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Oregon Parks and Recreation: Grants Online

## **Oregon Heritage Excellence Awards Online Application Instructions**

**OREGON HERITAGE  
OREGON PARKS AND RECREATION DEPARTMENT**

725 Summer Street NE, Suite C  
Salem, OR 97301

## GENERAL INFORMATION

The following instructions are intended to help applicants navigate the Oregon Heritage Excellence Awards program online application process. The instructions may not address every possible scenario that could occur, however, you will get the information necessary to navigate the reporting and reimbursement process.

For information on answering actual application questions, please refer to the Oregon Heritage Excellence Award Criteria found [here](#). Contact Katie Henry at (503) 877-8834 or [katie.henry@oregon.gov](mailto:katie.henry@oregon.gov) with additional questions.

Note: Screen shots and photos within these instructions are samples of what the application process looks like. These shots are from a variety of grant programs and simulated projects. In places where it says “grant” or “grants” this also refers to the awards application. We are using our grants system for the awards nominations process.

## SYSTEM REQUIREMENTS

System Requirements: The OPRD Online Grant System 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 functionality is available in Internet Explorer. To manage grants 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](http://fmbip.com) will show you which browser and browser version you are currently using.

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## SET UP AND ACCESS YOUR OPRDGRANTS.ORG ACCOUNT

### REQUEST AN ACCOUNT

**Important:** It is recommended that 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. Staff must review and approve your account request before you can access the online application. Requests will typically be reviewed within 3 business days.

1. Qualified applicants can request an account by clicking on the **Applying** tab or 'this link'.



2. You will then be directed to the **Grant System Account Request** page.

Home

## Grant System Account Request

! An account is only needed if you are applying or managing grants online.

### Contact Information

First Name \*

Last Name \*

Address

Address 1

Address 2

City

State

Zip Code

Phone

Fax

Email \*

Organization \*

☐ My organization is not in this list

To prevent spam submissions, please confirm the following phrases:

☐ I'm not a robot



Submit Request

- Enter your name and contact information. Be sure your email is correct as all correspondence and access is through this email address.
- Select your organization from the list. If your organization does not appear in the list, click the 'My organization is not in this list' box. If you do not want to submit under an organization you can select 'Private' from the options. Check the box for the **Heritage Grants**.

☒ My organization is not in this list

☒ I am interested in applying for Heritage Grants (Heritage Grants, Historic Cemetery Grants, Historic Preservation Grants, Museum Grants, Preserving Oregon Grants, Veterans War Memorial Grants).

☐ I am interested in applying for Recreation Grants (All-terrain Vehicle Grants, County Opportunity Grants, Land and Water Conservation Fund Grants, Local Government Grants, Recreation Trails Grants).

To prevent spam submissions, please confirm the following phrases:

☐ I'm not a robot



Submit Request

- At the bottom of the screen, check the 'I'm not a robot' box
- Click the 'submit request' button.

7. You will receive a **confirmation e-mail** from OPRD RecGrants once your request has been processed. Be sure to check your **spam or junk folder** if you do not see the email.

If you are approved for an account, this e-mail will include a link which will direct you to set your password. **Note:** This link is only available for a limited time. When you click the link a pop-up box will appear to enter your password. If this doesn't occur, you may need to turn off your pop up blocker.

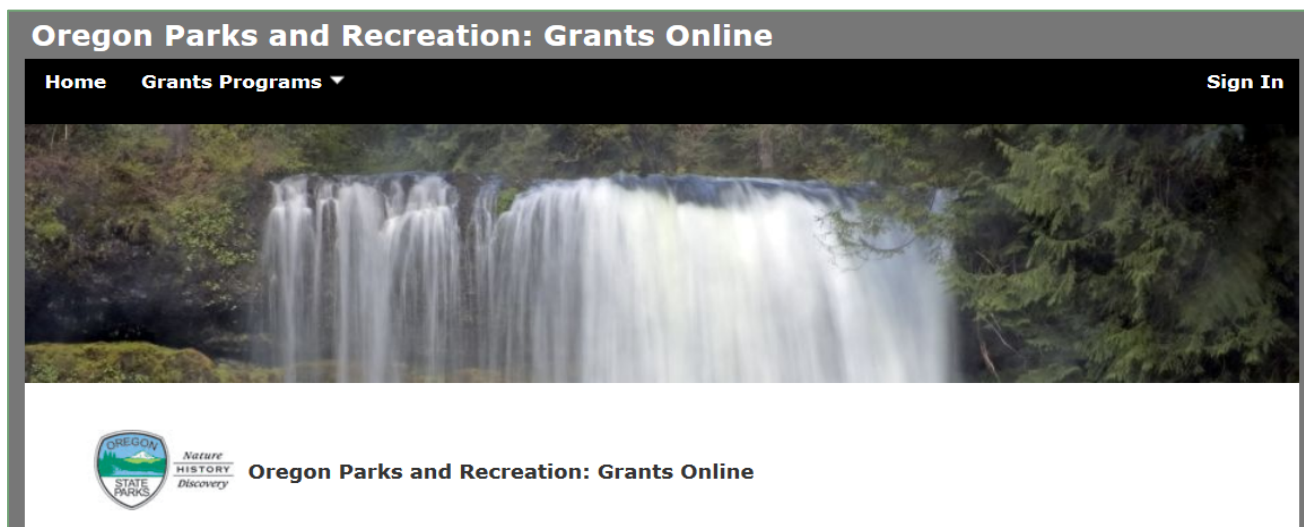
If the email you receive does not work for you, click 'forgot password' to get a new email sent to you. If you cannot set up your password, contact the coordinator.

