

Subrecipients: Review Solicitation & Submit Application

Objective: Applicants understand how to navigate and apply to solicitations in the [eCivis Grants Portal](#).

Step 1: Review the Solicitation

Navigate to the State of Indiana Programs Solicitation page, hosted at [State Agency Grant Opportunities](#). Clicking on a Solicitation Name link will bring the Applicant to that Public solicitation's homepage.

Note: If a solicitation is not listed, contact the Indiana State Agency for a Private Solicitation link.

On the solicitation's homepage, five tabs display relevant information:

Overview, **Eligibility**, and **Financial** tabs showcase program requirements to determine project/ program eligibility. The **Contact** tab has a grant program Contact/Help email address are listed for additional program-related questions. The **Files** tab includes program/ guidance files and documents required to complete and submit with an application.

Overview	Eligibility	Financial	Contact	Files
ID:	N/A			
Title:	Projects for Assistance in Transition Homelessness (PATH)			
Application Start Date:	01/19/2024			

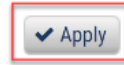
Summary:

Projects for Assistance in Transition form Homelessness (PATH) is a program that assess and assist individuals who have a SMI and/or SUD who are also at risk of being homeless or who are chronically homeless be connected to housing resources and other wrap around services.

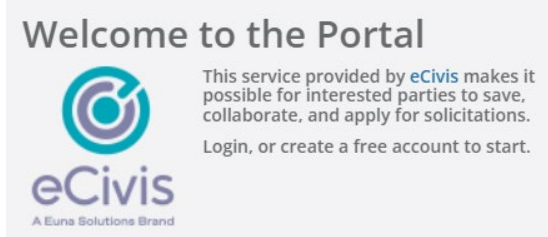
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Step 2: Create an Account to Begin the Application

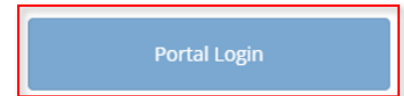
To begin the application process, click the **Apply** button located above the Overview tab of the desired grant solicitation. →



This opens the [eCivis Grants Portal](#).

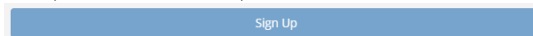


If the applicant already has an account, click *Portal Login*.
If this is the Applicant's first time using the Portal, click *Create an account*.



Enter the following: First Name, Last Name, Email Address, and Password.

Click the blue *Sign Up* button.



[Forgot Password?](#)

[Don't have an account?](#)

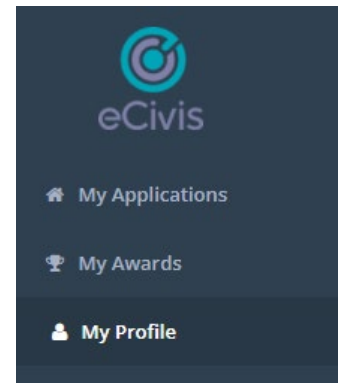
[Create an account](#)

In the email verification sent by eCivis, click *Confirm my Account*.
Upon return to the Portal Login page, enter the new credentials to proceed.

Step 3: Update eCivis Portal Profile

Once the [eCivis Grants Portal](#) account has been created, log in and click the **My Profile** option in the top left corner of your screen.

Every user in the eCivis Grants Portal must have a profile attached to their account. Please fill out the information on this form and "Mark Complete" when finished.



Step 4: Create New Application

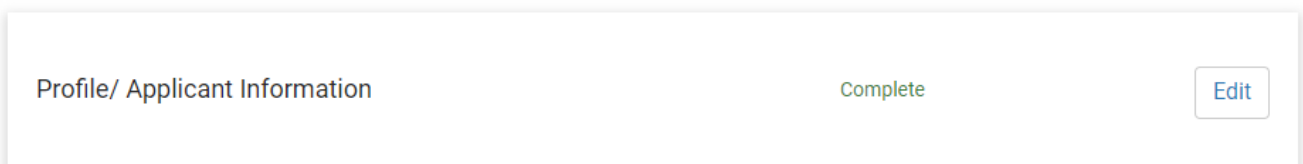
Once the Profile is filled out, navigate back to the home page to start filling out your Designated Grant Application: Navigate to and click on **Create New Application**.

The first part of the application is an application-specific **'Profile'** where you will input information about your entity. Navigate to the Profile section, click **Open** in the Profile Box, & fill out all required fields.

Welcome! To begin, please click the "Open" button to edit your Profile/ Applicant Info.

You can save and return to this page to edit your Profile/ Applicant Info until completed.

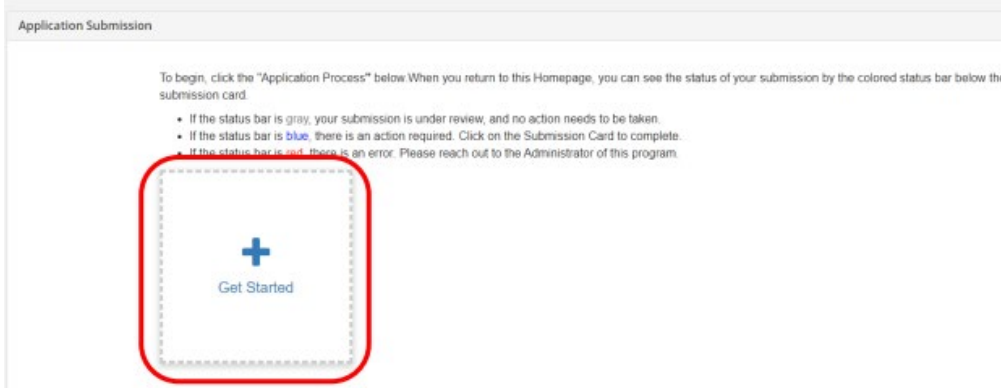
Once started, you can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.



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Once all mandatory fields are complete, scroll down and select **Mark Complete**. If needed, you may select **Save Draft** to come back and finish at a later time.

It is now time to fill out the Designated Grant Information of the application & upload the forms. Underneath the Profile section, select the **Get Started** tile.



Next, click the **Open Button**, to access the application.

FY25 Application Process

The Application is linked below. If action is required, click "Open" to complete the section.

IMPORTANT: Once you have completed all required items for this step, be sure to click "Submit".

Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

There are 3 hours remaining to submit this.

Submit

FY25 Application Action Required Open

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

NOTE: If you wish to Preview or Print the application to collaborate with a teammate, select the *small drop-down arrow* to the right of the Application name at the top of the form.

FY25 Application ▼

When you are ready to submit your application, click "Save".

- You can save this form as a draft at any time by clicking "Save I

Preview Form
Print Form
Save

Follow the Application form, completing all required fields and uploading required documents and supplemental forms. When finished, click on the **Mark Complete** button at the end of the form. (Or "Save Draft" to return later.)

Save Draft Mark Complete Close

When ready to submit your application to be reviewed by your State Agency, Click on the **Green** submit option.

Congratulations, you have submitted your Designated Grant Application! Please await an email from the State Agency who issued this award to your entity. They will either ask you to make necessary revisions to your application, or if The Agency is in full agreement with your submitted application – you will receive a Grant Agreement Document to sign.