



Kansas Governor's Grants Program

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State Court Appointed Special Advocates Grant Program

Fiscal Year 2023
Grant Solicitation

APPLICATION DEADLINE:

**SUBMIT BY 11:59 p.m. August 1, 2022
IN THE GRANT PORTAL**

For questions regarding application requirements, please contact the
Kansas Governor's Grants Program (KGGP) at 785-291-3205 or kggp@ks.gov

State Court Appointed Special Advocates Grant Program Guidelines

Overview

The State Court Appointed Special Advocates (CASA) Grant Program, established with state general funds, supports the CASA Programs across Kansas. CASA Programs are community-based programs that recruit, train, and support citizen volunteers to advocate in court for the best interests of abused and neglected children. The CASA Volunteers work with legal and child welfare professionals, educators, and service providers, advocating for the child to enable judges to make the most well-informed decision for each child. Additional criteria for CASA Programs can be found at [KS Courts - CASA Volunteers and Programs](#).

The Kansas CASA Association provides technical assistance and training for the local CASA Programs. Applicants awarded funding must work closely with the Kansas CASA Association to meet the criteria outlined in the grant guidelines and requirements.

Established CASA Programs, recognized by the Kansas CASA Association, are eligible to apply. Grant funds are distributed upon receipt of adequate funds and appropriations. There is no match requirement to receive funds from this grant program.

Funding Availability and Grant Project Period

Funding availability for the State Fiscal Year (FY) 2023 is estimated to be **\$213,750**. Grant projects funded under this grant program shall be for a period of 12 months from July 1, 2022, to June 30, 2023. Any funds not obligated by June 30, 2023, must be returned to the KGGP.

Grant Application Deadline

Grant applications must be submitted via the [Grant Portal](#) by **11:59 p.m. August 1, 2022**.

Use of Grant Funds

Allowable costs are those that are essential to continue, enhance, or expand the CASA Program. Examples of allowable costs include, but are not limited to:

- Personnel and related fringe benefits expenses;
- On-going operating expenses such as rent and liability insurance that are essential to the provision of CASA services;
- Payment for agency membership dues or fees to state or national children's advocacy organizations; and
- A pro-rated portion of operating costs, such as audit and accounting expenses.

For CASAs under the umbrella of a larger agency, operating costs must be pro-rated to be specific to the CASA services only.

Limitations on the Use of Grant Funds

CASA funds cannot be used for the following:

- Magazine subscriptions or to print or disseminate agency newsletters.
- Individual professional membership dues or fees other than to state or national children's advocacy organizations as stated above.
- Direct payment to any victim or caregiver of a victim of child physical or sexual abuse.
- Gift cards for victims or their caregiver.
- Fundraising, lobbying, board development, or research projects or for training directed at any of these subject areas. However, grant funds may be used to pay for costs incurred specifically for preparing this CASA grant application.
- Construction, land and/or property acquisitions, or vehicle purchases. This includes mortgage payments.

Travel-Related Expenses

Reimbursing travel-related costs, mileage, and meal expenses in excess of the applicant's approved policy rate or the current IRS mileage/GSA per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), whichever is lower. If the applicant chooses to reimburse at a rate in excess of the federally approved rate, per its agency policy, grant funds administered by the KGGP cannot be used to make up the difference.

Equipment

Equipment and hardware purchases may be allowed in limited circumstances, primarily for new staff positions or for replacing broken or outdated equipment necessary to support the grant project. For this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$5,000 or more.

Training

Training or conference attendance outside of the State of Kansas are generally not allowable unless necessary and essential to the grant project's success. The applicant must demonstrate comparable training is not available in Kansas or the necessary training model is unavailable in the state.

Misuse of Grant Funds

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Supplanting

CASA funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist children who are victims of physical abuse or neglect. The following guidelines should be used in determining the supplanting of funds. Although the examples provided below relate specifically to staffing scenarios, supplanting is not limited to personnel. Supplanting can occur in any budget line item if sufficient documentation cannot support that a CASA grant award has not replaced funds otherwise available for the same program or purpose.

Guidance Regarding Supplanting

Defined: To reduce federal, state, or local funds for an activity specifically because CASA grant funds are available (or expected to be available) to fund that same activity. CASA funds must be used to **supplement** existing federal, state, or local funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, CASA funds may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or grantee may be required to substantiate that the reduction in funding from other sources occurred for reasons other than the receipt or expected receipt of CASA funds.

Example 1 Organization A appropriated or otherwise secured funds in FY23 for salary and benefits for two volunteer supervisors. In FY23, Organization A is awarded CASA funds designated for the hiring of two additional volunteer supervisors. Organization A expended the CASA funds as intended, and now has four volunteer supervisors.

In this scenario, Organization A has used CASA funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the volunteer supervisors had left the organization during FY23 and Organization A did not follow established procedures to recruitment procedures to replace these staff or utilized CASA funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY22 for salary and benefits for two volunteer supervisors. Due to budget projections for FY23, Organization B expects to lay off one volunteer supervisor (facts that Organization B is able to substantiate). In FY23, Organization B is awarded CASA funds designated for the hiring of one additional volunteer supervisor. At the beginning of FY23, Organization B lays off one volunteer supervisor and uses CASA funds to continue the salary and benefits for the other volunteer supervisor.

In this scenario, Organization B will use CASA funds to pay the salary and benefits for the one volunteer supervisor who would have been laid off but for the availability of CASA funds. Therefore, supplanting has **not** occurred.

Example 3 Organization C appropriates or otherwise secures funds in FY23 for salary and benefits for two volunteer supervisors. Organization C plans to use CASA funds to pay the salaries of two additional volunteer supervisors. Subsequently, however, Organization C opts to use two current experienced employees for this effort and uses CASA funds to pay their salaries and benefits. In doing so, Organization C determined that the remaining employees could handle the services and did not attempt to backfill the positions.

In this scenario, by replacing existing funds with CASA funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new CASA-funded volunteer supervisor positions, use of the CASA funds has not **supplemented** funds for program activities but has **replaced** those funds through Organization C's decision not to hire replacements for staff designated for CASA-funded activities.

Grant Recipient Compliance and Reporting Requirements

Applicants awarded CASA grant funds are expected to comply with the CASA Grant Program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each CASA grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, grantees must maintain appropriate programmatic and financial records that fully disclose the amount and disposition of CASA funds. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable CASA activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a CASA grant are required to submit the following reports:

- Quarterly **Financial Status Report** provides fiscal information on expenditures made during the quarter. These reports are due 10 calendar days after the end of each quarter.
- Quarterly **Kansas CASA Association Outcome Report** provides statistical information on volunteers trained and assigned to cases and on children and families being served. These reports are due 10 calendar days after the end of each quarter.
- Annual **Grant Project Narrative Report** provides an anecdotal description of the activities and services provided with grant funds. This report is due July 10.
- The **Projection of Final Expenditures Report** is due April 10.
- Any other reporting procedures that may be required by the KGGP.

Agencies submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance

review findings in the timeframe provided will result in the suspension of grant funds. The grantee must come into compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

Review of Applications

KGGP staff will review applications for completeness, ensuring solicitation requirements are satisfied, and the proposed budgetary and programmatic information is allowable, reasonable, understandable, measurable, and achievable. Incomplete applications, with *any* missing components or information, will receive consideration only after all other successfully completed applications have been considered. Applicants will be notified via the Grant Portal of the grant award decision. Please do not call regarding the status of an application.

Grant Portal Instructions

Review the information for submitting an application via the [Grant Portal instructions](#). For technical assistance regarding the CASA Grant Program guidelines or application submission, contact the Kansas Governor’s Grants Program at 785-291-3205 or by email at kggp@ks.gov.

