External User Guide WebGrants System

NATIONAL 4-H COUNCIL

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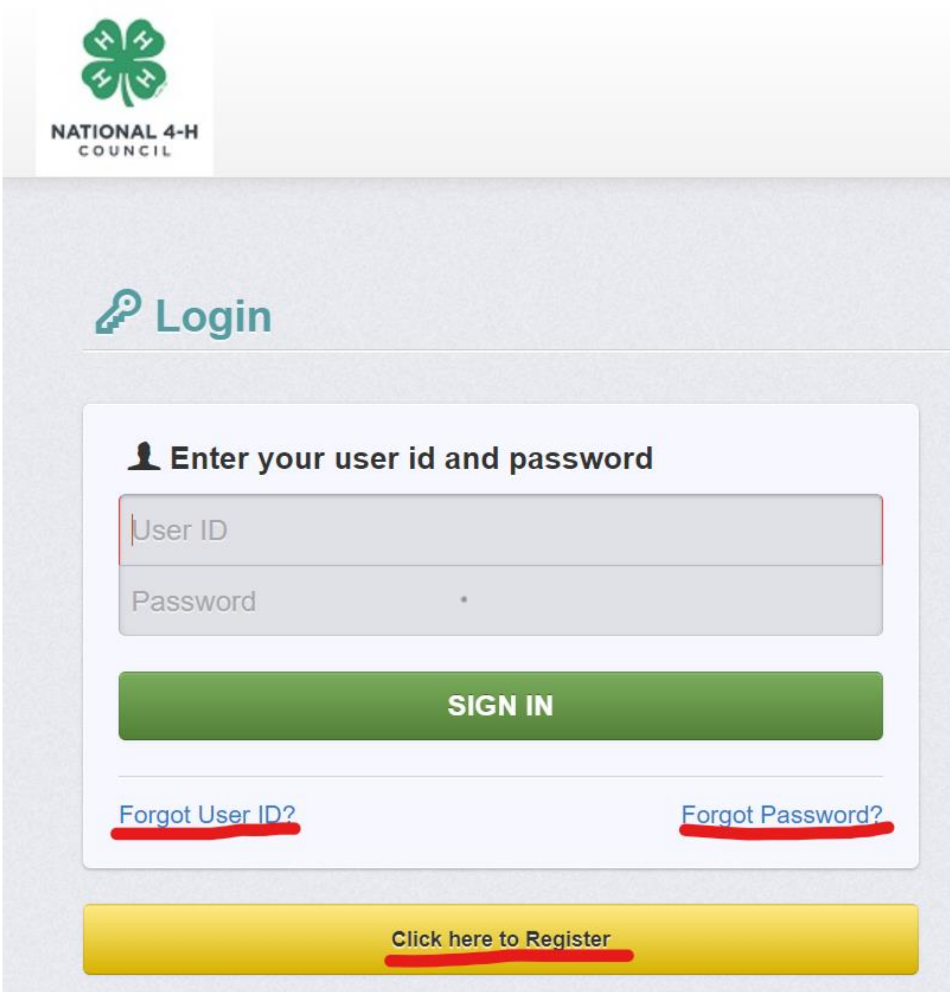
Registration and Logging In

