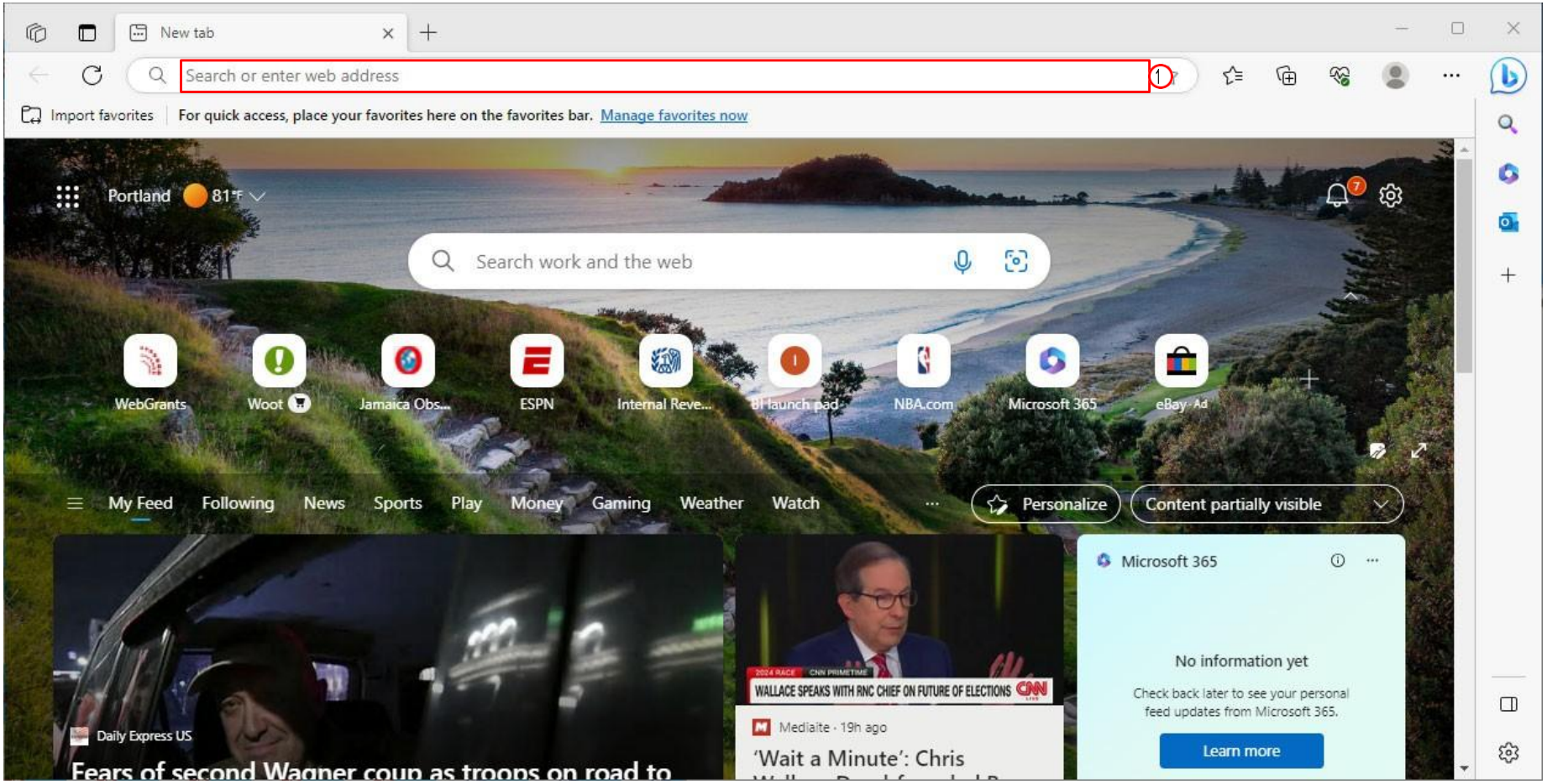
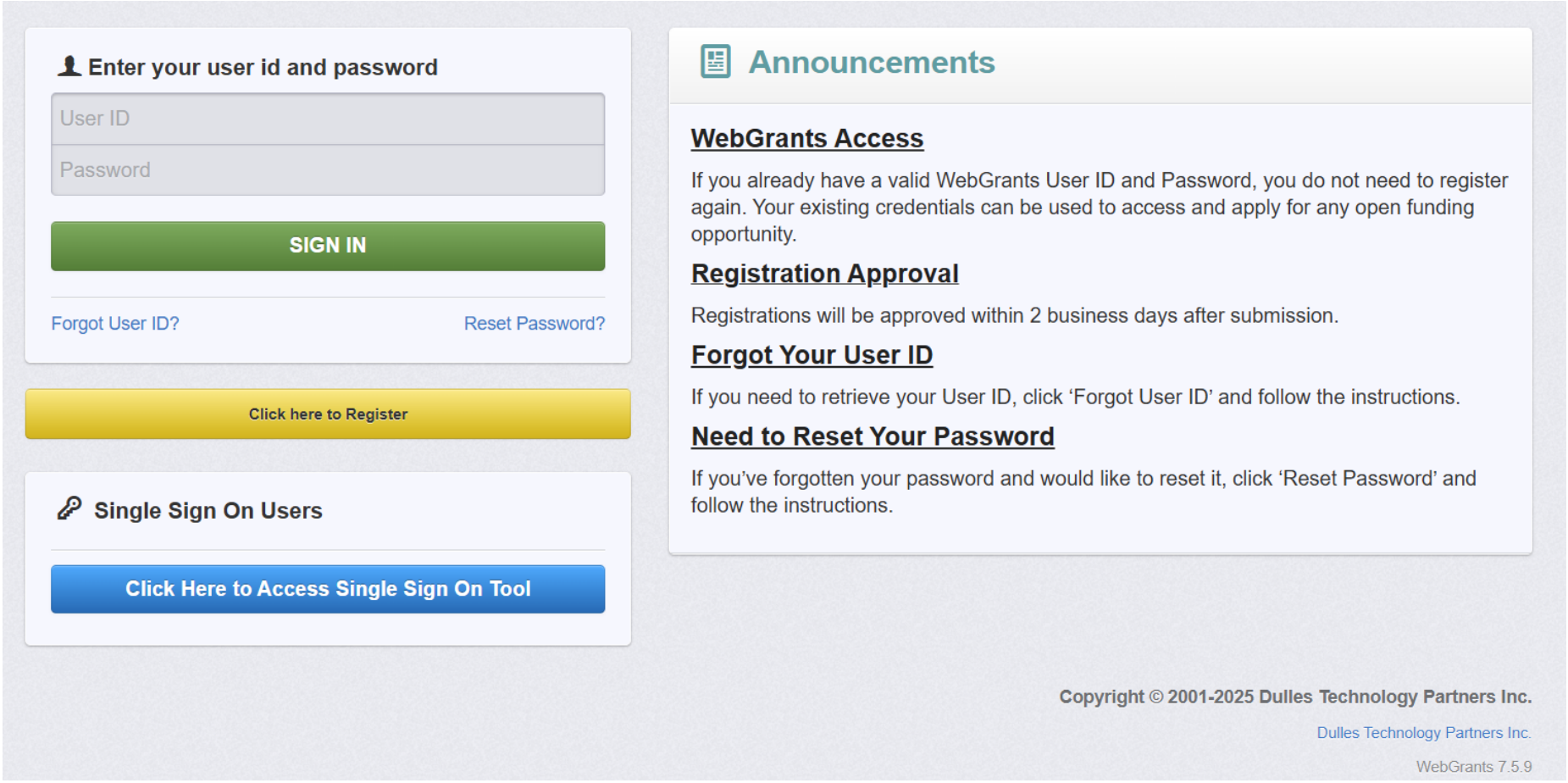
HOW TO START, COMPLETE AND SUBMIT AN APPLICATION

