

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>.

Address  <https://www.accesskansas.org/ssrv-ksggrants/access.do>  Go

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

**Office of the Governor
Kansas**

Governor's Grants Program Grant Portal

Site Navigation

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In order to apply for grants, organizations will need to register with the Governor's Grants Program Grant Portal. The portal will provide a login and password to the contact listed below via e-mail. No more than one login will be provided for any organization. Be sure to keep the login and password in a safe and accessible place. The Authorized Certifying Official for the organization will be considered the primary contact and the access administrator.

► Indicates required information

Organization Information

► Agency Name:

► FEIN:

► Street Address:

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 web interface of the Governor's Grants Program Grant Portal. At the top, a blue banner reads "Kansas.gov: The Official Web site of the State of Kansas". Below this, the page features the "Office of the Governor Kansas" logo on the left and the title "Governor's Grants Program Grant Portal" in large blue text on the right. The main content area is divided into two columns. The left column contains a login form with fields for "E-mail address:" and "Password:", a "Log in" button, and a link for "forgot password". Below the login form is a "Site Navigation" box with links for "Grant Portal", "Home", and "Contact Us". At the bottom of the left column are links for "<< Governor's Grants Program home page" and "<< Kansas Web site". The right column has a heading "Introduction" followed by the text "Governor's Grants Program" and a quote: *"Creating S.A.F.E. Communities"*. Below the quote is a paragraph describing the program's mission: "The Governor's Grants Program administers funds to organizations that aim to enhance the criminal justice system, improve public safety, support crime victim services and drug and violence prevention programs. State and local units of government, non-profits, community and faith-based organizations throughout the state are eligible to apply for and receive grant funds. The Governor's Grants Program provides the staffing and day-to-day management of these grant programs." At the bottom of the right column is a link: "Learn more about the Governor's Grants Program."

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 screenshot displays the 'My Grant Portal' interface. On the left, a sidebar contains two sections: '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. Below these is a footer link: '<< Governor's Grants Program home page << Kansas Web site'. The main content area features a dark blue header with the text 'My Grant Portal - Welcome Jill Stewart'. Below this is a welcome message: '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.' A navigation bar contains tabs for 'Messages', 'Search', 'Current', and 'Archived'. The 'Messages' tab is active, showing a 'Message Inbox' section with a message stating 'You have 0 new messages.' accompanied by a small icon of a red 'x' in a box. A vertical scrollbar is visible on the right side of the page.

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My Grant Portal - Welcome Jill Stewart

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.

Messages Search Current Archived

Message Inbox

 You have 0 new messages.

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 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 instructions for password requirements. On the left, there are two sidebar sections: "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. At the bottom of the sidebar, there are links to the Governor's Grants Program home page and the Kansas Web site. The main form area includes a legend for required information (indicated by a blue triangle) and three input fields for "Current password:", "New password:", and "Retype new password:". Below these fields are "Submit" and "Cancel" buttons.

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

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Governor's Grants Program Grant Portal

Change Password

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 [! @ # \$ % ^ & * " : < ; > = ? ^].

► Indicates required information

► Current password:

► New password:

► Retype new password:

My Account

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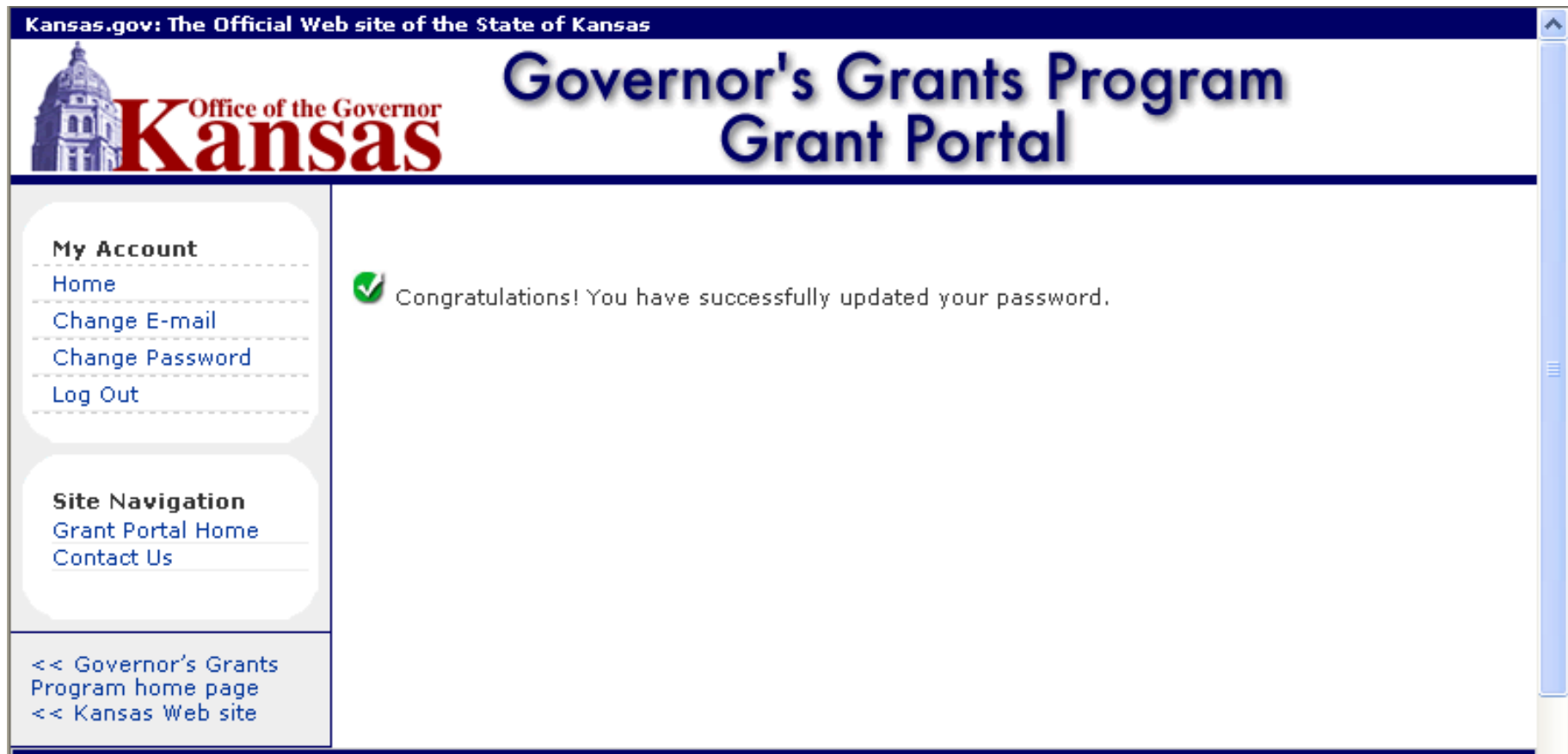
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The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'