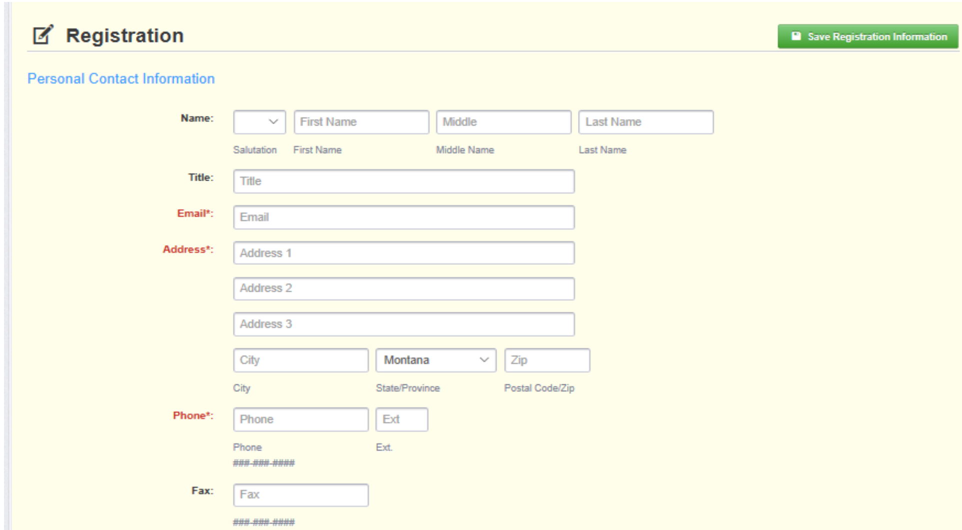
WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Only State and County-level 4-H Professionals will be approved as users of the system. All approved users must be connected to an LGU organization record.

Don't yet have an account? Click on **'Register Here'**

Can't remember your User ID and/or Password? Click on **'Forgot User ID' or 'Forgot Password'**




Registration

Save Registration Information

Personal Contact Information

Name: Salutation | First Name | Middle Name | Last Name

Title: Title

Email*: Email

Address*: Address 1

Address 2

Address 3

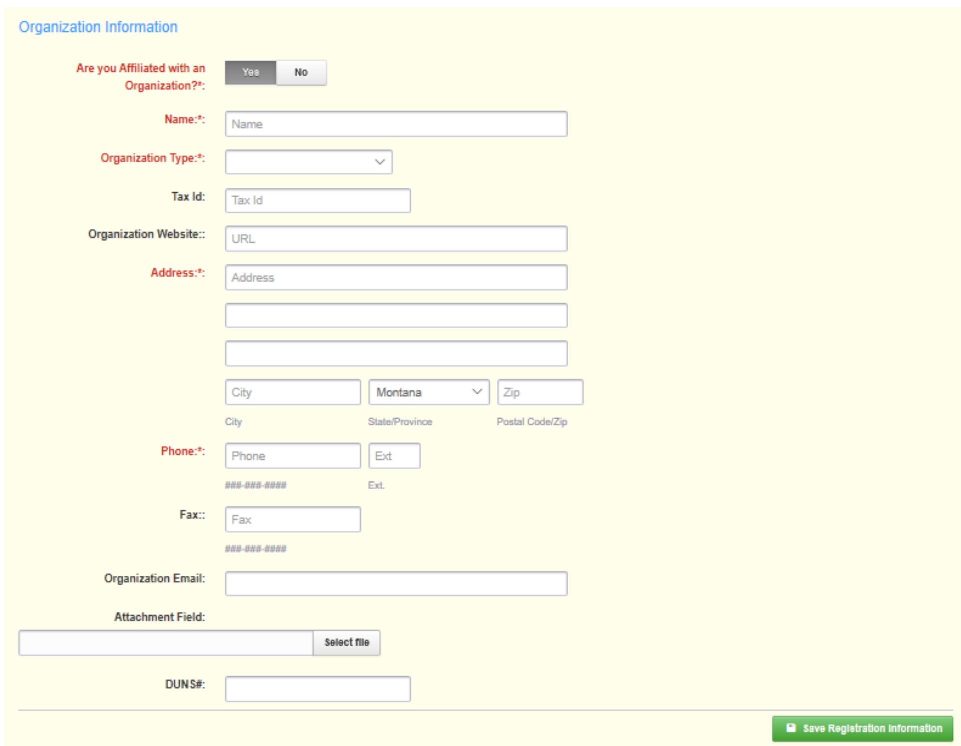
City | Montana (State/Province) | Zip (Postal Code/Zip)

Phone*: Phone | Ext

###-###-####

Fax: Fax

###-###-####


Organization Information

Are you Affiliated with an Organization?*: Yes | No

Name:*: Name

Organization Type:*:

Tax Id: Tax Id

Organization Website:: URL

Address:*: Address

City | Montana (State/Province) | Zip (Postal Code/Zip)

