Online Grant Application Instructions
Land and Water Conservation Fund Grant Program

The Oregon Parks and Recreation Department’s (OPRD’s) recreation grant programs utilize an online grant application. These instructions are intended to assist with the online application process and may not address every possible scenario that could occur. For more information on how to respond to the application questions and learn more about the grant policies, refer to the relevant grant manual. Contact the individual OPRD grant coordinator for assistance.

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

1. Browser:
   - Firefox version 7 or higher.
   - Safari version 4 or higher.
   - Chrome version 10 or higher.
   - Internet Explorer version 9 or higher (WARNING: Using Internet Explorer is not recommended. 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 only samples of what an application looks like. They may vary from the application in the online system. Please see the Grant Manual for specific information on application content.

Questions?
For the Land and Water Conservation Fund (LWCF) Grant Program, contact Nohemi Enciso for assistance. nohemi.enciso@oprd.oregon.gov or 503-480-9092
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Accessing the Online Grant System


2. Login in or request an account
   a. Existing Users: Click on “Sign in”.
   b. New Users: Request an account by clicking “this link” on the OPRD Grants home page.

   IMPORTANT: Please do not share accounts. There is no limit to how many people in an organization can have an account.

2. a.: Existing Users
   Your username is your email address. Your password is one set by you. Click “Forgot Password” if needed.
2. b.: New Users

1. Click here:

![Image of Oregon Parks and Recreation: Grants Online]

2. Fill out the Grant System Request form.

![Image of Grant System Account Request form]

3. First look for your organization in the Organization drop-down. If it is not on the drop-down, click the box indicating that.

   a. When the organization is not already registered, fill in these additional fields:
4. Click the Submit Request button.

5. OPRD grants staff will contact you if there are any questions about your affiliation with the organization or your organization’s eligibility for grant programs. Once approved, you will receive email confirmation. This e-mail will include a link which will direct you to set your password.

Note: The link is only valid for a limited time so please set your password immediately. If the link expires or doesn’t work, follow the instructions for existing users and click “Forgot Password.”
**Updating Contact Information**

Your contact information will display within an application and Letter of Intent but cannot be updated there.

1. To update your contact information go to your home screen and expand the “People” panel. All active and inactive users associated with the organization will be listed. You can only edit your own contact information.

**Note:** If you see users that should no longer have access to your organization’s data, contact an OPRD grant coordinator.

2. Click on your name.

3. Click “Edit.”
4. Update your information and click “Save.”

Note: Your email address is your username for logging into OPRD Grants. Changing your email address here will change your OPRD Grants username.
**Initiating an Application**

Once logged in, you may begin applying for any grant programs that are currently accepting application and that your organization is eligible for.

1. If your account is associated with multiple organizations, select the organization that will be applying for a grant. The organization you select will be highlighted in blue.

   ![Organization Selection](image1)

2. Click on the red drop down to initiate a new application. The list will only include programs that are currently accepting applications and that your organization is eligible for.

   For LWCF, select a LWCF application making note of the grant types, i.e. Development, Rehabilitation, Acquisition, or Acquisition & Development. If you are not sure what to select, contact the LWCF grant coordinator.

   ![Application List](image2)

3. Your new application will now be available in the ‘Applications’ panel. Click on “This is your new application click here to begin.” Note: You will be able to see all past applications completed in the online grant system.

   ![Application Table](image3)

If you unintentionally create an application, you have the option to delete it.

![Delete Application](image4)
**Completing the Application**

When filling out the application, click “Save” often and keep a backup copy of your responses. Do not click ‘New Applications Available’ button to access your application as this will only add a new blank application to your Applications panel.

1. On your home screen, click on the application.

2. Click on the “Edit” button. This button will appear each time you log in until you submit the application.

Once you click “Edit” you will see the options to Save, Submit, or Cancel. You cannot click “Submit Application” until all required fields are completed and required attachments uploaded.
3. Each panel is a section of the application that must be completed. You may move from panel to panel during the course of completing the application.

- You are not required to complete the entire application or all parts within a panel all at one time.

- Click the “Save Application” button at the top of the screen after completing responses as often as you like.

- You will need to click the “Edit” button after you save in order to enter new information into the application.

- 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.

Note: Once you have filled in a Project Name in the Project informational panel, that name will appear in front of the Application # at the upper left of the screen and in the Applications panel on your home page.

It is recommended that you complete the ‘Project’ panel first.

**Project Information Panel:**
Basic information about your project. The Project Name will carry over from the Letter of Intent and can be changed if desired. All other fields must be completed.
Latitude and Longitude:

Find the location of your project by clicking on the “Find Lat/Lng” button. More detailed location information will be submitted on various map attachments.

Use the zoom function to locate your project area. Once zoomed in close enough, you can pinpoint the site.

Click “Save” when done.
Financial Information Panel
Information about your project finance including the estimated cost of project elements and source of match. There are a few things to keep in mind when you begin:

**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.**

This section will auto-fill as you enter worksheet line items and click “Save”:
1. **Add Project Items to the Project Budget Worksheet:**
   a. Once you have clicked “Edit” on the main application screen, click “Add Worksheet Item.”

   ![Project Budget Worksheet](image1)

   b. Enter the description of the budget item you wish to enter, then enter the value of that item in the Amount box, then click “Add Item”. **Do not select the box “Does this item include Match” while entering the project items, i.e. materials, equipment, supplies, etc.**

   ![Project Budget Worksheet](image2)

   c. After clicking “Add Item”, your Financial Information Section will look similar to the example below. Note that the Requested Amount and Total Project Cost reflect only the item(s) entered so far. That is how it should look until you complete the entire Project Budget Worksheet, including Match.