Accessing WebGrants:
Visit the City of Portland WebGrants site at: **cityofportlandgrants.net**

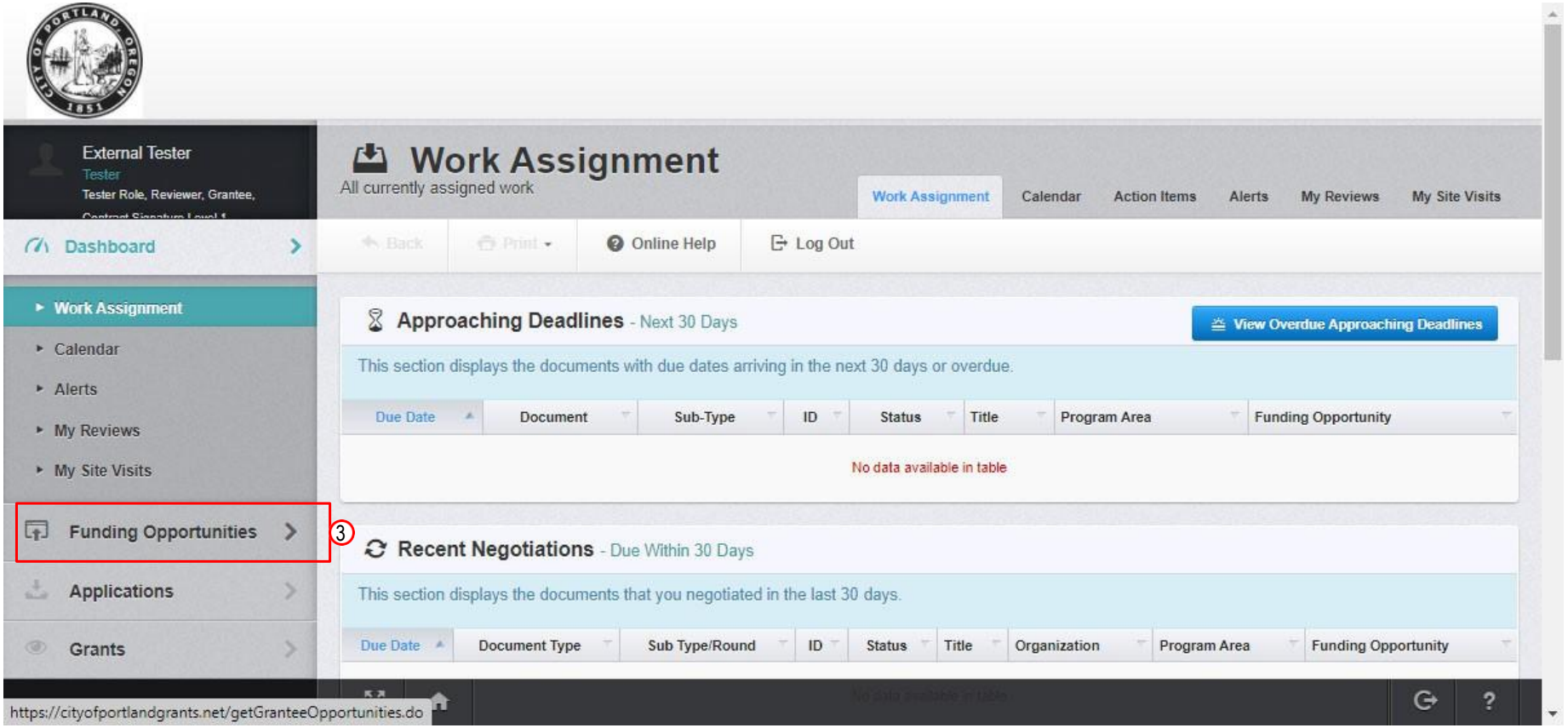
WebGrants is compatible with all major web browsers, including Chrome, Firefox, Microsoft Edge, and others—feel free to use the browser of your choice.



Step 1
Enter your UserID and Password, then click SIGN IN.
If you Forgot User ID or need to Reset Password see instructions under Announcements to the right!

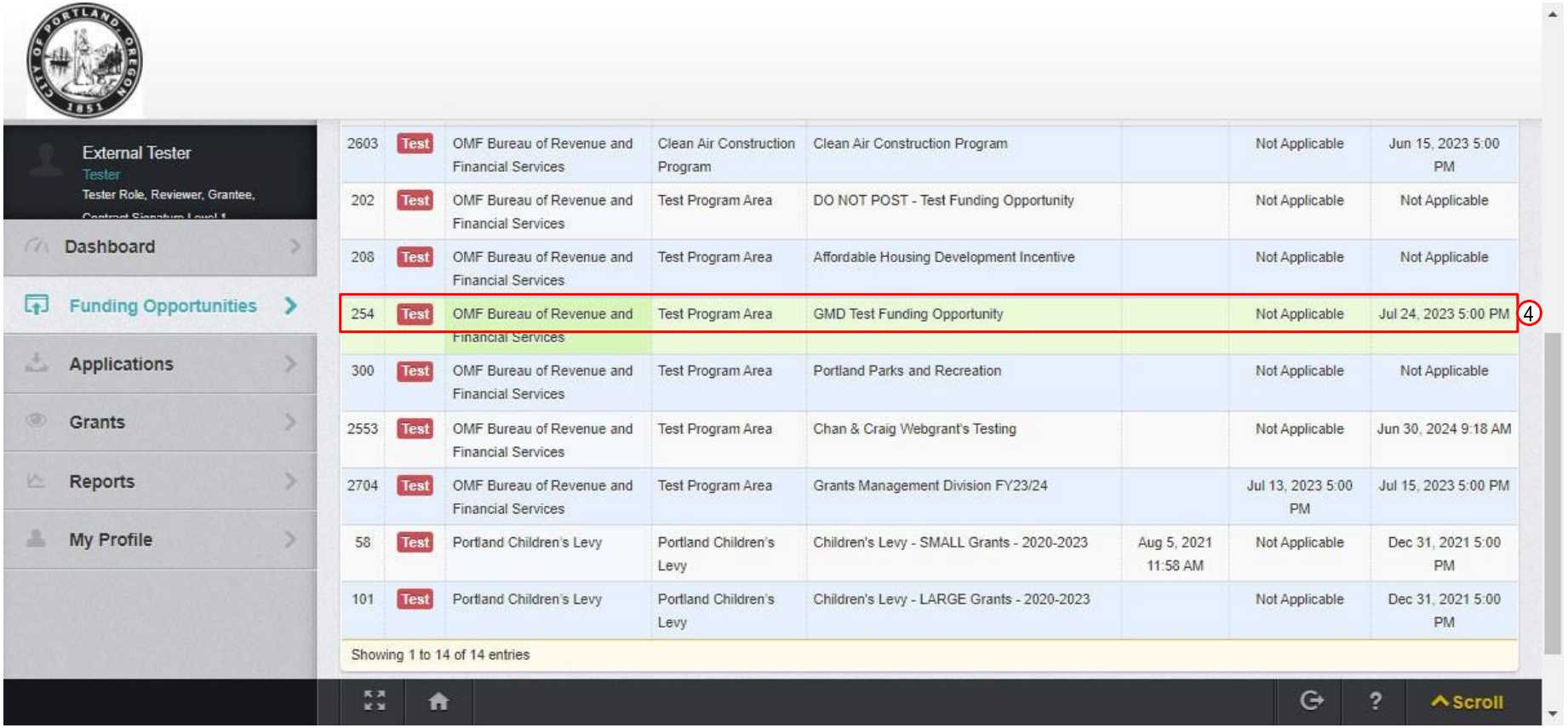


Step 2
Click on 'Funding Opportunities'.



