APPLICATION PORTAL INSTRUCTIONS

KANSAS GOVERNOR'S GRANTS PROGRAM
GRANT WRITING TIPS

UPDATED 2022

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. To complete an Access Request to submit to the Governor's Grants Program, go to https://www. kansas.gov/grants/access.do.

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 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.

Accessing the Grant Portal

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.

Accessing the Grant Portal

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.'

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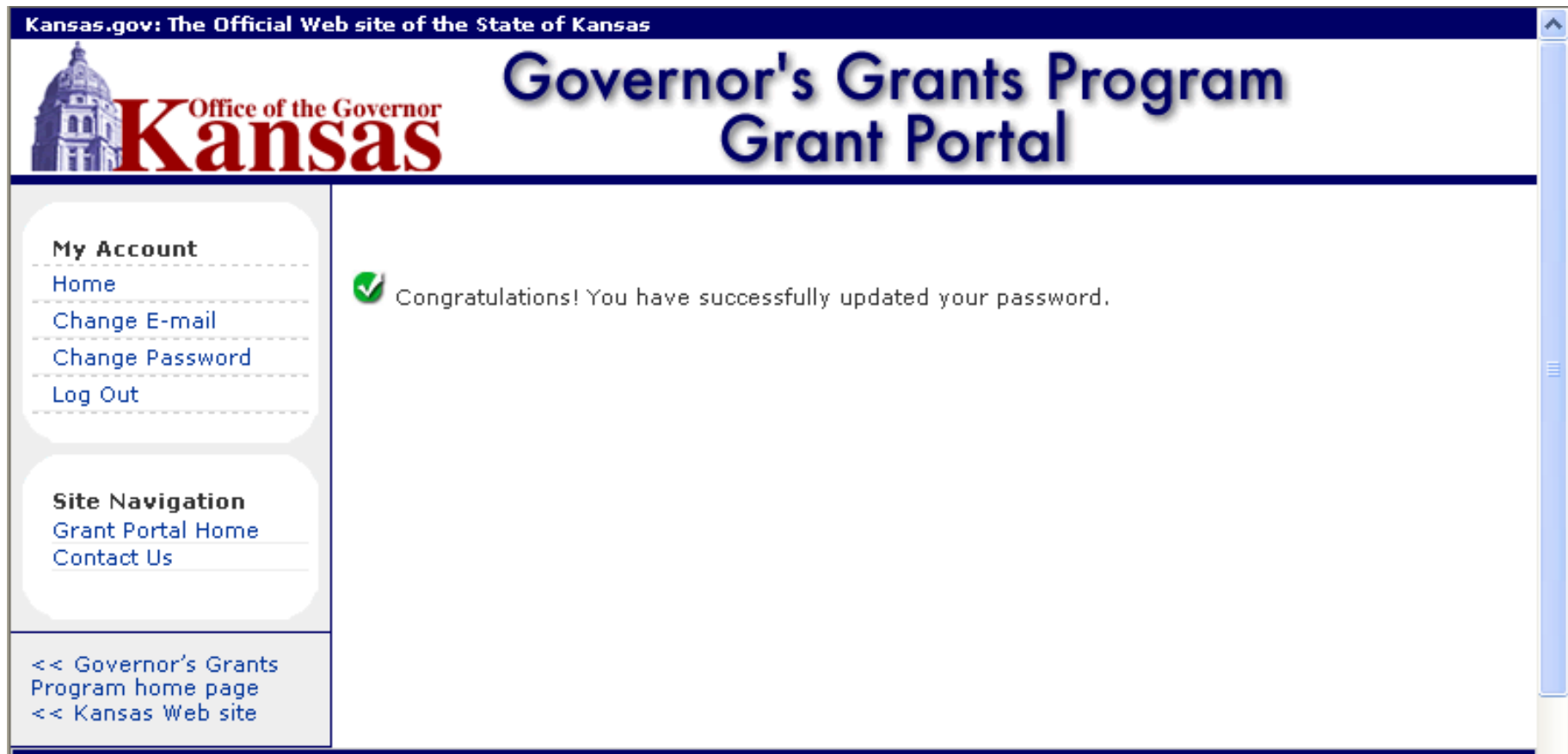
If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

Submitting the Application

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

Submitting the Application

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.'

