

## Applying for a Grant

Registered users can apply for grants using open funding announcements. Users will use their assigned username and password to log in to the Egrants website.

An application is created in response to an open Funding Announcement and is the way an agency applies for a grant from ICJI.

### Creating an Application

Log in to Egrants using the username and password that is has been provided to all registered users.

On the Welcome page there are two way to create a new application

- Funding Announcement link in the menu at the top of the page.
- The 2<sup>nd</sup> Click Here link

System will time out at: 08:50:33 AM. Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | **Funding Announcement** | Project Management | Work Manager | Internal Menu

Welcome to ICJI Egrants!  
Please select a menu tab or prompt link to continue.

**CLICK HERE** To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).

**CLICK HERE** To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).

**CLICK HERE** To view any Alerts and/or Tasks assigned to you (Work Manager tab).

**CLICK HERE** To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (User

- Enter data in the space provided to search for the funding announcement that an application will be created for, and click Search.
- Choose from the list of open funding announcement provided.

Search Criteria:

Funding Announcement Title:

Program Area: [All]

Funding Stream: [All]

Plan Year: [All]

Status: Open

**Search**

Fund. Annc. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
<a href="#">2012 VOCA Assistance Grant</a>	Victims Services	2010 VOCA, 2011 VOCA, 2012 VOCA	\$7,777,662.00	7/18/2012	8/17/2013	Open
<a href="#">2012-2013 Safe Haven</a>	Youth Services - ST	Safe Haven	\$930,260.00	4/18/2012	12/31/2013	Open
<a href="#">COPED---Safe Haven UAT testing</a>	Youth Services - ST	2013-2014 Safe Haven	\$100,000.00	2/14/2013	12/31/2013	Open
<a href="#">Group Test FA 3</a>	Drug and Crime	2011 JAG	\$500,000.00	3/22/2013	12/4/2013	Open
<a href="#">Group Test FA 4</a>	Drug and Crime	2011 JAG	\$500,000.00	4/3/2013	5/1/2013	Open
<a href="#">Safe Haven UAT TEST</a>	Youth Services - ST	Safe Haven	\$100,000.00	2/12/2013	12/31/2013	Open
<a href="#">Safe Haven UAT testing</a>	Youth Services - ST	2013-2014 Safe Haven	\$100,000.00	2/13/2013	12/31/2013	Open
<a href="#">SH UAT TESTING-TAKE 2</a>	Youth Services - ST	2013-2014 Safe Haven	\$100,000.00	3/12/2013	12/31/2013	Open

Click the Create New Application button.

- If a person is registered under more than one agency that person will need to select what agency is applying for the grant by choosing the appropriate agency from the Applicant Agency drop down menu.

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FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: Group Test FA 4      Program Contact Person: [Ms. Beth Hampshire](#)  
Year: 2011      Fiscal Contact Person: [Ms. Beth Hampshire](#)  
Program Area: Drug and Crime  
Funding Stream: JAG  
Funding Area: Justice Assistance Grant  
Release Date: 4/3/2013  
Due Date: 5/1/2013  
Concept Papers Required? No  
Competitive/Non-Competitive: Competitive  
Amount Announced: 500,000.00  
Status: Open  
Summary:

You may view the Funding Announcement document [here](#).

Applicant Agency:

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
Indiana Criminal Justice Institute	<a href="#">1884</a>	Group Test 13
Indiana Criminal Justice Institute	<a href="#">1886</a>	Group Testing Take 13
Indiana Criminal Justice Institute	<a href="#">1889</a>	Testing to compare to Dev

Please send technical comments and problems to [ICJI EGRANTS Support \(QA\)](#)  
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- If an application has already been started and/or submitted for this agency a message will appear to ask for confirmation that an additional application should be created.
- Click Ok to move on.

FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: Group Test FA 4      Program Contact Person: [Ms. Beth Hampshire](#)

Program Area: Drug and Crime  
Funding Stream: JAG  
Funding Area: Justice Assistance Grant  
Release Date: 4/3/2013  
Due Date: 5/1/2013  
Concept Papers Required? No  
Competitive/Non-Competitive: Competitive  
Amount Announced: 500,000.00  
Status: Open

A Response has already been created for the selected Agency for this Funding Announcement.  
Do you wish to continue?

- A grant number will be assigned to the application. It is important that this number be remembered as it will follow this application through the entire process and will be the grant ID if the application is awarded.

Status: Open - Draft      Funding Announcement: [Group Test FA 4](#)

Your Grant ID is 1889. Please write this number down.  
You will use this Grant ID to access your project from now on.

Section Name	Last Update
<a href="#">Main Summary Information</a>	4/16/2013 8:38:04 AM
JAG New/Continuation Program	4/16/2013 8:38:03 AM
JAG Program Description	4/16/2013 8:38:03 AM
JAG New Program Implementation Plan	4/16/2013 8:38:03 AM
Budget Detail	4/16/2013 8:38:04 AM
Request Agency Budget	4/16/2013 8:38:03 AM



- Recipient Agency: The agency that receives the funds from a project.
    - Local Government Agencies: Clerk, Treasurer, Auditor
    - State Government Agencies: Same as the Applicant Agency
    - Not for Profit: Same as the Applicant Agency.
 NOTE: If the Recipient Agency has not registered in the Egrants system they must do so before they can be added as a Recipient Agency.
  - Project Director: Person responsible for the project.
  - Financial Officer: Person responsible for the fiscal reporting for the project.
  - Primary Contact: Person who should be contacted for questions about the project.
- NOTE: The Project Director and the Financial Officer cannot be the same person.
- Listing of Signatories: Only needed if a signature page is required for the application.
  - Start Date and End Date: The dates the project will begin and end.
  - Keyword: Must be selected for all applications.
  - House, senate districts, and school district can be added as instructed.
  - Change the "Completion Status" to "Complete" and Save.

Back Button will not take you back pages, instead use the application menus and controls.

[? Logoff](#)

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Grant ID: 1889  
 Status: Open - Draft

Project Title:  
 Fund Announcement: [Group Test FA 4](#)

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**MAIN SUMMARY**

Section Point Value: 0  
 Completion Status: In Process  
                           Complete  
 SubGrant: In Process  
 Applicant Agency: [Indiana Criminal Justice Institute](#)  
 EID #: 00-0000000

Created By: Ms. Beth Hampshire  
 Last Update By: Ms. Beth Hampshire

Created Date: 4/16/2013 8:38:03 AM  
 Last Update Date: 4/16/2013 8:38:04 AM

Recipient Agency: [Indiana Criminal Justice Institute](#)  
 Project Director: Ms. Beth Hampshire [Details](#) Project Director not listed in dropdown? [?](#)  
 Financial Officer: Ms. Sarah Davis [Details](#) Financial Officer not listed in dropdown? [?](#)  
 Primary Contact: Ms. Beth Hampshire [Details](#) Primary Contact not listed in dropdown? [?](#)  
[Additional Contacts \(0-ICJI\)](#)

Change Applicant  
 Change Recipient

Program Staff Contact: [Ms. Beth Hampshire](#)  
 Fiscal Contact: [Ms. Beth Hampshire](#)

Award Letter Received Date:

Listing of Signatories

Add New Signatory

Name	Title

Application Invitation Date:  
 Application Received Date:  
 Advisory Committee Meeting Date:  
 Commission Meeting Date:  
 Start Date: 01/01/2013  
 Signature Paper Received Date:  
 Returned Date:

Continuation Invitation Date:  
 Application Award Date:  
 Application Award Amount:  
 Notification of Award Date:  
 End Date: 12/31/2013  
 Resubmitted Date:

Short Project Title: \*

Brief Project Description: \*



- Budgets are completed by Category and by Source.
- Category: These are the budget categories available in each application that line items can be created in to request funds.
- The categories with blue links are the categories selected in the funding announcement as available for the applicants.
- Source: These are the type of funds available to use receive for the line item request.
- Click the blue links in the Category section to begin entering line items.