Once you have set your password you may begin work on a grant application.

## LOG IN (AFTER ACCOUNT IS ESTABLISHED)

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1. Visit the Oregon Parks and Recreation: Grants Online site at <https://oprdgrants.org/> and click "Sign In" in the upper right hand corner of the page. This will take you to the Grant System Login.



2. Enter the same username (your email address) and password used when accessing grant applications.

**Grant System Login**

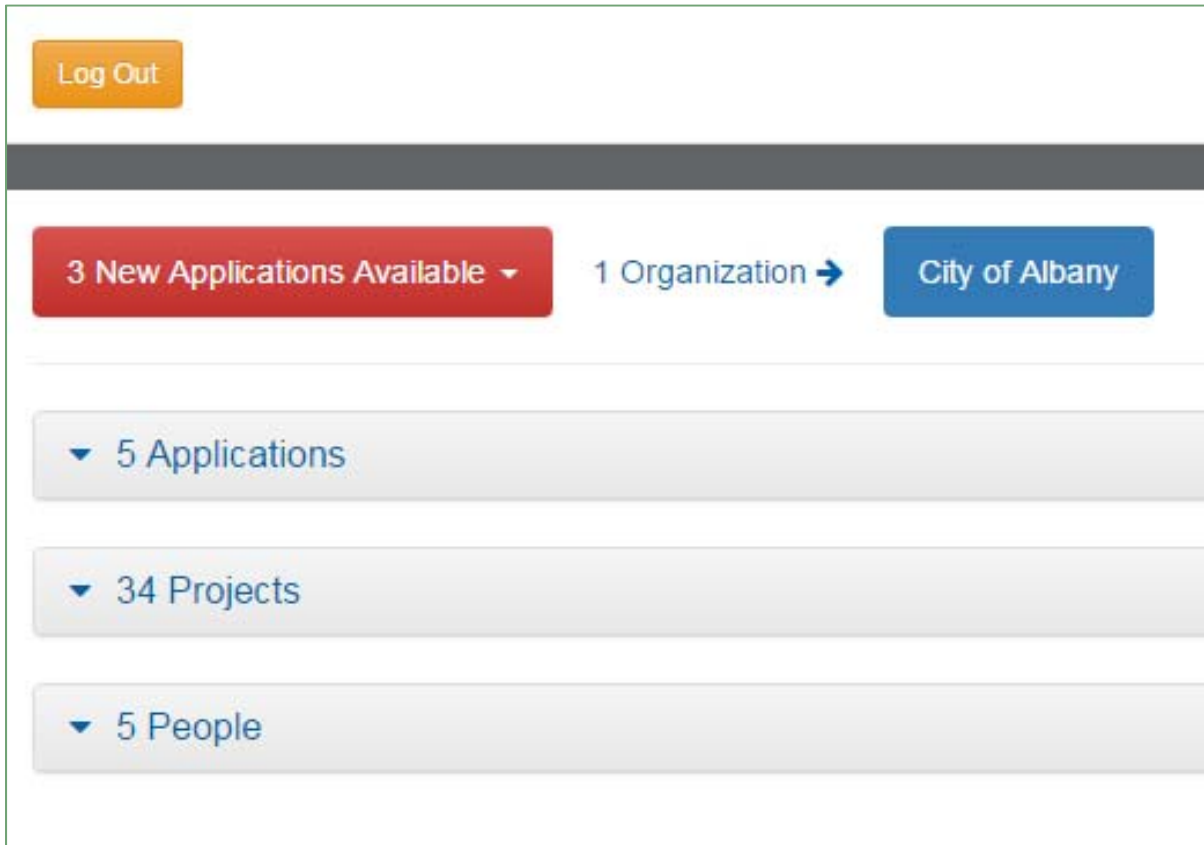
This website serves as the central point for all grant applications as well as reporting of awarded grants. Qualified applicants can request an account through [this link](#).

