



WebGrants Instructions for Applying for Funding

Logging into the WebGrants System

On the Login Page (<https://orforestry.webgrantscloud.com>):

1. Click on User ID on the left side of your page under Login
2. Enter your User ID
3. Enter your Password
4. Click on 'Sign In'

A screenshot of the WebGrants login page. At the top left, there are two circular logos: the State of Oregon seal and the Oregon Department of Forestry logo. Below the logos is a "Login" section with a key icon. The login form has a heading "Enter your user id and password" and two input fields for "User ID" and "Password". A green "SIGN IN" button is below the fields. There are links for "Forgot User ID?" and "Reset Password?". At the bottom of the login section 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. It has a heading "ODF WebGrants Announcements" and a "Welcome message:" section. The message reads: "Welcome to the Oregon Department of Forestry's online grant management system! We encourage all who would like to connect with the Urban & Community Forestry (UCF) Program and learn about the new subaward programs to book a virtual one-on-one or visit the UCF subaward program webpage to attend an upcoming information session."

Notes before you start the application:

- Use the WebGrants Menu, not the Browser Menu.
- WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.
- Read the instructions on the screen for navigating in the system.



Creating an Application

1. Click on **'Funding Opportunities'** in the side menu bar.

Funding Opportunities
List of all current Funding Opportunities

Dashboard > Back < Print < Online Help ? Log Out

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on a funding opportunity to see the associated details and description, access any current applications you have created or start a new application. You can click the "Online Help" button in the toolbar at the top of the screen for additional information.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
1010	Test	Oregon Department of Forestry	Urban & Community Forestry Program	Growing Equity: Urban & Community Forestry Inflation Reduction Act - 2024	Jul 9, 2024 8:46 AM	Oct 15, 2024 11:59 PM

Showing 1 to 1 of 1 entries

2. Select the funding opportunity **'Title'** you are applying for.
3. Read the funding opportunity **'Details'** and **'Description'**.
4. Click on **'Start A New Application'**:

Funding Opportunities
List of all current funding opportunities

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Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Organization	Status
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Funding Opportunity Details [? Ask a Question](#) [Copy Existing Application](#) [Start New Application](#)

2 - Example Funding Opportunity

[Funding Opportunity Details](#)

Test Program Area

Final Application Deadline:

Status: Posted Program Officer: System Administrator



Notes after you Start the Application:

- Familiarize yourself with the [? Online Help](#) feature. If this tool does not provide the technical assistance you need, you can reach out to an administrator using the **'Ask a Question'** button.
- When a system administrator answers your response, you will receive an email alert from the WebGrants system. This may take up to one calendar week.

General Information Page

This is a system page that pulls from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

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

Application Creation Wizard - Step: 1

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.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:

Primary Contact*:

Organization*:

Additional Applicants*:

[Save Form Information](#)



2. Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click **'Save Form Information'**.

Application Creation Wizard - Step: 2

Application - General Information [Save Form 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.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 4
Program Area*: Test Program Area
Funding Opportunity*: 2-Example Funding Opportunity
Application Stage*: Final Application
Application Status*: Editing
Application Title*:
Primary Contact*: Test User
Organization*: Grantee Organization ▾

3. 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 **'Save Form Information'**.

Application - General Information [Save Form 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.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 4
Program Area*: Test Program Area
Funding Opportunity*: 2-Example Funding Opportunity
Application Stage*: Final Application
Application Status*: Editing
Application Title*:
Primary Contact*: Test User
Organization*: Grantee Organization

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

Additional Applicants: Additional App



Notes after you Start the Application:

- The system has created and assigned the application an identification number (ID#) when you clicked 'Save'. If you log out of the system at this point or any future point, **do not click on 'Start New Application'**.
- You can click on **'Applications'** from the Side Menu or; Click on **'Funding Opportunities'** and you will see your application in the top section.
- The application will time out after 30 minutes of use. Click 'Save' as needed.

Completing an Application

Once you have completed the 'General Information' in the Application Creation Wizard, you will be returned to the 'Application Details' page. The system will show a complete listing of all application components that are to be completed by the applicant to apply for funding in the WebGrants System.

1. Click on the next component listed underneath the 'General Information' tab to proceed (i.e. 'Eligibility Form').

Status: **Editing**

Stage: Final Application

Application Due Date: Oct 15, 2024 11:59 PM

Program Area: Urban & Community Forestry Program

Funding Opportunity: 1010-Growing Equity: Urban & Community Forestry Inflation Reduction Act

Organization: [REDACTED]

Requested Total: [REDACTED]

Application Preview | Attachments | Alert History | Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	



Note upon Component Completion:

- The Applications Details page will show a header in pink letting you know the status of component completion.
- All components of the application must be complete or the form cannot be submitted, with exception of Partner Organizations.

2. To edit a form, click the green 'Edit Form'. You can move to the next section by clicking the blue "Next" button at the bottom of the section, or you can move to any section by clicking one of the section tabs. You can also return to the 'Application Details' page by clicking on the 'App List' tab.