Phone:*: Phone | Ext

###-###-####

Fax:: Fax

###-###-####

Organization Email:

Attachment Field: Select file

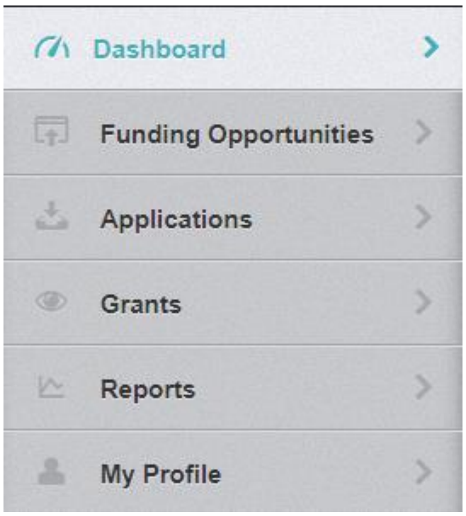
DUNS#:

Save Registration Information

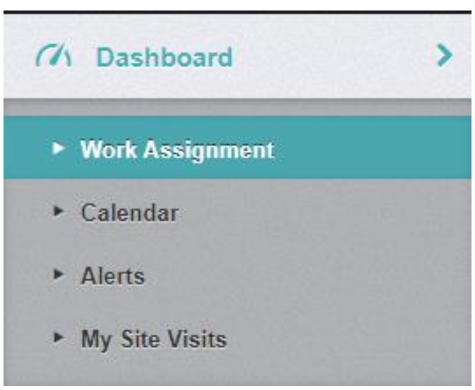
When complete, click Save Registration Information

Main Menu/Home Page

To navigate around the system, use the following buttons, which always appear at the left side of the page



- **Dashboard:** See below
- **Funding Opportunities:** List of all current funding opportunities (current and archived). This section displays all currently posted opportunities; you may create and apply for each opportunity for which you are eligible.
- **Applications:** List of all current submitted applications
- **Grants:** List of current grants. Able to search for grants (open and closed), as well as claims
- **Reports:** List of all current reports (formatted)
- **Profile:** Update/Edit your profile and reset password



- **Work Assignment:** All work currently assigned
  - Approaching deadlines, recent negotiations, recent correspondence, site visits, and organization compliance
- **Calendar:** All upcoming events
- **Alerts:** Most recent system and user alerts
- **My Site Views:** Sites awaiting views

Applying for Funding-Funding Opportunities

The Funding Opportunities module displays all open grants. The deadline column displays the due date of the application. You will be unable to apply after this date. Click on an opportunity's title to view the contents of the opportunity. Read the Funding Opportunity description to ensure eligibility requirements.

Navigating in the WebGrants Systems

Most forms are editable by clicking **'Edit'** at the top part of the section of the form. However, multi-list sections are editable by clicking **'Add'** on the section. If you are completing a multi-list section, you can create as many rows necessary to complete the section. If you want to delete a row, you will click on the row and click **'Delete'**.

All information must be saved by clicking **'Save'** on the forms. If you do not click 'save' and you back out of the form or section of the form, your information will be lost.

Reminder: If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

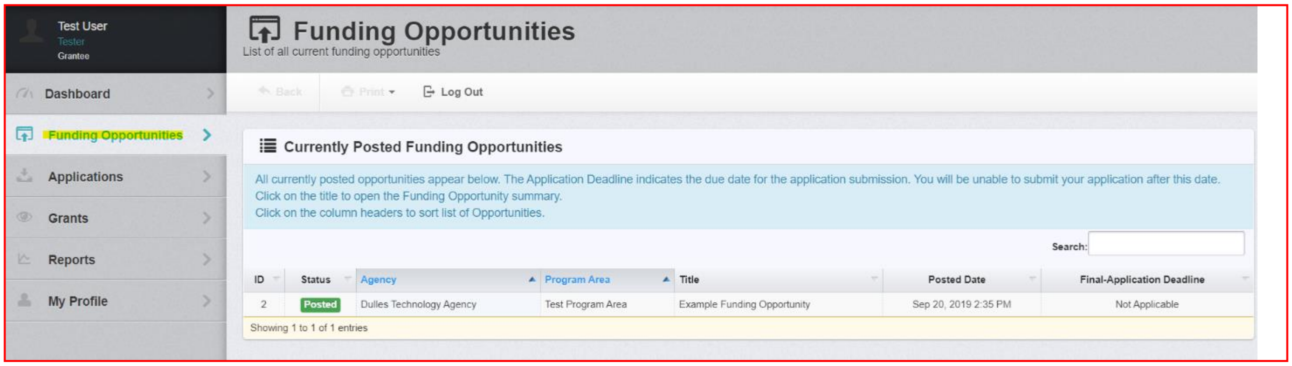
You can click on **'Applications'** from the Side Menu or Click on **'Funding Opportunities'** and you will see your application in the top section.

