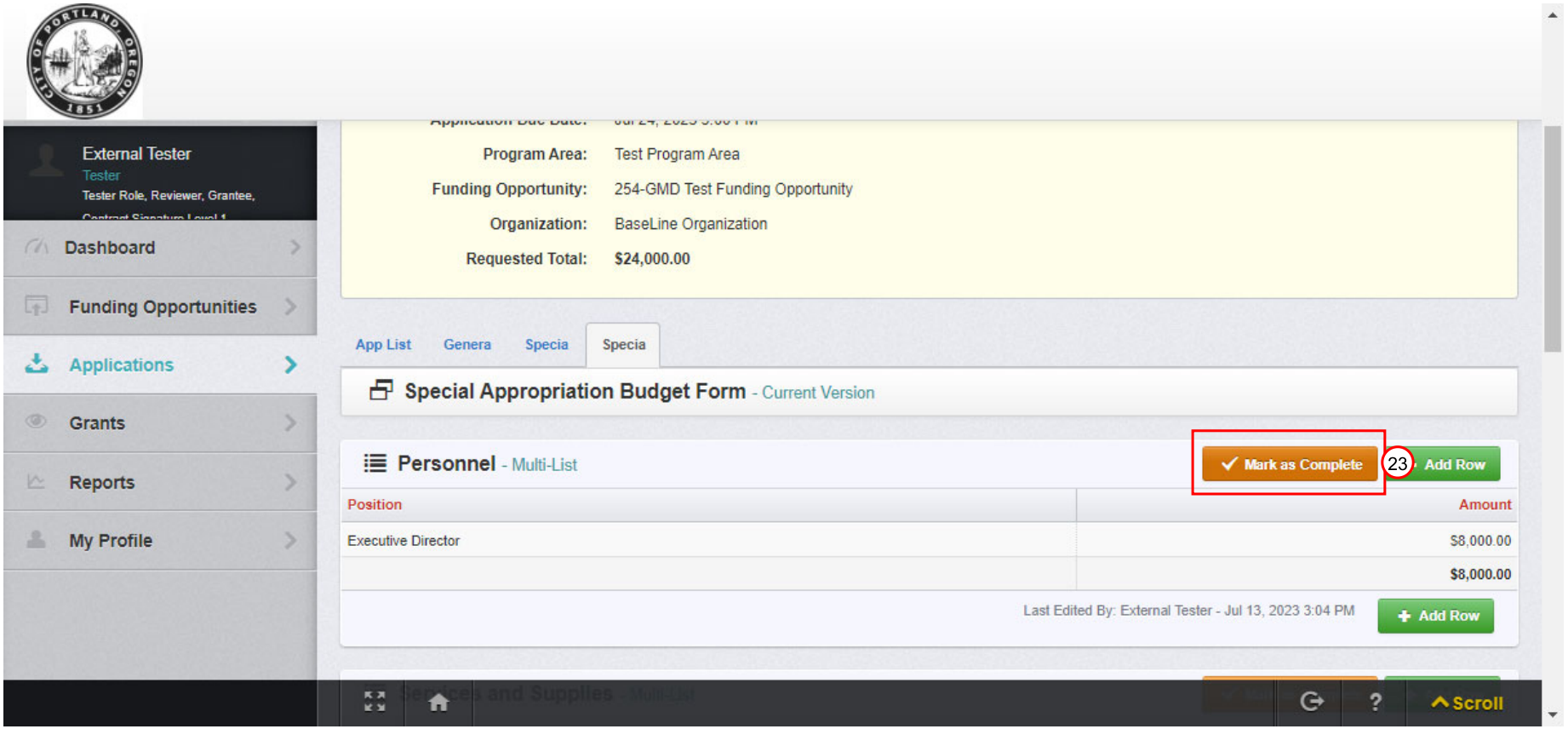
22. The Budget Justification section must also be completed.

    Select a category and enter a Budget Justification for the category. Save Row and repeat steps until you have entered a justification for all categories.