Username:

Password:

[Forgot password?](#)

3. Once logged in you will be at the **Home Page** and see:
  - a. Any organizations you are associated with – most have only one.
  - b. New applications available for programs with open grant cycles – if any.
  - c. Panels for all **Applications**, **Projects** (awarded grants) and **People** associated with your organization.



**Note:** All People associated with your organization can access all applications and projects.

## ACCESS APPLICATION

1 New Application Available ▾ 2 Organizations → OPRD Private

▾ 24 Applications

▾ 221 Projects

▾ 32 People

1. If you are associated in OPRD Grants Online with more than one organization, then those appear next to the red button.
2. If you are associated with more than one organization, select the organization that you are representing for this application. The numbers of available applications may change based on the eligibility requirements of each grant program. If you would like to know more about eligibility or to update your organization's eligibility for a program, contact the grant coordinator.
3. If you are applying as an individual select 'private'.
4. Select the red button to see a drop down menu of available applications. Click on the application you would like to submit. An open application will now appear in your applications tab. You will notice the number change. Choose **HAD – Oregon Heritage Excellence Awards**.

10 New Applications Available ▾ 2 Organizations → OPRD Private

ATV - Development: start by 01/05/2017  
 ATV - Planning: start by 01/05/2017  
 ATV - Emergency Medical Services: start by 01/05/2017  
 VAMM Memorial: due on 09/19/2017

5. Click '## Applications' section to see the list of applications and their status. Your new application will appear.

10 New Applications Available ▾ 2 Organizations → OPRD Private

▲ 23 Applications

Project Name	Status	Grant Program	Award Year	Funds Requested
Jones City Veterans Memorial	Editable	Veterans and War Memorial	2017	\$6,500.00
This is your new application click here to begin	Editable	Museum Grants	2017	

6. Select the application anywhere in the text of the project name field to open your application.



- Once you have started an application always open the application through the applications tab, unless you want to create a new application. You may open and close the application as many times as you would like until you submit the application.

4 New Applications Available ▾				
2 Organizations ➔				
OPRD Private				
▲ 21 Applications				
Project Name	Status	Grant Program	Award Year	Funds Requested
Jones City Veterans Memorial	Editable	Veterans and War Memorial	2017	\$6,500.00

## COMPLETE APPLICATION

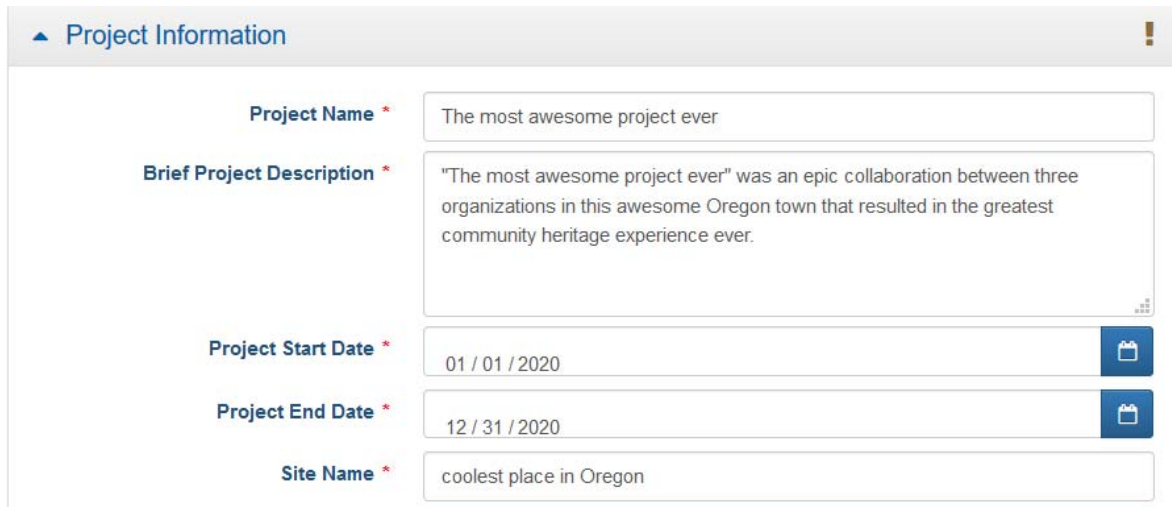
1. Once you open your application you will be at the **Grant Application Page** and see:
  - a. The application number
  - b. The application type
  - c. The 'Edit' button
  - d. The 'Delete Application' button. Only click this button if you want to completely delete the application, it cannot be recovered. If you accidentally create a new application you do not want to use, please delete it.
  - e. Project Information section
  - f. Contact Information section
  - g. Supplemental Information section
  - h. Required Attachments section