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.”



The screenshot displays the Governor's Grants Program Grant Portal. The header features the Office of the Governor of Kansas logo on the left and the title "Governor's Grants Program Grant Portal" on the right. The left sidebar contains two main sections: "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. At the bottom of the sidebar are links to the Governor's Grants Program home page and the Kansas Web site. The main content area has a dark blue banner reading "My Grant Portal - Welcome Jill Stewart". Below this is a welcome message: "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." A navigation bar includes tabs for Messages, Search, Current, and Archived. The "Message Inbox" section shows a status message: "You have 0 new messages."

**Office of the Governor
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Governor's Grants Program Grant Portal

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My Grant Portal - Welcome Jill Stewart

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.

Messages Search Current Archived

Message Inbox

 You have 0 new messages.

Submitting the Application

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

The screenshot displays the Governor's Grants Program web portal. On the left is a sidebar with navigation links: Home, Change E-mail, Change Password, Log Out, Site Navigation (Grant Portal Home, Contact Us), and links to the Governor's Grants Program home page and the Kansas Web site. The main content area has a welcome message and a tabbed interface with 'Messages', 'Search' (selected), 'Current', and 'Archived'. The 'Search' tab contains a 'Search For Grants' section with a text input for 'Keywords', a dropdown for 'Organization Type' (set to 'Any'), and a dropdown for 'Grant Type' (showing 'Any', 'Crime Victim Services', 'Law Enforcement', and 'Criminal Justice'). A 'Search' button is at the bottom of the search section.

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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.

Messages Search Current Archived

Search For Grants

To apply for a new grant, use this box to search all available grants.

Keywords:

Organization Type: Any

Grant Type: Any
Crime Victim Services
Law Enforcement
Criminal Justice

Search

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

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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:

Any

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.'

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.

The screenshot shows the 'Governor's Grants Program Grant Portal' website. At the top, there is a blue header with the text 'Kansas.gov: The Official Web site of the State of Kansas'. Below this is a logo for the 'Office of the Governor Kansas' featuring the state capitol dome. To the right of the logo, the title 'Governor's Grants Program Grant Portal' is displayed in a large, blue, serif font. The main content area is divided into two columns. The left column contains a 'My Account' section with links for 'Home', 'Change E-mail', 'Change Password', and 'Log Out'. Below this is a 'Site Navigation' section with links for 'Grant Portal Home' and 'Contact Us'. At the bottom of the left column are links for '<< Governor's Grants Program home page' and '<< Kansas Web site'. The right column is titled 'Application' and features a horizontal tab bar with five tabs: 'Introduction' (which is highlighted in yellow), 'General Info.', 'Budget', 'Attachments', and 'Submit'. Below the tabs, the 'Introduction' section contains a message: 'Use the tabs above to navigate through the application process.' followed by a paragraph: 'To apply for the Sample Grant grant online complete the following three simple steps and then submit:'. Below this paragraph is a numbered list: '1. General Information', '2. Budget', and '3. Attachments'. At the bottom of the right column, there is an 'IMPORTANT:' notice: 'Start with any section, but complete ALL sections before submitting the grant application.' The website has a blue border and a vertical scrollbar on the right side.

