OREGON MUSEUM GRANT

ONLINE GRANT APPLICATION INSTRUCTIONS

OREGON HERITAGE COMMISSION, OREGON HERITAGE

The Oregon Museum Grant program has an online grant application. This system has been designed to make the grant application more efficient. The instructions may not address every possible scenario that could occur however, you will get the information necessary to navigate the application process. These instructions are intended to assist with the online application process. Please contact Kuri Gill (Kuri.Gill@oregon.gov or 503-986-0685) for assistance.

System Requirements: The OPRD Online Grant Application requires the following software:

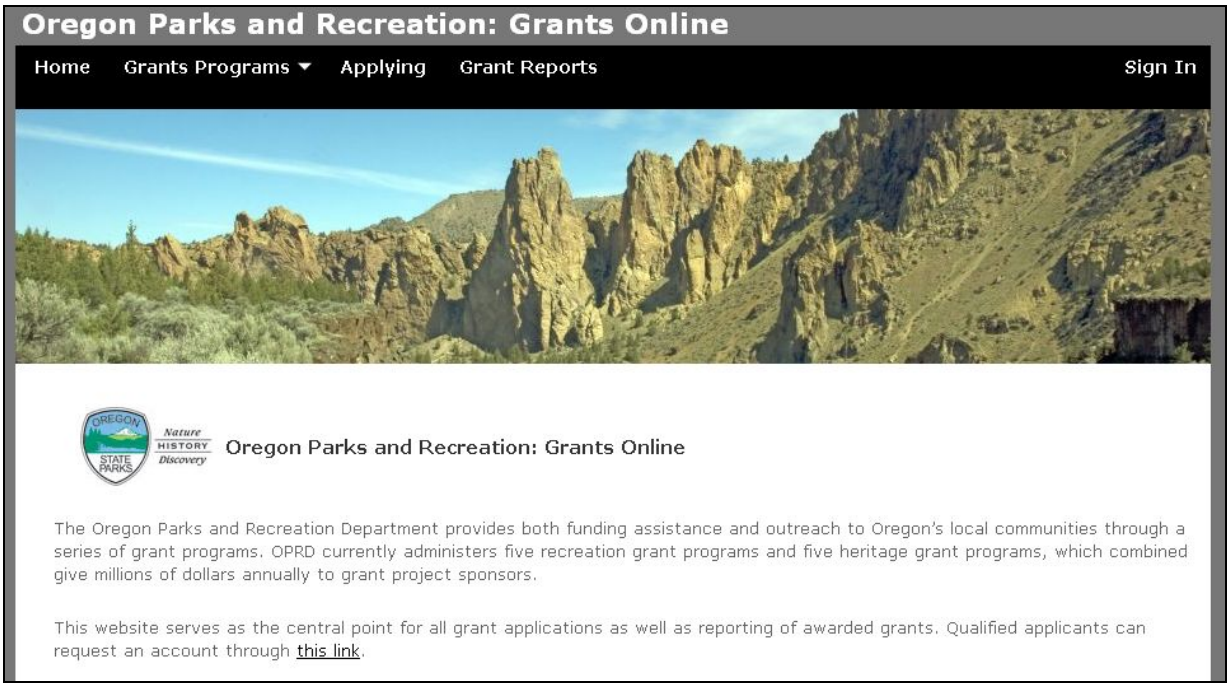
1. Browser:
    - Firefox version 17 or higher.
    - Safari version 7 or higher.
    - Chrome latest version.
    - Internet Explorer version 9 or higher. (WARNING: Using Internet Explorer may lead to unsatisfying results. Not all application functionality is available in Internet Explorer. To create and manage Applications with a minimum amount of frustration, we suggest you use Chrome, Safari or Firefox browsers. Click on one of these links to download the appropriate browser.)
2. JavaScript must be turned ON.
3. Popup blockers need exceptions for this site.
4. If you are not receiving emails from us, please check your spam filters, some filters are intercepting application generated email messages.

Don't know what browser version you are using? The web page fmbip.com will show you which browser and browser version you are currently using.

Note: Screen shots and photos within these instructions are just samples of what the application looks like. These shots are from a simulated application. These are not taken from the actual grant application from this particular grant cycle.

STEP ONE: ACCESSING THE ONLINE GRANT SYSTEM

1. Visit the Oregon Parks and Recreation: Grants Online site at http://oprdgrants.org/
2. Qualified applicants can request an account through clicking on the link provided at the bottom of the page.
3. You will then be directed to the Grant System Account Request page.

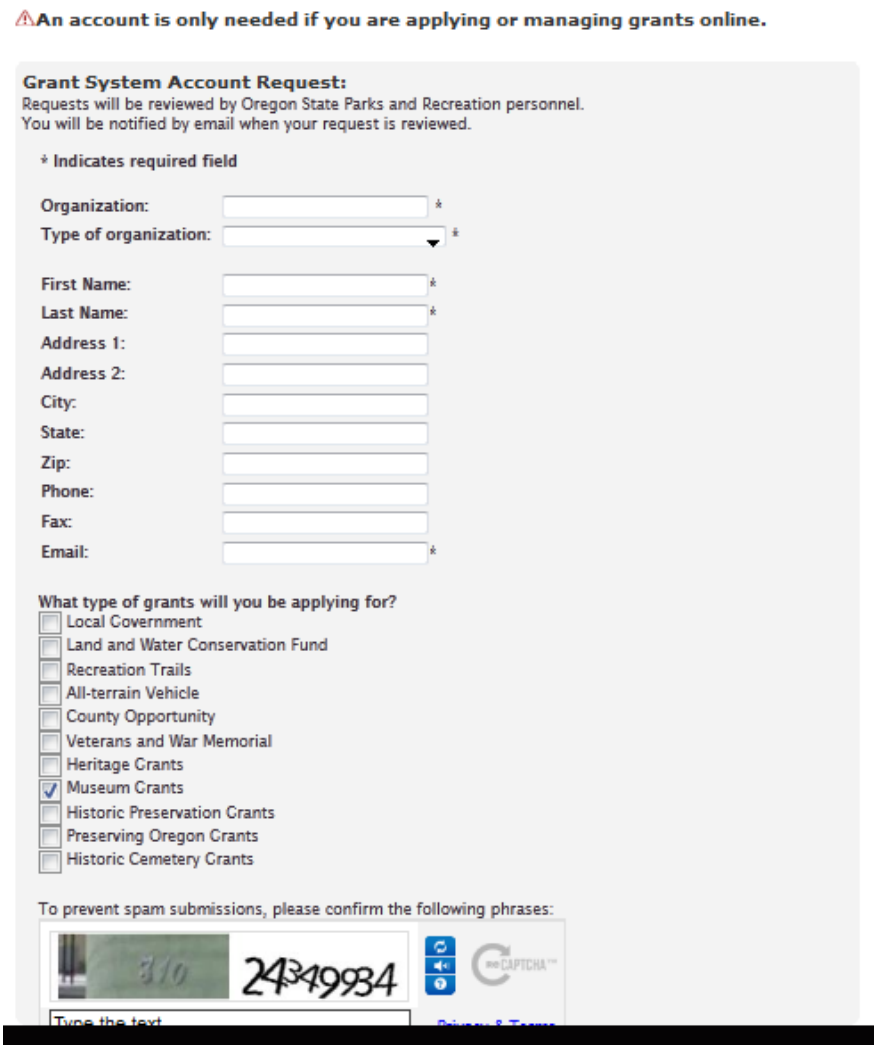


It is recommended you request an account as soon as possible. Do not wait until the last minute to request an account or to begin filling out the application. Grant staff must review and approve your account request before you can access the online application. Requests will be reviewed within 3 business days.