Important Note: There are some Application Forms that are included in every Funding Opportunity. These will look the same across different Funding Opportunities and are pieces of information that National 4-H Council needs from all applicants. They include:

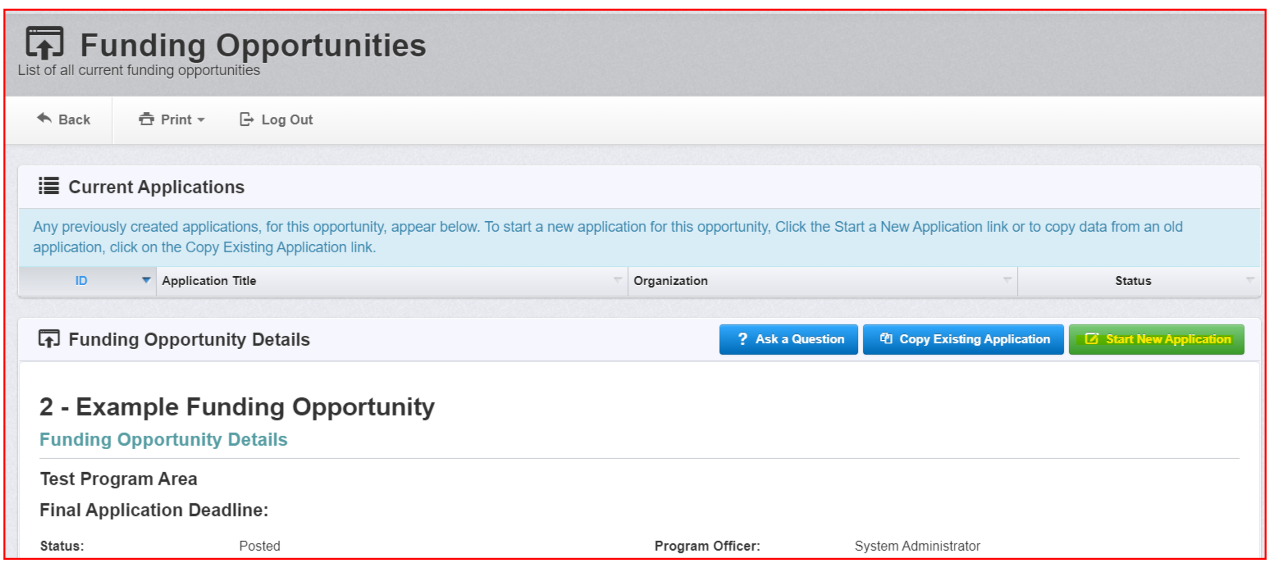
- Principal Investigator – name and contact information
- Principal Investigator's Direct Supervisor – name and contact information
- Payment Recipient – the organization that will review and sign the sub-grant agreement and receive payment, along with a contact person for the organization.
- Participant Reach – Estimated reach numbers for youth participants and volunteers

Creating an Application

- From the Side Menu:
    - Click on **'Funding Opportunities'**:

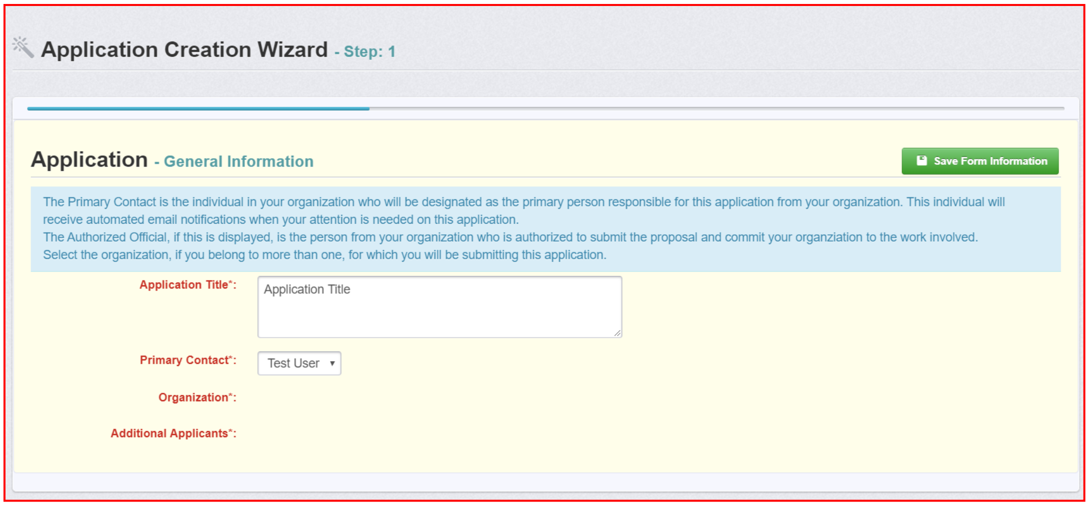


- Select the **'Opportunity Title'** you are applying for.
- Read the Funding Opportunity description to ensure eligibility requirements.
- Click on **'Start A New Application'**:

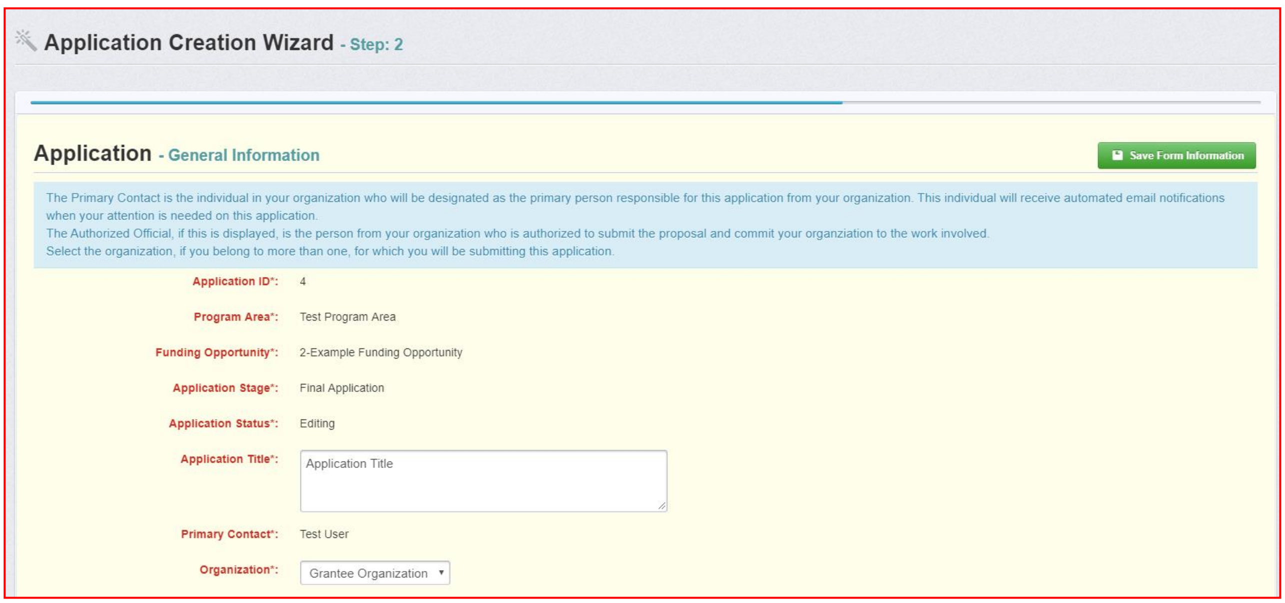


Note: At any time you may click on **'Ask a Question'** and submit a question into the system. When the Program Officer (Grant/Account Manager) answers your response, you will receive an email alert from the WebGrants system