Completion Status:  Created By: Ms. Beth Hampshire Last Update By: Ms. Beth Hampshire Created Date: 4/16/2013 1:37:11 PM Last Update Date: 4/16/2013 1:37:11 PM System will time out at: 02:24:55 PM Remaining time: 29:56

BY RECIPIENT AGENCY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Indiana Criminal Justice Institute	0.00	0.00	0.00
Total: Σ	0.00	0.00	0.00

BY CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
<a href="#">Personnel</a>	0.00	0.00	0.00
<a href="#">Confidential</a>	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00
<a href="#">Travel (including Training)</a>	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	0.00	0.00	0.00
<a href="#">Consultants</a>	0.00	0.00	0.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total: Σ	0.00	0.00	0.00

BY SOURCE	FUNDS	TOTAL
Federal	0.00	0.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	0.00	0.00

Budget Setup Save Save And Continue Editing Back

- Personnel: Line items for personnel expenses.
- Click Add New Line.

Example of Personnel budget category.

Back Button will not take you back pages, instead use the application menus and controls.

? **Logout**

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Grant ID: 1907      Project Title: Manual Test  
 Status: Open - Draft      Fund Announcement: [FA Test 1](#)

**PERSONNEL**

Position	Name	Fund Type	Cost		Total
			Grant Funds	Matching Funds	
Total:			0.00	0.00	0.00

- Enter the Position and Title.
- Select the Funding Type from the drop down.
- Enter a computation.
  - The computation is the equation used to determine the amount of funds requested.
- Enter the Cost.
- Click Save And Add Another to add additional lines, or click Save to go back out to the summary.

System will time out at: 02:35:07 PM.  
Remaining time: 29:58

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Grant ID: 1907      Project Title: Manual Test  
 Status: Open - Draft      Fund Announcement: [FA Test 1](#)

**PERSONNEL BUDGET LINE ITEMS**

Created By:    Created Date:  
 Last Update By:    Last Update Date:

Position : \*  (maximum 70 characters)  
 Name:  (maximum 70 characters)  
 Fund Type:  (maximum 70 characters)  
                    (maximum 70 characters)  
                     
                   

Computation      Cost

Year 1:         

Total Cost Σ   

          

- Confidential: Funds used for undercover operations.
  - For Task Force use only.

- Employee Benefits: Fringe benefits for employees including insurance, FICA, Retirement, ect.
- Travel (including Training): Funds used for any travel and or attendance of trainings.
- Equipment: Purchases of equipment with a unit cost of \$500.00 or more. This amount can be split between grant funds and match funds.
  - This is the only category that does the computation for the applicant.
  - Enter the Item.
    - Select the Fund Type from the drop down menu.
  - Enter the unit cost.
  - Enter the quantity.
    - If the cost of a piece of equipment is being split between grant funds and match funds the quantity should be the percentage paid by each type of fund.
    - Example: If the line item is for a \$2000.00 copier and 50% is grant funded and 50% is match funded then the quantity is .5 for each line item.

EQUIPMENT BUDGET LINE ITEMS

Created By:    Created Date:  
Last Update By:    Last Update Date:

Item : \*  (maximum 70 characters)

Fund Type:  (maximum 70 characters)

	Unit Cost	Quantity	Cost Σ
Year 1:	2,000.00	1.000	2,000.00
		Total Cost Σ	2,000.00

- Supplies and Operating Expenses: Line items for office supplies and other goods or services that are needed to operate the program.