STEP TWO: REQUEST AN ACCOUNT

1. Enter your name, your organization (if you aren't with an organization, use your name or building name) and contact information.
2. Check the **Museum Grants** box. You may also check any other grant type you will be applying for in the future if you wish. Different grants types have different eligibility requirements, so you may not qualify for all available grants.
3. At the bottom of the screen, enter the distorted words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this program. If you are not sure what the words are, enter your best guess or click the 'reload' button next to the distorted words. Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge. Click

the ‘submit request’ button.

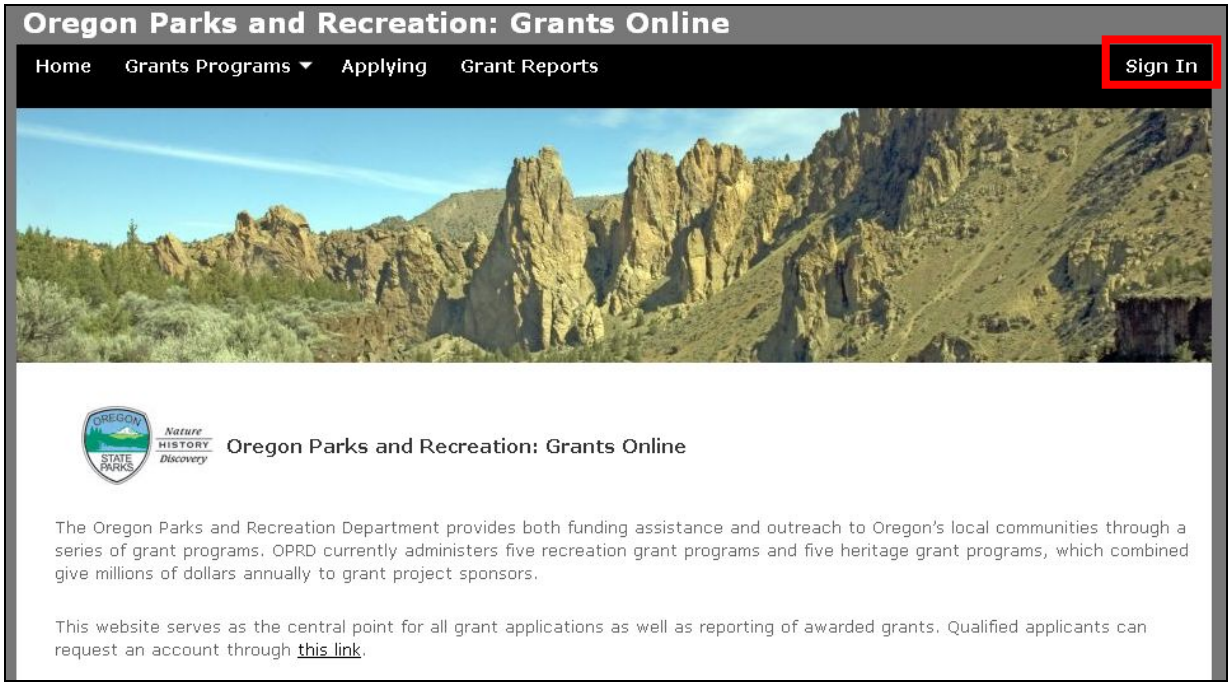


4. You will receive a confirmation e-mail from OPRD RecGrants once your request has been processed. If you are approved for an account, this e-mail will include a link which will direct you to set your password. This link must be used within 24 hours. If you miss the deadline contact your grant coordinator. When you select the link a pop-up window will open to enter your password and it will lead to the login page of the website. Your username is your password. If you do not see the pop-up window, look under other open windows and be sure to disable your pop-up blocker. If this doesn’t work, contact your grant coordinator. If you don’t receive the email, please check you junk mail or spam catcher.

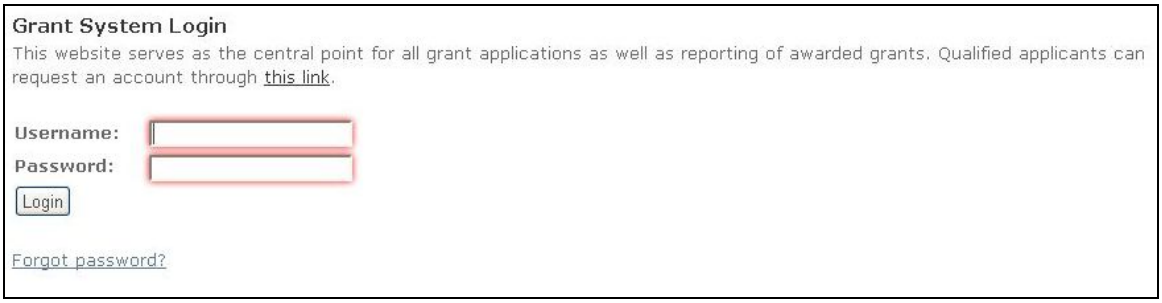
STEP THREE: APPLYING FOR A GRANT

Once you have set your password.

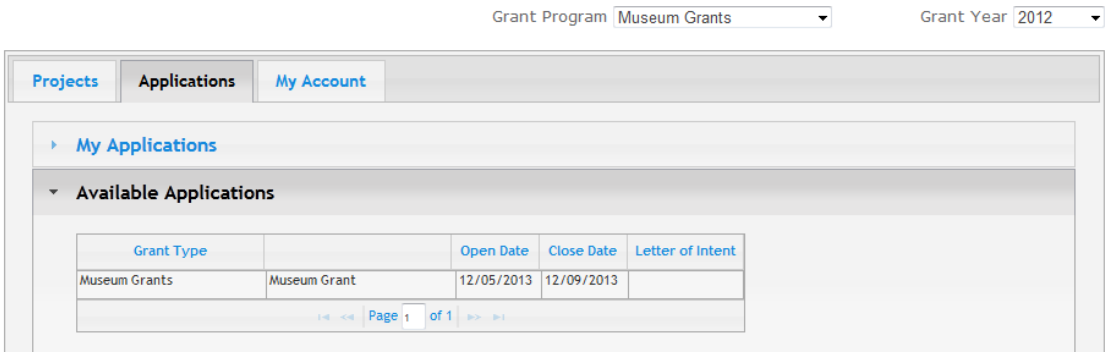
1. Go to http://oprdgrants.org/ and click 'sign in', in the upper right corner.

