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'

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.

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'**:

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'**.

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

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'**.

> **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:	███████████
Requested Total:	██████

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 <u>Applications Details</u> 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.


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.
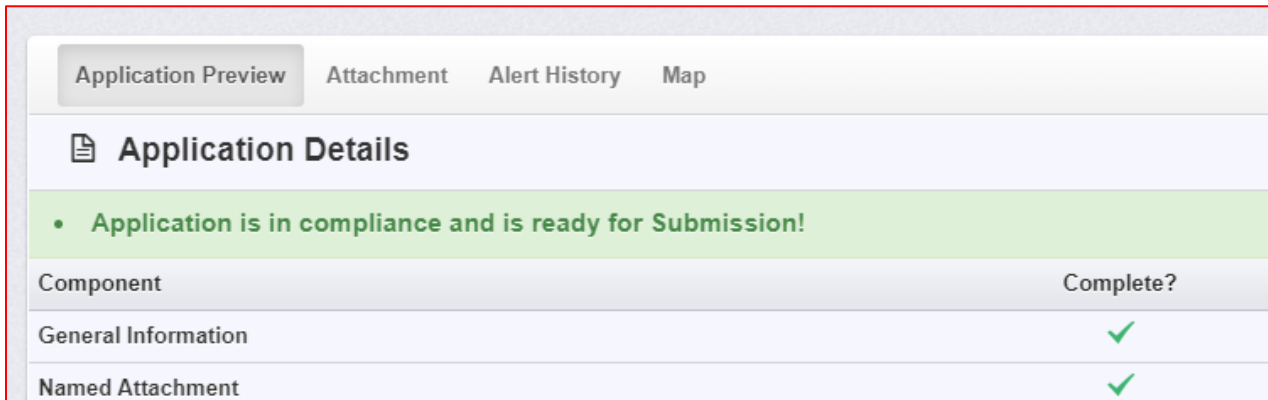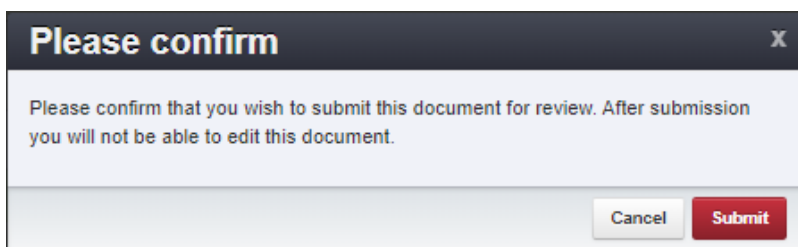

Submitting the Completed Application

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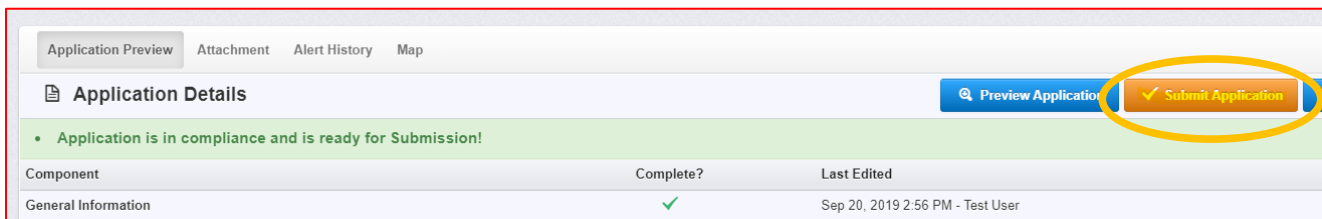
2. You will receive a pop-up confirmation informing you that once you click **'Submit'** the system will no longer let you edit the application.

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

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

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'**.