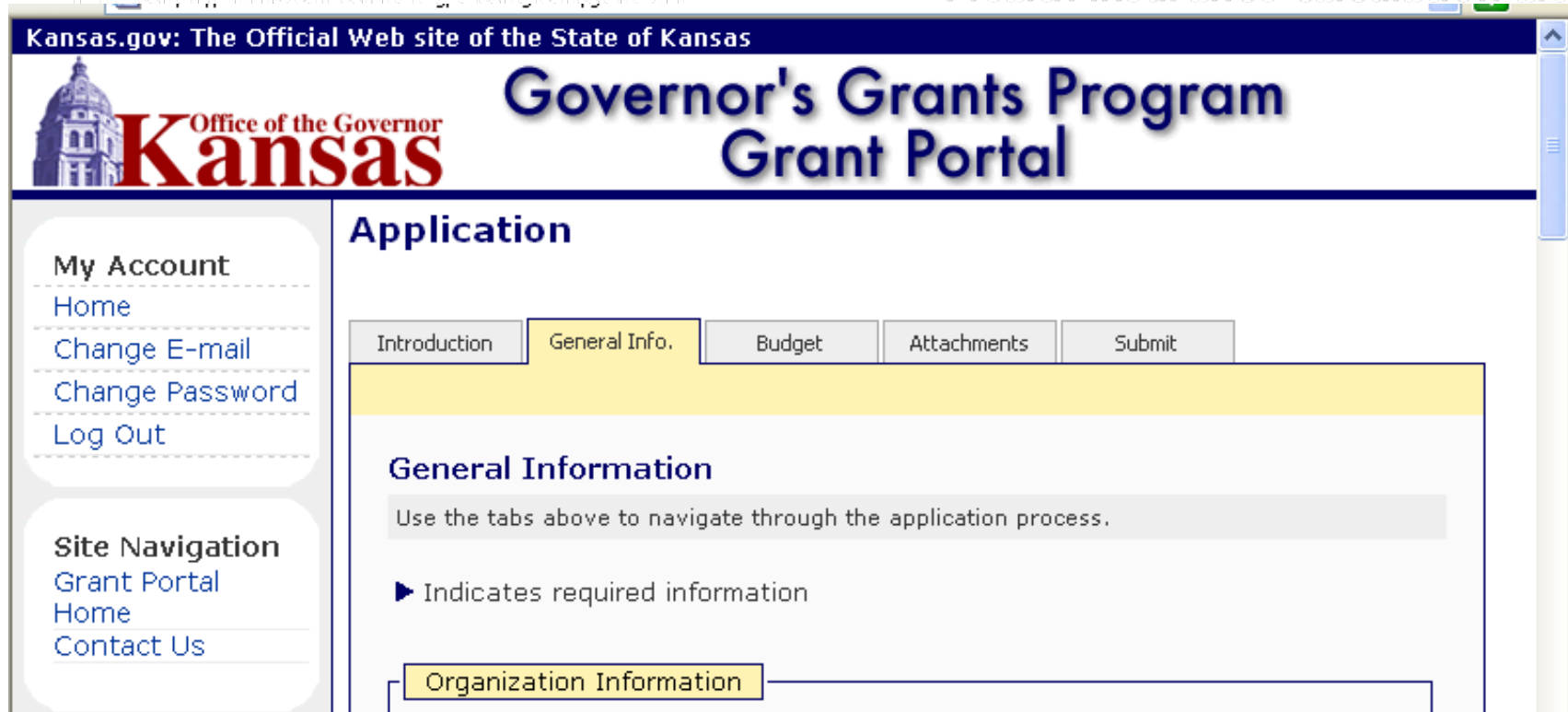
There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

General Information

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

Health insurance calculation

Health insurance calculation after



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

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Governor's Grants Program Grant Portal

Application

Introduction **General Info.** Budget Attachments Submit

General Information

Use the tabs above to navigate through the application process.

► Indicates required information

Organization Information

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.

The screenshot displays a web form titled "General Information". It contains two main sections: "Primary Contact" and "Project Information".

Primary Contact

The primary contact listed will receive ALL correspondence from this office regarding this grant application.

▶ Name:

▶ Phone: Ext:

▶ Fax:

▶ E-mail:

Project Information

▶ Proposed Grant Project Name:

▶ County(ies) in which proposed grant project will operate (use "control key" to select multiple counties):

Statewide
Allen
Anderson
Atchison

▶ Brief description of proposed grant project (max)

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.

The screenshot shows the 'Governor's Grants Program Grant Portal' on the Kansas.gov website. The header includes the state logo and the text 'Office of the Governor Kansas'. The main navigation bar has tabs for 'Introduction', 'General Info.', 'Budget', 'Attachments', and 'Submit'. The 'General Info.' tab is selected, leading to the 'General Information Verification' section. This section contains instructions to use the tabs and verify the information. Below the instructions, the 'Applicant Identification' field is highlighted with a yellow box.

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

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Application

Introduction General Info. Budget Attachments Submit

General Information Verification

Use the tabs above to navigate through the application process.

Verify the information below is correct then select "Continue." Select "Modify" to edit any of the information.

Applicant Identification

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.



The screenshot shows a web form titled "General Information". At the top, there are fields for "Fax: 555-555-5555" and "E-mail: sample@email.org". Below these is a section titled "Project Information" with a yellow highlight. This section contains three fields: "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 the "Project Information" section, there is a text label "If awarded, these funds will:" followed by the instruction "Create a new grant project or service activity." At the bottom of the form are two buttons: "Continue" and "Modify". The form is displayed within a browser window with a vertical scrollbar on the right.