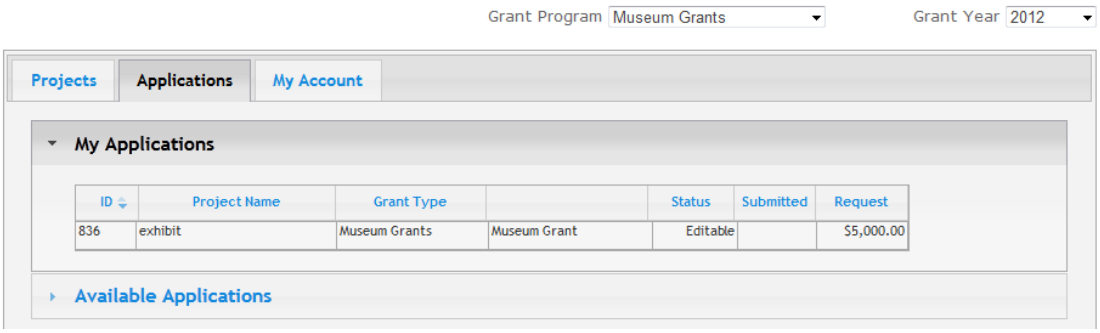


2. Enter your username and password. Your username is your e-mail address.

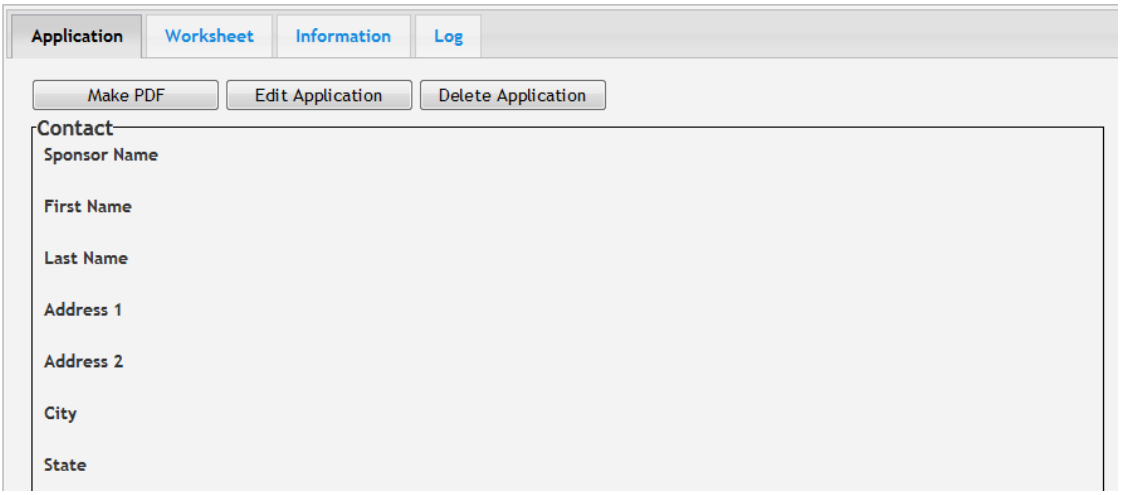


3. Select 'Museum Grants' for the Grant Program Field and '2016' for Grant Year field. Select the 'Applications' tab. There may be several applications available through different OPRD grant programs, so be sure to select the correct grant type and project type that applies to your project. **Museum Grant, Museum Grant** for the correct year should be selected.
4. Select the application you need under 'Available Applications', click anywhere on the application title to open. Once you have saved information in the application it will be available under 'My Applications' to edit or view.



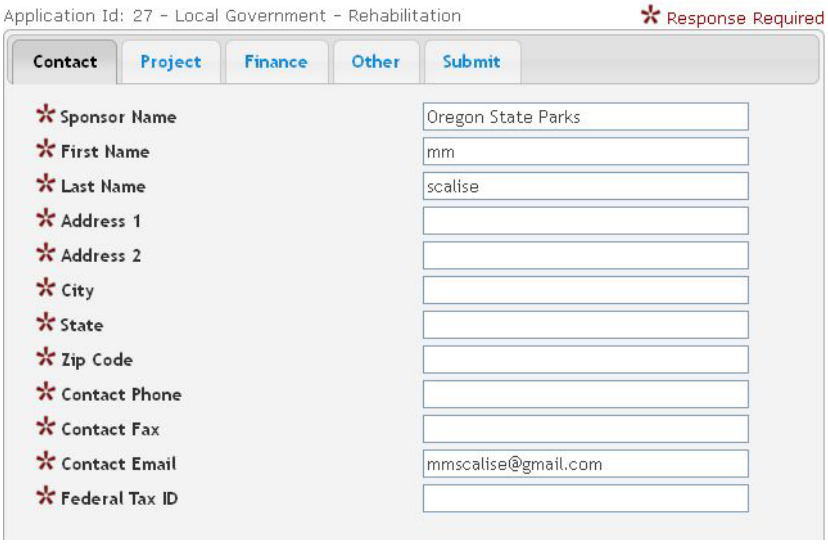


5. Click on the 'Edit Application' button. This button will appear each time you log on until you have submitted the application. You would only 'Delete Application' if you choose not to submit the application. The application can be edited up until it is submitted.

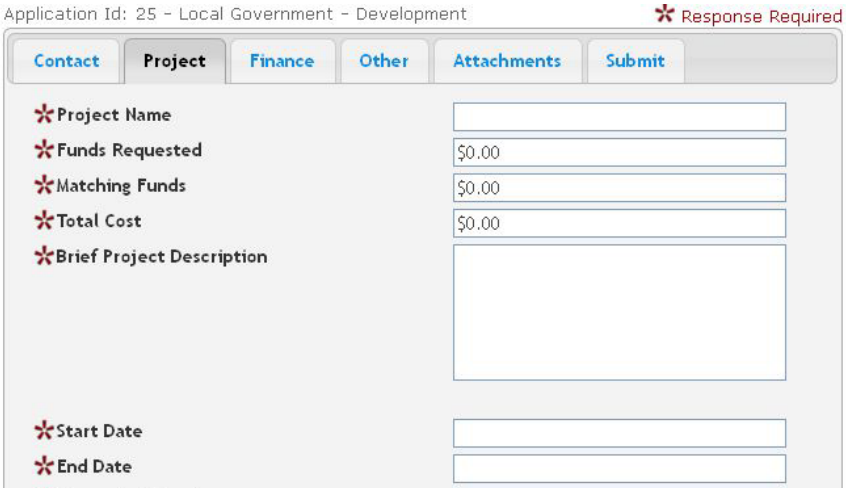


6. Each tab is a section of the application that must be completed. You may move from tab to tab during the course of completing the application. You are not required to complete the entire application or all parts within a tab all at one time. It is recommended that you complete the 'Project' tab first. Click the 'Save' button at the top of the page after completing responses. You should save often. You may log out and

log back in when you are ready to work on your application as desired. Questions with an asterisk require a response prior to final submission.



7. The 'Project' tab is where information about the project is entered. Keep in mind that the 'Funds Requested', 'Matching Funds', and 'Total Cost' amounts need to match the amounts that you will enter in the 'Finance' tab.

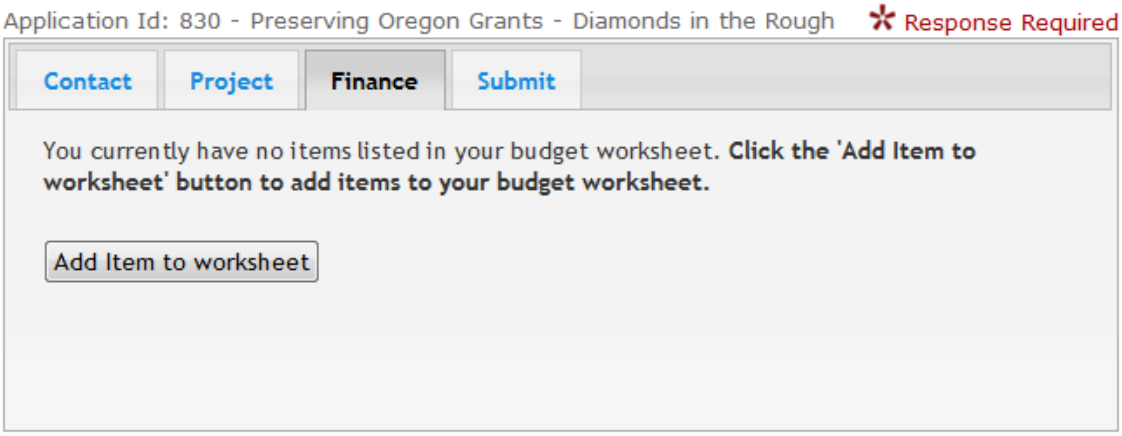


At the bottom of Project tab page – click 'save' after you are done entering responses.

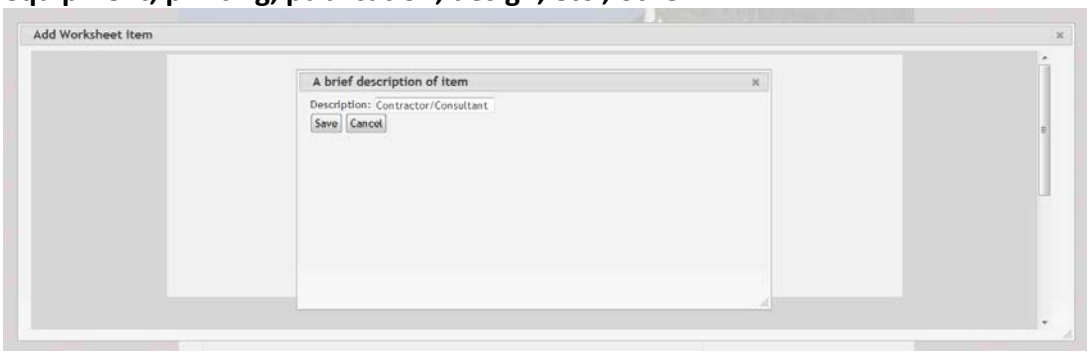
8. The 'Finance' tab is where you provide summary information about finance of all project categories. All project costs are entered here and all match amounts and sources are as well. Other finance related questions are on the 'Other Funding Questions' section.