- Consultants: Line items that are paid by contract.
  - Consultants have 3 categories.
  - Consultants, Consultant Travel, Products and Services

System will time out at: 03:03:09 PM  
Remaining time: 29:55

**CONSULTANTS**

Name / Position	Service Provided	Fund Type	Cost		Total
			Grant Funds	Matching Funds	
General	Consulting	Grant Fund	10,000.00	0.00	10,000.00
Total:			10,000.00	0.00	10,000.00

**CONSULTANT TRAVEL**

Consultant: \*  Location:

Item	Location	Fund Type	Cost		Total
			Grant Funds	Matching Funds	
Total:			0.00	0.00	0.00

**PRODUCTS OR SERVICE**

Consultant: \*

Consultant	Item	Fund Type	Cost		Total
			Grant Funds	Matching Funds	
Total:			0.00	0.00	0.00

**OVERALL TOTALS**

Grant Funds	Matching Funds	Total
10,000.00	0.00	10,000.00

- A line item must be added to Consultants to be able to use the other 2 categories.
  - The Name of the consultant will populate in the drop down menus.
  - Enter all the needed information as in the other budget categories.
  - The total of all 3 consultant categories will be found at the bottom of the summary page.
- Construction: Line items for allowable construction cost.
  - Other: Any other line items that do not fit into other categories available.

- Enter the amounts for each Source.
- Click the box next to the appropriate source. If there are multiple sources it is up to the applicant to keep track of how much funds were requested in each source.

System will time out at: 03:27:38 PM. Remaining time: 29:58

BY RECIPIENT AGENCY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Indiana Criminal Justice Institute	28,100.00	28,100.00	56,200.00
Total: Σ	28,100.00	28,100.00	56,200.00

  

BY CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Personnel	10,000.00	10,000.00	20,000.00
Confidential	500.00	500.00	1,000.00
Employee Benefits	5,000.00	5,000.00	10,000.00
Travel (including Training)	1,000.00	1,000.00	2,000.00
Equipment	1,000.00	1,000.00	2,000.00
Supplies & Operating Expenses	600.00	600.00	1,200.00
Consultants	10,000.00	10,000.00	20,000.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total: Σ	28,100.00	28,100.00	56,200.00

  

BY SOURCE	FUNDS	TOTAL
Federal	28,100.00	28,100.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	28,100.00	28,100.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	56,200.00	56,200.00

- When the Budget Detail section is finished change the completion status to "Complete" and click Save.

Completion Status: In Process Complete In Process

System will time out at: 03:30:00 PM. Remaining time: 29:58

BY RECIPIENT AGENCY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Indiana Criminal Justice Institute	28,100.00	28,100.00	56,200.00
Total: Σ	28,100.00	28,100.00	56,200.00

  

BY CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Personnel	10,000.00	10,000.00	20,000.00
Confidential	500.00	500.00	1,000.00
Employee Benefits	5,000.00	5,000.00	10,000.00
Travel (including Training)	1,000.00	1,000.00	2,000.00
Equipment	1,000.00	1,000.00	2,000.00
Supplies & Operating Expenses	600.00	600.00	1,200.00
Consultants	10,000.00	10,000.00	20,000.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total: Σ	28,100.00	28,100.00	56,200.00

  

BY SOURCE	FUNDS	TOTAL
Federal	28,100.00	28,100.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	28,100.00	28,100.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	56,200.00	56,200.00

- Performance Indicators: Measures that are set up to collect data to show the performance of a project.
  - Click the Performance Indicator link.

System will time out at: 03:35:05 PM. Remaining time: 29:57

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1907      Project Title: Manual Test  
 Status: Open - Draft      Fund Announcement: [FA Test 1](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
<a href="#">Budget Detail</a>	Complete	0	4/16/2013 3:00:51 PM
<a href="#">Main Summary Information</a>	Complete	0	4/16/2013 2:48:00 PM
<b><a href="#">Performance Indicators</a></b>	In Process	0	4/16/2013 1:35:13 PM
<a href="#">Recipient Agency Budget</a>	In Process	0	4/16/2013 1:35:13 PM

      

- There are 2 type of performance indicators those Established by ICJI and Established by Subgrantee.
  - Established by ICJI performance indicators will already be in the section.
  - Established by Subgrantee performance indicators needs to be added to the section by search the Performance Indicator Library.
  - Click the Add New Performance Indicator to search.