**EDIT button - Needs to be selected every time you want to enter information**

The screenshot shows the 'Grant Application Page' for Application #7042. At the top, there are 'Home' and 'Log Out' buttons. The main header displays '- Application #7042' and 'HAD Oregon Heritage Excellence Awards Application' with an 'Edit' button. Below this is a red notification bar stating 'Application created by Katie Henry. Application has no requested amount.' and a 'Delete Application' button. The main content area consists of four expandable sections: 'Project Information' (with a red asterisk), 'Contact Information' (with a green checkmark), 'Supplemental Information' (with a red asterisk), and '0 of 3 Required Attachments' (with a red asterisk).

2. Select the 'edit' button (upper right corner) every time you want to enter information.
3. Select each category to enter information into the application.
4. Select each section title to expand or contract the section view.
5. Items that have a red asterisk are required fields.
6. Select 'Save Application' as you complete work. This button only appears when in edit mode. You will need to select 'Edit' to continue working after saving.

## PROJECT INFORMATION



▲ Project Information

**Project Name \*** The most awesome project ever

**Brief Project Description \*** "The most awesome project ever" was an epic collaboration between three organizations in this awesome Oregon town that resulted in the greatest community heritage experience ever.

**Project Start Date \*** 01 / 01 / 2020

**Project End Date \*** 12 / 31 / 2020

**Site Name \*** coolest place in Oregon

1. Project Name: this is the name of the project, organization, or person being nominated
2. Brief Project Description: Please keep this brief.
3. Project Start and End Date: For the awards, this is not a critical field. You Can put the 2020 calendar year just for the sake of putting something in there.
4. Site Name: Use the site or community associated with the project, organization, or person being nominated.
5. Site City/Town/Area – The location where you or your organization is located.
6. Site County – The County where you or your organization is located.
7. Site Description – Put 'N/A' for this.
8. Site Acreage – The system will only accept round numbers, use '1'.
9. Latitude and Longitude – You must the system to fill in the Latitude and Longitude using the 'Find Lat/Lng' button.