Step 3

Click on the Funding Opportunity you want to create an application for.



2603	Test	OMF Bureau of Revenue and Financial Services	Clean Air Construction Program	Clean Air Construction Program		Not Applicable	Jun 15, 2023 5:00 PM
202	Test	OMF Bureau of Revenue and Financial Services	Test Program Area	DO NOT POST - Test Funding Opportunity		Not Applicable	Not Applicable
208	Test	OMF Bureau of Revenue and Financial Services	Test Program Area	Affordable Housing Development Incentive		Not Applicable	Not Applicable
254	Test	OMF Bureau of Revenue and Financial Services	Test Program Area	GMD Test Funding Opportunity		Not Applicable	Jul 24, 2023 5:00 PM
300	Test	OMF Bureau of Revenue and Financial Services	Test Program Area	Portland Parks and Recreation		Not Applicable	Not Applicable
2553	Test	OMF Bureau of Revenue and Financial Services	Test Program Area	Chan & Craig Webgrant's Testing		Not Applicable	Jun 30, 2024 9:18 AM
2704	Test	OMF Bureau of Revenue and Financial Services	Test Program Area	Grants Management Division FY23/24		Jul 13, 2023 5:00 PM	Jul 15, 2023 5:00 PM
58	Test	Portland Children's Levy	Portland Children's Levy	Children's Levy - SMALL Grants - 2020-2023	Aug 5, 2021 11:58 AM	Not Applicable	Dec 31, 2021 5:00 PM
101	Test	Portland Children's Levy	Portland Children's Levy	Children's Levy - LARGE Grants - 2020-2023		Not Applicable	Dec 31, 2021 5:00 PM

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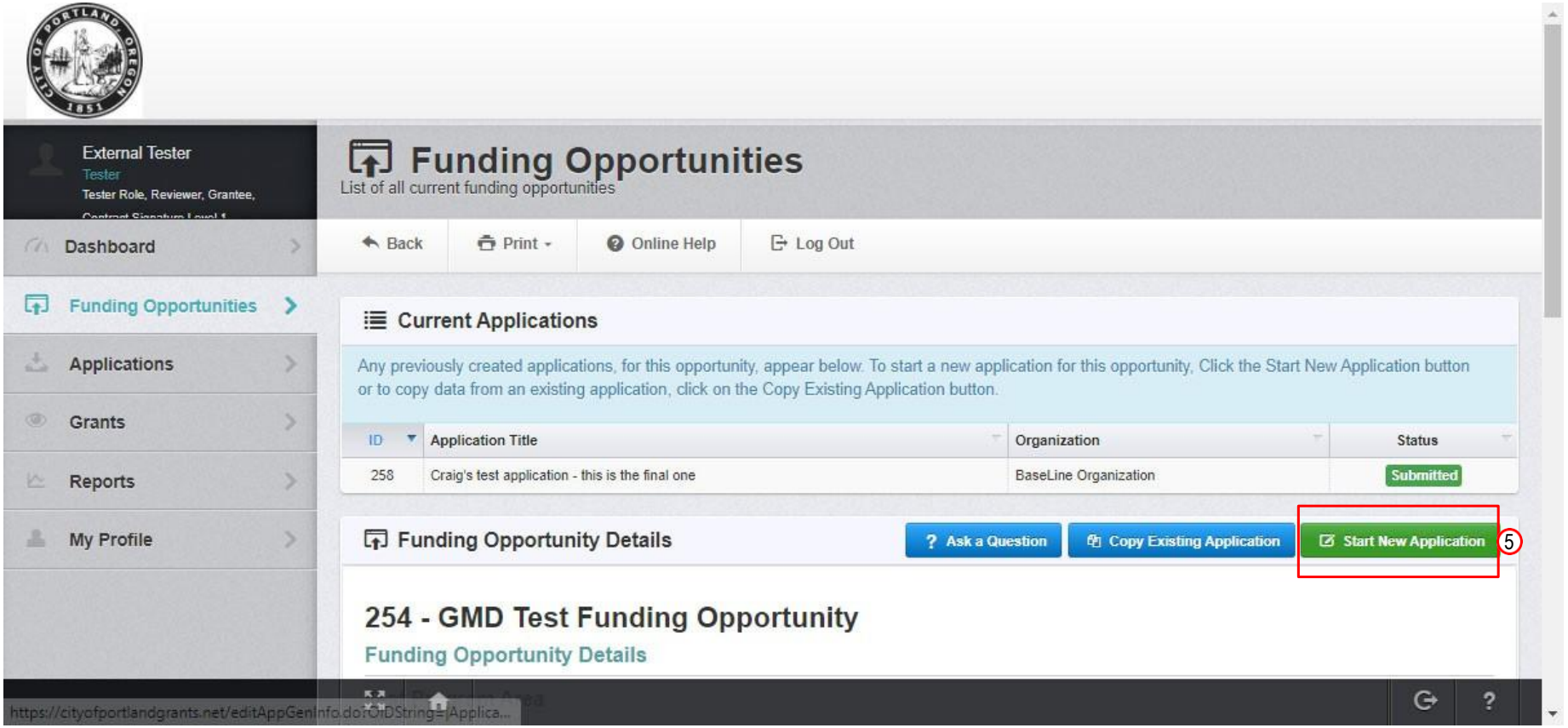
Step 4
Click 'Start New Application'.