Application Requirements

Please read the CASA solicitation and requirements before completing the grant application. Submit application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application should include the following items:

- _____ General Information (completed in Grant Portal)
- _____ Project Narrative (separate document to upload - not to exceed five pages)
- _____ Grant Project Budget (completed in Grant Portal)
- _____ Proof of 501(c)(3) (separate document to upload)
- _____ Certificate of Good Standing (separate document to upload)

General Information (completed in Grant Portal)

Applicants must complete the General Information page online. Please note the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe the purpose of the grant project.

Project Narrative (separate document to upload - not to exceed five pages)

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section. The Project Narrative pages shall be numbered and shall not exceed **five** pages in length.

Justification of Need for Grant Funds

Applicants must explain why CASA funds are needed to support the grant project. Describe how the line-item requests are not supplanting other funds, per the definition in Supplanting section of application. If the expenses are existing agency costs or activities, the non-supplanting explanation must include a description of how they were previously supported and why that support cannot continue to be utilized. The applicant must ensure that any request for funds outlined in the goals/objectives/activities corresponds to the grant project budget submitted.

Grant Project Staff

Provide a list of each staff member to be funded with the CASA grant award and include staff who will be responsible for monitoring and evaluating the grant project. Provide the name, title, and a brief job description for each staff listed.

Civil Rights Contact Information

Applicants must include the name, address, and telephone number of the civil rights contact person who is responsible for ensuring all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

Current Board President Contact Information

Applicants must include the name, profession, address, phone number, email address, and the term of service for the current Board President.

Current Audit Report

All applicants **must** provide information in this section of the Project Narrative on when the organization's most recent financial audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

If the applicant has not completed a financial audit, state so in this section. **All applicants should note that a financial audit will not be required to receive these 2023 CASA grant funds. However, a financial audit will be required beginning with all agency fiscal years ending on or after December 31, 2022.**

Grant Project Budget (completed in Grant Portal)

The applicant must submit a reasonable and cost-effective grant project budget. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal. No *grant project* budgetary documents are uploaded as part of the application.

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived. Personnel must be listed by the agency-assigned title for the position. Positions shall be classified as "New" *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the CASA grant project for each position requested. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line-item requests. Visit [Writing a Grant Project Budget](#) for more guidance.

	<u>Request</u>	<u>Description</u>
Volunteer Supervisor	\$10,250	“Full-time, salaried, 25% of time on project; employees scheduled to receive a 5% raise on Jan 1 st : (\$40,000 x .5 year) + (\$42,000 x .5 year) x .25 of time”
Outreach Coordinator	\$ 6,396	“Full-time, hourly, 40 hrs/wk, 20% of time on project; employee scheduled to receive a 5% raise on Jan 1 st : (\$15.00/hr x 1,040 hrs) + (\$15.75/hr x 1,040 hrs) = \$31,980 x .20 of time”
Conferences/ Workshops	\$ 980	“Crime Victims’ Rights Conference, April, Wichita: (\$150 registr. x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$100/nt. x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff)”

Proof of 501(c)(3) (separate document to upload)

Upload as an attachment proof of the applicant’s exempt status as determined by the Internal Revenue Service.

Certificate of Good Standing (separate document to upload)

Upload as an attachment a current (less than one year old) copy of the applicant’s Certificate of Good Standing from the Kansas Secretary of State's Office (KSOS), available by calling (785) 296-4564 or by visiting the KSOS website, <https://www.kssos.org/business/certificates-of-good-standing.html>.

GRANT PORTAL INSTRUCTIONS

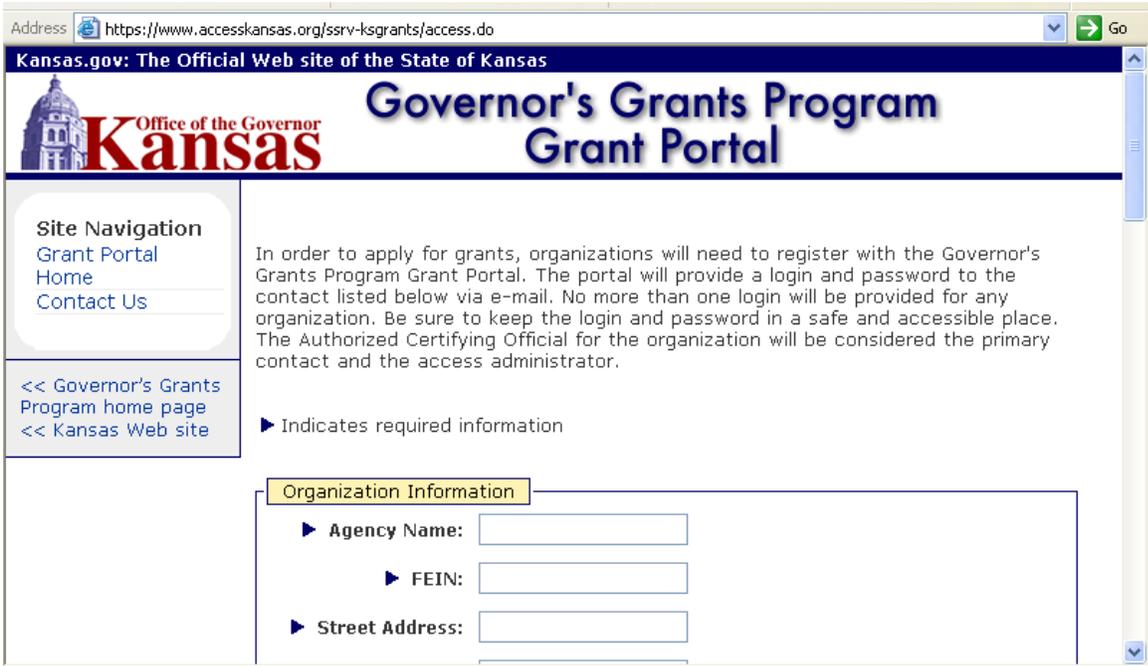
This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor’s Grants Program at <https://www.kansas.gov/grants/index.do>. **BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.**

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor’s Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at helpcenter@ink.org or 800-452-6727.

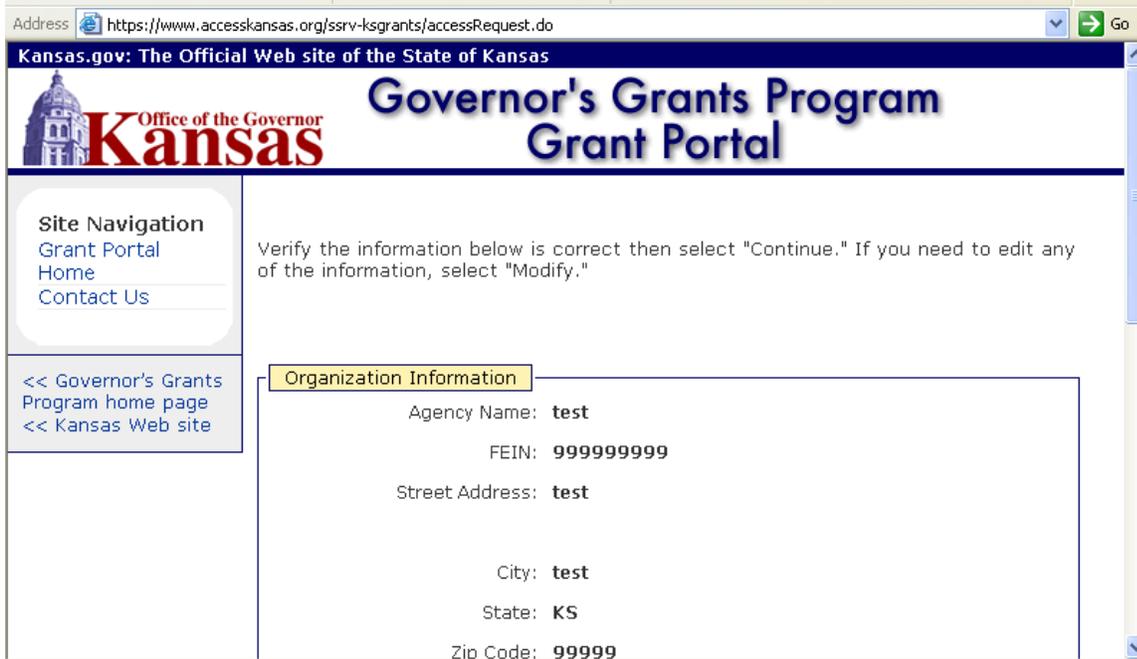
ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled “Submitting the Application.”