Submitting the Application

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.'

Submitting the Application

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.

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.

General Information

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.

General Information

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.

General Information

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. When the budget revision has been submitted you will see the message below.

Fax: 555-555-5555

E-mail: sample@email.org

Project Information

Proposed Grant Project Name: **Sample Project**

County(ies) in which proposed grant project will operate: **Statewide**

Description of proposed grant project: **Sample project for demonstration.**

If awarded, these funds will:

Create a new grant project or service activity.

Continue   Modify

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

General Information

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.
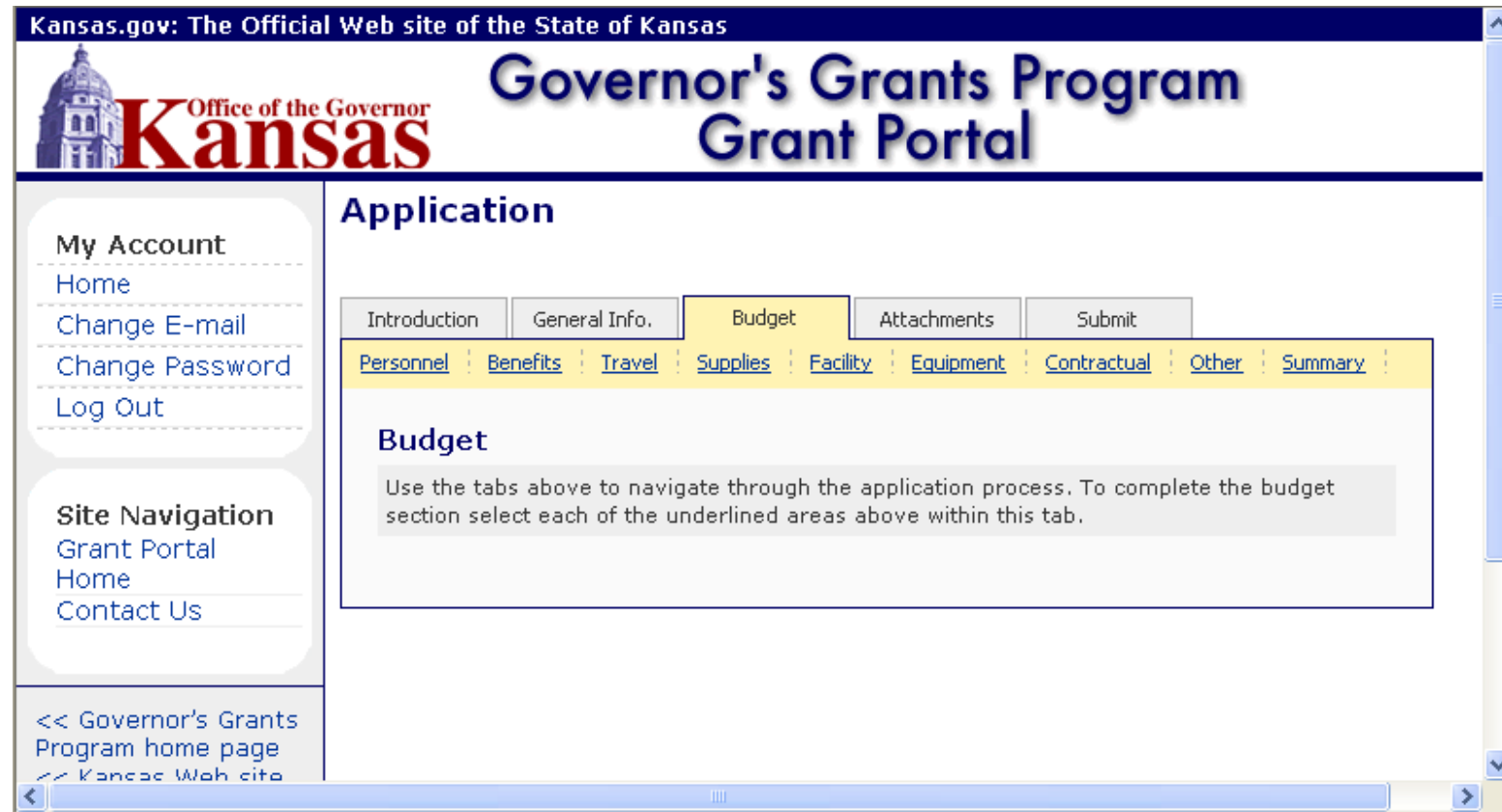
The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing 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.