   ![Financial Information](image3)
d. Continue to add all the project elements repeating step 1a.-1c. above. Check to make sure that entries are accurate.

e. To edit an item, click the edit symbol.

![Project Budget Worksheet]

f. Make the change and click “Update Item.”

![Project Budget Worksheet]

g. To delete an item, click the delete symbol.

**Note:** The item will be deleted right away. You will not be prompted to make sure you want to delete it. Reenter the item if it was deleted by mistake.

![Project Budget Worksheet]

2. **Add Match Source(s) of Funding**
   a. Click “Add Worksheet Item.”

![Project Budget Worksheet]

b. Enter the description of the budget item you wish to enter, then enter the value of that item in the Amount box, then click “Add Item”. **Select the box “Does this item include Match”**. Enter the description of match, i.e. budgeted funds, donations, volunteer labor, etc.
When you are adding Match, enter 0 (zero) in the “Amount” field below the “Description” field. **Add the value of match in the “Match Amount” field.**

Continue adding the match items until complete.

c. If a match item includes a grant, you will need to check the box indicating your match is from another grant source (do not enter the LWCF grant you are applying for here). Click “Add Item” button.

d. Once all worksheet items have been entered, verify the cumulative amounts are correct and that the match percentage meets the LWCF minimum (50%). Below is an example of what the screen will look like after adding your project items and match source(s):
Don’t forget to click “Save Application” located in the upper right-hand corner of the application periodically!
Supplemental Information Panel
This section is where the majority of the detailed questions in the application are located. Questions may consist of yes/no, multiple choice, or a short or long answer. There are several narrative questions in this section. Brief, clear, and concise answers are encouraged.

Respond to all relevant questions in this section. While only some questions are marked as required (*), all responses are used to inform reviewers and LWCF Grant Advisory Committee members to either determine eligibility or score the application.

Some questions are directly related to a scoring category. Refer to the LWCF grant manual for more information about evaluation criteria used by the LWCF Grant Advisory Committee.
Attachments Panel
This is where you will upload required documents or any other documentation relevant to your application. Refer to the LWCF grant manual for more information or instructions for completing specific forms.

1. Make sure all documents are saved on your computer. Uploaded attachments can be photos, Word documents, spreadsheets, PDF, KMZ, etc.

2. To upload files under the relevant categories, click “Add Attachment.”

3. Click “Browse.”

4. Select your file and click “Open.”

Don’t see your file? Select “All Files” from this drop down.
5. Select the category to upload the file under. If it is outside of the required categories, use “Other” or “Additional Attachment”.

6. Enter a file description and click “Add File.”

7. Click the “Save Application” button located in the upper right-hand corner of the application. Repeat this until all required attachments have been uploaded.

**Tip:** If you have multiple documents to upload under one category (ex: Letters of Support), consider combining them into a single PDF and uploading as one file. This will ease the review process for staff and Committee members. You are encouraged to use a cover page indicating that multiple letters or other documents are included in the file.
8. Make sure that something is uploaded under each required category. You will see a green check mark in the “Required Attachments” panel heading and next to each item. This screenshot shows two items uploaded and others that are needed.

9. If you decide to delete the attachment, click the red X next to the attachment name.

Note:
- The “Files” panel contains forms that are required to be download and completed prior to uploading to the application. Forms are also found on the OPRD Grant Programs website.
- If you would like to upload an attachment that is not specifically defined on the list, use the “Additional Attachment” label to upload your document(s). If you do NOT have any ‘Additional Attachments’, upload a Word document marked as “N/A” in its place.
- 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 “Photos”, upload a Word document that explains why you do not have any photos. 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.

Submitting the Application

1. Once all required questions are answered and documents uploaded, you will have the option to click “Submit Application.”

![Save Application, Submit Application, Cancel buttons]

2. After click “Submit Application”, read the statement that pops up. If you agree with the statement check the “I agree” box and click the “Submit” button.

![Application Submission]

You will see another pop up stating that the application has been submitted. You will also receive an from the system notifying you that the application has been received.

![Application Submission]

3. On your home screen, you can check the status of your application.
Application Status

OPRD grants staff will contact you during the technical review process if any edits are needed. If edits are needed, they will change the status back to Editable and you will re-submit until completed. When the application is made available to the LWCF Grant Advisory Committee you will see the status change to “Reviewed.”

<table>
<thead>
<tr>
<th>Status</th>
<th>Grant Program</th>
<th>Award Year</th>
<th>Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Recreation Trails</td>
<td>2018</td>
<td>$10,000.00</td>
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</tbody>
</table>

1. You may log on to [https://oprdgrants.org/](https://oprdgrants.org/) at any point to check the status of the application by opening the “Applications” panel.
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 by grant application deadline. If the application is not submitted by the deadline, it will be disqualified and will 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.
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.
Application Tips & Troubleshooting

- Log out of the site if you need to leave your computer for more than 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 Application’ often while working on the application. If you are working on a panel 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. Avoid using Internet Explorer.
- 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 browsers 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. An application worksheet is provided in the “Files” panel in the online application, or on the OPRD LWCF website at: https://www.oregon.gov/oprd/GRA/Pages/GRA-lwcf.aspx
- 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 panel 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. If you don’t log first, this could cause more saving problems with rest of the questions on that panel.
- Complete the application well before the application deadline date. Applications will be accepted until the 11:59 PM on the deadline date.