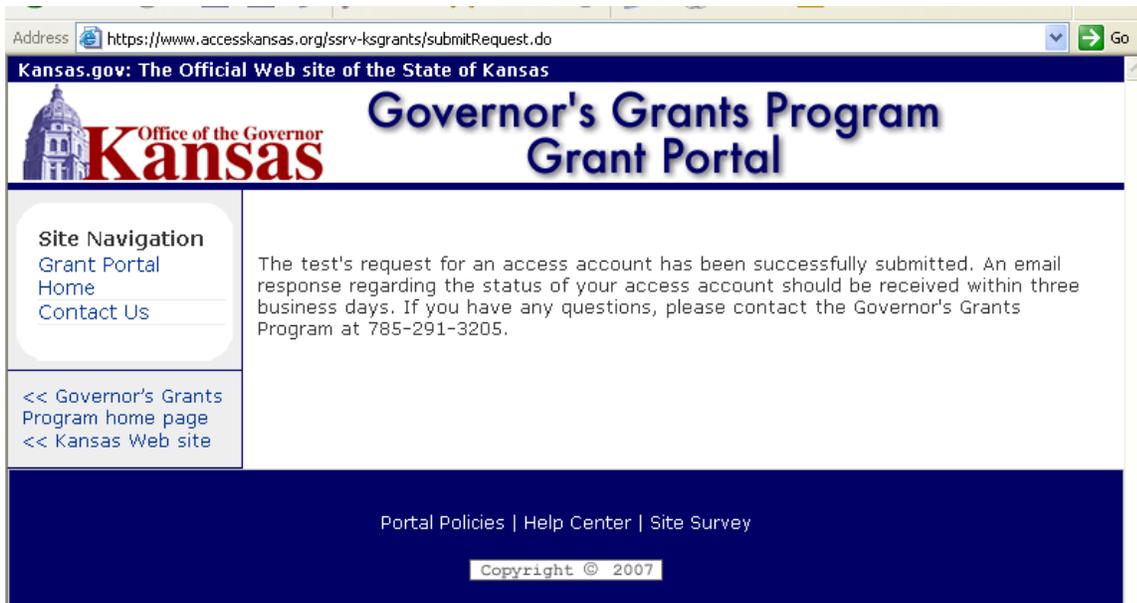
There is only one login ID accepted per agency. PLEASE CONTACT LORI JENSEN AT 785-291-3205 PRIOR TO REQUESTING ACCESS, TO ENSURE THERE IS NO DUPLICATION. To complete an Access Request to submit to the Governor’s Grants Program, go to <https://www.kansas.gov/grants/access.do>.



Fill in the information requested in the appropriate fields and click on “Submit.”



A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.



If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the Help Center and contains a temporary password for login.

ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a temporary password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at <https://www.kansas.gov/grants/index.do>.

The screenshot shows the top of a web browser window with the address bar displaying "Kansas.gov: The Official Web site of the State of Kansas". The page header includes the "Office of the Governor Kansas" logo and the title "Governor's Grants Program Grant Portal". On the left side, there is a login section with fields for "E-mail address:" and "Password:", a "Log in" button, and a link for "forgot password". Below this is a "Site Navigation" menu with links for "Grant Portal", "Home", and "Contact Us". At the bottom left, there are links to the "Governor's Grants Program home page" and the "Kansas Web site". The main content area features a heading "Introduction" followed by "Governor's Grants Program" and the slogan "*Creating S.A.F.E. Communities*". A paragraph describes the program's mission to enhance the criminal justice system and support public safety. A link "Learn more about the Governor's Grants Program." is provided at the bottom of the main content area.

The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.' If you are a first-time user, the password will be the temporary password provided in the Help Center access approval email message.

The screenshot shows a personalized user interface for "Jill Stewart". The header reads "My Grant Portal - Welcome Jill Stewart". A welcome message states: "Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements." Below the message is a navigation bar with tabs for "Messages", "Search", "Current", and "Archived". The "Messages" tab is active, showing a "Message Inbox" section with a notification: "You have 0 new messages." On the left side, there is a "My Account" menu with links for "Home", "Change E-mail", "Change Password", and "Log Out". Below this is a "Site Navigation" menu with links for "Grant Portal", "Home", and "Contact Us". At the bottom left, there are links to the "Governor's Grants Program home page" and the "Kansas Web site".

The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the temporary password provided to one

created for the agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.

The screenshot shows a web browser window with the title "Kansas.gov: The Official Web site of the State of Kansas". The page header includes the "Office of the Governor Kansas" logo and the "Governor's Grants Program Grant Portal" title. The main content area is titled "Change Password" and contains the following text: "Enter current password and then enter new password twice. Password is case sensitive. Password must be 8-10 characters and contain both upper and lower case characters [a-z A-Z], at least one number [0-9] and at least one symbol [! @ # \$ % ^ & * " ; < ; > = ? ^].". Below this text is a legend: "► Indicates required information". There are three input fields: "Current password:", "New password:", and "Retype new password:". Each field has a small triangle icon to its left. Below the input fields are "Submit" and "Cancel" buttons. On the left side of the page, there is a navigation menu with sections: "My Account" (Home, Change E-mail, Change Password, Log Out), "Site Navigation" (Grant Portal Home, Contact Us), and a footer with links: "<< Governor's Grants Program home page" and "<< Kansas Web site".

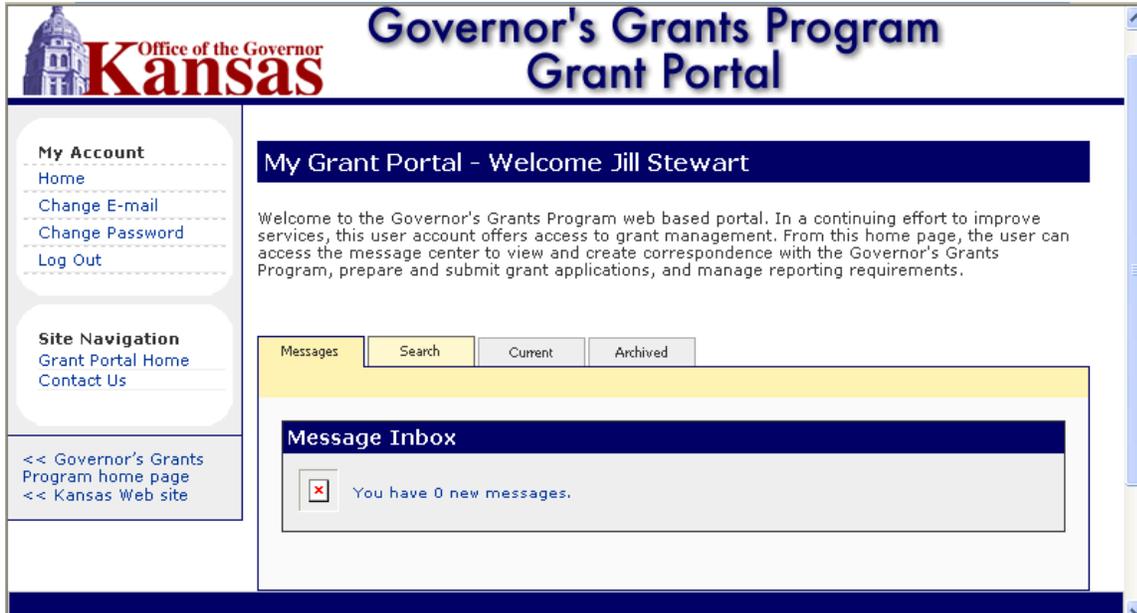
The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

The screenshot shows the same web browser window as the previous one, but the main content area now displays a confirmation message: "✔ Congratulations! You have successfully updated your password." The navigation menu on the left side remains the same, including the "My Account" section with the "Home" link highlighted.