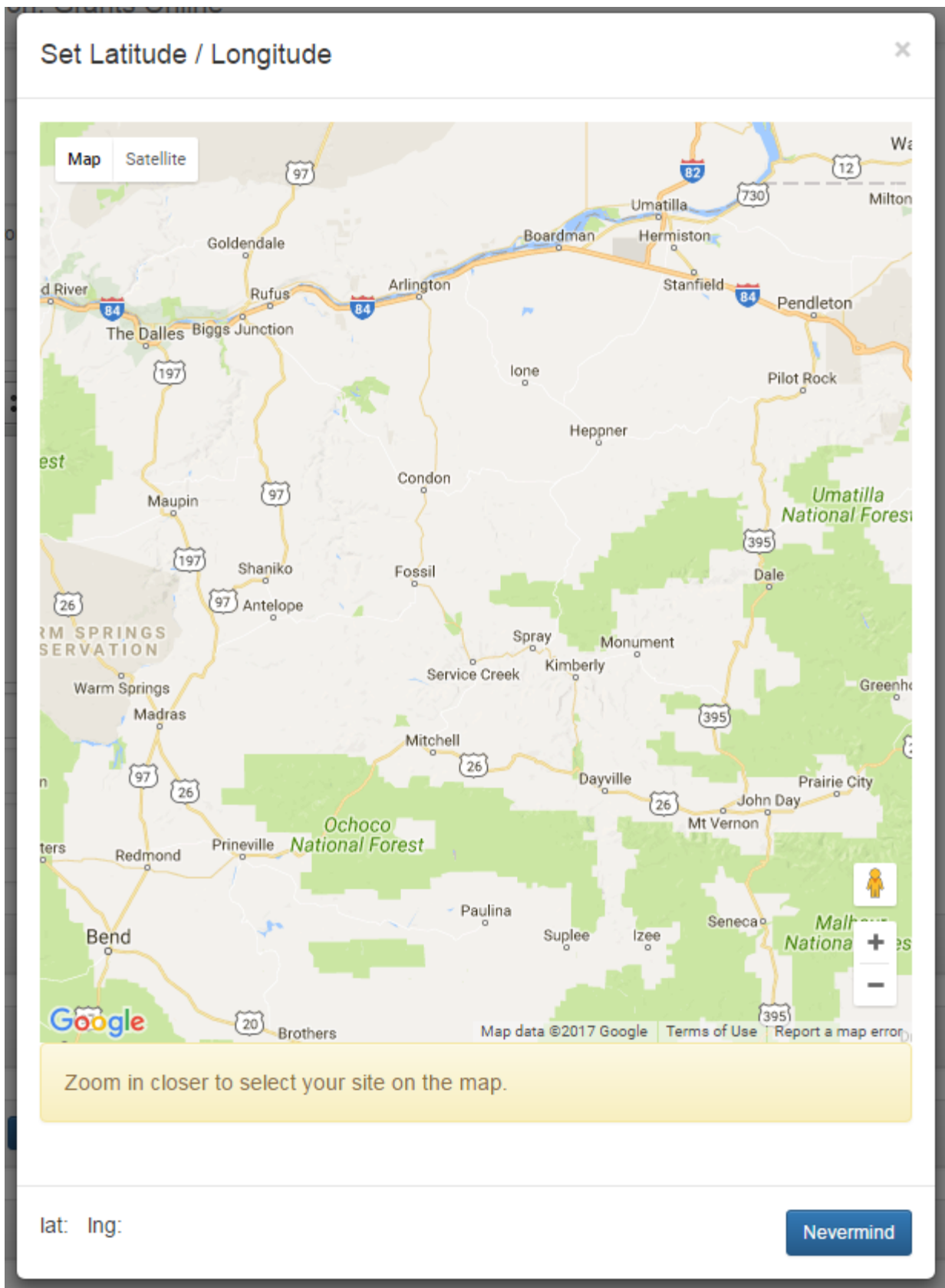


**Site Acreage \***


**Find Lat/Lng** **Latitude \***

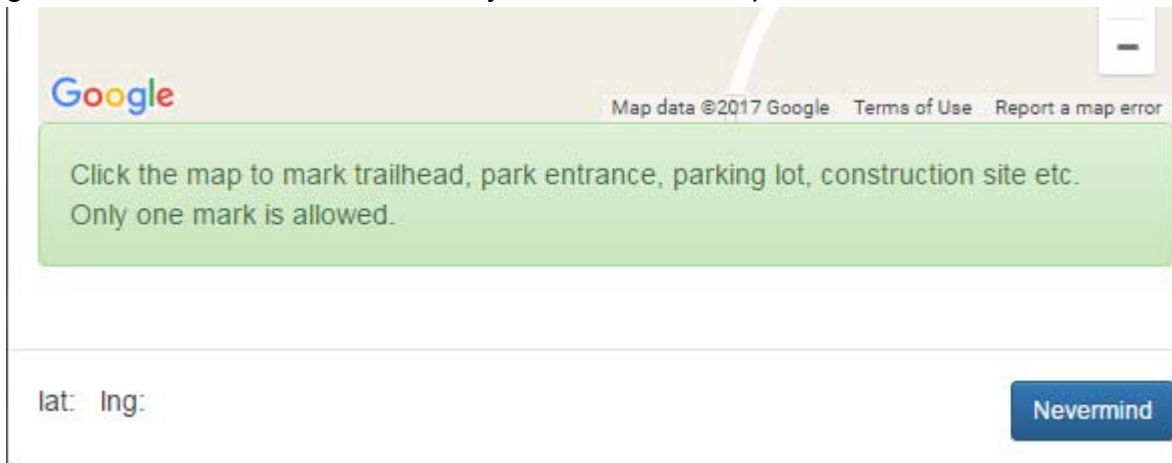
**Longitude \***

- a. Click the 'Find Lat/Lng' button.

