

FY26 Online Grant Application – Portal Instructions

- A. Google Chrome internet browser works best for using our online grant portal.
- B. If this is the first time your organization is using our online application system, click on “*Create New Account*” button on our Grant Portal Logon page. Complete all required fields. If your organization already has an account, log on to the system with your email address and password. There is a link on the Logon page to reset your password if necessary.
- C. To complete an application, click on “*Apply*” at the top left page. Look for the correct grant application name and click Apply button to begin. If you have been provided with an access code for an invitation-only grant, you will need to enter it in the small box at the top right of page and click Enter in order to begin the correct application.
- D. You can print out the application questions in advance and share them with colleagues or work on the responses off-line. Click on the “*Question List*” button at the top of the application. You may also consider using the “Collaborate” feature to work on the application together with other colleagues.
- E. Respond to all questions in the spaces provided.
- F. Applications can be saved, allowing you to return to your work later by clicking on the “*Save Application*” button at the bottom of the form. When you log on again, your saved application will appear on your *Applicant Dashboard* under “ASSIGNED TO YOU” in the left panel. Click “Continue” button to resume your work. Please save your work frequently.
- G. To download and upload forms to your application, follow these steps:
 - 1. Download the form using the link provided in the online application.
 - 2. Save the document to your desktop ... be sure to rename the document and save it somewhere you will remember (not as a temporary file).
 - 3. Complete the saved form(s).
 - 4. Click “*Upload a file*” button, locate your saved file, and click Open. You should see the file name selected uploaded to the form.
 - 5. Follow these steps for each individual document.
- H. When you are certain your application is complete, click “*Submit Application*” at the bottom of the form. Successfully submitted applications will appear as “*Submitted*” on your *Applicant Dashboard* page under the “No Action” column.
- I. DO NOT USE ALL CAPS (please).