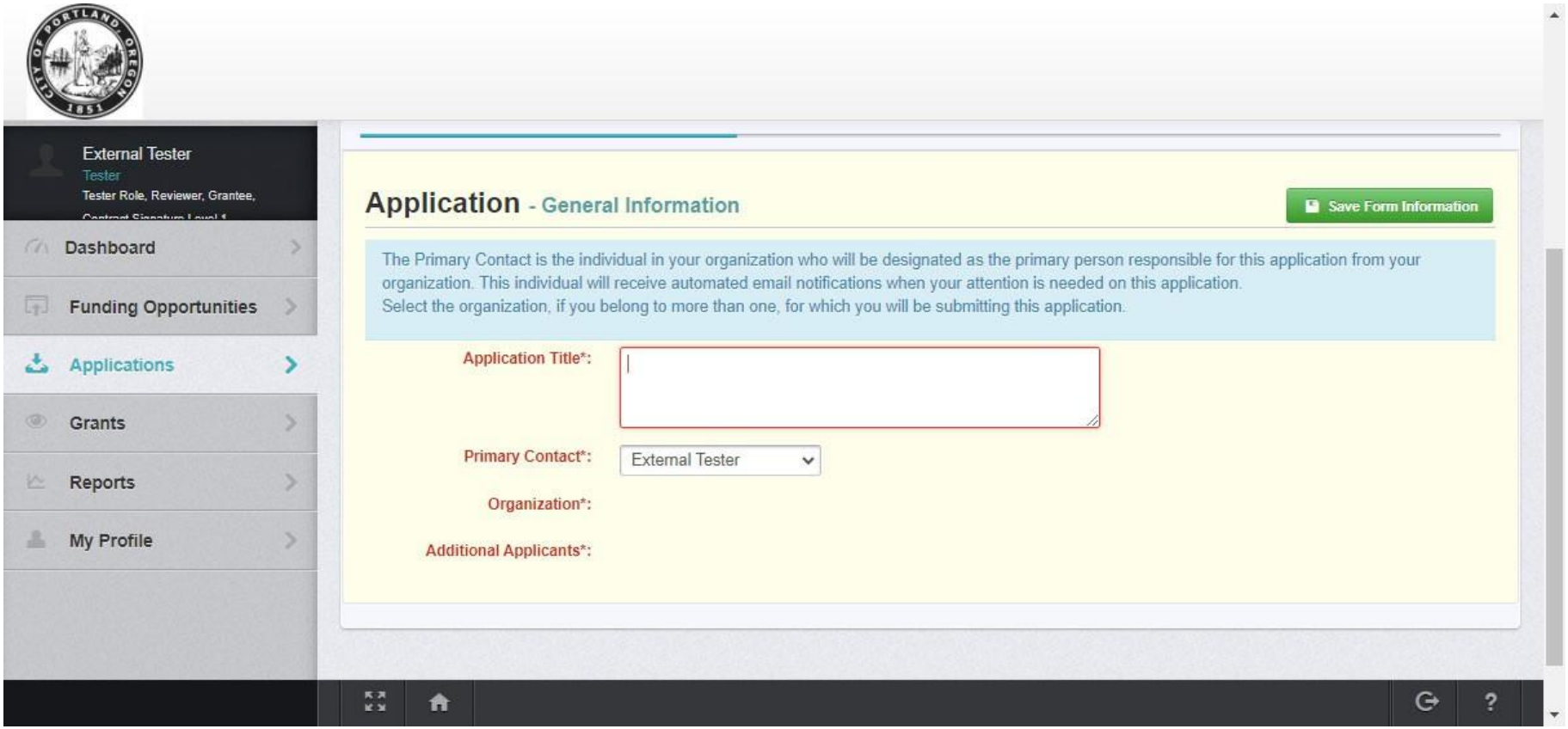


Step 5

Application Title:
Enter a title for your application. This can be a brief description of the project for which you are requesting funding.

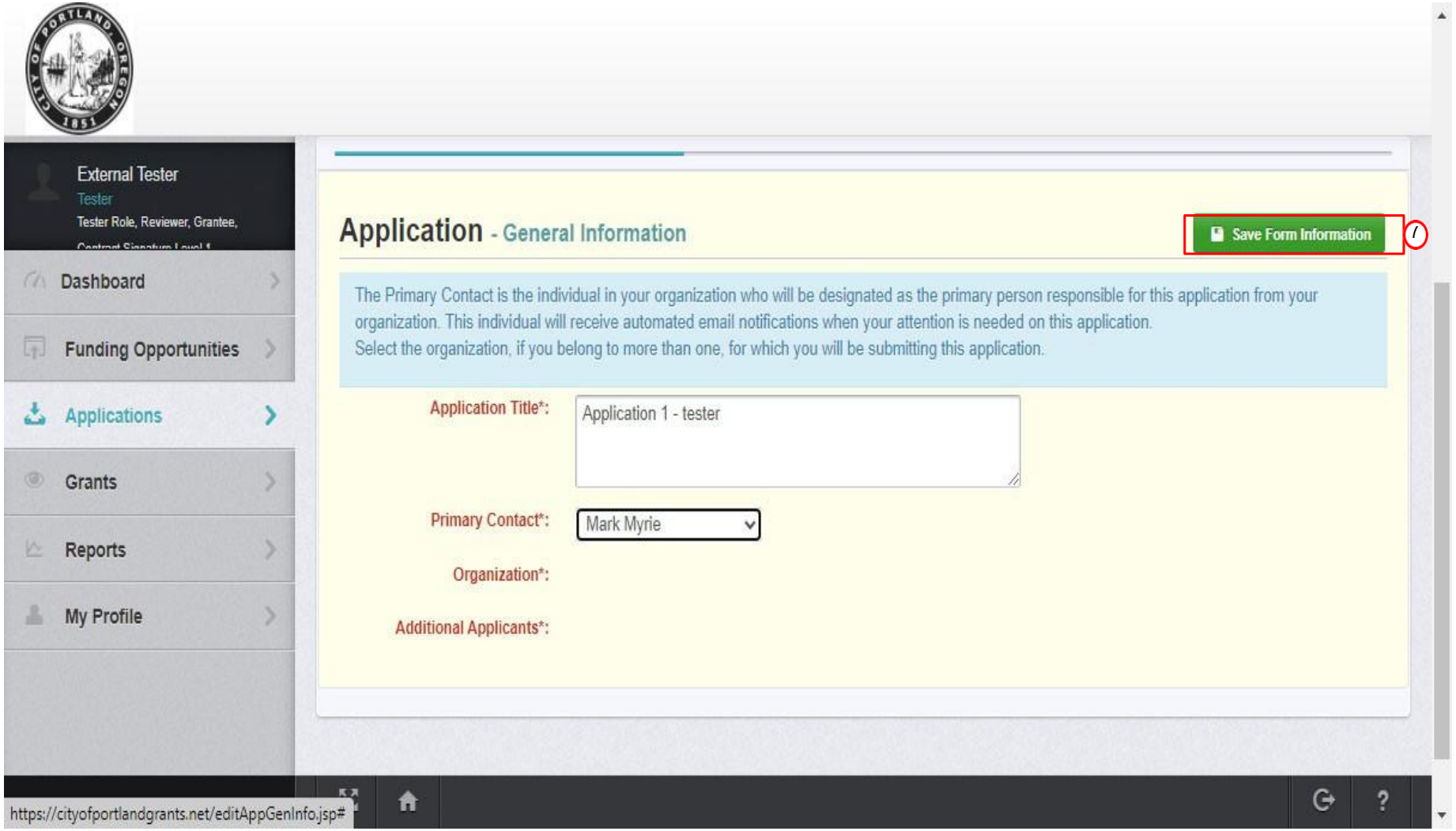
Primary Contact:
This field will automatically default to the user currently logged in.

Note:
If others in your organization also need access to this application, they must be added as additional contacts in **Step 8**. Only users associated with the application will be able to view or edit it.