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.
<input type="button" value="Continue"/> <input type="button" value="Modify"/>

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

General Information

The screenshot shows the 'Kansas Grant Portal' interface. On the left is a sidebar with navigation links. The main content area is titled 'Application' and features a tabbed interface with 'General Info.' selected. The 'General Information Confirmation' section displays a green checkmark icon and a congratulatory message. Below the message is an 'Edit General Information' button.

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Application

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

General Information Confirmation

Use the tabs above to navigate through the application process.

✔ Congratulations, the General Information section of this grant application has been successfully completed. Continue to another section by selecting one of the tabs above.

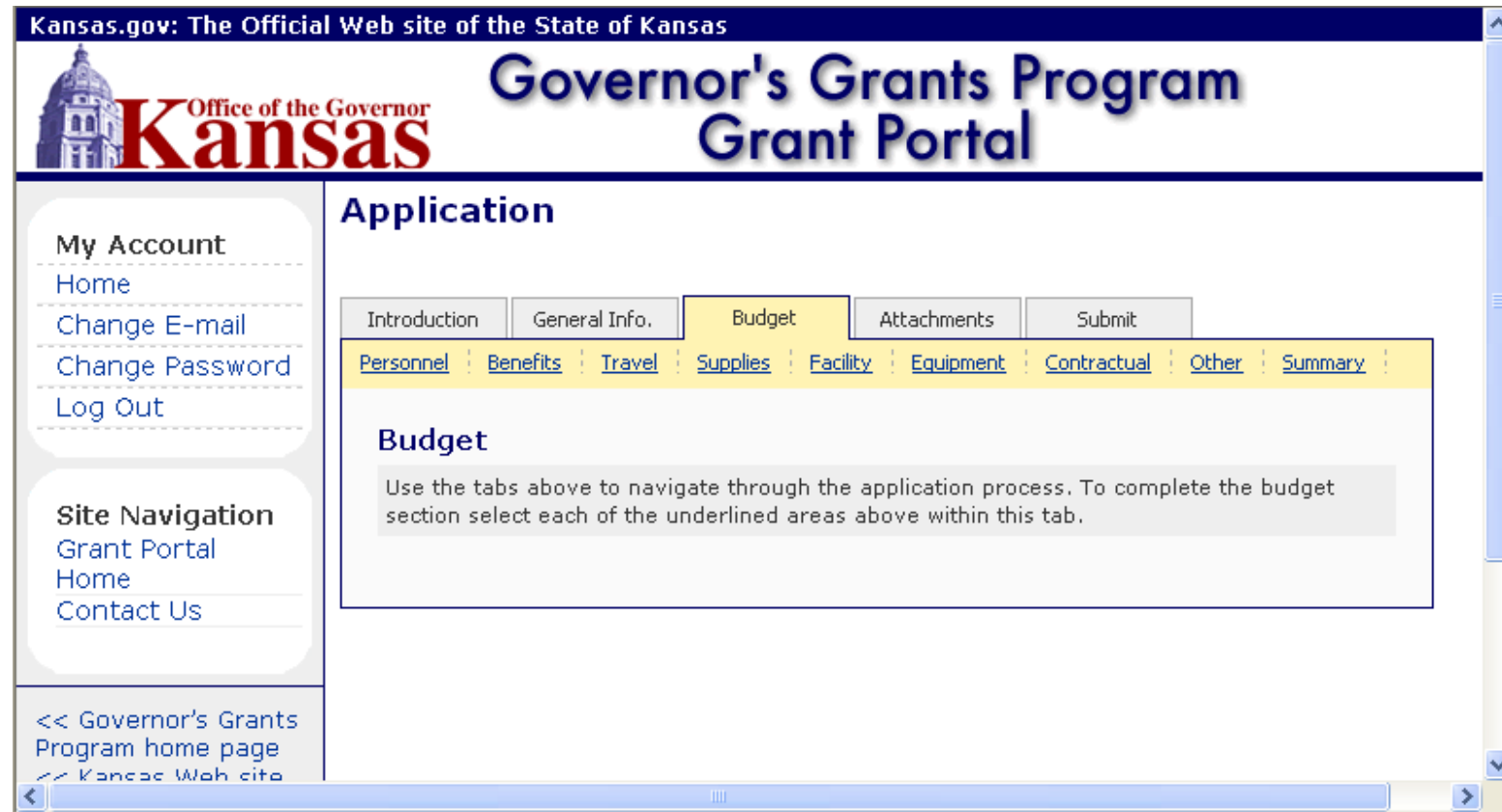
If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.

[Edit 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.'

The screenshot displays the 'Governor's Grants Program Grant Portal' interface. The header includes the 'Office of the Governor Kansas' logo and the portal title. A left sidebar contains 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal Home, Contact Us) links. The main content area is titled 'Application' and features a tabbed interface with 'Budget' selected. Under the 'Budget' tab, there are sub-tabs for 'Personnel', 'Benefits', 'Travel', 'Supplies', 'Facility', 'Equipment', 'Contractual', 'Other', and 'Summary'. The 'Budget: Personnel' section includes instructions to use the tabs and a note about incomplete areas. Below this is a table with columns: Title, Position Status, Dollar Amount, and Action. An 'Add Personnel' button is positioned below the table. At the bottom, the 'Personnel Total:' is shown as '\$0'.