Budget

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.'

Budget

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.

Budget

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.

Budget

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 <u>Benefits</u> link below the 'Budget' tab.

Budget

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.

Budget

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.

Budget

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.

Budget

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.

Budget

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 <u>Travel</u>. Repeat the same process for the <u>Travel</u>, <u>Supplies</u>, <u>Facility</u>, <u>Equipment</u>, <u>Contractual</u> and <u>Other</u> budget categories. When all of the budget information is entered, click on the <u>Summary</u> link.

Budget

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.

Attachments

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

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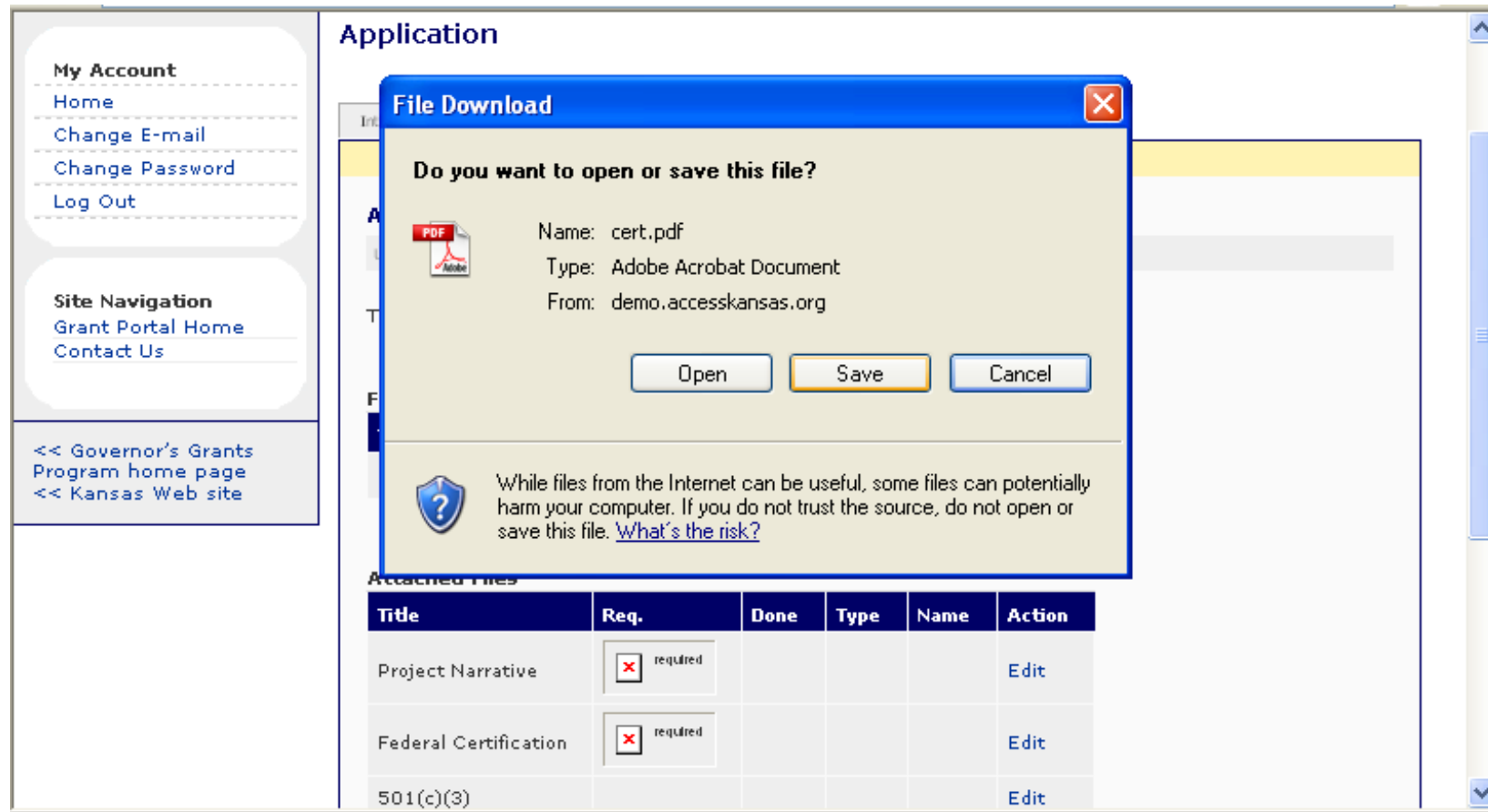
The system displays the 'File Download' window that allows the user to open or save the file to be utilized. Click on 'Save.'