   Before you begin this section you should already have a project budget established. It is recommended you work from a budget you have created from collecting information including cost estimates, quotes, and other research. You may want to have a spreadsheet or other document with your finances established to work from when you begin this section. You may attach this detailed information is additional information if you wish to do so.

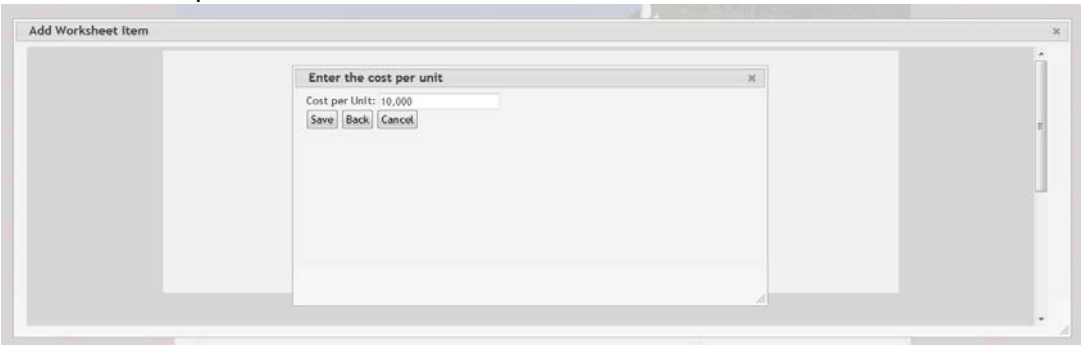
   Note: Please follow the steps below. Enter project expenses first. For each item you enter, you will be asked to check if it is a match for the grant. Do not check this box while entering expenses, even if the expenses will be covered by matching funds and not the grant funds. All expenses should be included in the project expenses, those funded by the grant and those by matching funds, volunteer time or donations.



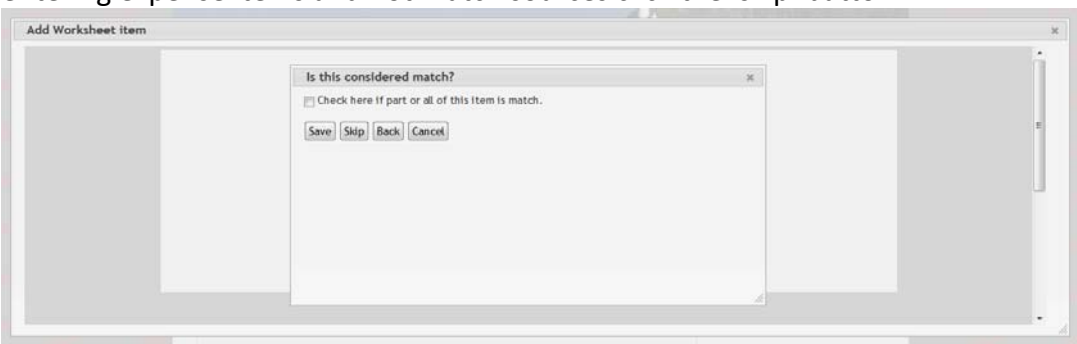
   a. Click 'Add Item to Worksheet' button to enter items into the form.
   b. The first screen will request the item name. **Use categories: contractor/consultant; volunteer time; employee; travel; materials & equipment; printing, publication, design, etc.; other.**



c. The next screen will request the value. Enter the total value of the category. Please round up to the nearest dollar.

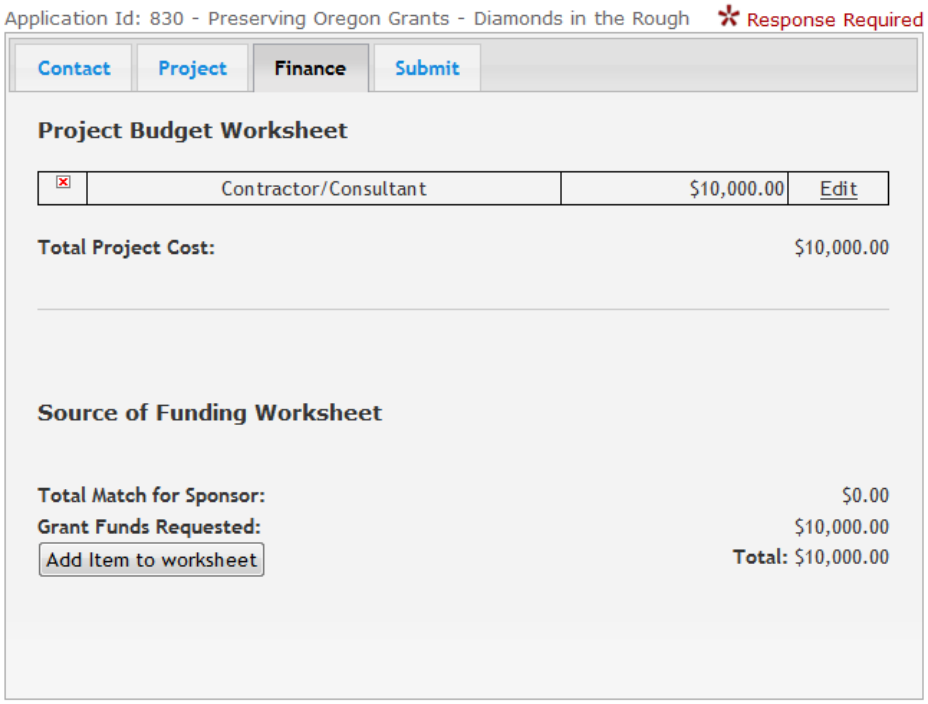


d. The next screen will allow you to mark the item as match. We recommend entering all expenses first and then entering the match items. To continue entering expense items and not match sources click the 'skip' button.



e. The next screen will show what you have entered. If you need the change it, click the 'edit' button and go through the process again making changes. If it is OK, then click the 'save' button. The match will be $0, you will enter match items later.

f. The next screen will show you the form as completed so far.

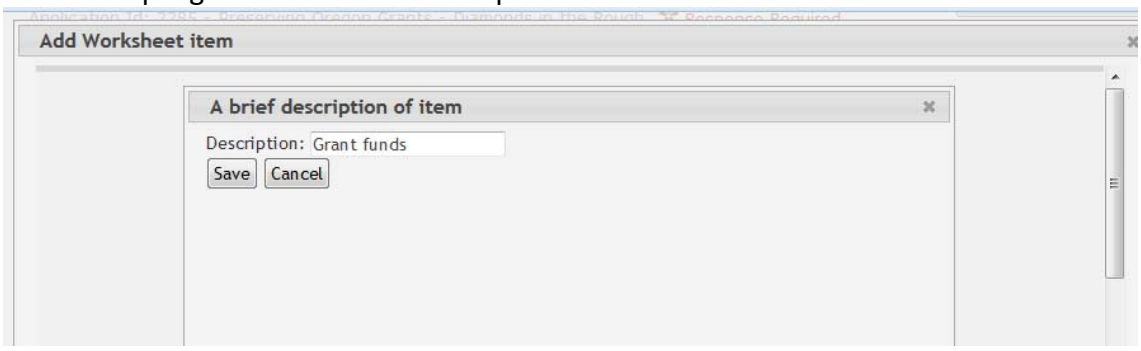


g. Continue adding items to the expenses. You may need to scroll down to click the 'add item to worksheet button' as you add items.