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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
-------	-----------------	---------------	--------

[Add Personnel](#)

Personnel Total:

\$0

Budget

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

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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:	<input type="text" value="- 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.

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.

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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

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.

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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

[Add Personnel](#)

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

The screenshot shows a web application interface for budget management. On the left is a sidebar with navigation links. The main content area has a top navigation bar with tabs for different budget categories. The 'Budget' tab is active, showing the 'Fringe Benefits' section. Below this is a table with three columns: Type, Dollar Amount, and Action. The table lists five items: FICA, Unemployment Insurance, Health Insurance, Worker's Compensation, and Retirement. Each item has a 'Modify' link in the Action column. Below the table is an 'Add Fringe Benefits' button. At the bottom, there is a 'Benefits Total:' label followed by a text input field containing '\$0'.

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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		Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

[Add Fringe Benefits](#)

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.

Budget

The screenshot shows the 'Budget' section of the 'Kansas Grant Portal'. The page has a header with the 'Kansas' logo and 'Grant Portal' text. A left sidebar contains 'My Account' links (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' links (Grant Portal Home, Contact Us). Below these are links to the Governor's Grants Program home page and the Kansas Web site. The main content area is titled 'Application' and features a series of tabs: Introduction, General Info., Budget (selected), Attachments, and Submit. Under the 'Budget' tab, there are sub-tabs: Personnel, Benefits, Travel, Supplies, Facility, Equipment, Contractual, Other, and Summary. The 'Budget: Fringe Benefits Verification' section contains instructions to use the tabs and a legend indicating that a blue triangle icon represents required information. A table displays the following data:

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

At the bottom of the table are two buttons: 'Continue' and '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 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.

Budget

The screenshot shows a web application interface for budget management. On the left is a sidebar with navigation links: 'Change Password', 'Log Out', 'Site Navigation' (with links to 'Grant Portal Home' and 'Contact Us'), and '<< Governor's Grants Program home page' and '<< Kansas Web site'. The main content area has a yellow header with tabs: 'Personnel', 'Benefits', 'Travel', 'Supplies', 'Facility', 'Equipment', 'Contractual', 'Other', and 'Summary'. The 'Benefits' tab is selected, showing the 'Budget: Fringe Benefits' section. Below the tabs is a text box stating 'Use the tabs above to navigate through the application process.' and a note: 'Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.' A table lists fringe benefits with columns 'Type', 'Dollar Amount', and 'Action'. The table contains five rows: FICA (\$1,432), Unemployment Insurance (\$0), Health Insurance (\$0), Worker's Compensation (\$0), and Retirement (\$0), each with a 'Modify' link. Below the table is an 'Add Fringe Benefits' button. At the bottom, a 'Benefits Total:' label is followed by a line showing '\$1,432'.

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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.

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[PERSONNEL](#) | [SERVICES](#) | [TRAVEL](#) | [SUPPLIES](#) | [FACILITY](#) | [EQUIPMENT](#) | [CONTRACTUAL](#) | [OTHER](#) | **SUMMARY**

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.

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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.