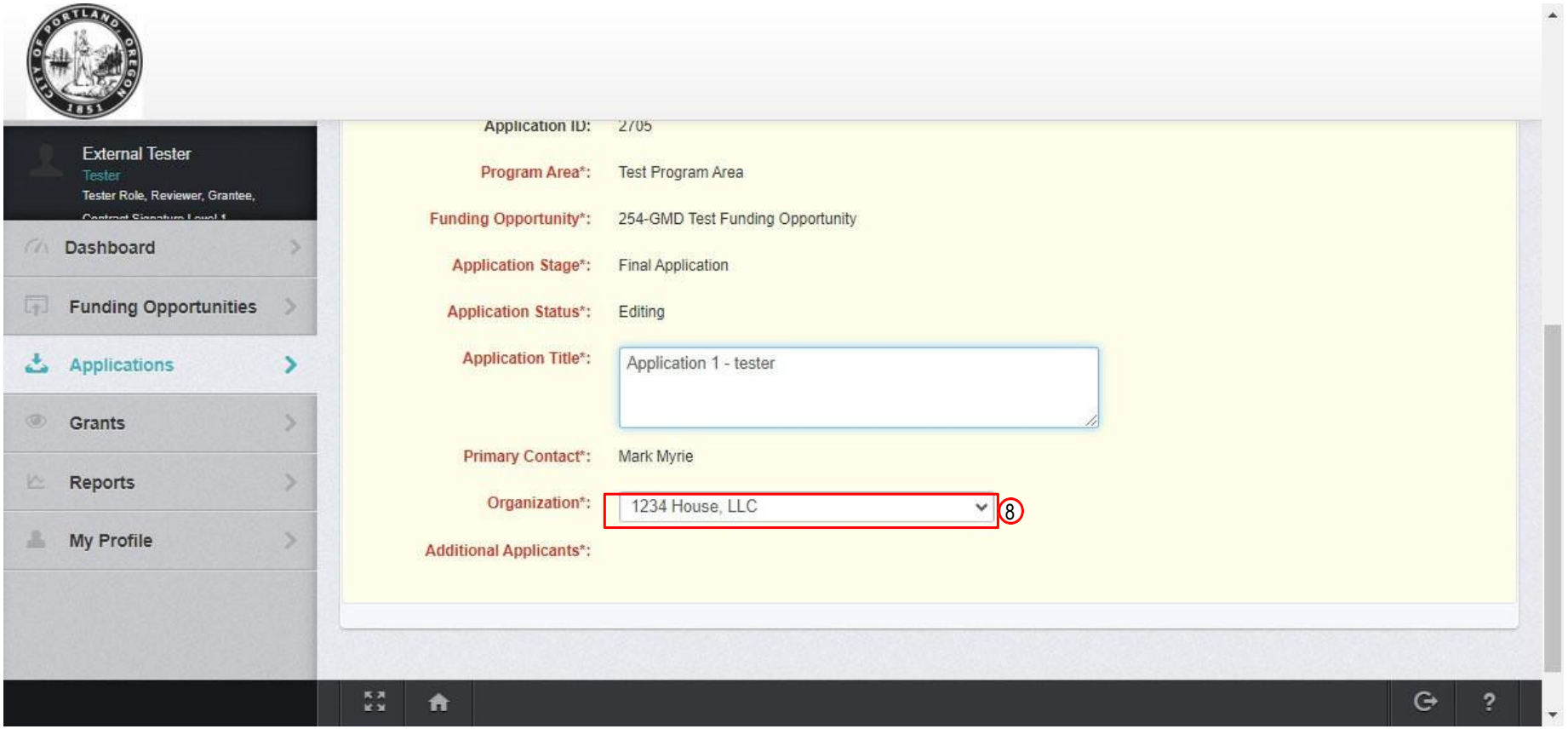


Step 6

Click 'Save Form Information' to save the General Information Page.



Step 7
Organization Selection:
The organization field will automatically default to the one you are currently affiliated with.
Note:
If you are associated with multiple organizations, make sure to select the correct one—**only the selected organization will have access to this application.**
Once completed, click **"Save Form Information"** to save the General Information page.

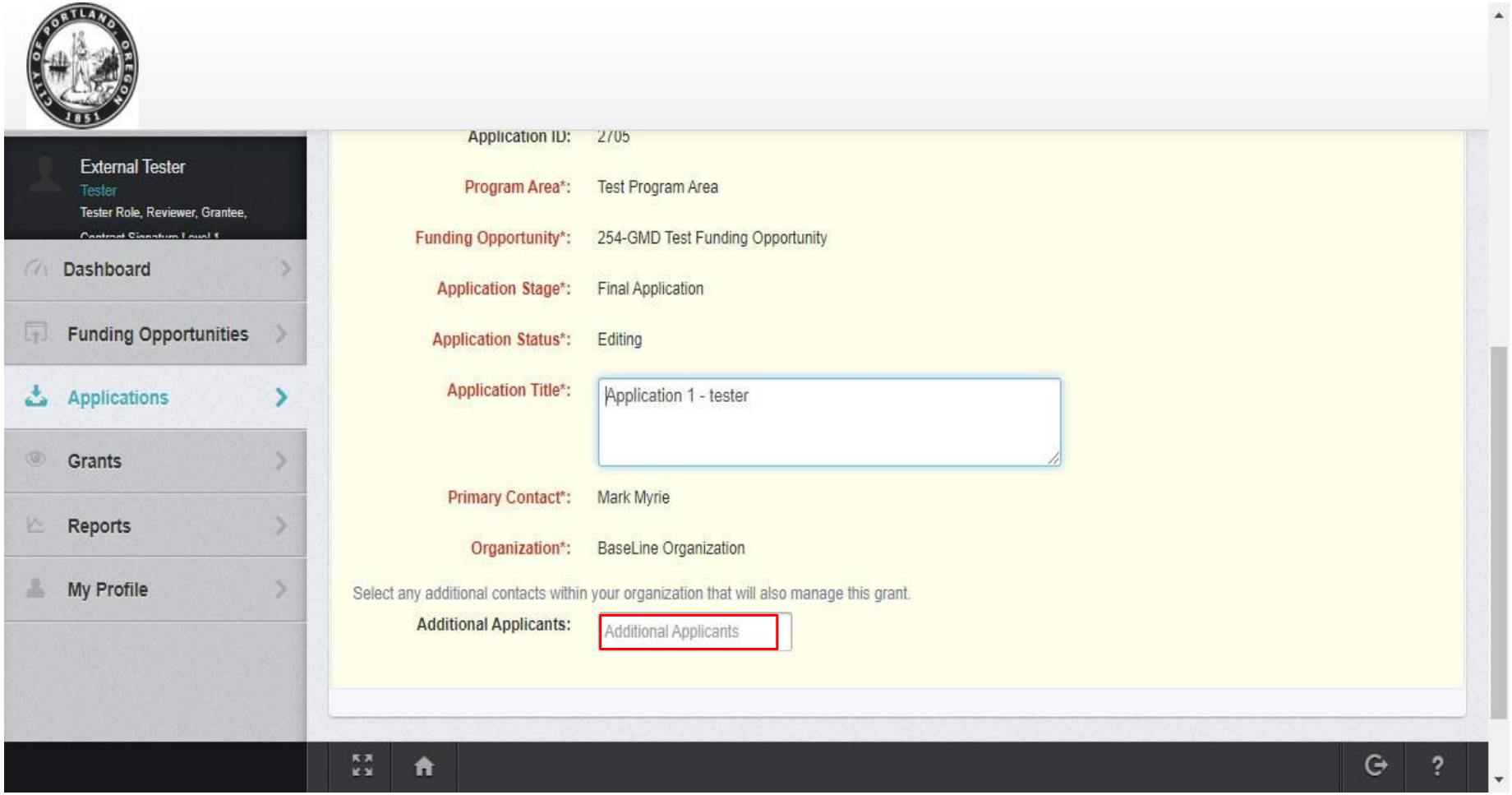


Step 8: Optional
You may choose to share this application with additional contacts.
Note:

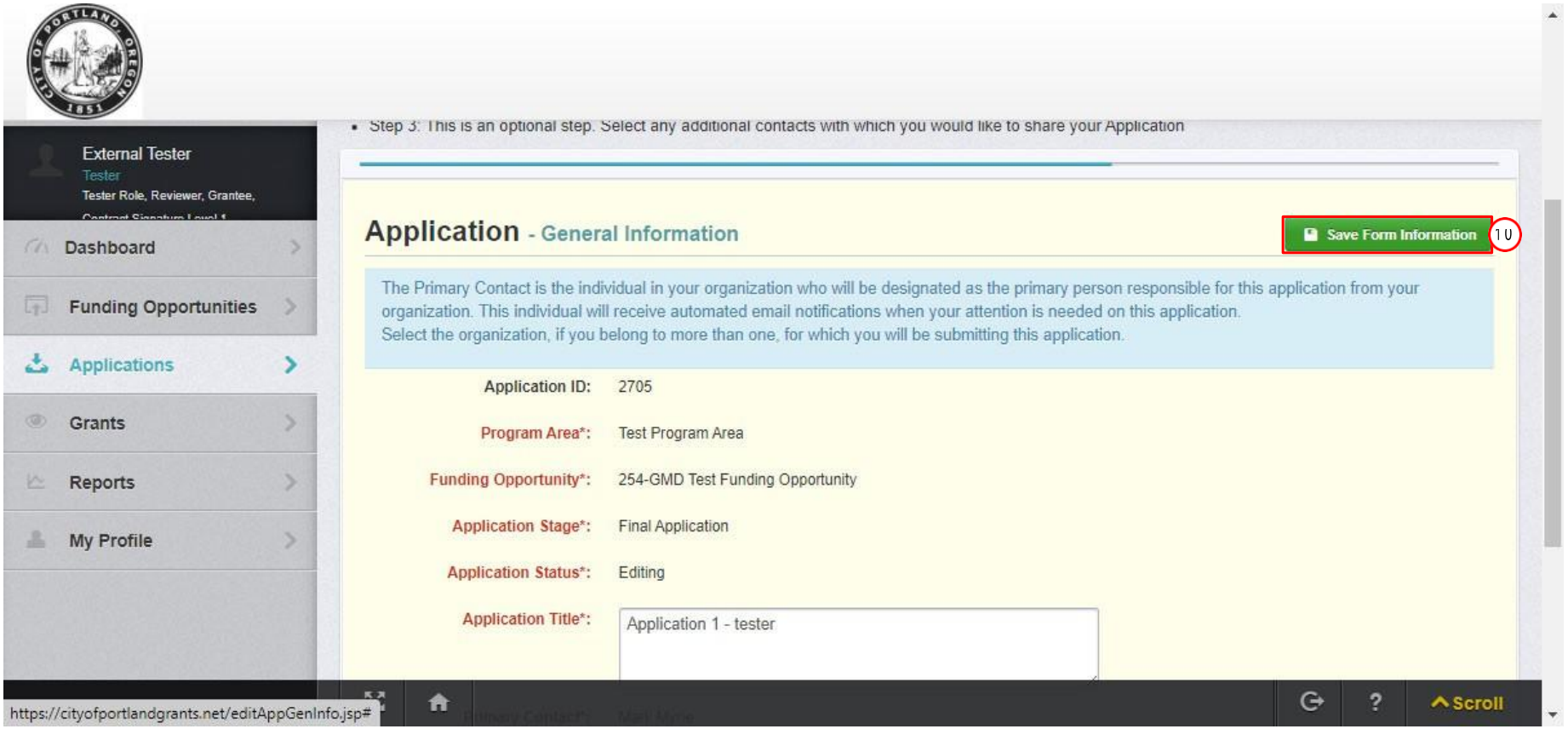
To appear in the **"Additional Applicants"** box, contacts must:

- Be registered in WebGrants, **and**
- Be associated with your organization.

Only contacts who meet these criteria will be available for selection. You will be able to add them to the application once they appear in the Additional Application list.



Step 9
Click **'Save Form Information'.**



Important Note:
WebGrants has generated an application number and assigned it to your current application.
If you log out of the system now, or at any point before submitting the application, **do not click "Start a New Application"** when you return.
To continue working on your existing (unsubmitted) application:

1. Log back into WebGrants.
2. From the Main Menu, click on **"Applications."**
3. Locate and click on your existing application name to open.
4. Then click "**Edit Application**", this will take you to all the forms associated with your application.
5. Click on the form you wish to open. Once in the form click "**Edit Form**" to resume work. Remember to "**Save Form**" prior to exiting.

You have now started a new application. All the forms associated with the application, that must be completed and submitted will be displayed similar to the screen below.

Note:

You can edit and save all forms as often as needed. However, to submit your application:

- **All required fields** (Shown in Red) must be completed.
- **Every form** must be **"Marked as Complete"** prior to submission.

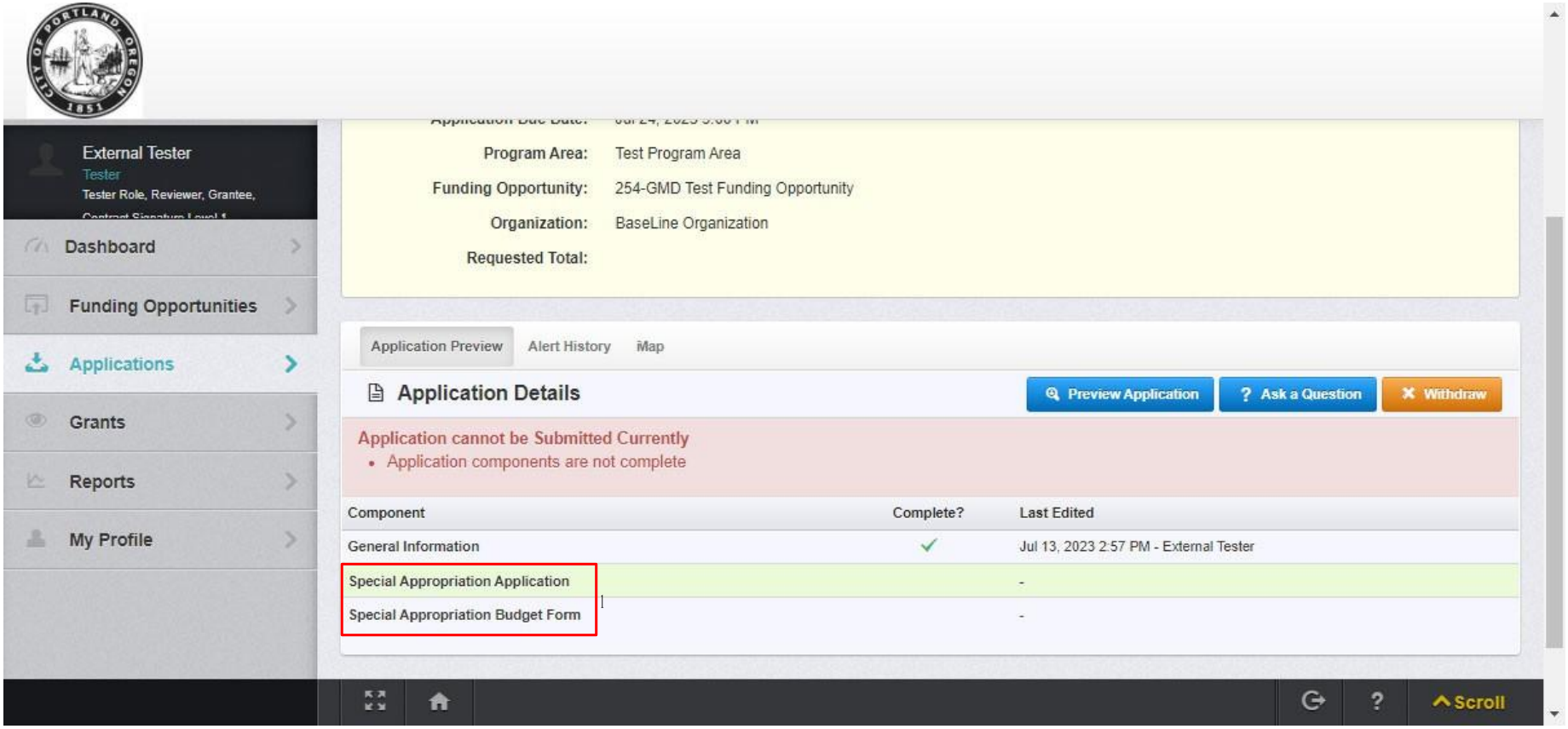
If you attempt to submit the application without meeting these requirements, a pop-up message will appear with instructions on what still needs to be completed.

Step 10

To open a form, click on the form name.