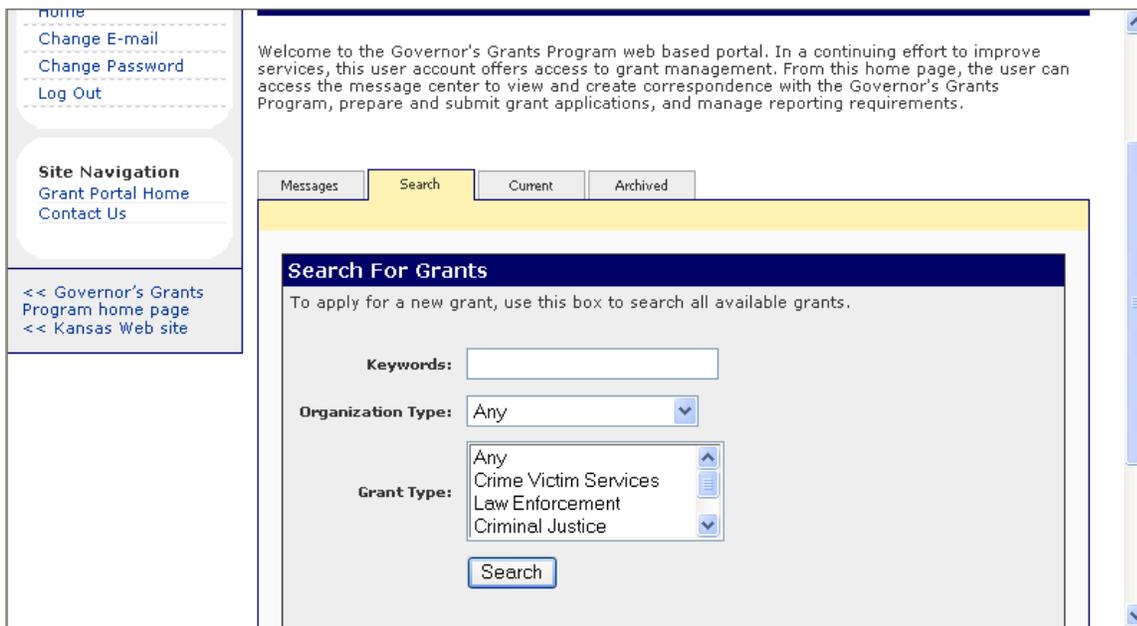
If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

SUBMITTING THE APPLICATION

Log in to the Grant Portal following the instructions above titled “Accessing the Grant Portal.”



To begin a new application, go to the ‘Search’ tab in the middle of the screen.



Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on ‘Search.’

[Grant Portal Home](#)
[Contact Us](#)

[<< Governor's Grants Program home page](#)
[<< Kansas Web site](#)

Search Results

{ 1 results found }

Name	Applications Close	Projects Start Date	Projects End Date	Description	Action
Sample Grant	03/14/2008	07/01/2008	06/30/2009	Sample grant application.	Full Guideline Text Apply

Keywords:

Organization Type:

Grant Type:

- Any
- Crime Victim Services
- Law Enforcement
- Criminal Justice

Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on 'Full Guideline Text' to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user's desktop. To begin an application on the Grant Portal, click on 'Apply.'

NOTE: Once the user has clicked on 'Apply' to begin an application, the application will appear in the user's 'Current' screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.

Kansas.gov: The Official Web site of the State of Kansas

Governor's Grants Program Grant Portal

My Account

[Home](#)

[Change E-mail](#)

[Change Password](#)

[Log Out](#)

Site Navigation

[Grant Portal Home](#)

[Contact Us](#)

[<< Governor's Grants Program home page](#)

[<< Kansas Web site](#)

Application

Introduction
General Info.
Budget
Attachments
Submit

Introduction

Use the tabs above to navigate through the application process.

To apply for the Sample Grant grant online complete the following three simple steps and then submit:

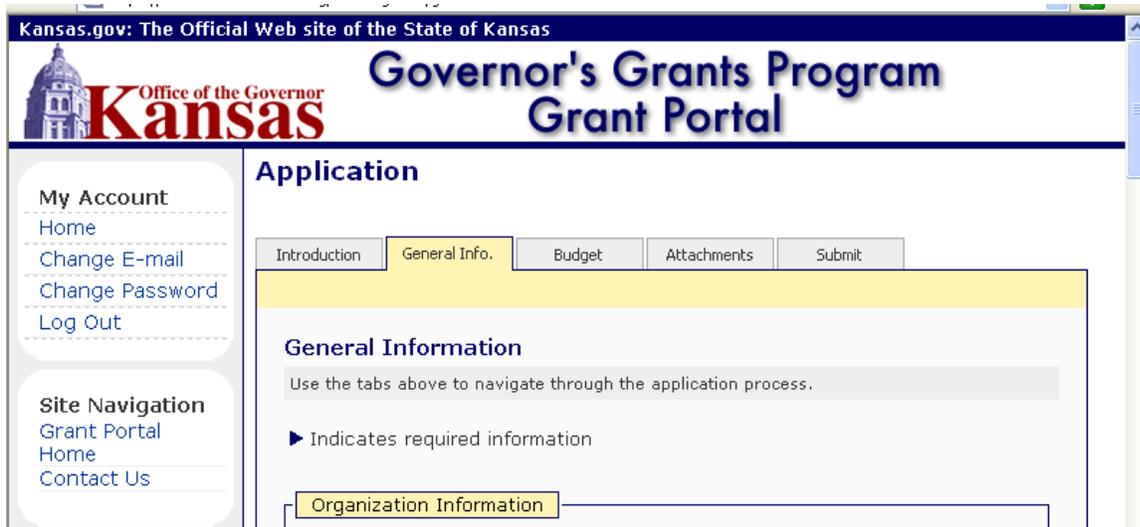
1. General Information
2. Budget
3. Attachments

IMPORTANT: Start with any section, but complete ALL sections before submitting the grant application.

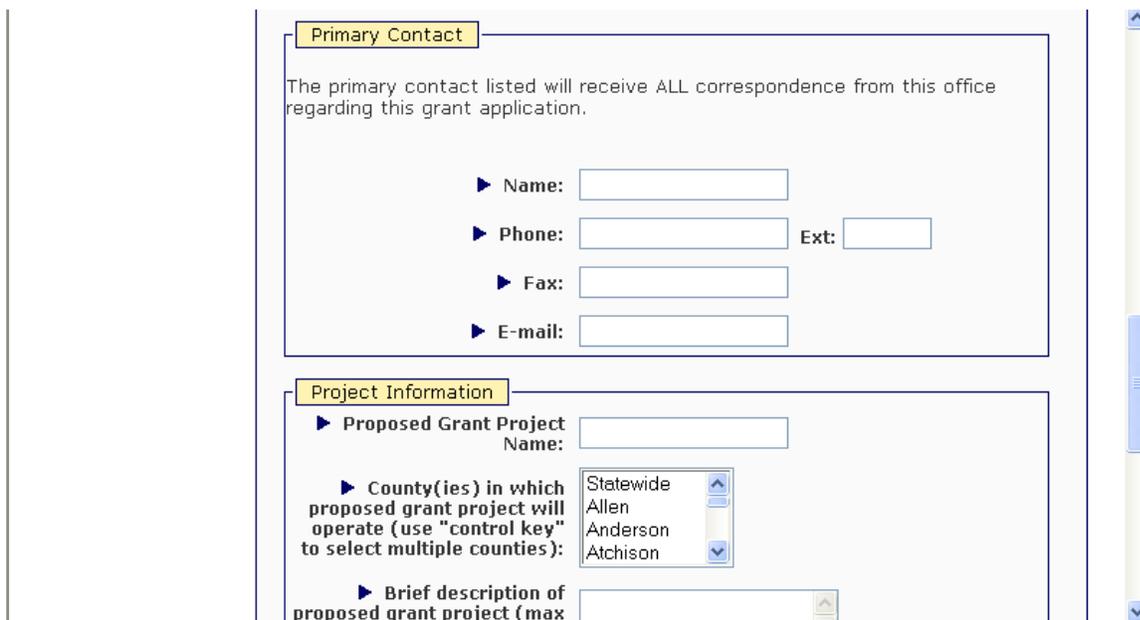
There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

General Information

Click on the 'General Info.' tab in the middle of the screen.