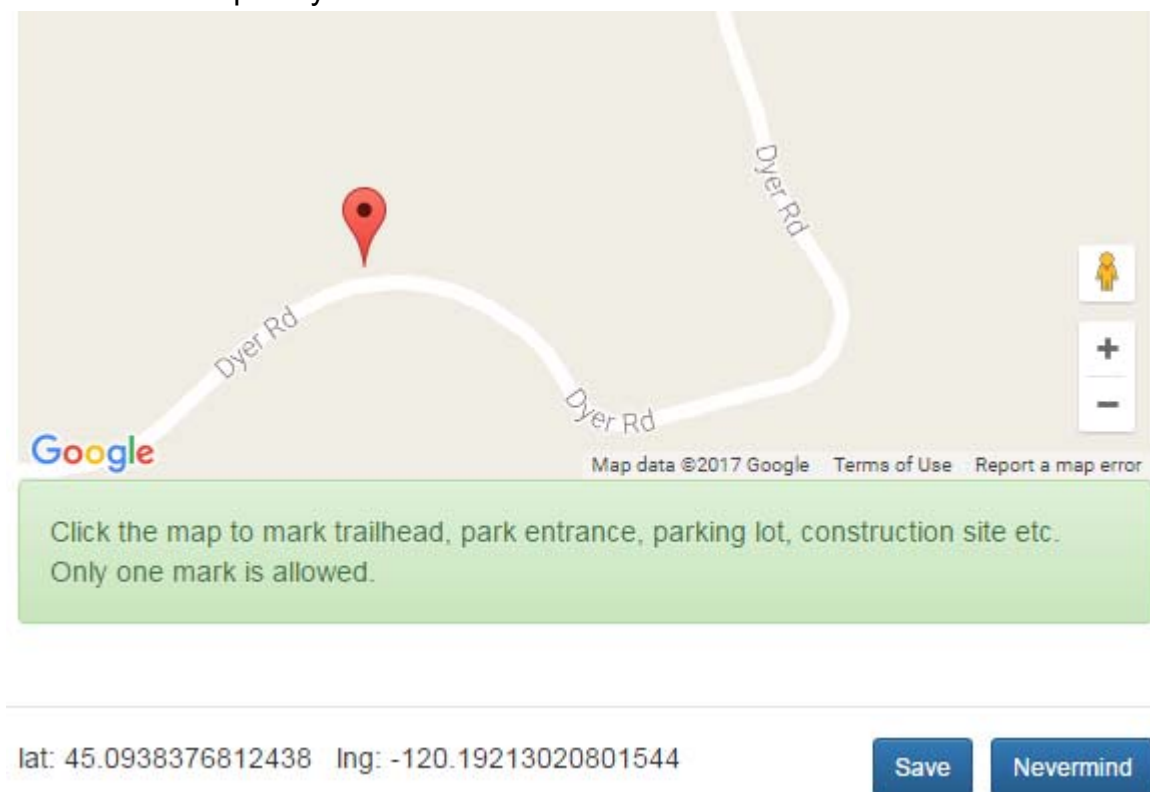


- b. The map button will pop up. You may need to scroll down to see the instructions and the buttons.

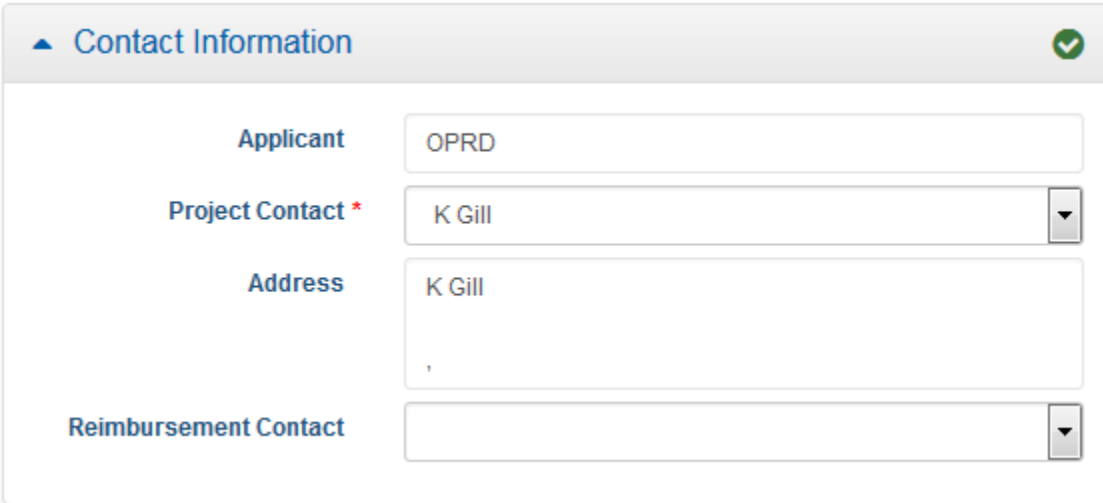
- c. When you move your mouse to the map, it will turn into a hand. When you click you can drag the map around. Drag the map until your location is in the center. Then click the  to zoom in. You may need to zoom in many, many times. Each time you zoom, move your location to the middle of the screen.
- d. When you are zoomed in enough the instruction information background will change to green and the instructions will tell you to click the map on the site.



- e. You will need to double click. A map point will drop. The lat: and lng: fields will fill in and a save button will appear. Click the 'save' button and the latitude and longitude will fill in on the application. You will still need to save the entire application to save this information completely.



## CONTACT INFORMATION



The 'Contact Information' form is a light gray box with a title bar at the top containing a blue triangle icon, the text 'Contact Information', and a green checkmark icon. Inside the form, there are four labeled input fields. The 'Applicant' field is a text box containing 'OPRD'. The 'Project Contact \*' field is a dropdown menu showing 'K Gill'. The 'Address' field is a text box containing 'K Gill'. The 'Reimbursement Contact' field is a dropdown menu that is currently blank.