Attachments

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.

Attachments

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

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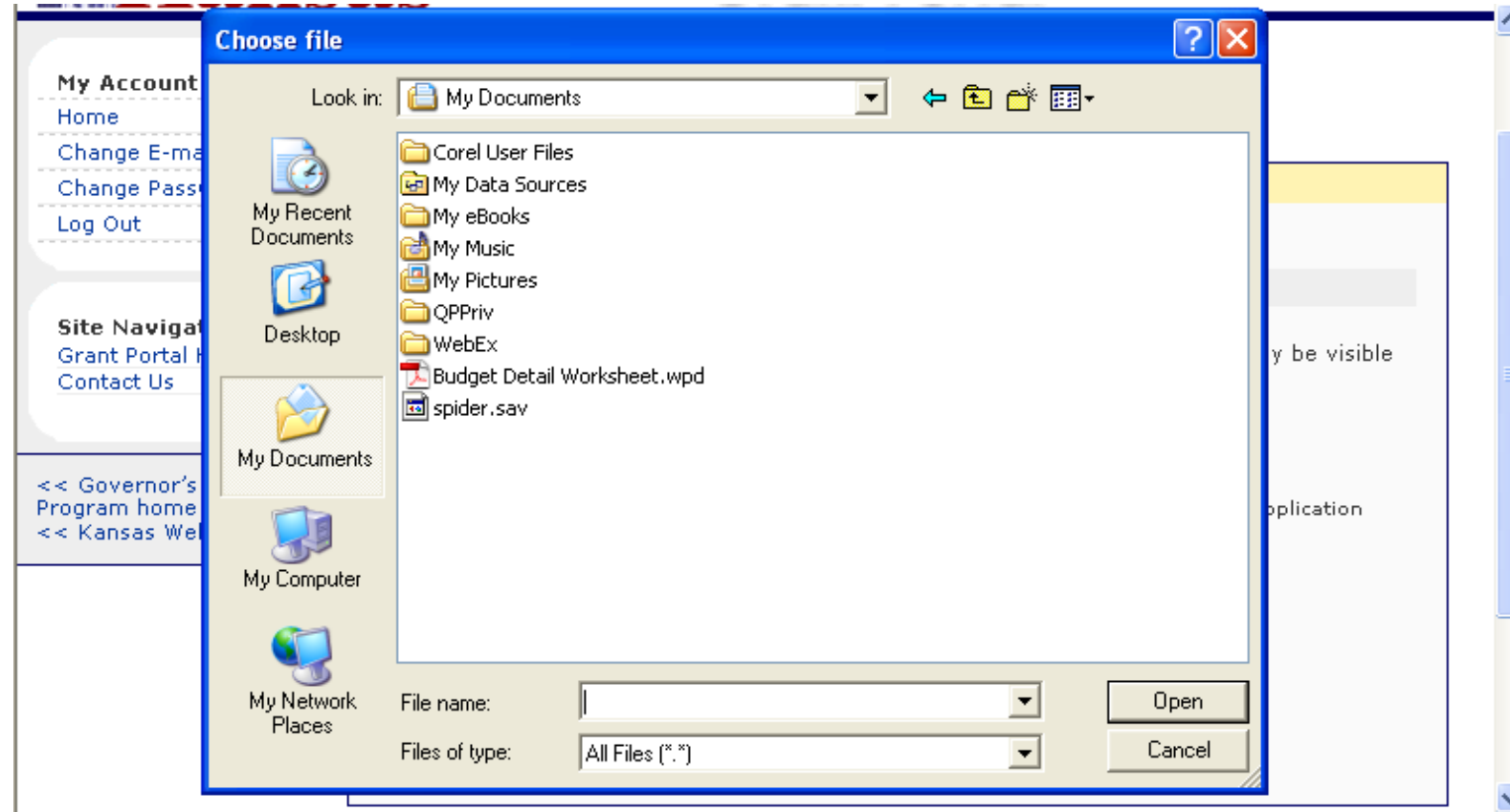
The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).