The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.



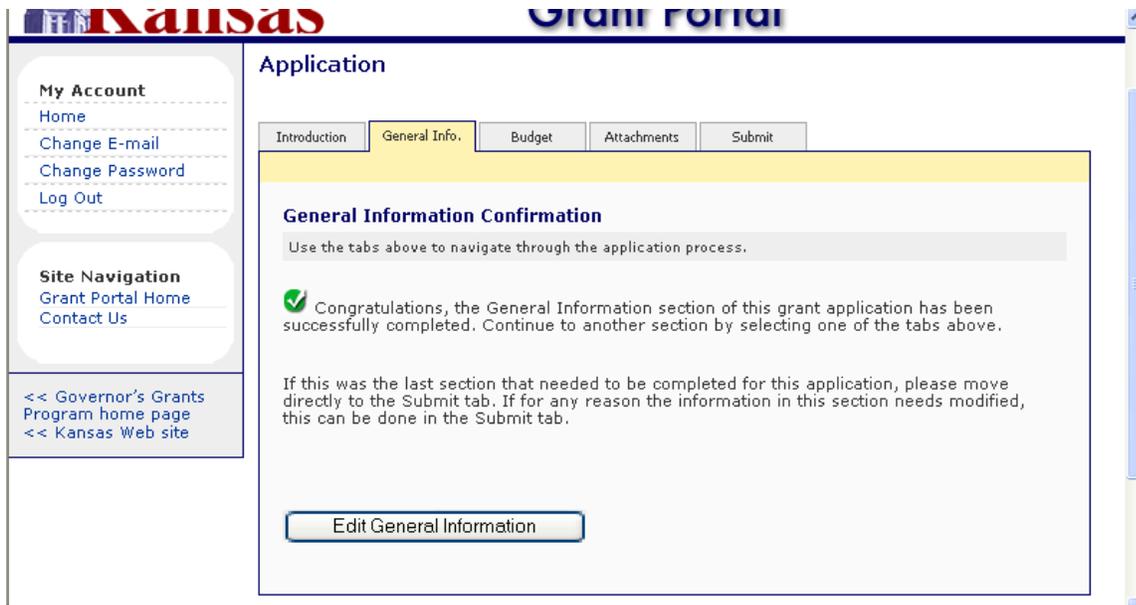
When all the data is entered, click on ‘Submit.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.

The screenshot shows the 'Application' section of the 'Governor's Grants Program Grant Portal'. The page has a dark blue header with the text 'Kansas.gov: The Official Web site of the State of Kansas' and the 'Office of the Governor Kansas' logo. The main title is 'Governor's Grants Program Grant Portal'. On the left, there are two navigation boxes: 'My Account' with links for Home, Change E-mail, Change Password, and Log Out; and 'Site Navigation' with links for Grant Portal, Home, and Contact Us. The main content area has a tabbed interface with 'General Info.' selected. Below the tabs, there is a yellow header for 'General Information Verification' with instructions to use the tabs and verify information. A 'Project Information' tab is highlighted at the bottom of the form area.

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information.

This screenshot shows the 'Project Information' section of the application form. At the top, contact information is displayed: Fax: 555-555-5555 and E-mail: sample@email.org. The 'Project Information' section contains the following details: Proposed Grant Project Name: Sample Project; County(ies) in which proposed grant project will operate: Statewide; and Description of proposed grant project: Sample project for demonstration. Below this information, it states 'If awarded, these funds will:' followed by the instruction 'Create a new grant project or service activity.' At the bottom of the section are two buttons: 'Continue' and 'Modify'.

If the data appears to be correct, click on ‘Continue’ and the General Information section is completed.

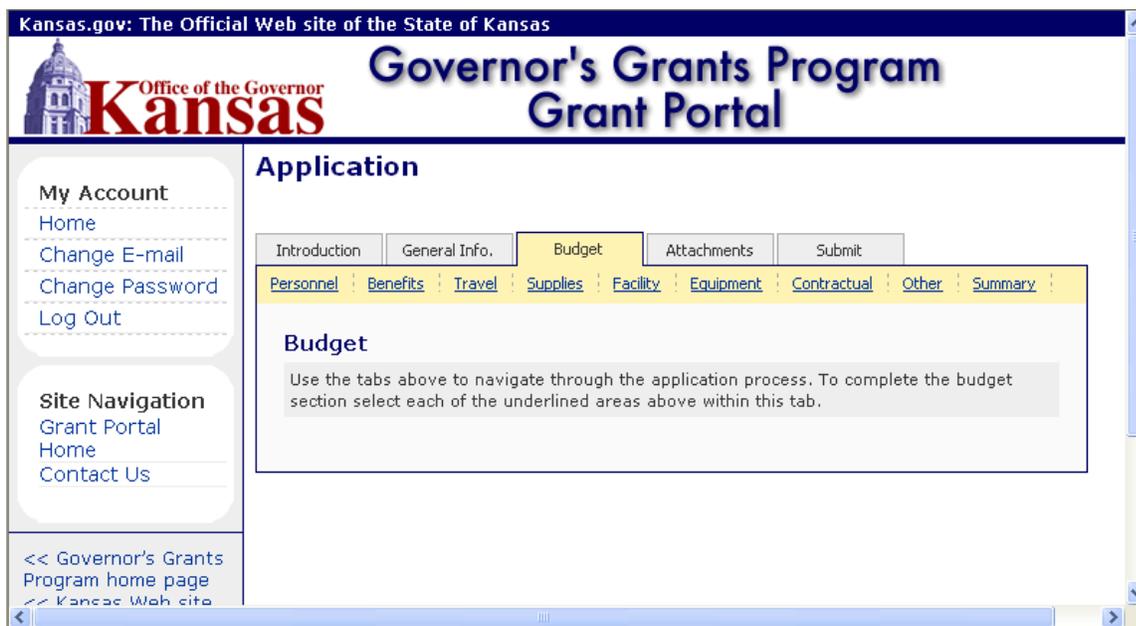


A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

Budget

To continue with the application, click on the 'Budget' tab in the middle of the screen.

NOTE: All budget line item requests must be rounded off to the nearest whole dollar.



The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it

is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.

Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Personnel

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Title	Position Status	Dollar Amount	Action
<input type="button" value="Add Personnel"/>			

Personnel Total:

\$0

In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user should proceed to the 'Benefits' screen. If Personnel funds are to be requested, click on 'Add Personnel.'

Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Add Personnel

Use the tabs above to navigate through the application process.

► Indicates required information

► Title:	<input type="text"/>	
► Position Status:	- Please Select -	
► Dollar Amount:	<input type="text" value="0"/>	Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.
► Description:	<input type="text"/>	Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.

Complete the fields that appear on the screen as appropriate for the proposed grant project.

NOTE: *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.

For the ‘Description,’ a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on ‘Continue.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.

Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Personnel Verification

Use the tabs above to navigate through the application process.