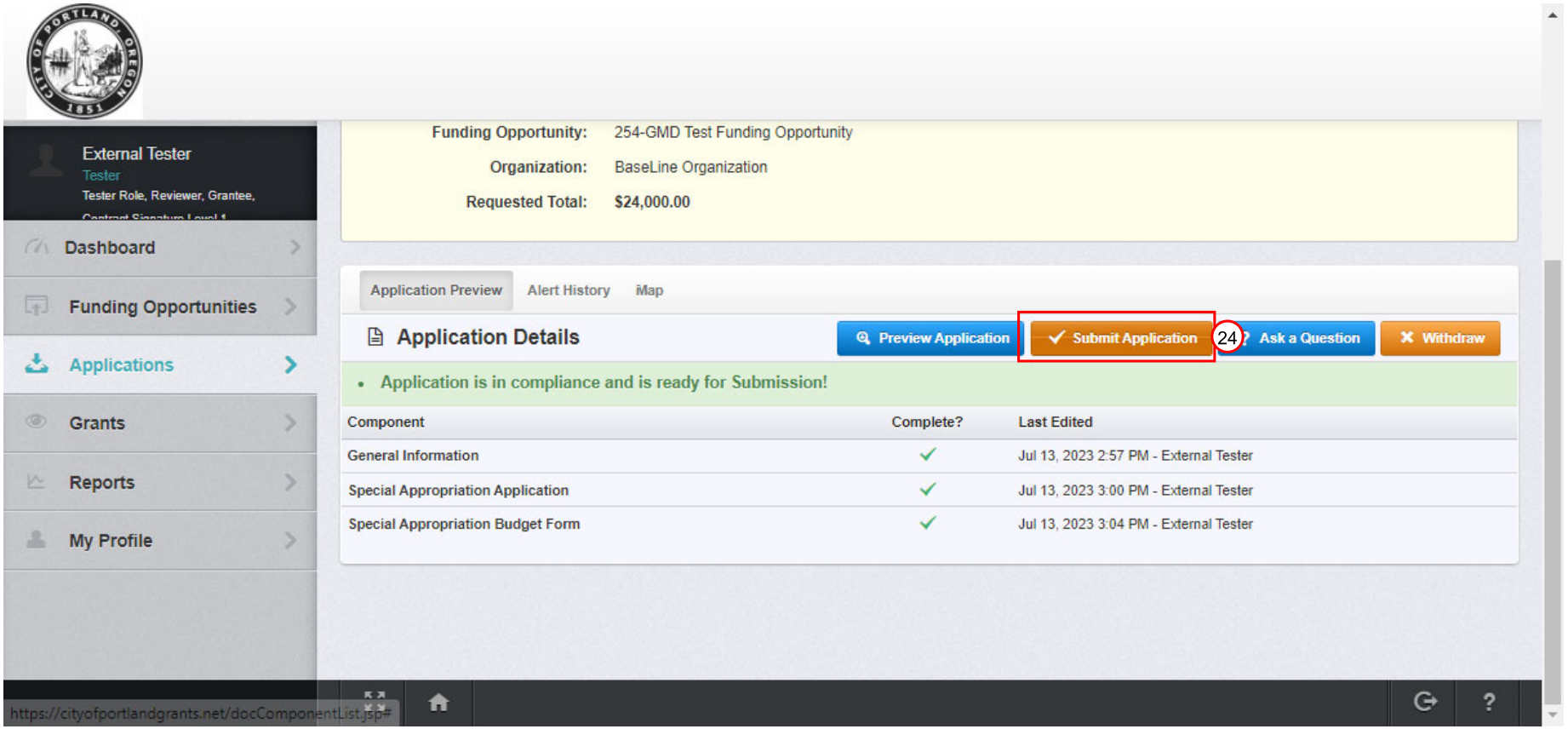
    ".

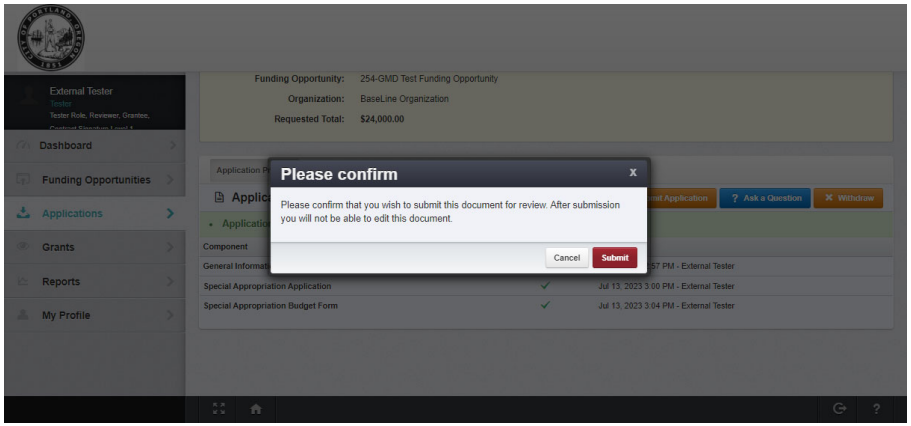


23. After you have finished with your budget entries click the Mark as Complete button..



24. To submit your application click the Submit Application button.



Checkmarks indicate that all the information needed to submit your application is complete & is ready to be submitted.

25. This message will appear after clicking the Submit Application button. If you are ready to send it off to the City, click Submit.