Attachments

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.

Attachments

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.

Attachments

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.
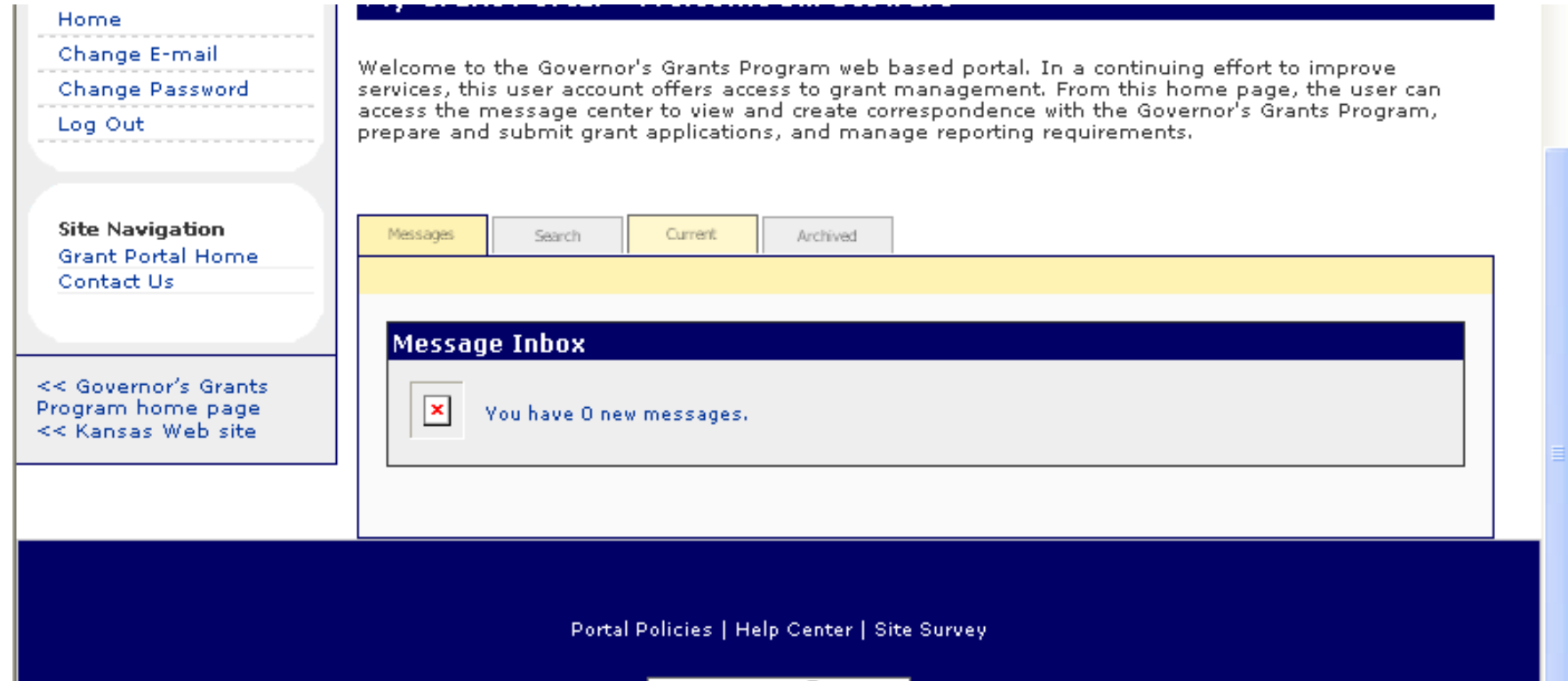
Submit