► Indicates required information

Title:	Sample Manager
Position Status:	New
Dollar Amount:	\$18,720
Description:	Part-time position to provide project coordination. \$18/hour x 1,040 hours/year x 100% of time on project = \$18,720

Continue Modify

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information. If the data appears to be correct, click on ‘Continue’ and the new Personnel line item appears.

Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Personnel

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Title	Position Status	Dollar Amount	Action
Sample Manager	New	\$18,720	Modify Delete

Personnel Total:

\$18,720

The user may now edit the new Personnel line item by clicking on either ‘Modify’ or ‘Delete’ under the Action column at the right side of the screen, may add another position title by clicking on ‘Add Personnel’ and repeating the steps outlined above, or may proceed to the next budget category by clicking on the Benefits link below the ‘Budget’ tab.

Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA		Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Benefits Total:

\$0

In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the ‘Modify’ link for each line item, beginning with FICA.

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Budget: Add Fringe Benefits

Use the tabs above to navigate through the application process.

▶ Indicates required information

▶ Type:	FICA	
▶ Dollar Amount:	<input type="text"/>	Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.
▶ Description:	<input type="text"/>	Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.

Complete the fields that appear on the screen as appropriate for the proposed grant project. For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. However, if the budget request for this line item is zero, a 'Description' is not required. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.

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Budget: Fringe Benefits Verification

Use the tabs above to navigate through the application process.

▶ Indicates required information

Type:	FICA
Dollar Amount:	\$1,432
Description:	\$18,720 salaries x 7.65% rate for FICA taxes = \$1,432

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the completed FICA line item appears.

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Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA	\$1,432	Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Add Fringe Benefits

Benefits Total:

\$1,432

The user may now edit the FICA line item by clicking on 'Modify' under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance 'Modify' link.

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Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA	\$1,432	Modify
Unemployment Insurance	\$0	Modify
Health Insurance	\$0	Modify
Worker's Compensation	\$0	Modify
Retirement	\$0	Modify

Add Fringe Benefits

Benefits Total:

\$1,432

When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category Travel. Repeat the same process for the Travel, Supplies, Facility, Equipment, Contractual and Other budget categories. When all of the budget information is entered, click on the Summary link.

Budget: Summary

Use the tabs above to navigate through the application process.

The following areas of this section have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.

Status	Budget Area	Action	Dollar Amount
	Personnel	Modify	\$18,720
	Fringe Benefits	Modify	\$1,432
	Travel/Training	Modify	\$0
	Supplies/Communications	Modify	\$0
	Facility	Modify	\$0
	Equipment	Modify	\$0
	Contractual Services	Modify	\$0
	Other	Modify	\$0
Grand Total:			\$20,152

The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the ‘Modify’ link to go directly to that budget screen for editing.

NOTE: *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The match requirement also must be met in order for the Budget section of the application to be considered complete.

Attachments

To continue with the application, click on the ‘Attachment’ tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user’s desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: [Project Narrative.doc](#).

NOTE: If the file is not uploading as an Attachment as expected, the user should check the filename extension. In some instances, the Grant Portal may not accept files with a .docx or .xlsx extension. By doing a Rename and removing the last character, the file may upload successfully.

Application

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Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

Files associated with this grant.

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	required				Edit
Federal Certification	required				Edit
501(c)(3)					Edit

Form documents that applicant's are required to use are found under the heading "Files associated with this grant." Click on the 'Download' link to access the required form.

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File Download

Do you want to open or save this file?

Name: cert.pdf
Type: Adobe Acrobat Document
From: demo.accesskansas.org

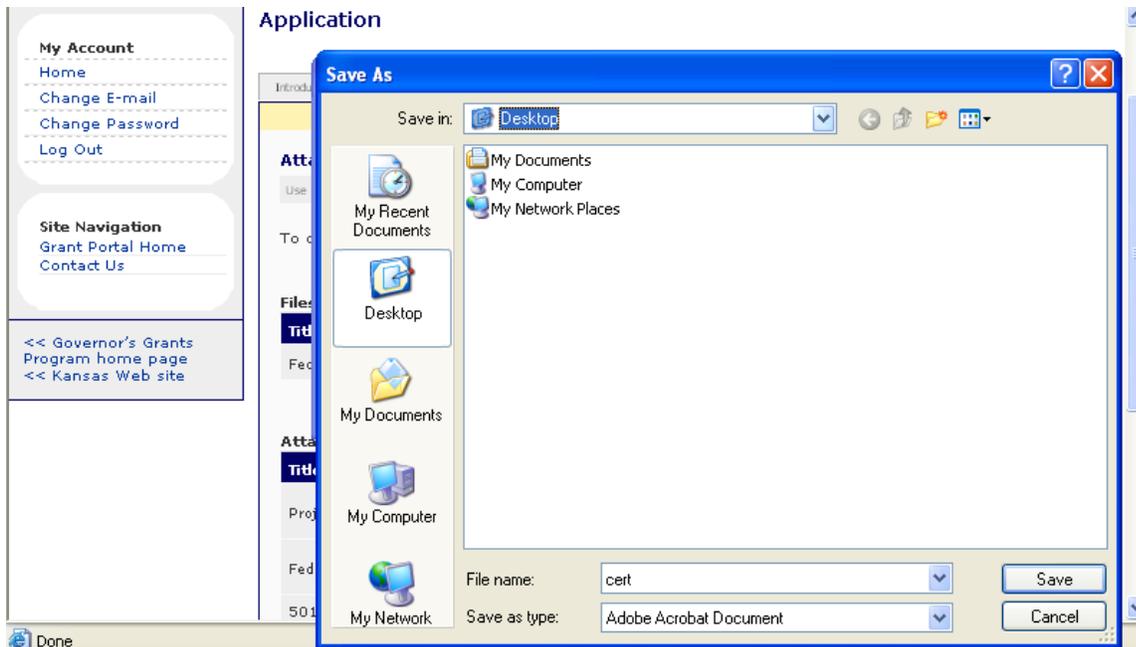
Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	required				Edit
Federal Certification	required				Edit
501(c)(3)					Edit

The system displays the 'File Download' window that allows the user to open or save the file to be utilized. Click on 'Save.'



Locate the computer drive and folder on the user’s desktop that the document is to be saved in, give the document a filename and click ‘Save.’ On some computers, the user will see a ‘Download Complete’ verification screen. This screen may be closed. The document is now downloaded to the user’s desktop and the user is returned to the ‘Attachments’ page.

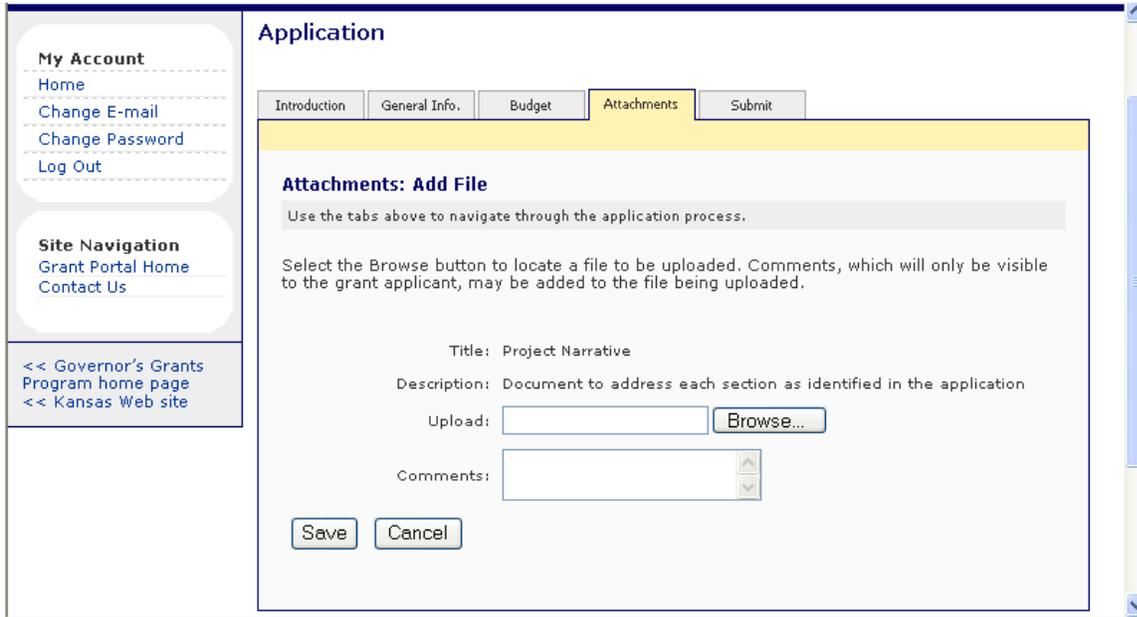


Under the heading “Attached Files,” the user will see a list of required attachments that are found in the Grant Application Packet.