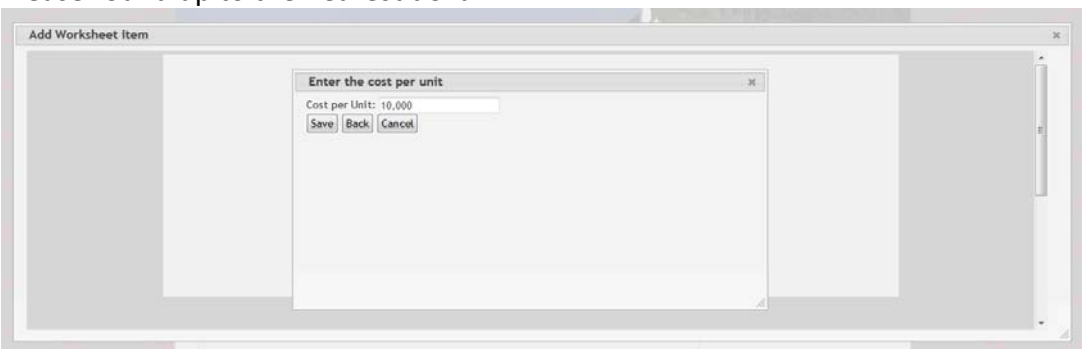
h. Next enter your other sources of funding or match. These may be organizational funds, other grant funds, volunteer time, staff time. For some items, like staff time and volunteer time, you may be entering the item both as an expense and source of match.

i. Click 'Add Item to Worksheet' button to enter source of match items into the form.

j. The first screen will request the item name. **Use categories: Grant funds; organizational funds; volunteer time; employee; travel; other.** If you have funds from multiple grants enter them as separate items.

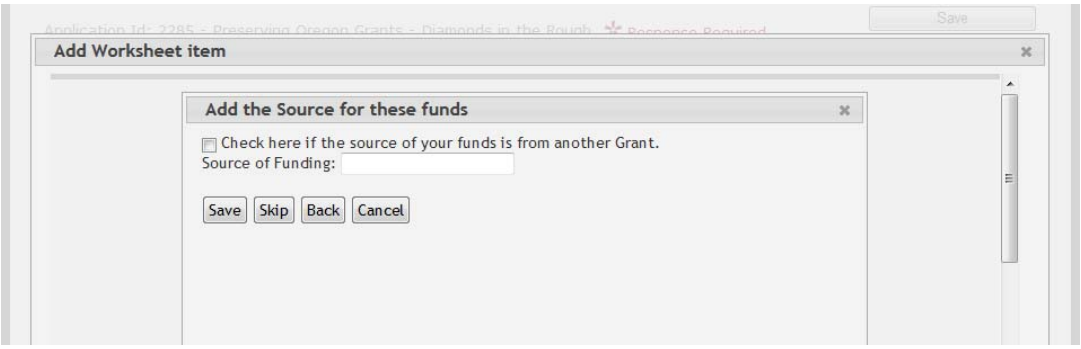


k. The next screen will request the value. Enter the total value of the category. Please round up to the nearest dollar.

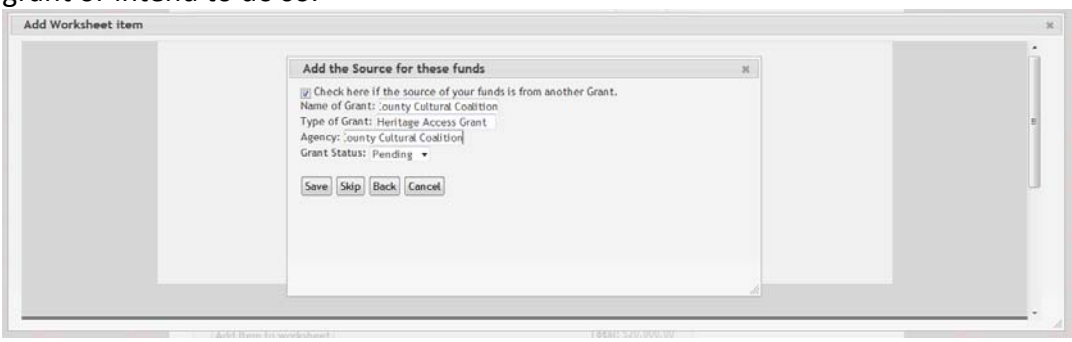


l. The next screen will allow you to mark the item as match. Check the box and click the 'save' button.

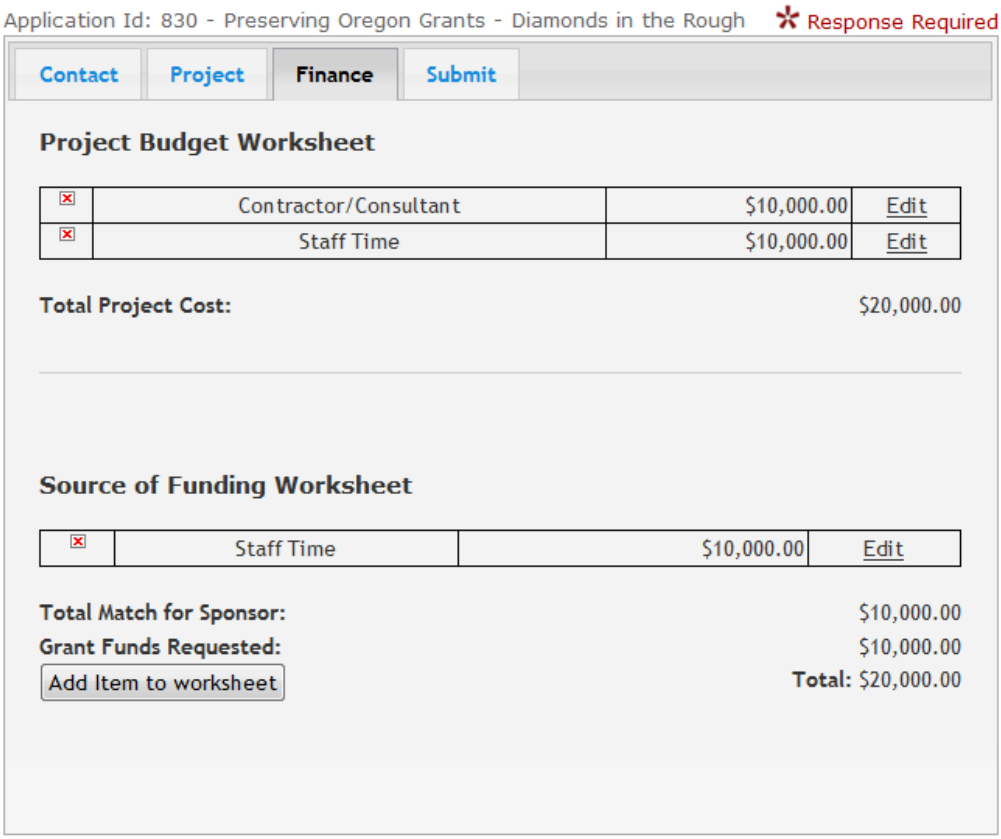
m. The next screen will allow you enter the funding source and check if it is a grant. If the description was the source, like volunteer time, then leave the 'source of funding' field blank. If the source is not another grant, then do not check the box and click 'save'.



n. To enter a grant funded match follow the instructions for the other match categories. Select the box the notes it is a grant sourced match. A new window will open to enter grant information. Please use this if you have applied for a grant or intend to do so.



o. When you save you will see the entry and have to opportunity to edit as before. When you save that you will the entire budget form.



p. When you have entered all the expense and all of the match items, review the complete form. Use the edit option if you need to make any changes. The system adds up the total expenses of the Project Budget Worksheet and the total items from the Source of Funding Worksheet. Then it subtracts the total Source of Funding from the total Project budget.