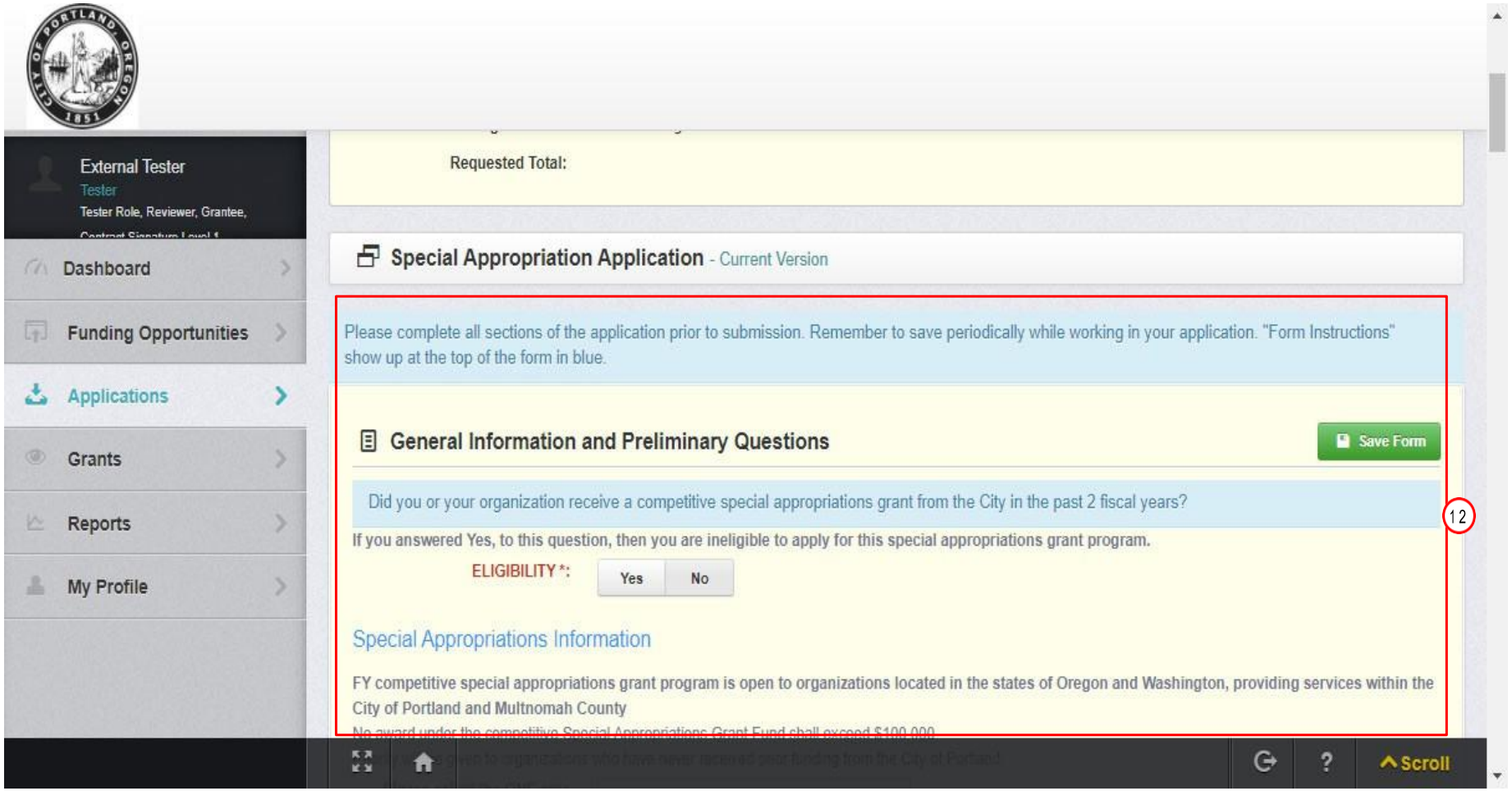
Note:

All information must be saved by clicking 'Save Form'. If you do not click 'Save Form' and you back out of the form or a section of the form, your information will be lost.



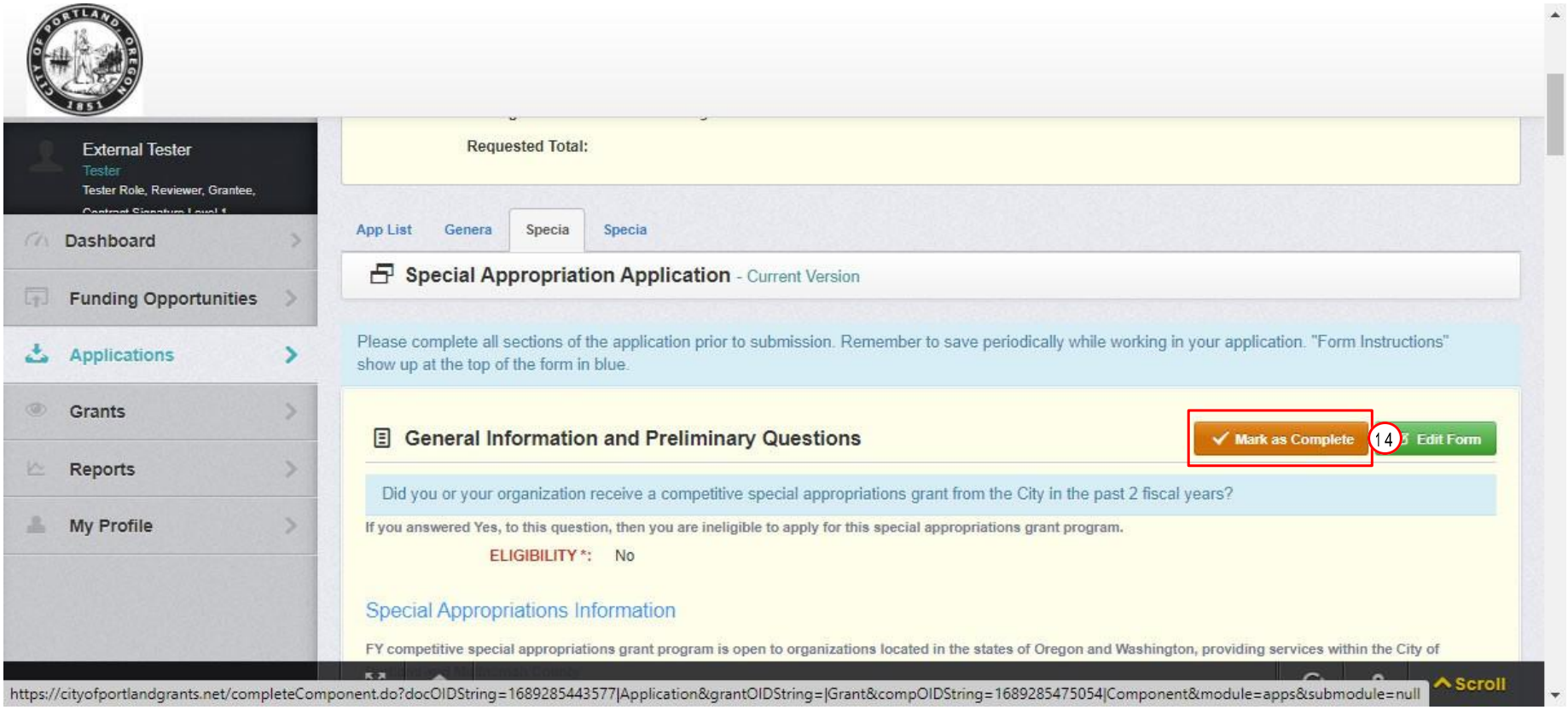
Step 11

Please read all form instructions, follow instructions and answer all required questions. Remember to Save Form prior to exiting. The required questions will be shown in red.



