Welcome to the ISDA Grants Management Portal

Welcome to the Indiana State Department of Agriculture Quick Start Guide for Specialty Crop Block Grants. This guide is intended to serve as a resource for grant applicants to help navigate the online grants management portal. If you have any questions about the portal or need technical assistance, please contact Leah Harmon or Andrew Carty.

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Requesting an Account

To request an account for the ISDA Grants Management Portal, please fill out this form. ISDA will review your request and create your account. You will then receive an email from the portal instructing you to create a password.

Accessing the ISDA Grants Management Portal

To access the portal, use the link on the ISDA Grants and Funding Opportunities page or go directly to https://indianaegms.force.com/Grants/. The portal is accessible on most common internet browsers; however, it is not compatible with Internet Explorer. ISDA recommends using Chrome, if possible.
After your account is created, you will use your user name and password to login.

If you forget your password, click on “Forgot you password?” in the lower left to reset it. This will send you an email to create a new password. If the email sends you back to the same screen, email Leah Harmon at lharmon2@isda.in.gov to have your password reset from the administration side of the platform.
Accessing Specialty Crop Block Grants

Once you have logged into your account, you will be directed to the portal home page. There, you will select the SCBG Grant Program link under ISDA.
Creating an Application

After you click on the SCBG Grant Program link, you will be directed to the landing page to create an application. You will see a blue begin button. Click on it to start a new application.

Resuming an Application in Progress

When you log into the portal after creating an application, you will be prompted to resume an open application. In order to ensure that any previously entered data is saved, you should resume an open application rather than beginning a new application. You may also view open applications in the My Grants tab in the top navigation bar.
Entering Application Data

To begin entering data, click begin in the top right corner of the application summary view. You may also click on any section title to go directly to that section.

Sections may be completed in any order and the application will save as data is entered. When a section has been completed a green check mark will appear in the completed column.
Navigation

To navigate within the application use the Home, Previous, and Next buttons that appear on both the top and bottom of each screen.

Adding Contacts and Budget Items

In certain sections of the application, you will be prompted to add items. Click on the button to enter information. These buttons appear in the Applicant Information, Project Purpose, and Budget sections.
Adding Supporting Documentation

You may upload any supporting documentation in the upload section. You can browse files from the menu or drop them directly into the page.

Upload all supporting documentation that will support your project and/or budget.

Signing the Application

Click inside the signature box and draw a signature using your mouse. You may also use your finger if you are using a touch screen. Be sure to save your signature.
Submitting an Application

When all sections have been completed, the submit button on the signature page will change from gray to blue.

When you click the submit button, a banner will appear at the top of the page saying that the form was successfully submitted. At this point your application is locked. No information can be changed. Please ensure all information is complete and correct before you hit submit.

Error Messages

The application form will inform you of required information that has not yet been entered. You cannot submit an application until all of these errors have been corrected. A listing of all required fields can be found on the signature page.