Application Id: 830 - Preserving Oregon Grants - Diamonds in the Rough * Response Required

Contact | Project | Finance | Submit

Project Budget Worksheet

	Contractor/Consultant	$10,000.00	Edit
	Staff Time	$10,000.00	Edit
	Materials & Supplies	$8,800.00	Edit
	Volunteer Time	$5,000.00	Edit
	Design, Printing, etc.	$5,000.00	Edit
	Travel	$1,000.00	Edit
	Other - permits	$200.00	Edit

Total Project Cost: $40,000.00

Source of Funding Worksheet

	Staff Time	$10,000.00	Edit
	Heritage Access Grant	$5,000.00	Edit
	Volunteer Time	$5,000.00	Edit
	Organizational Cash	$2,000.00	Edit

Total Match for Sponsor: $22,000.00
Grant Funds Requested: $18,000.00
Add Item to worksheet **Total:** $40,000.00

q. The totals on the form must match the amounts entered at the beginning of the application on the 'Project' tab.

Note: Match is required in the grant system. If you do not have match please enter Cash, $1, and click that it is match for the system to allow you to submit the application.

Worksheet Sample – Complete Project Budget and Source of Funding

Application Id: 830 - Preserving Oregon Grants - Diamonds in the Rough * Response Required

Contact | Project | Finance | Submit

Project Budget Worksheet

☒	Contractor/Consultant	$10,000.00	Edit
☒	Staff Time	$10,000.00	Edit
☒	Materials & Supplies	$8,800.00	Edit
☒	Volunteer Time	$5,000.00	Edit
☒	Design, Printing, etc.	$5,000.00	Edit
☒	Travel	$1,000.00	Edit
☒	Other - permits	$200.00	Edit

Total Project Cost: $40,000.00

Source of Funding Worksheet

☒	Staff Time	$10,000.00	Edit
☒	Heritage Access Grant	$5,000.00	Edit
☒	Volunteer Time	$5,000.00	Edit
☒	Organizational Cash	$2,000.00	Edit

Total Match for Sponsor: $22,000.00

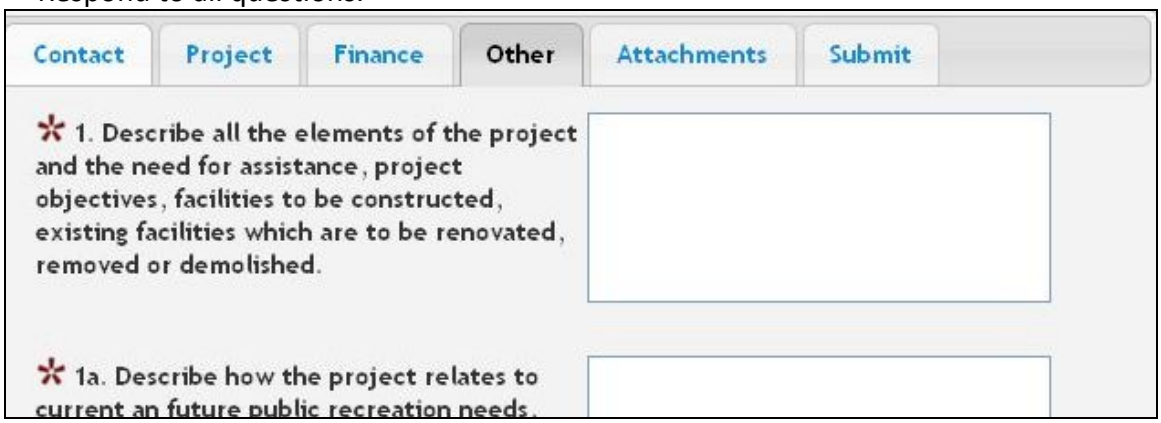
Grant Funds Requested: $18,000.00

Add Item to worksheet

Total: $40,000.00

r. ‘Other Funding Questions’ will include finance related questions about the project.

9. The “Supplemental” tab is where a majority of questions in the application are located. Respond to all questions.

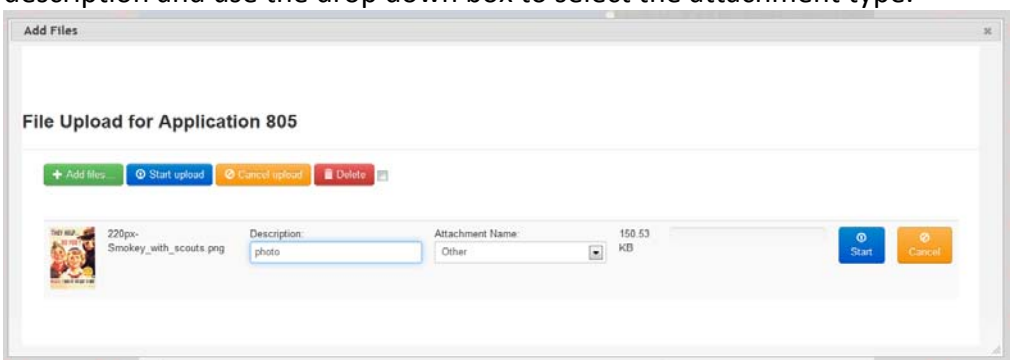


10. The ‘Attachments’ tab is where you will upload required supporting documents. The required documents are listed in this tab. Instructions for attachments are as follows:

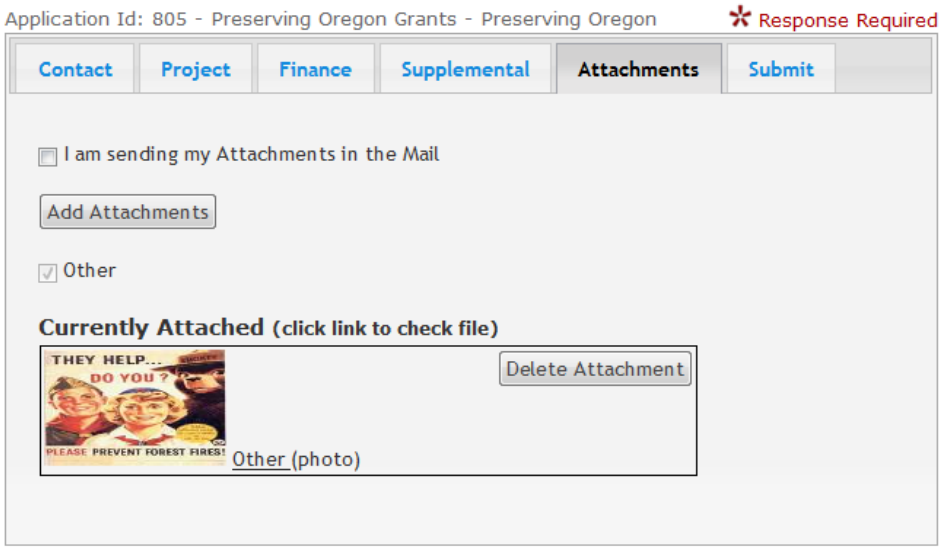
    a. After reviewing the list of required attachments, make the items you wish to upload available in a file accessible on your computer. If you need to scan items and save them to a file, do so. Uploaded attachments can be photos, Word documents, spreadsheets, PDF, etc. Please make photos individual files, don’t load them into a word or PDF document. Once you have your documents saved to a location of your choice, you may begin to upload documents.

b. To begin uploading documents click the 'Add Attachments' button. Step by step instructions will appear at this point.

c. Click the 'Add files' button. You will be prompted to select a file you're your computer. Then this window will appear. Give the attachment a short description and use the drop down box to select the attachment type.