Step 12

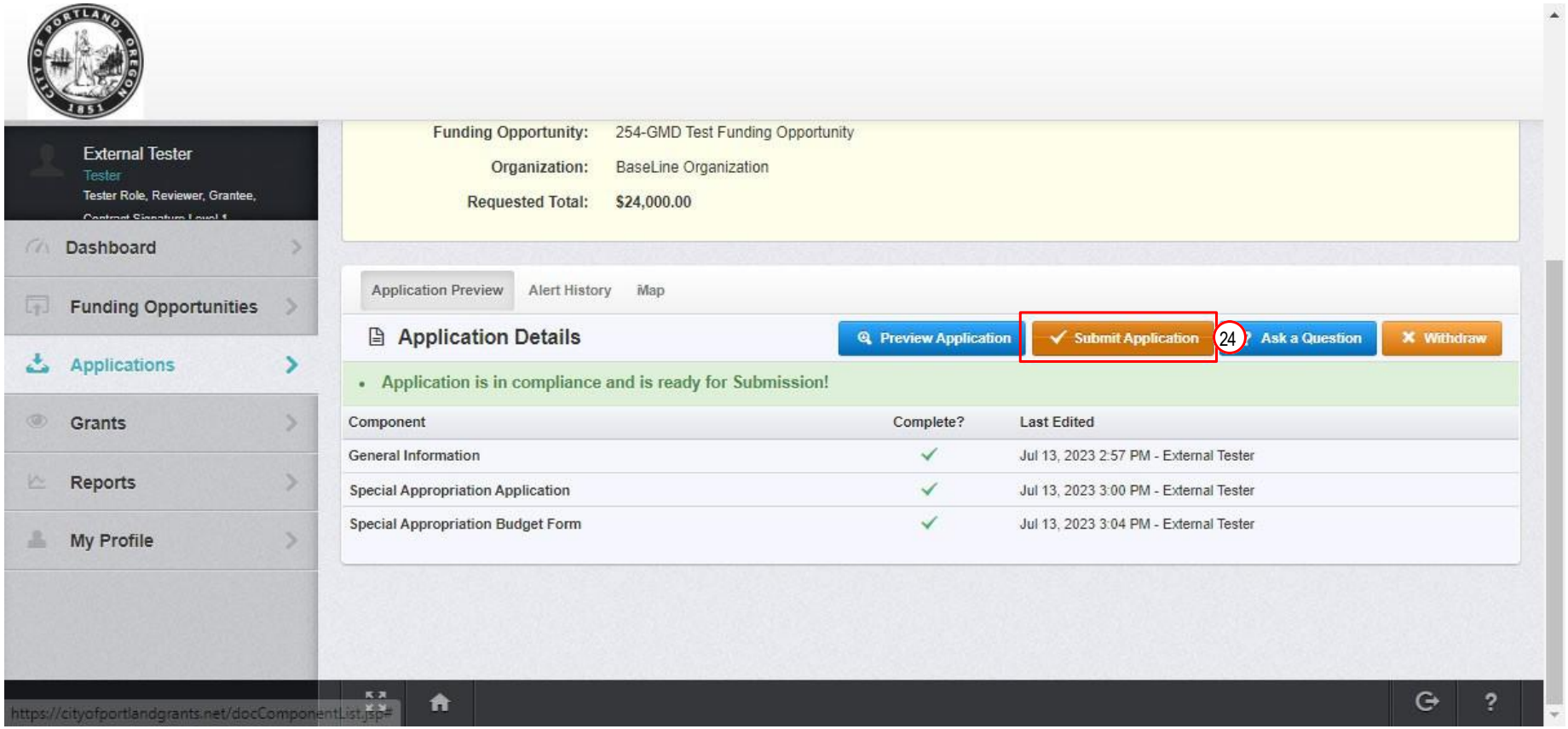
All completed forms must be **'Mark as Complete'** prior to submission.



Step 13

To submit your completed application, click '**Submit Application'**

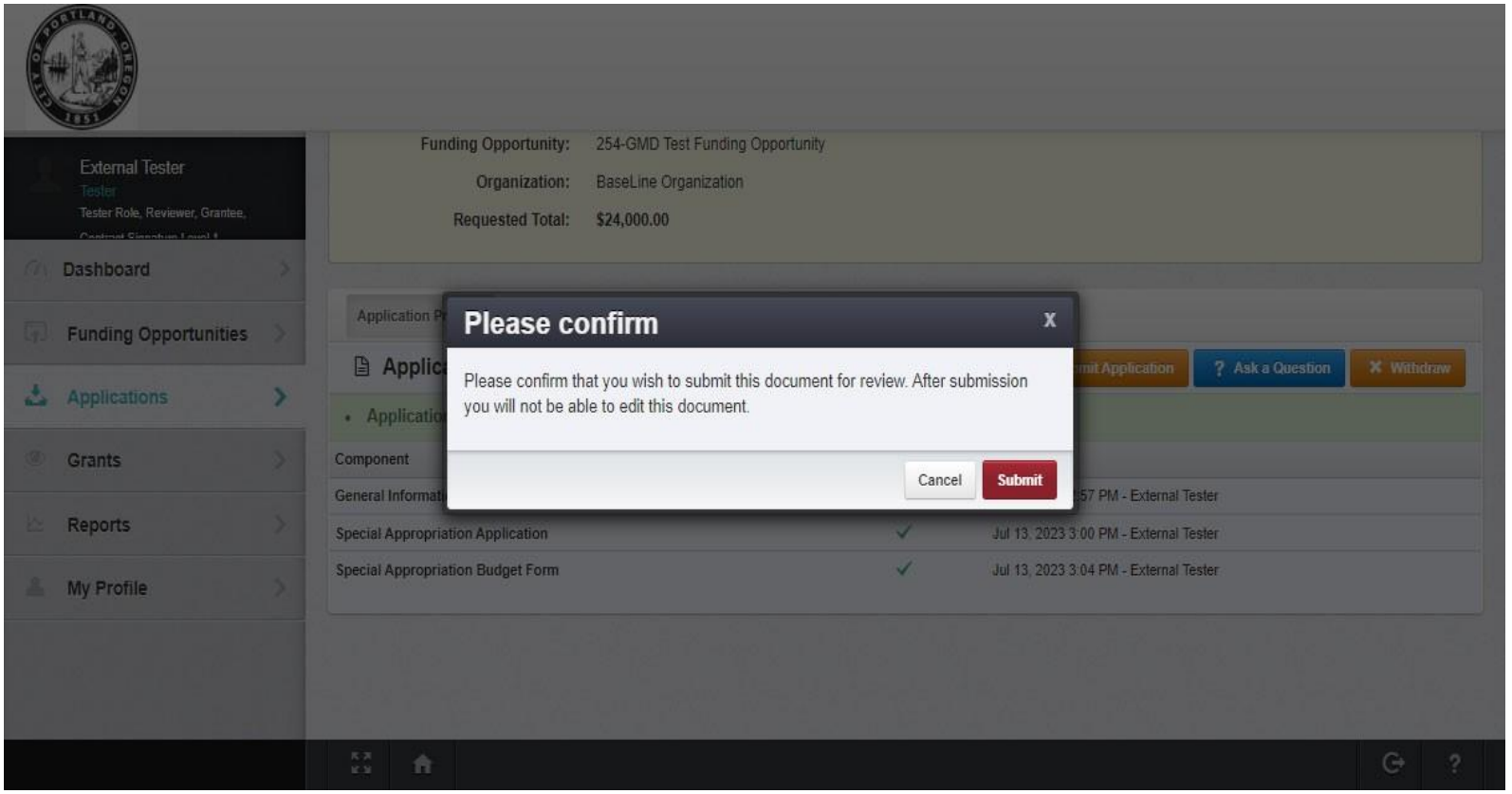
A green checkmark next to each form indicates that it is complete and ready for submission.



Note:

You can make changes to your application before submission. To do so, click on the name of the form you wish to edit, then select **"Edit Form."** After making your changes, be sure to click **"Save Form"** and then **"Mark as Complete."**

The following message will appear. Click **“Submit”** to confirm and proceed with your application submission. Your application has been successfully submitted. Please note that no further changes can be made at this point.



If you go back to "Applications" and look at your application the Status will now show as Submitted.