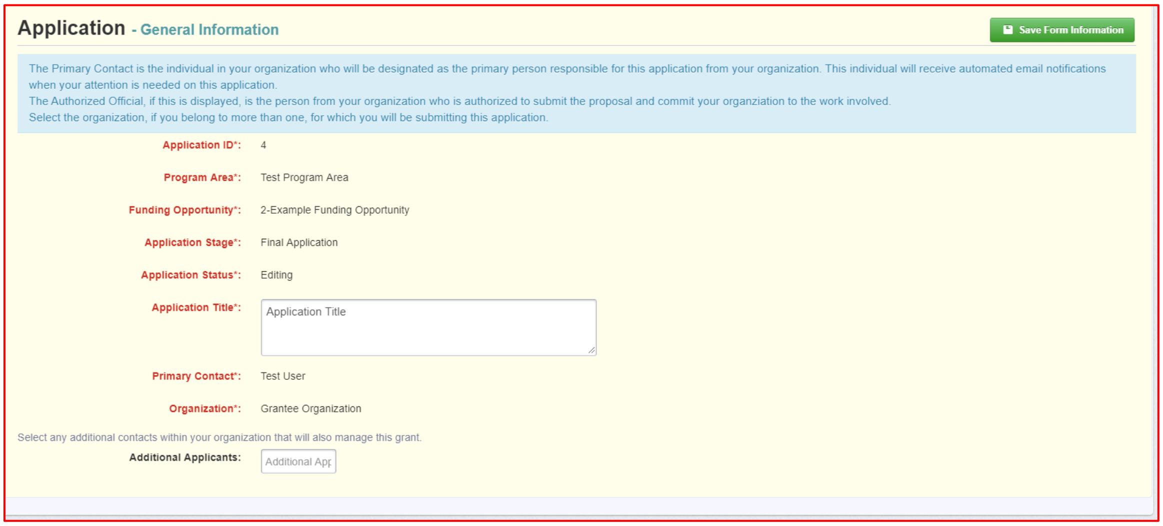
Complete Step 1 in the Application Creation Wizard, then click **'Save Form Information'**



Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click **'Save Form Information'**:



If you would like to add any 'Additional Applicants' from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click **'Save Form Information'**:

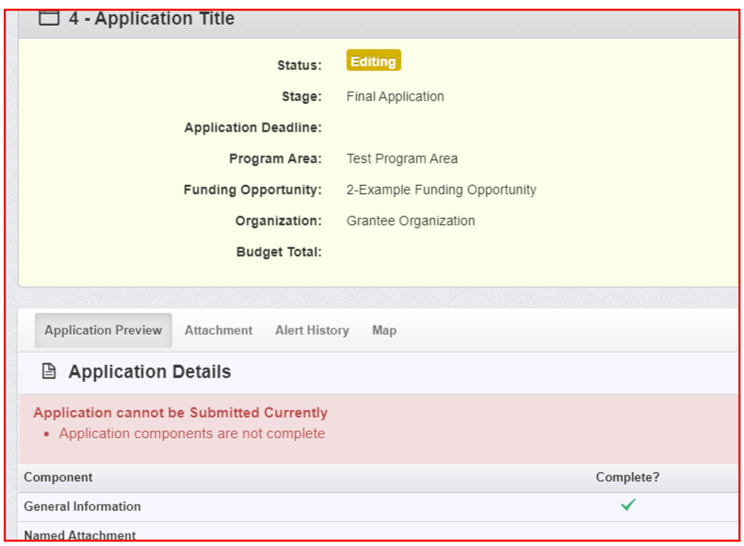


Note: The system has created and assigned the application # when you clicked 'Save'. If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