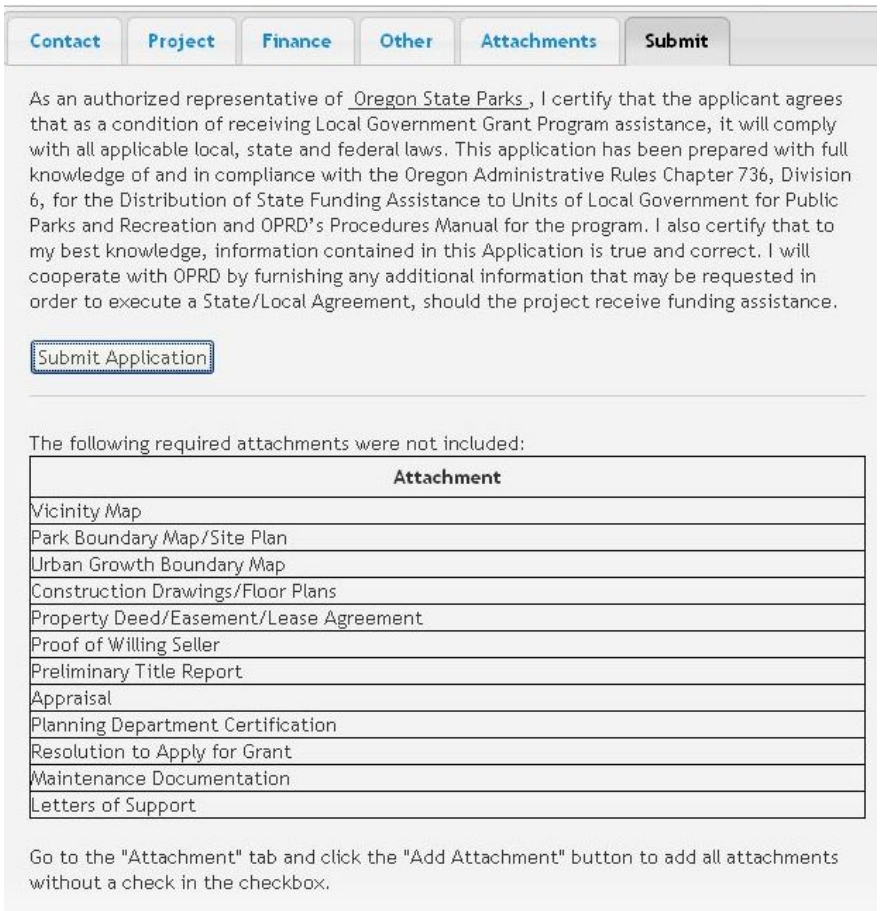
d. Uploaded attachments will appear on the attachment tab. You may need to refresh your browser or move to another tab and back to see them.



e. **If you would like to upload an attachment that is not specifically defined on the list, assign the "Other" attachments label to upload your documents. If you do NOT have "Other" attachments. Download a document with "NA" or "No Attachment" on it.**

f. There is an option to send all the required attachments by mail, if you choose to do this, check the 'I am sending my attachments in the mail' box. Follow the instructions in the manual for mailed attachments. Mailed attachments must arrive in Salem no later than April 6, 2012. It is preferred that attachments are uploaded rather than mailed if you have the capability to do so.

g. If you choose to upload your attachments, **ALL attachments on the list must be uploaded. If you do not have attachments for a specific category, you must upload a document under that attachment title that explains why you are not submitting anything in that category.** For example, if you do not have any 'Letters of Support' upload a letter stating that you do not have any letters of support. Doing this will allow the check box for that attachment title to be checked off and you will be able to submit a complete application. Keep in mind, most attachments are mandatory, so an explanation letter will not suffice in meeting the grant application requirements.



Contact | Project | Finance | Other | Attachments | Submit

As an authorized representative of Oregon State Parks , I certify that the applicant agrees that as a condition of receiving Local Government Grant Program assistance, it will comply with all applicable local, state and federal laws. This application has been prepared with full knowledge of and in compliance with the Oregon Administrative Rules Chapter 736, Division 6, for the Distribution of State Funding Assistance to Units of Local Government for Public Parks and Recreation and OPRD's Procedures Manual for the program. I also certify that to my best knowledge, information contained in this Application is true and correct. I will cooperate with OPRD by furnishing any additional information that may be requested in order to execute a State/Local Agreement, should the project receive funding assistance.

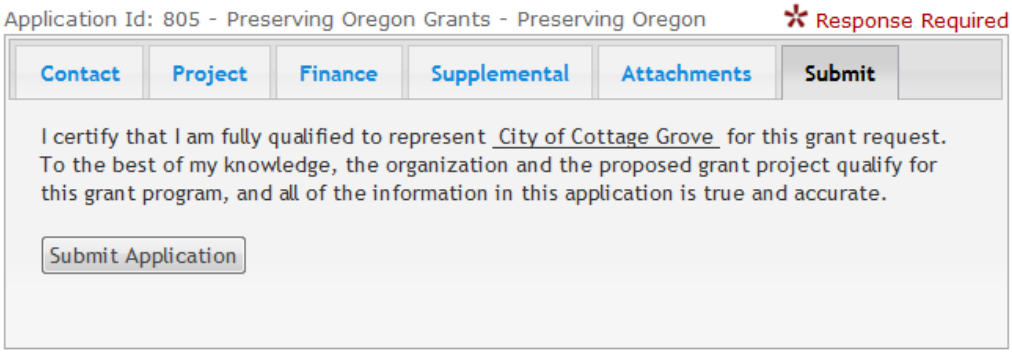
Submit Application

The following required attachments were not included:

Attachment
Vicinity Map
Park Boundary Map/Site Plan
Urban Growth Boundary Map
Construction Drawings/Floor Plans
Property Deed/Easement/Lease Agreement
Proof of Willing Seller
Preliminary Title Report
Appraisal
Planning Department Certification
Resolution to Apply for Grant
Maintenance Documentation
Letters of Support

Go to the "Attachment" tab and click the "Add Attachment" button to add all attachments without a check in the checkbox.

11. Once the application is complete go to the 'Submit' tab. Read the statement. If you agree with the statement click the 'Submit Application' button.



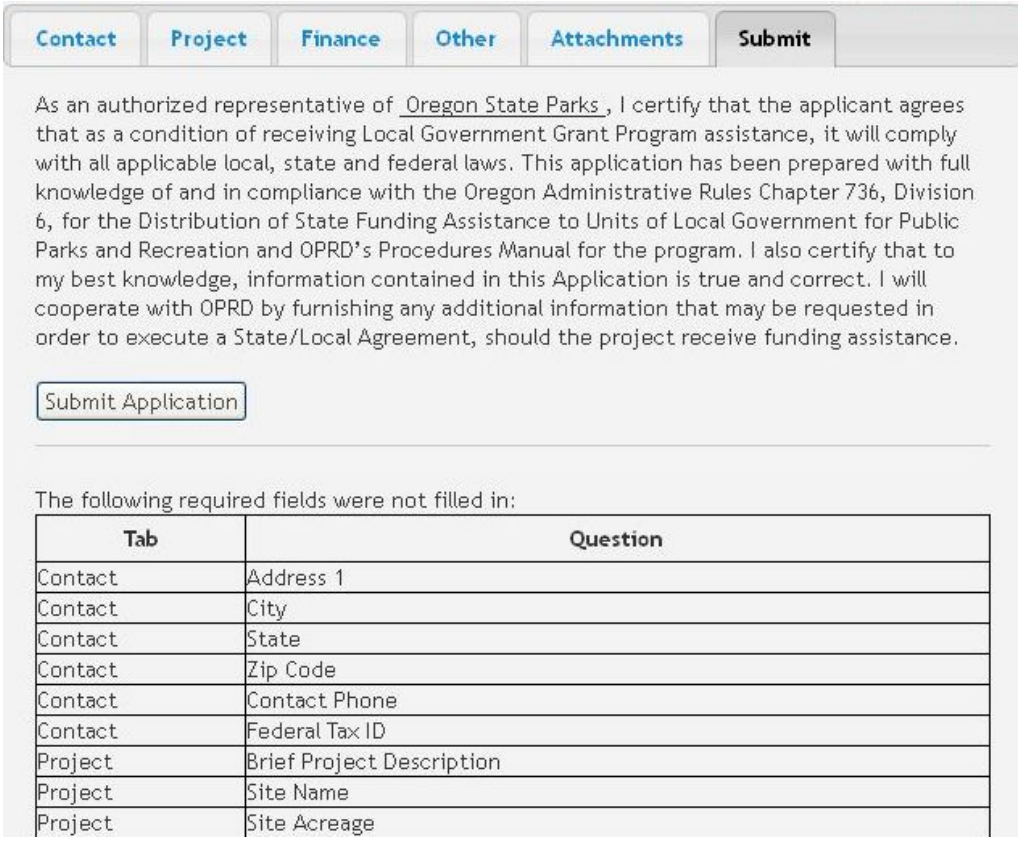
Application Id: 805 - Preserving Oregon Grants - Preserving Oregon * Response Required