PERFORMANCE INDICATORS

Section Point Value: 0  
 Completion Status:

Created By: Ms. Beth Hampshire      Created Date: 4/16/2013 3:02:20 PM  
 Last Update By: Ms. Beth Hampshire      Last Update Date: 4/16/2013 3:02:20 PM

Project Phase Target

1. Established by ICJI

- 1.1. Total number of seatbelt patrol hours worked.
- 1.2. Number of Seat Belt Citations this reporting period.
- 1.3. Number of child restraint violations.
- 1.4. Total number of arrests made during enforcement period (including misdemeanors and felonies).
- 1.5. Total number of OTHER citations written during this enforcement period. Do not include seatbelt and child restraint citations in this count.

2. Established by Subgrantee

- Enter the necessary search parameters and click Search.
- Select the Performance Indicator(s) needed.
- Click Assign Selected Indicators.

PERFORMANCE INDICATOR LIBRARY

Search Criteria:

Title:  Search

Purpose:

Owner:

Measure Type:

Assign Selected Indicators
Create Performance Indicator

Select	Title	Owner	Measure Type
<input type="checkbox"/>	Achieve 40-55% completeness of all trauma data in the Indiana Trauma Registry	Traffic Safety	Outcome
<input type="checkbox"/>	Crash Fact Sheet Completion Timeline	Traffic Safety	Outcome
<input type="checkbox"/>	Development and completion of state wide Crash Fact Book	Traffic Safety	Outcome
<input type="checkbox"/>	E-Code linkage of injury	Traffic Safety	Outcome
<input type="checkbox"/>	How many sobriety checkpoints did you conduct that were multi-jurisdictional?	Traffic Safety	Process

- Applicants can create their own performance indicators.
- They are created the same way that a performance indicator is created in the library.
- They must be approved by the research division director before they can be used.
- Enter the Project Phase Target in the boxes provided (if applicable for the performance indicator).
- Change the Completion Status to "Complete" and click Save.

PERFORMANCE INDICATORS

Section Point Value: 0 Completion Status:

Created By: Ms. Beth Hampshire Created Date: 4/16/2013 3:02:20 PM  
 Last Update By: Ms. Beth Hampshire Last Update Date: 4/16/2013 3:13:43 PM

Project Phase Target

1. Established by ICJI

1.1. Total number of seatbelt patrol hours worked

1.2. Number of Seat Belt Citations this reporting period

1.3. Number of child restraint violations

1.4. Total number of arrests made during enforcement period (including misdemeanors and felonies)

1.5. Total number of OTHER citations written during this enforcement period. Do not include seatbelt and child restraint citations in this count.

2. Established by Subgrantee

2.1. Development and completion of state wide Crash Fact Book N/A

Add New Performance Indicator
Submit Issue/Comment
View History
Save
Back

- Recipient Agency Budget: This section collects the information on other types funds that are used to support the project including other grant fundd, state, and local funds.
  - Click the Recipient Agency Budget link.

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
<a href="#">Budget Detail</a>	Complete	0	4/16/2013 3:00:51 PM
<a href="#">Main Summary Information</a>	Complete	0	4/16/2013 2:48:00 PM
<a href="#">Performance Indicators</a>	Complete	0	4/16/2013 3:08:37 PM
<a href="#">Recipient Agency Budget</a>	In Process	0	4/16/2013 1:35:13 PM

- Revenue
  - Federal Funds: All other federal funds used to support the project. Do not include the funds requested in the application.
  - State Funds: All other state funds used to support the project. Do not include the funds requested in the application.
  - Local Funds: All other local funds used to support the project.
  - Add Row: Click the Add Row button to add a line for funds that are not found in the other 3 categories.