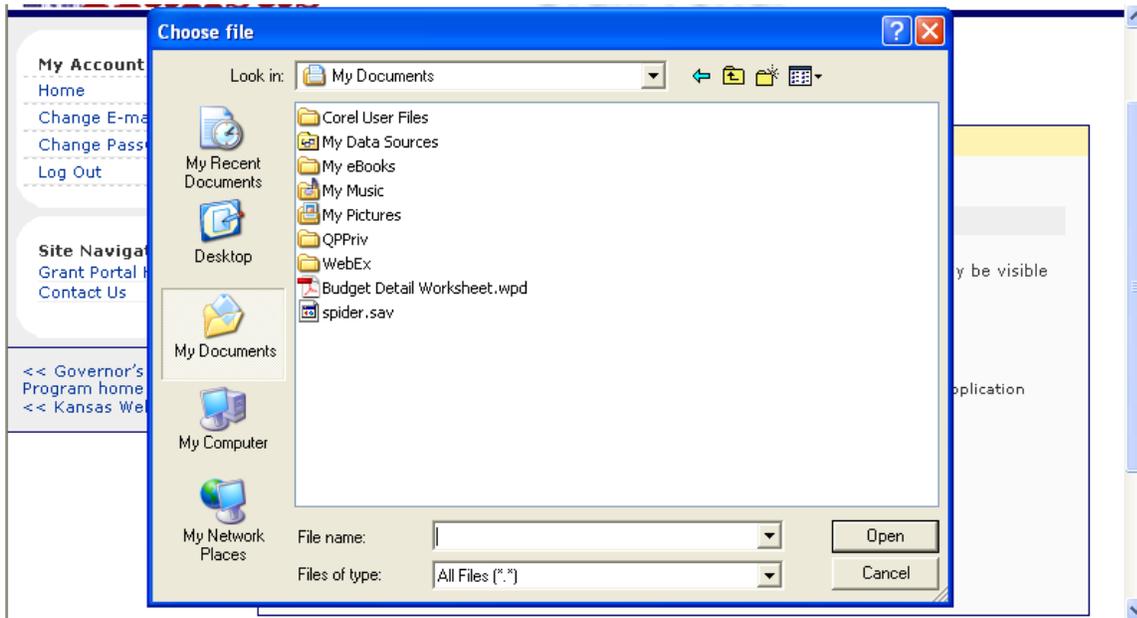
NOTE: The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number

of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user's organization must provide.

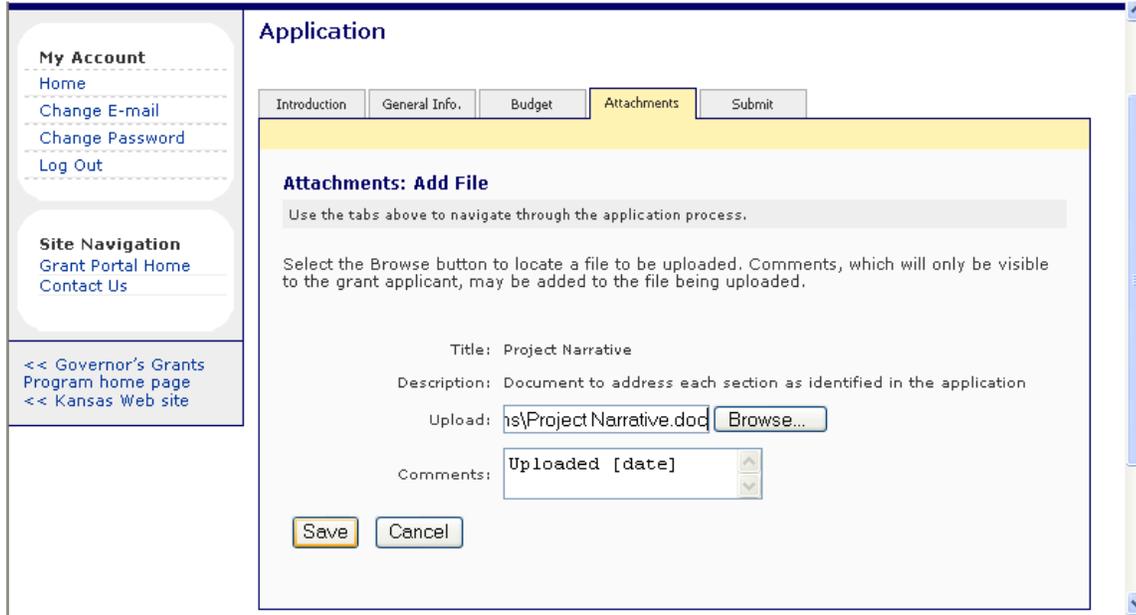
To upload a required attachment, click on the 'Edit' link next to the appropriate attachment title.



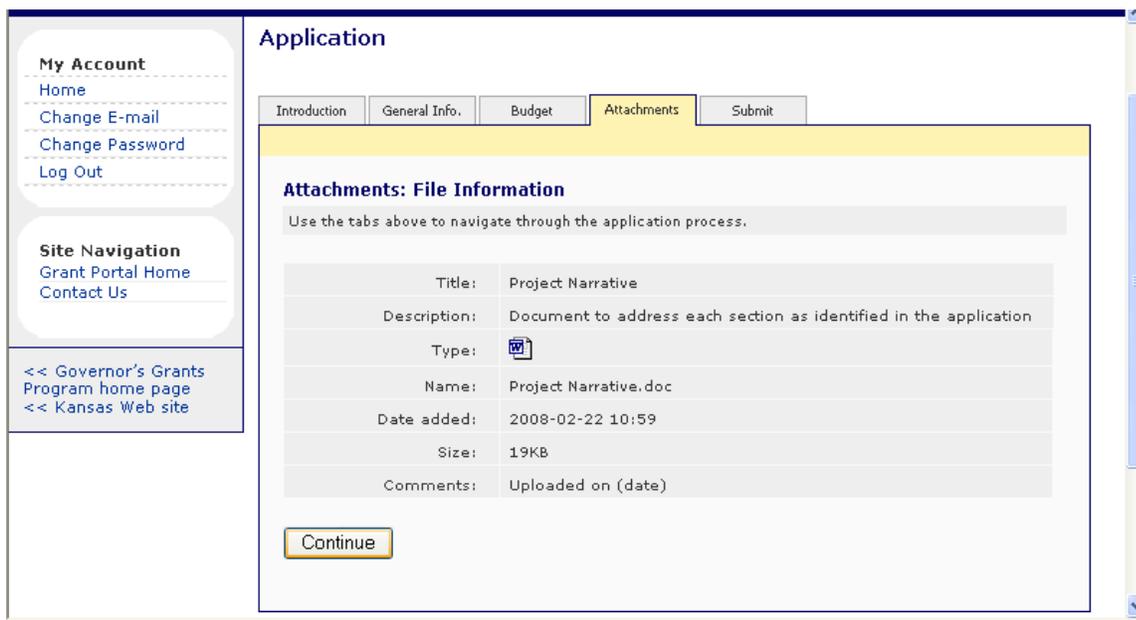
Click on the 'Browse' button to find the file that will be uploaded to the attachment requirement.