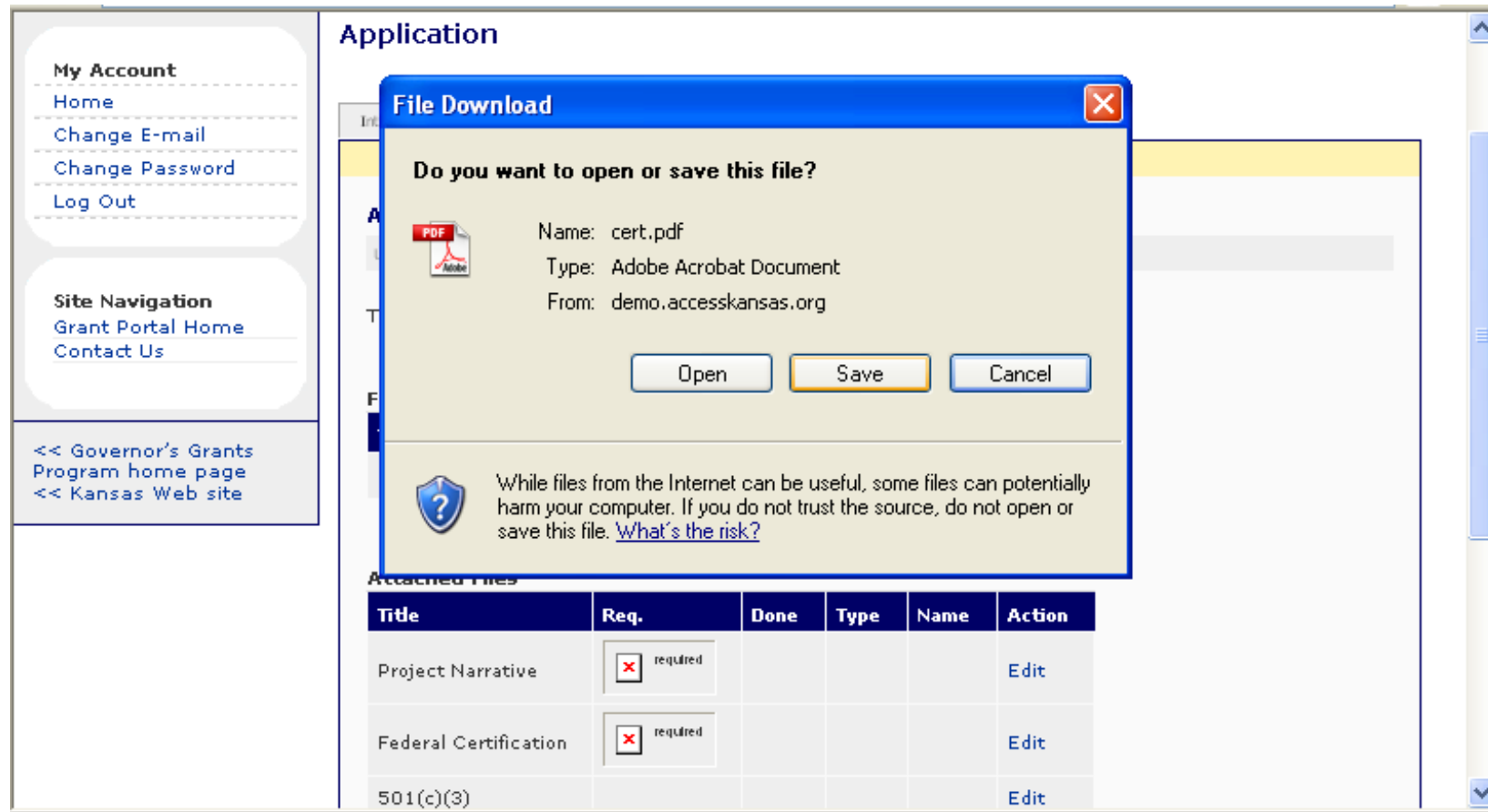
Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	<div><input checked="" type="checkbox"/> required</div>				Edit
Federal Certification	<div><input checked="" type="checkbox"/> required</div>				Edit
501(c)(3)					Edit

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

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	<input checked="" type="checkbox"/> required				Edit
Federal Certification	<input checked="" type="checkbox"/> required				Edit Edit file
501(c)(3)					Edit

[Add Attachment](#)

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.

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Attachments: Add File

Use the tabs above to navigate through the application process.

Select the Browse button to locate a file to be uploaded. Comments, which will only be visible to the grant applicant, may be added to the file being uploaded.

Title: Project Narrative

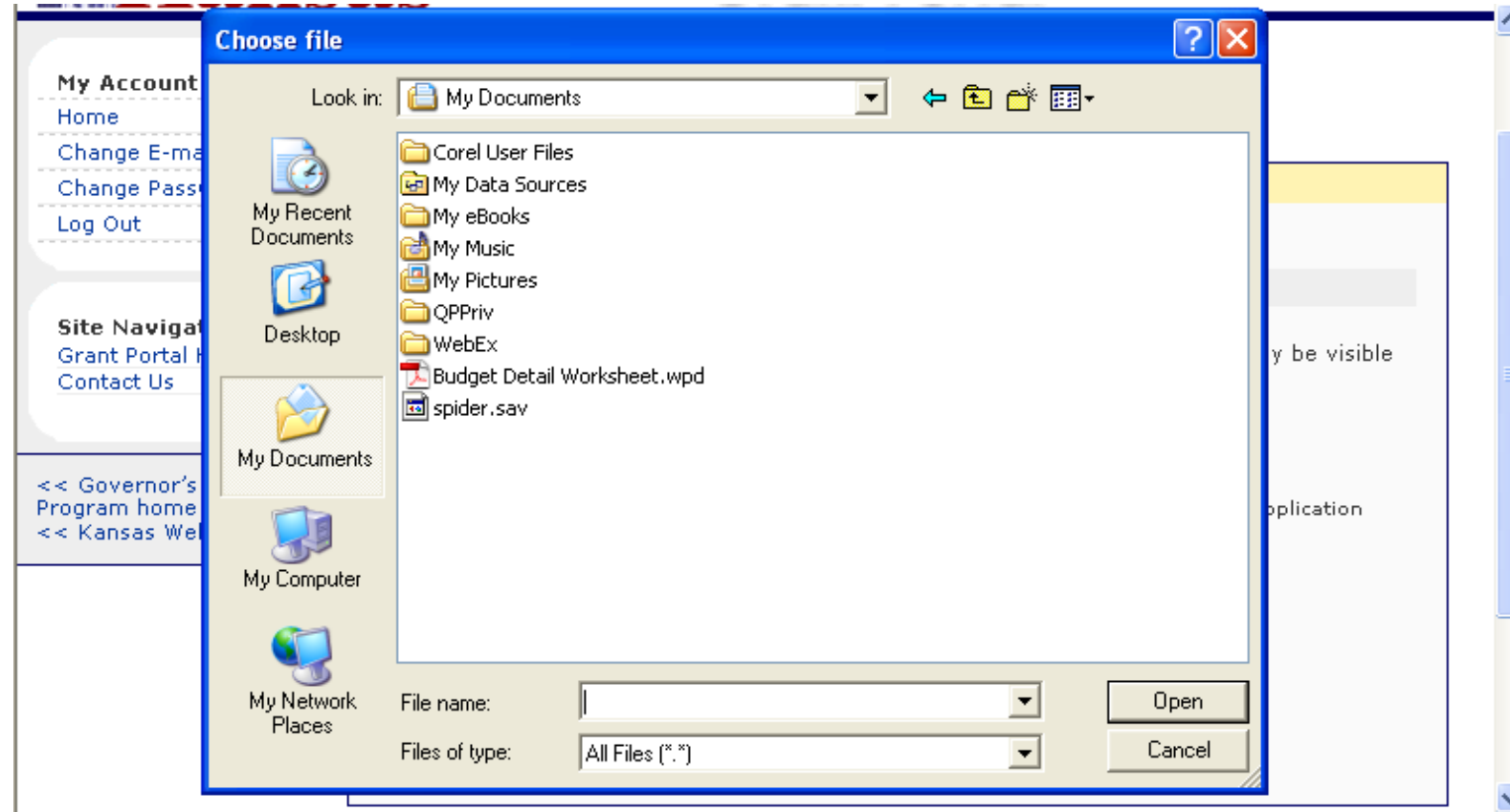
Description: Document to address each section as identified in the application