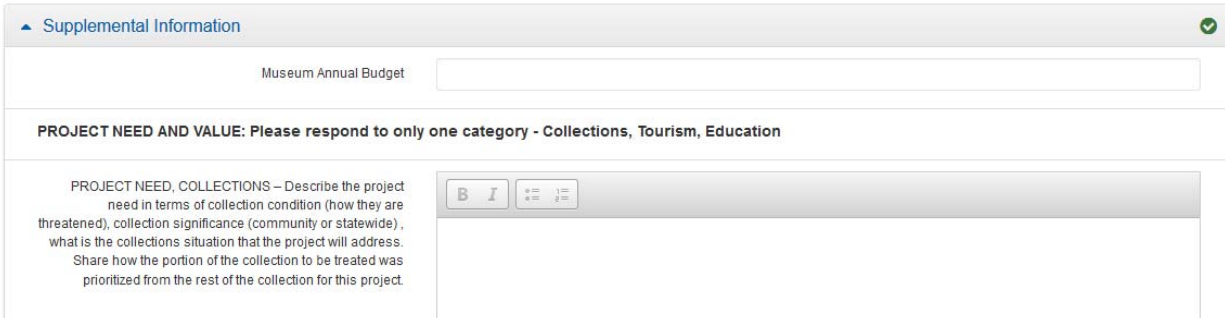
1. Enter the project contact as the person who is to be contacted about the results of the nomination. Leave the reimbursement contact blank as there is not a financial process with these applications.

## SUPPLEMENTAL INFORMATION

The **Supplemental Information** section is where a majority of questions in the application are located.

There are several narrative questions in this section. Questions that require a longer narrative response have an expanding box provided. The box will expand as you type until you have completed your response. Brief and concise answers are encouraged.

When preparing narrative answers, you may first prepare, edit and save those answers in another document. You can then cut and paste your answer directly into the application.



The 'Supplemental Information' form is a light gray box with a title bar at the top containing a blue triangle icon, the text 'Supplemental Information', and a green checkmark icon. Below the title bar, there is a text box labeled 'Museum Annual Budget'. Below that is a section header: 'PROJECT NEED AND VALUE: Please respond to only one category - Collections, Tourism, Education'. Under this header, there is a text box with the following instructions: 'PROJECT NEED, COLLECTIONS – Describe the project need in terms of collection condition (how they are threatened), collection significance (community or statewide), what is the collections situation that the project will address. Share how the portion of the collection to be treated was prioritized from the rest of the collection for this project.' To the right of the text box is a rich text editor toolbar with buttons for Bold (B), Italic (I), Bulleted List (bullets), and Numbered List (numbers).

1. Select 'Edit' in the upper right corner to begin entering or editing information.
2. You may save the application as often as you would like by selecting the 'Save Application' button. You will need to select 'Edit' again to continue working after saving.

## ATTACHMENTS

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The **Attachments section** is where you will upload required supporting documents such as information about the conference, workshop, or training. This includes programs, schedules-at-a-glance, website information, information supporting the receipt of another source of funding such as a conference scholarship. The required documents are listed in this tab and include Letters of Support, Photos, and Additional Attachments. Instructions for attachments:

1. 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, PDFs, etc. Once you have your documents saved to a location of your choice, you may begin to upload document

A screenshot of a web interface for managing attachments. At the top, a grey bar contains a blue triangle icon, the text '0 of 3 Required Attachments', and a blue button labeled 'Add Attachment'. Below this, a list of three attachment types is shown, each with a red exclamation mark icon: 'Additional Attachment', 'Letters of Support', and 'Photos'.

2. Select 'Add Attachment'

A screenshot of the 'Add Attachment' form. The top grey bar shows '0 of 7 Required Attachments' and an 'Add Attachment' button. The form has three required fields: 'File \*' with a 'Browse...' button, 'For \*' with a dropdown menu, and 'Description \*' with a text input field. At the bottom right are two buttons: 'Add File' (blue) and 'Nevermind' (orange).

3. Select 'Browse' to find the file you would like to attach. A window will open to search your device for files.
4. Once you select the files. Select to the type of attachment from the 'For' drop down. There must be at least one attachment per required file type in the 'For' drop down. Enter a short description to explain the attachment. For example, Letter of support from VFW, memorial drawings, site photo, etc.

▲ 0 of 7 Required Attachments Add Attachment

File *	<span>Browse...</span> Chrysanthemum.jpg
For *	Property Photo
Description *	site location photo

Add File Nevermind

5. Select 'Add File'.

6. Once you add a file it will appear in the file type selected.

▲ 1 of 2 Required Attachments Add Attachment

✓ Attachments	photo of current collections conditions jpg
! Budget detail & estimates	

7. If you do NOT have any Other – Non-Required Attachments, simply upload a **blank place-holder page** to fill the position. This will allow you to proceed and submit the application.



