

Grantee Pre-Award: 1. Finding & Saving Grant Opportunities

Objective: Agencies understand how to find grant opportunities: new or one they're familiar with.

eCivis pulls grant opportunity information from several sources, in addition to Grants.gov. It serves as a great place for finding new grants for State agencies to apply for, as well as expediting the SBA approval process.

Pre-eCivis process: agencies submitted Federal Assistance Request Forms (FARFs) to HoosierSolutions@gov.in.gov for SBA to review, approve, & supply a federal grant approval number, the record for the life of the grant, & a reference point for what's estimated would be received, the award's requirements, & when to close out a grant.

With eCivis: mirroring the previous process, but **all requests go through eCivis.**

Replacing FARF -> HoosierSolutions@gov.in.gov request email with an eCivis Project -> approval Task.

1. Grants Network home page -> Research + Find Grants

Search by Keyword - *Search pro-tips are found by clicking the question mark "eCivis Help"*

including ALN (formerly CFDA) or grant name

Additional Search Criteria – expand by clicking "Open" to far right.

Options to fine-tune our search:

Categories, Grant (Funding) Type & Agency, Eligibility, Due Date, & Match requirements

Once you've entered your desired search terms, click "Find Grants Now!"

2. **Search Results** include: Grant Title*, Agency, Funds available, Due Date, an eCivis-assigned code, & relevance score.

*Titles will be italicized if you have already looked at the grant, before.

You can choose to "Apply Filter" to further narrow the search criteria.

Filter	Search Results					
Categories	Results 1 - 25 of 317 (0.014 seconds) 1 2 3 4 5 6 7 ... 12 13					
Grant Type and Agency	Score	GN Code	Grant Title	Agency	Actual Funds	Due Date
Other Criteria	100.00	US16311	<i>Residential (Secure) Services for Unaccompanied Children - FY 2023-2025</i>	US DHHS	\$15,000,000	07/01/2024 (Multiple)
Apply Filter	99.95	US1833	<i>Motor Carrier Safety Assistance Program (MCSAP) - FY 2024</i>	US Transportation	\$479,202,500	08/21/2023
	99.95	IN0282	<i>Violence Against Women Act (VAWA): Services Training Officers, Prosecutors (STOP) Grant - FY</i>	IN CJI	Unspecified	07/25/2023

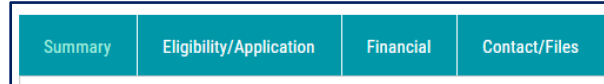
By hovering over a Grant Title's hyperlink, you can view more information about the opportunity.

Click the Grant Title link of an opportunity you wish to look at to review more details.

3. Review Funding Opportunities

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Grant Details section: Below are descriptions of what you'll find in a funding opportunity in the eCivis Grants Database.



Summary Tab - provides basic information about a specific grant along with a summary that can include: grant goals, the types of projects for which the grant is intended, and more.

Eligibility/Application Tab - who is eligible to apply for the grant, when and how to submit applications, what information applications should include, and grant application evaluation criteria.

Financial Tab - basic financial information about the grant such as match requirements, funds available, the numbers of awards available, & funding notes regarding how funds may & may not be used.

Contract/Files Tab - grant contact: who you can reach out to with grant-related questions, along with where to submit applications, applicable agency information, & files/ notes from the grant solicitation.

Updates Tab - only visible if the grant has been updated with new information: could include informational calls and/or webinars about a grant, updated information added to the grant, or other items.

Sub-Tabs: located at the bottom of the Grant Details page & contains additional relevant information.



Keywords Tab - shows which keywords are associated with the grant/ why the grant appears in your search. Keywords you used to search and locate the grant are highlighted:

Categories Tab - shows which categories are associated with the grant.

Activity Tab - shows if any other users in your organization have viewed or saved the grant to a project.

Related Grants - shows all past versions of the grant (eg: if a FY24 grant was available in FY23, it will be listed).

Grant Details Buttons: allow you to perform various functions with the grant you are viewing.



Save / Assign - save grant to a project to manage the grant from application through the awarded funds stage. "Save / Assign" pop-up: recommended to assign to an existing or new project. Select the Department to which you will save the grant, and **the grant requires an application.** Grant Status selection, new fields will appear.

Under Consideration: can add Grant Tags, Notes, or applicable files; none of which is required.

Application Preparation: this status indicates you are further along in the application, so **more is required & serves as the Federal Assistance Request Form (FARF).** You will need: an application due date, can enter a reminder, assign project members, add a projected award amount, whether match is required, and have the option to add Grant Tags, notes, and files.

Application Submitted: This option will follow SBA Approval. **Do not select this option, yet.** After you click "Save," the grant will be saved to your project, and you will return to Grant Details. Wish to view the grant in your project? Click the Grant Management Tab & select "My Projects."

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Locate your project by name, & click into it. There, you will see the grant saved in your project. From the Project Dashboard, you'll see all available actions to manage your newly-saved grant.

NOTE: The grant options (radio buttons) will be different depending on the stage of the grant that you selected when you saved the grant (Under Consideration, Application Preparation, Application Submitted).

Email Grant: found a grant that isn't a perfect fit for your project, but you know someone who may find it useful? Or maybe you found a good fit, but want a second opinion? You can send a grant to another user.

When you click on the Email Grant button, you have options for who to send a grant to:
Grants Network User - select the department of the user & the user's name. You can also create a Review Task if this review is urgent, send a task due date, &/or add a note to the user.

Non Grants Network User - You can send a grant to a user outside of Grants Network by simply entering their email address. Additionally, eCivis stores the email addresses of any users you have sent grants to in the past for easy access. You can also add a note to the user.

The user will receive an email like this, which includes a link to the grant in Grants Network:



If you assigned a task to a user to review a grant, they will receive a Task notification on their eCivis Grants Network homepage. They can also access that task by going to the "Grant Research" tab and selecting "My Grant Review Tasks".

Grant Usage - click this button to see if you've saved this grant to any projects already, which grants it is saved to (your projects and the projects of others), and the allocation funding source for the grant.

Check out **additional Grantee Pre-Award training support**, now that you 1. found a Grant you're interested in, can 2. Create a project which serves as the previous FARF, 3. build out a Project Team, & 4. request to apply for the grant.