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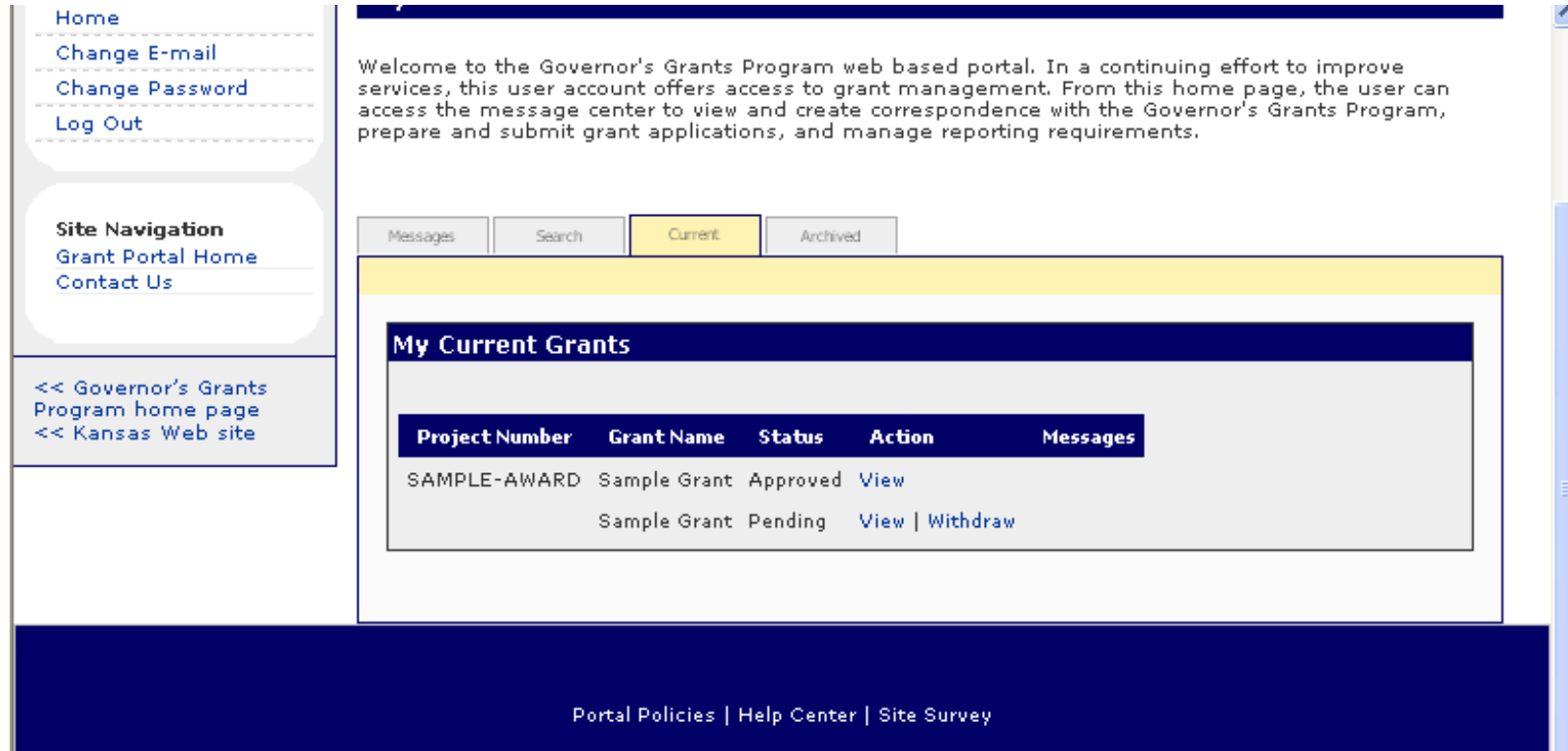
To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.

Submit

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

Submit

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.