Upload:

Comments:

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).

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Attachments: File Information

Use the tabs above to navigate through the application process.

Title:	Project Narrative
Description:	Document to address each section as identified in the application
Type:	
Name:	Project Narrative.doc
Date added:	2008-02-22 10:59
Size:	19KB
Comments:	Uploaded on (date)

Continue

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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


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

Add Attachment

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.

[Add Attachment](#)

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.

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Application

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Submit Application for Review

Use the tabs above to navigate through the application process.

The following sections of this application 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	Application Section	Action
	General Information	Modify
	Budget	Modify
	Attachments	Modify

After the application has been successfully submitted, the information can no longer be edited, but can be viewed.

[Submit Application](#)

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.

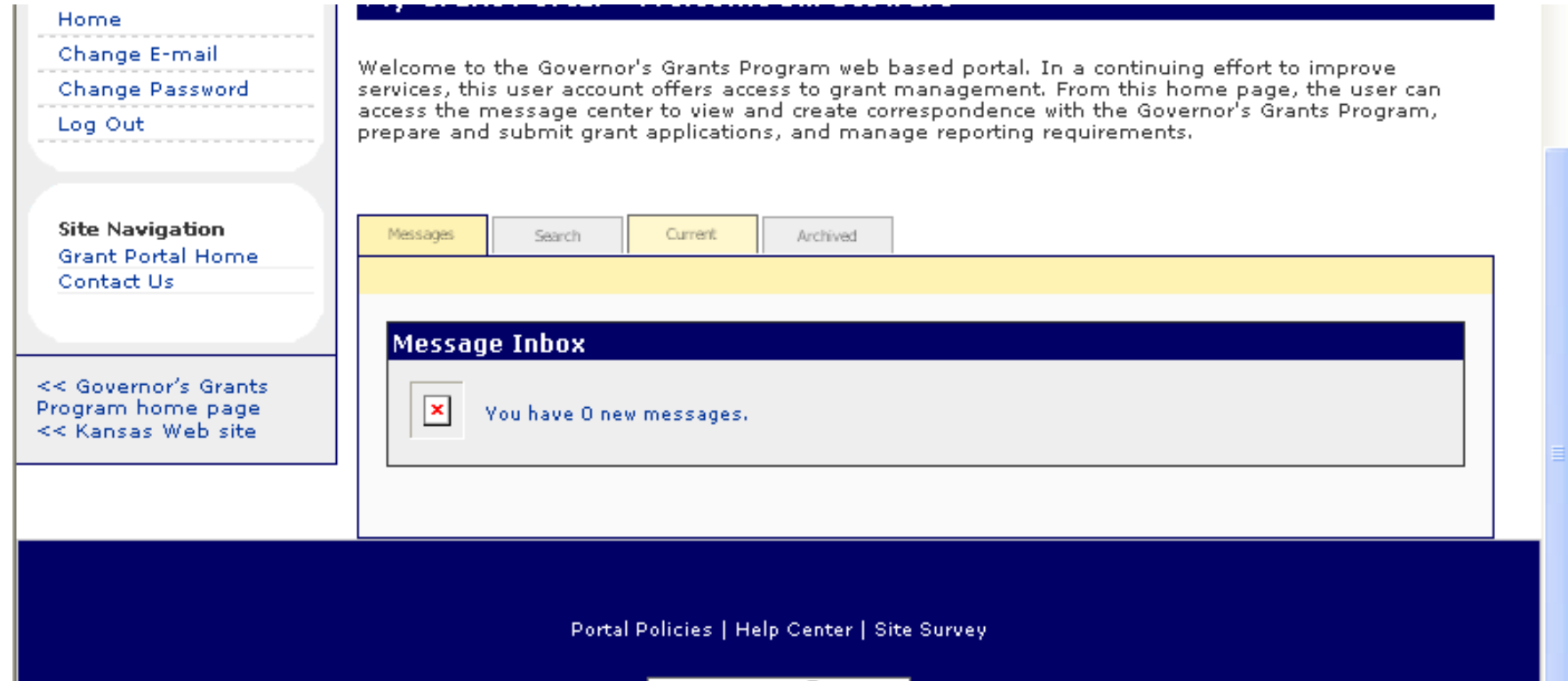
Submit



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.