- You can click on **'Applications'** from the Side Menu or;
- Click on **'Funding Opportunities'** and you will see your application in the top section

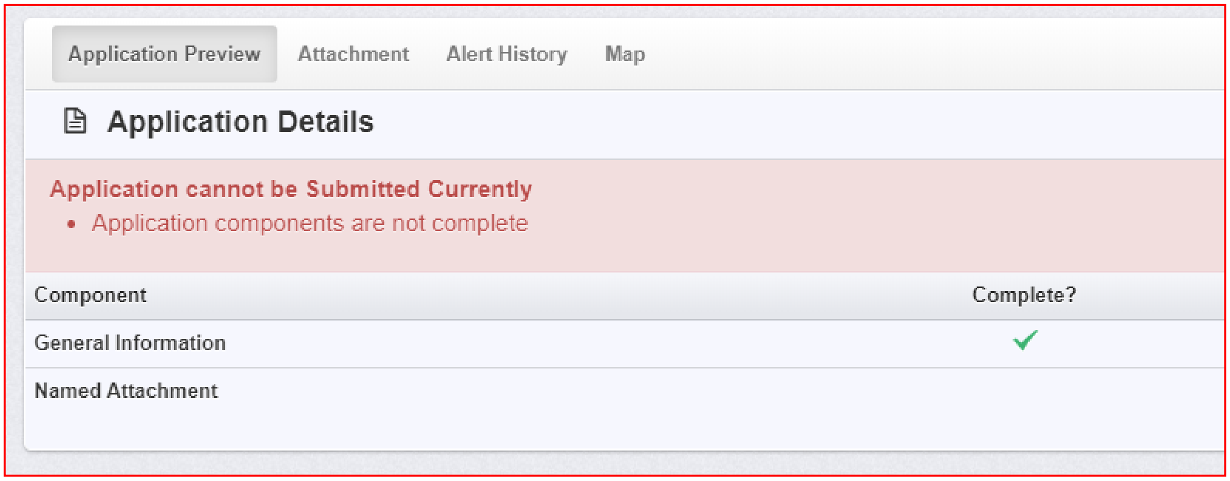
Completing an Application

- Once you have completed the General Information, you will be returned to the Application Details:



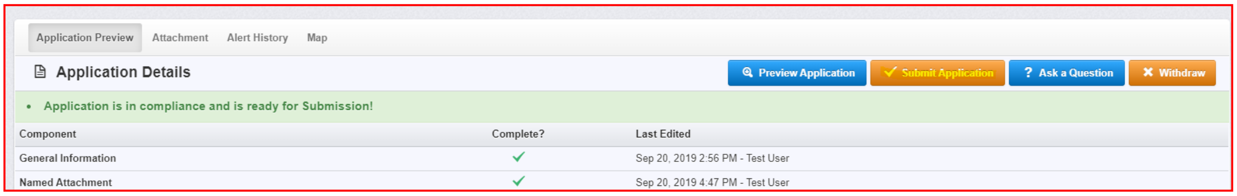
Note: The Applications Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.

The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the WebGrants System. Click on the next form listed underneath the General Information which you just completed.



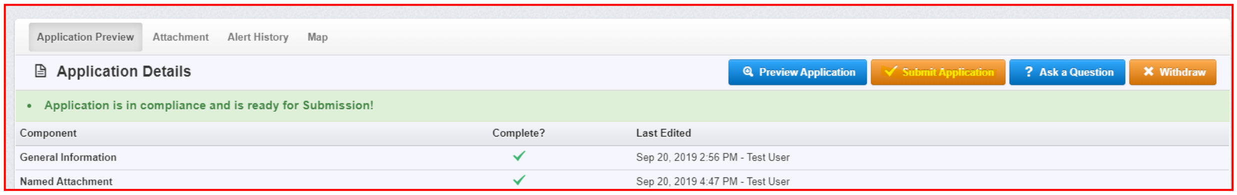
You will continue to click on each form in the Application Details listing.

Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.