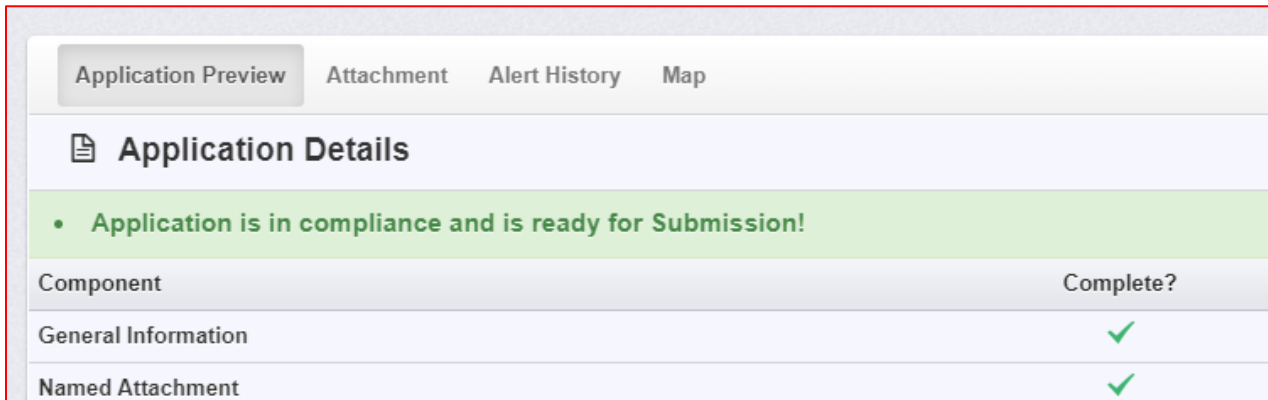
The screenshot displays the 'Eligibility Form' section within the WebGrants system. At the top, there is a navigation bar with tabs for 'App List', 'Genera', 'Eligib', 'Progra', 'Partne', 'Progra', 'Key Mi', and 'Budget'. The 'Eligib' tab is currently selected. Below the navigation bar, the section title 'Eligibility Form - Current Version' is shown. A light blue informational box contains instructions: 'This section includes questions to determine whether the project and primary applicant are eligible for the funding opportunity (note: you will be required to upload documents in this section). To edit this form, click the green "Edit Form" button in the upper right-hand corner of the section. When you are in editing mode, you can click on the green "Save Form" button to save all responses. Click the orange "Mark as Complete" button when you have completed the section.' Below this, the 'Eligibility Questions' section is visible, featuring a green 'Edit Form' button. A light blue note box states: '**Note: If the applicant answers "No" to any of the questions in this section, please reach out to discuss with the UCF Program staff (see contact information listed in the Call for Proposals).' Below the note, a text prompt asks: 'To qualify for funding through this Federal subaward, the primary applicant must be an eligible entity, as specified in the Call for Proposals (page 2). What type of entity is the primary applicant?': Local, regional, or special district government'. At the bottom of the form, there are two blue buttons: '← Previous' and 'Next →'.

Navigating in the Online WebGrants System

Most forms are editable by clicking '**Edit**' at the top part of the section of the form. However, multi-list sections are editable by clicking '**Add**' on the 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 '**Delete**'.

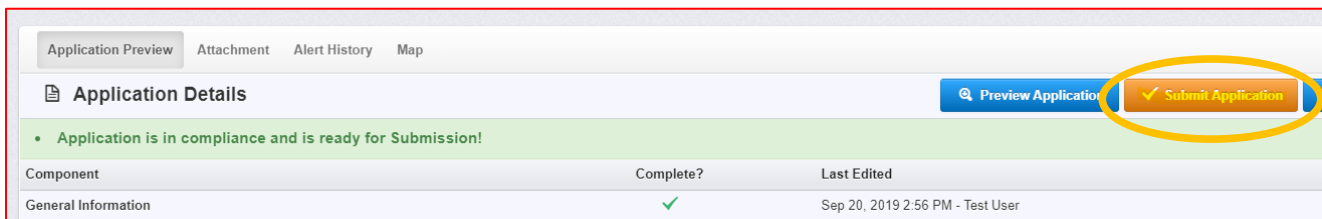
All information must be saved by clicking **'Save'** on the forms. If you do not click 'save' and you back out of the page, your information will be lost.

Once you have completed the entire application and all components are marked complete, your application is ready to submit. The header will turn green.

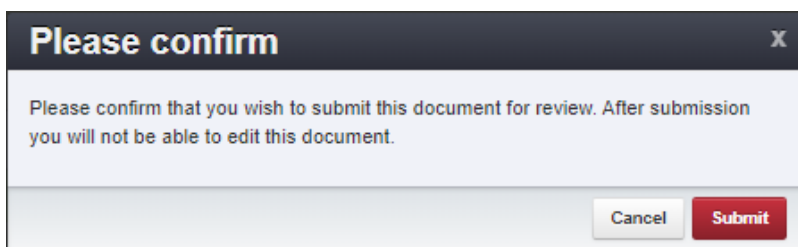


Submitting the Completed Application

1. Click the **'Submit Application'** button.



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



3. If ready, click **'Submit'**.



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

Submitted Applications
List of all current submitted applications

← Back Print Online Help Log Out

Current Applications Archived Applications

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	108-Test Funding Opportunity (Posted)
548	Editing	Pre-Application	Application	Smith Corporation	TEST-Test Program Area	108-Test Funding Opportunity (Posted)
549	Submitted	Final Application	Application	Smith Corporation	TEST-Test Program Area	528-New Final App FO 3-8-20 - Cassie (Posted)

Showing 1 to 3 of 3 entries

Printing the Submitted Application

1. Click on your application in **'Submitted'** status.
2. Click **'Print'** on your top menu and select **'Send to Printer'**.
3. When finished, click on **'Log Out'**.