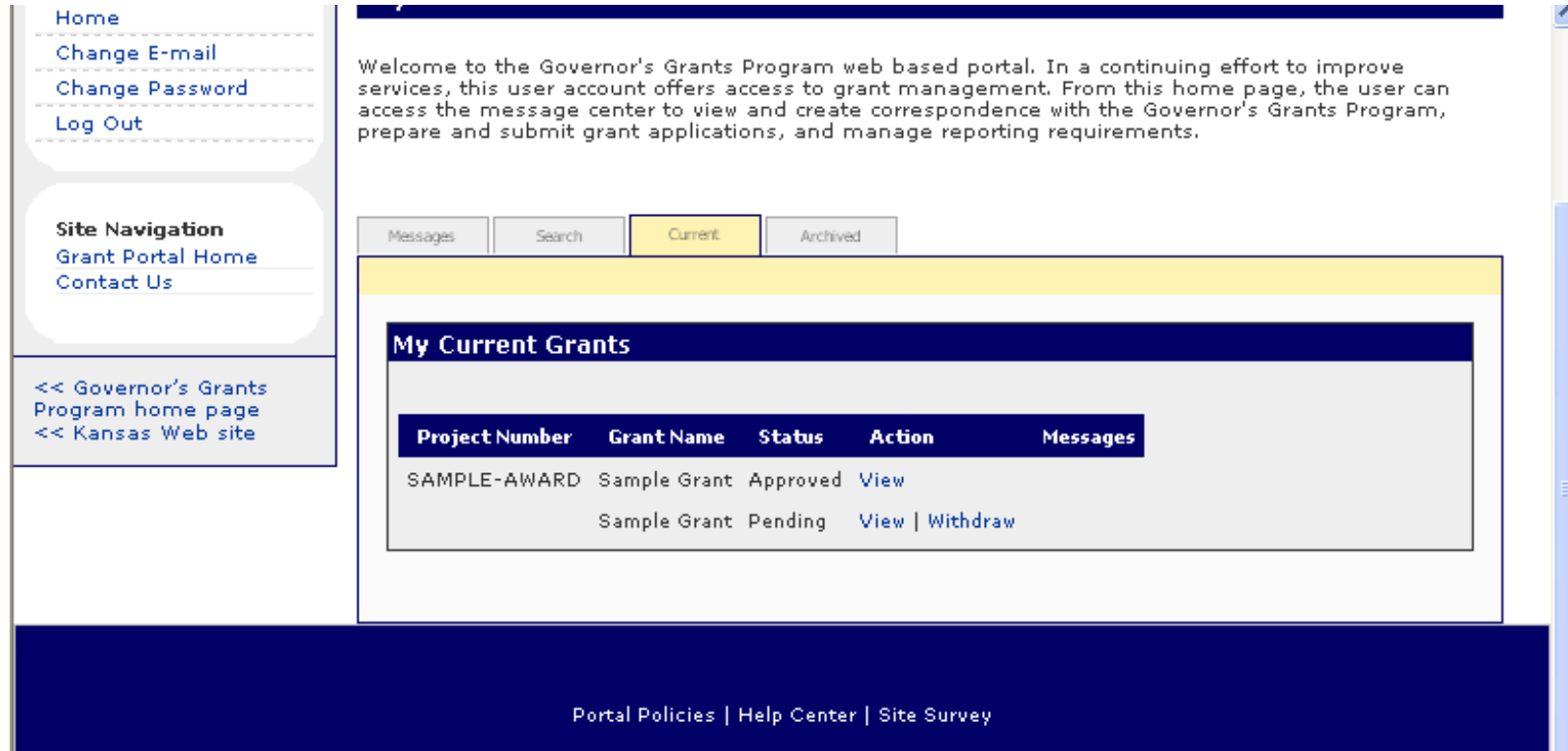
To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.

Submit



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

Submit



The screenshot displays the Governor's Grants Program web portal. On the left, a sidebar contains links for Home, Change E-mail, Change Password, Log Out, Site Navigation (Grant Portal Home, Contact Us), and navigation links to the Governor's Grants Program home page and the Kansas Web site. The main content area features a welcome message and a navigation bar with Messages, Search, Current (highlighted), and Archived tabs. Below the Current tab is a section titled 'My Current Grants' containing a table of grant applications.

Project Number	Grant Name	Status	Action	Messages
SAMPLE-AWARD	Sample Grant	Approved	View	
	Sample Grant	Pending	View Withdraw	

At the bottom of the page, there are links for Portal Policies, Help Center, and Site Survey.

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.