RECIPIENT AGENCY BUDGET FOR CURRENT FISCAL YEAR

Section Point Value: 0  
 Completion Status:

Created By: Ms. Beth Hampshire  
 Last Update By: Ms. Beth Hampshire  
 Created Date: 4/16/2013 1:35:13 PM  
 Last Update Date: 4/16/2013 1:35:13 PM

System will time out at: 03:55:04 PM.  
 Remaining time: 29:58

Agency:

Agency Year:

Revenue	Total Amount
Federal Funds	<input type="text" value="0.00"/>
State Funds	<input type="text" value="0.00"/>
Local Funds	<input type="text" value="0.00"/>
<b>List Other Funds</b> <input type="button" value="Add Row"/>	
Total: Σ <input type="text" value="0.00"/>	

Expenditures	Total Amount
General Fund	<input type="text" value="0.00"/>
Capital Budget	<input type="text" value="0.00"/>
Community Development	<input type="text" value="0.00"/>
Other	<input type="text" value="0.00"/>
Total: Σ <input type="text" value="0.00"/>	

- Expenditures
  - General Fund: All expenditures out of the general fund for the project.
  - Capital Budget: All expenditures out of the capital budget fund for the project.
  - Community Development: All expenditures for community development for the project.
  - Other: All other expenditures for this project.

- This section is not used for anything other than FYI, and is not necessary to complete.
- There are 5 questions that must be answered in this section about sustainability.

1) Are any of these fund sources to be used in the implementation of this project?

2) If so, name the source and the intended use. If not, identify the source of the matching contributions.

3) Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project?

4) If so, describe the source and state the amount.

5) Do you intend to apply for continuation funding for this project?

Save Save And Continue Editing Return to Project Summary

- When finished change the Completion Status to "Complete" and Save.

**Section Point Value: 0**  
 Completion Status:

Created By: Ms. Beth Hampshire  
 Last Update By: Ms. Beth Hampshire  
 Created Date: 4/16/2013 1:35:13 PM  
 Last Update Date: 4/16/2013 1:35:13 PM

Agency:   
 Agency Year:

Revenue	Total Amount
Federal Funds	0.00
State Funds	0.00
Local Funds	0.00
<b>List Other Funds</b> <input type="button" value="Add Row"/>	
Total: Σ	0.00

1) Are any of these fund sources to be used in the implementation of this project?

2) If so, name the source and the intended use. If not, identify the source of the matching contributions.

3) Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project?

4) If so, describe the source and state the amount.

5) Do you intend to apply for continuation funding for this project?

Save Save And Continue Editing Return to Project Summary

- Complete all other added sections of the application as instructed by the division managing the funding announcement.
- All section status must be “Complete” to for the Submit Application button to be available.
- Click the Submit Application button to submit.
- Click the View Application button to view a PDF of the application.

Grant ID: 1907      Project Title: Manual Test  
 Status: Open - Draft      Fund Announcement: [FA Test 1](#)

**APPLICATION SUMMARY**

Section Name	Status	Point Value	Last Update
<a href="#">Budget Detail</a>	Complete	0	4/16/2013 3:00:51 PM
<a href="#">Main Summary Information</a>	Complete	0	4/16/2013 3:34:36 PM
<a href="#">Performance Indicators</a>	Complete	0	4/16/2013 3:08:37 PM
<a href="#">Recipient Agency Budget</a>	Complete	0	4/16/2013 3:34:45 PM

View Application    **Submit Application**    Withdraw Application  
 View Issues/Comments

- A text box will appear to confirm that the application is ready to be submitted.
- Click “Ok” to finalize the submission of the application.

Grant ID: 1907      Project Title: Manual Test

**Message from webpage**

Are you sure you want to submit this document? Reminder: You can view the application at any time by using the View Application button.

OK    Cancel

- Once an application has been submitted it can be withdrawn if the applicants no longer need the grant funds.
- Click the Withdraw Application button to withdrawal an application.

**APPLICATION SUMMARY**

Section Name	Status	Point Value	Last Update
<a href="#">Budget Detail</a>	Complete	0	4/16/2013 3:00:51 PM
<a href="#">Main Summary Information</a>	Complete	0	4/16/2013 3:41:58 PM
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