Contact | Project | Finance | Supplemental | Attachments | Submit

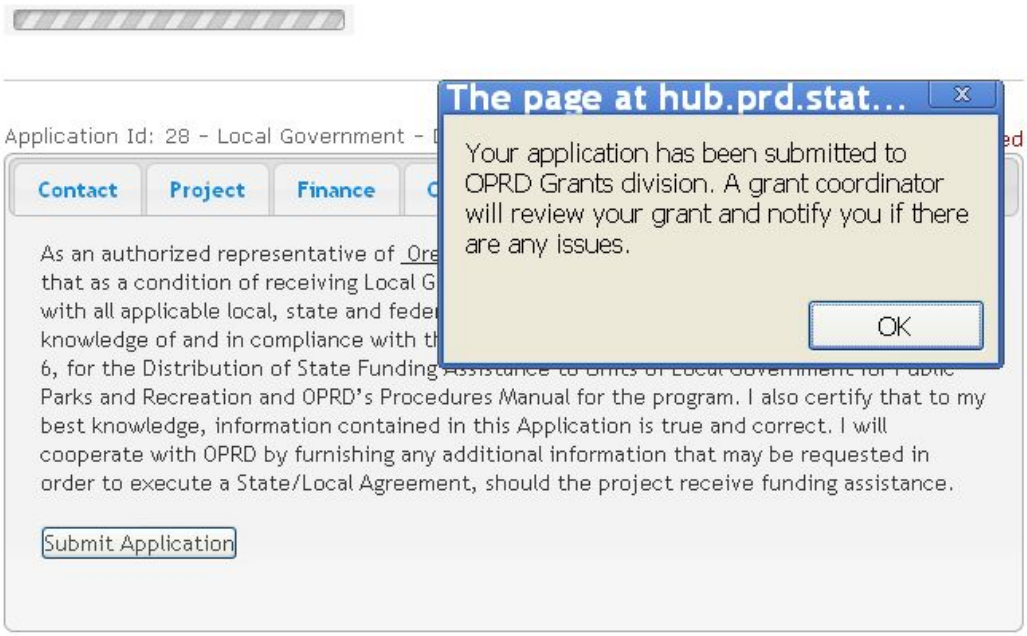
I certify that I am fully qualified to represent City of Cottage Grove for this grant request. To the best of my knowledge, the organization and the proposed grant project qualify for this grant program, and all of the information in this application is true and accurate.

Submit Application

If you submit an incomplete application, you will receive message letting you know what required fields were not filled in or what attachments were not submitted. You must complete all the required fields before your application can be submitted and accepted.

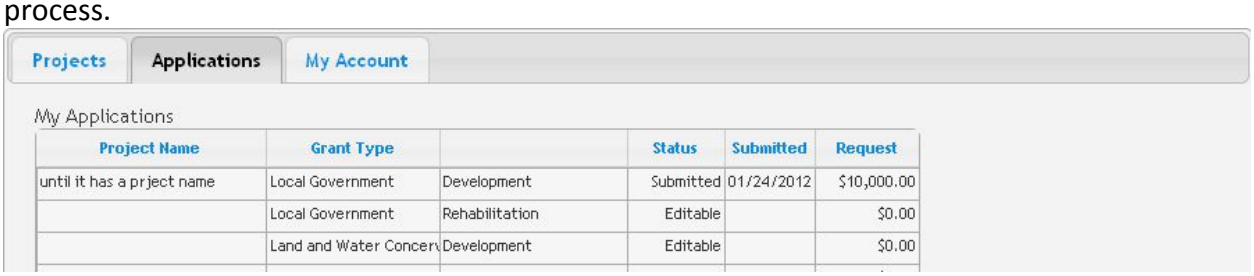


Once all fields are complete and the application is submitted, a message will pop up stating that your application has been submitted to the OPRD grants division. You will also receive an e-mail from oprd.recgrants@state.or.us notifying you that it has been received.



APPLICATION STATUS

1. You may log on to http://oprdgrants.org/ at any point to check the status of the application. The application status will be one of three depending on where it is in the process.



Project Name	Grant Type		Status	Submitted	Request
until it has a prject name	Local Government	Development	Submitted	01/24/2012	$10,000.00
	Local Government	Rehabilitation	Editable		$0.00
	Land and Water Concerv	Development	Editable		$0.00

2. The application will be in 'Editable' status while it is still being completed by the applicant and prior to it being submitted.
3. Once submitted the application status will change to 'Submitted'. Please check to make sure the application is in 'Submitted' status the by grant application deadline. If the application is not submitted by the deadline, it will be disqualified and not be considered for funding.
4. After submitted, OPRD staff will conduct a technical review of the application. If the application is complete and does not require further attention, the status will be changed from 'Submitted' to 'Reviewed'. When the application is in 'Reviewed' status you will not need to do anything unless contacted by OPRD staff. If you have a large grant request (over $75,000) you will be contacted by staff to schedule a presentation for the Local Government Grant Committee. If you have a small grant request you will be contacted after all applications are evaluated and ranked.
5. If the application requires updates or changes after staff technical review, you will be contacted via e-mail explaining what changes need to be made. The application status will be changed back from 'Submitted' to 'Editable' until the updates are reviewed by staff. Staff will work with the applicant until the application is corrected. After all corrections are approved the status will then change to 'Reviewed' and you will need to do nothing further unless contacted by OPRD staff.

APPLICATION TIPS & TROUBLESHOOTING:

- Complete as much information in the 'Project' tab as possible before moving on to other parts of the application. The most important parts to complete in the 'Project' tab first are the Project County, Grant Request, Match and Total items.
- Log out of the site if you need to leave your computer for more then half an hour. The system may become unresponsive if you stop working on the application for long periods of time without logging out.
- Be sure to click 'Save' often while working on the application. If you are working on a tab with many questions, you shouldn't work on more than a couple of questions at a time before saving your answers. You should always save immediately after answering a long narrative question.

- If you are having problems with the application, check to make sure you are using a browser that meets the system requirements outlined on the first page of these instructions.
- If you are using an acceptable browser and are having problems, try clearing your web browser's cache. If you do not know how to do this, search your browser's help menu for "clear cache" or call OPRD Grant Program staff for assistance. After clearing your browser's cache, exit your browser completely before attempting to access the site again. You should periodically clear the cache to allow your browser to function more efficiently.
- Have budgets and documents you will need ready when you log in to begin your application. The application isn't intended to be a place to work out your budget, this should already be figured out when you go to enter it in the application.
- If you are working on a narrative answer that will take a lot of time and editing, you should prepare and save that answer in a Word document. You then can cut and paste your answer into the application. Always save immediately after answering a question that you have put a great deal of time into completing. It is a good idea to double check that your narrative has actually saved by leaving that tab and coming back to see if the answer is there.
- If you see a message pop up that indicates there was a problem saving, likely your answer did not save. The best thing to do at this point would be to log out, log back in and try again.
- Save a PDF of your grant application for your records. When you open your application you will be on the 'Application Tab', you can click on the 'Export PDF' button. You can save the application at this point and print it if you want.