The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).



The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct. The user may add a comment if preferred. Click on ‘Save’ at the bottom of the screen. (If the user clicks on ‘Cancel,’ display will return to the Attachments summary page.)



A verification page will display with the filename, date added, and size. If the information is correct, click on the ‘Continue’ button at the bottom of the screen and the user is directed back to the Attachments page.

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Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

Files associated with this grant.

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	required	Done		Project Narrativ.doc	Delete View
Federal Certification	required				Edit
501(c)(3)					Edit

As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the “Files associated with this grant” section. In the example above, the ‘Federal Certifications’ document has been downloaded to the user’s desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user’s desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on ‘edit,’ selecting the file from the browse window and verifying the filename.

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Attachment Confirmation

Use the tabs above to navigate through the application process.

The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.

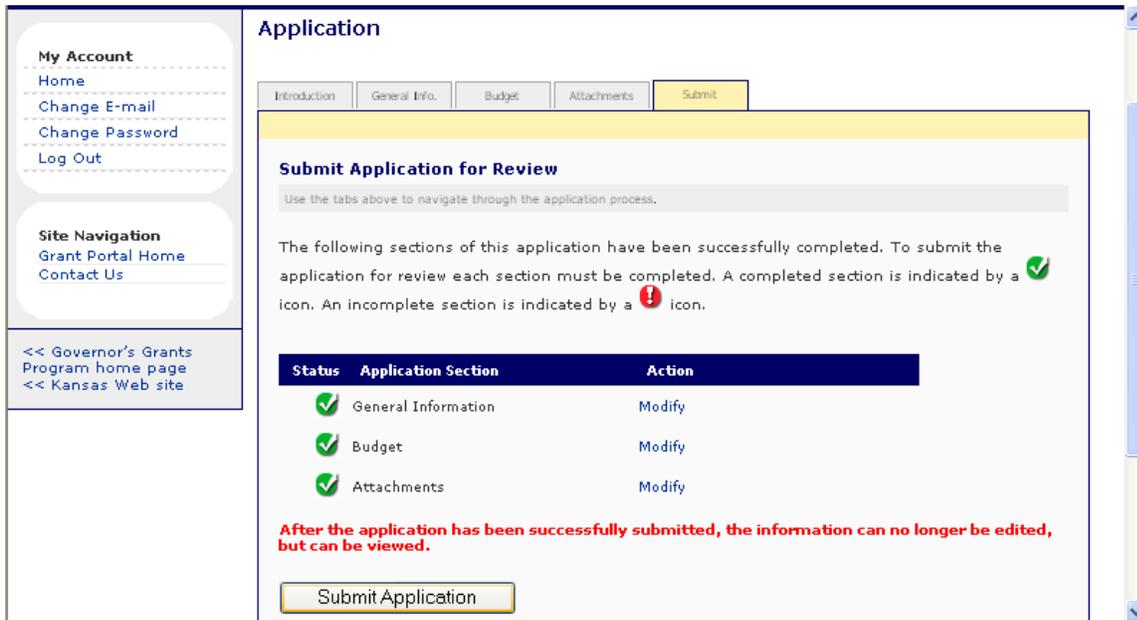
If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.

When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing

attachments or add additional attachments by clicking on the ‘Add Attachment’ button, or may proceed with submitting the application.

Submit

To continue with the application process, click on the ‘Submit’ tab across the top of the screen.



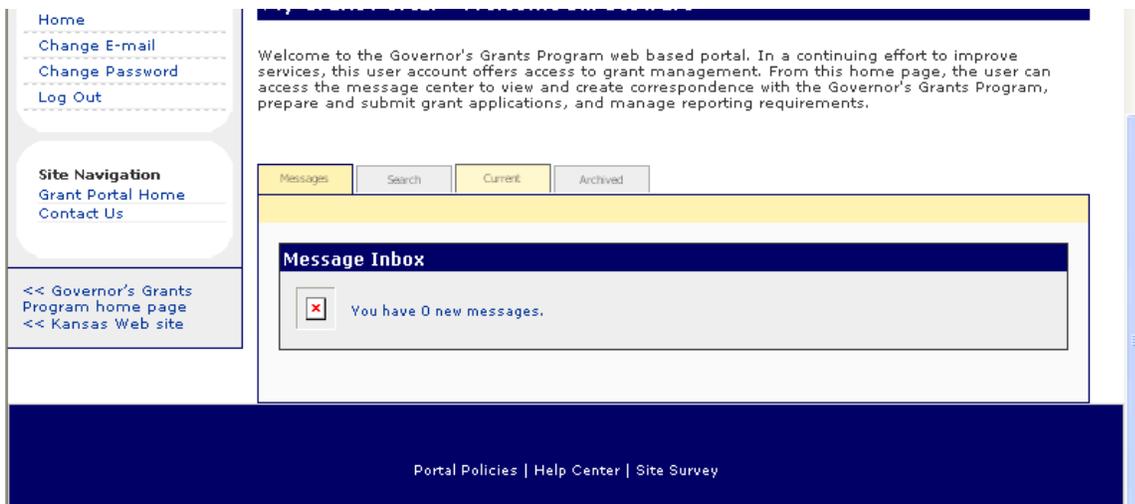
The user will see each application section listed with a status indicator for complete or incomplete. If any application section is incomplete, click the ‘Modify’ link to go directly to that section for editing. If all sections are complete, click on the ‘Submit Application’ button at the bottom of the screen.

NOTE: After submitting the application, it is locked to the user for any edits and may only be viewed.

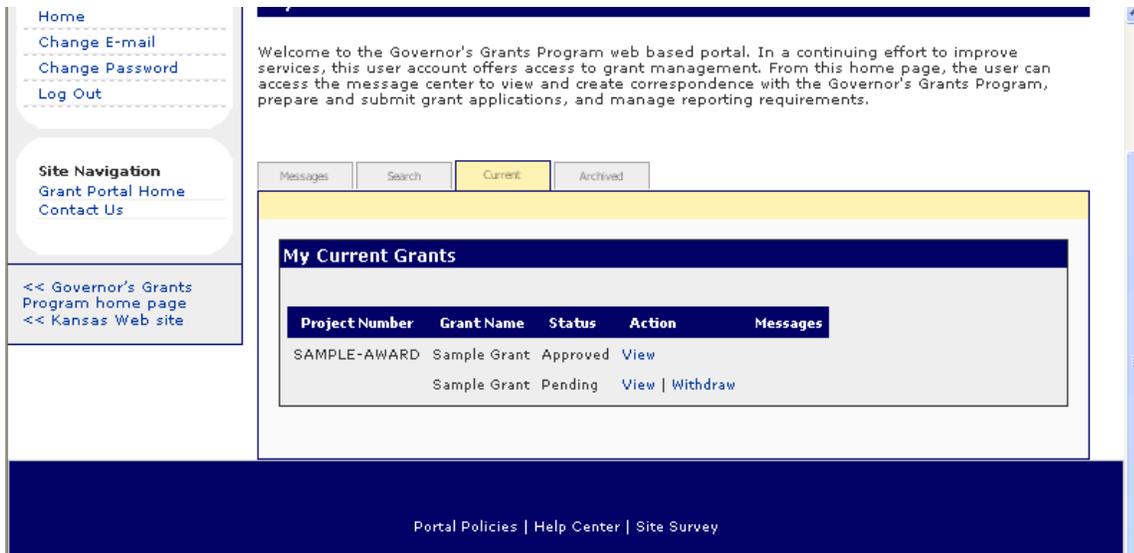


The system displays a message confirming that the revision was successfully submitted. The user is done with the grant application and may log out of the Grant Portal.

To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.



Click on the 'Current' tab across the center of the screen.



In this view, the grant application just submitted is the second line with a “Pending” status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the ‘Log Out’ link on the left side of the screen.