## SUBMIT APPLICATION

1. Be sure all required fields are complete. Red exclamation points mean there are incomplete required fields. The green check mark means all fields are complete.

Jones City Veterans Memorial - Application #3397 VWM Memorial Application [Edit](#)

Application created by K Gill. Application has no requested amount.. [Delete Application](#)

▼ Project Information ✓

▼ Contact Information ✓

▼ Financial Information ✓

▼ Supplemental Information ✓

▼ 7 of 7 Required Attachments ✓

2. Select 'edit' and then select 'Submit Application'.
3. A window will pop up. If you are ready to submit, check the 'I agree' box and select 'Submit'. **You WILL NOT be able to make changes once the application is submitted.**

Application Submission

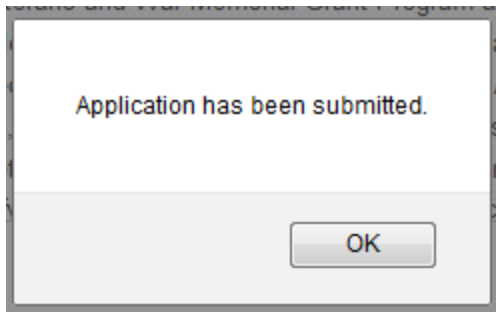
**B** *I*

As an authorized representative of OPRD, I certify that the applicant agrees that as a condition of receiving Veterans and War Memorial 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 17, for the Distribution of State Funding Assistance to Units of Local Government for Veterans and War Memorials and OPRD's Procedures Manual for the program. I also certify that to my best knowledge, information contained in this

I agree ☐

[Submit](#) [Nevermind](#)

4. A window will pop up confirming the application has been submitted. You will also receive an e-mail from [opr.d.recgrants@state.or.us](mailto:opr.d.recgrants@state.or.us) notifying you that it has been received.



5. Your application will now have submitted status in your Applications tab. You will not be able to make changes once it is submitted.

A screenshot of a web application interface. At the top, there are navigation elements: a red button with "4 New Applications Available", a blue link "2 Organizations", a blue button "OPRD", and a blue link "Private". Below these is a section titled "21 Applications" with a dropdown arrow. Underneath is a table with the following data:

Project Name	Status	Grant Program	Award Year	Funds Requested
<a href="#">Jones City Veterans Memorial</a>	Submitted	Veterans and War Memorial	2017	\$5,000.00

6. If you attempt to submit an incomplete application, you will receive a message letting you know which 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.

## APPLICATION STATUS

1. You may log on to <http://oprddgrants.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.

▲ 21 Applications				
Project Name	Status	Grant Program	Award Year	Funds Requested
<a href="#">Jones City Veterans Memorial</a>	Submitted	Veterans and War Memorial	2017	\$5,000.00
<a href="#">Cazadero Goose Creek Crossing</a>	Closed	Recreation Trails	2016	\$205,600.00
<a href="#">Boones Ferry Road to SW Maplecrest Drive Trail</a>	Closed	Recreation Trails	2016	\$21,305.00
<a href="#">Neat Project</a>	Editable	Museum Grants	2016	\$10,000.00
<a href="#">Oregon Trail Rut Documentation Project</a>	Closed	Preserving Oregon Grants	2015	\$14,733.00

2. The application will be in **Editable** status while it is still being completed by the applicant and prior to being submitted.
3. Once submitted, the application status will change to **Submitted**. Please check to make sure the application is in 'Submitted' status by the grant application deadline. If the application is not submitted by the deadline, it will be disqualified and will not be considered for funding.
4. Once 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 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 acceptable. After all corrections are approved the status will then be changed to 'Reviewed' and you will not need to do anything further unless contacted by OPRD staff.

## APPLICATION TIPS & TROUBLESHOOTING

1. Complete as much information as possible in the **Project tab** before moving on to other parts of the application.
2. **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.
3. **Be sure to click Save often** while working on the application. You should save your work after completing a couple of questions at a time. You should always save immediately after answering a long narrative question.
4. 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. Sometimes, simply changing browsers will fix a problem.
5. 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.
6. **Have needed budgets and documents 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 prior to entering it in the application.
7. When preparing narrative answers, it is recommended that you **prepare, edit and save those answer in another 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 been saved by leaving that tab and coming back to see if the answer is there.
8. If you see a pop up message indicating there was a **saving problem**, it is likely that your answer did not save correctly. The best thing to do at that point would be to log out, log back in and try again. If you don't log out first, this could cause more saving problems with the rest of the questions on that tab.
9. It is recommended that you **complete the application well before the application deadline date**. However, applications will be accepted up until midnight of the deadline date. No applications can be submitted after the deadline.