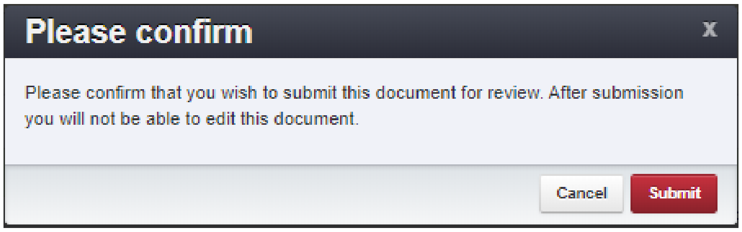


Submitting the Completed Application

Click the **'Submit Application'** button**.**

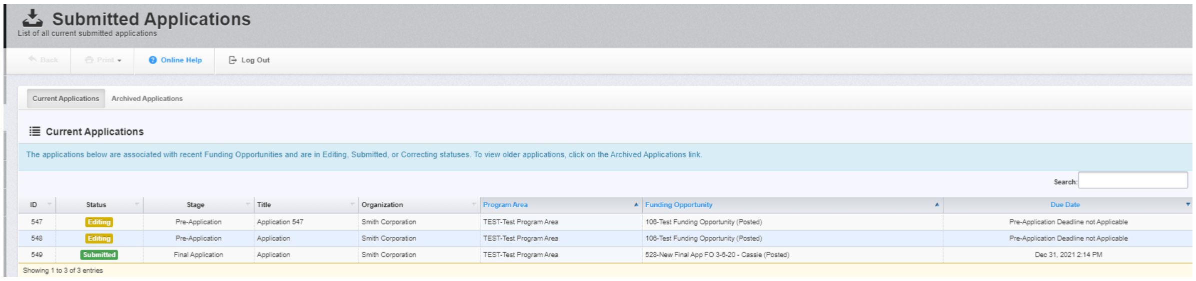


You will receive a pop-up confirmation informing you that once you click '**Submit'** the system will no longer let you edit the application.



If ready, click **'Submit'.**

The system will take you back to your Current Applications listing and will show you your submitted application.

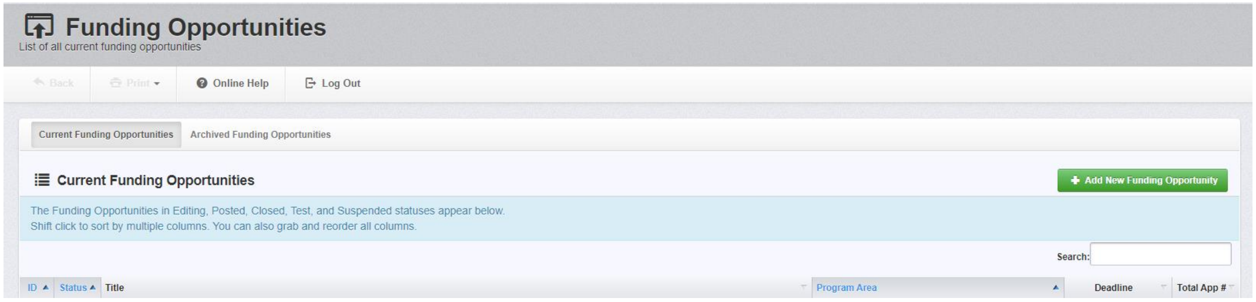


Printing the Submitted Application

- Click on your application in **'Submitted'** status.
  - Click **'Print'** on your top menu and select **'Send to Printer'**
  - **When finished 'Log out'**

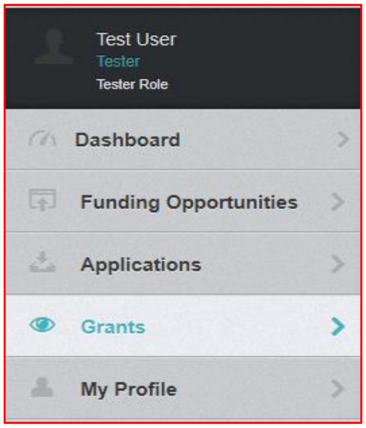
Accessing Applications

Once you submit an application it will show up in Submitted Applications

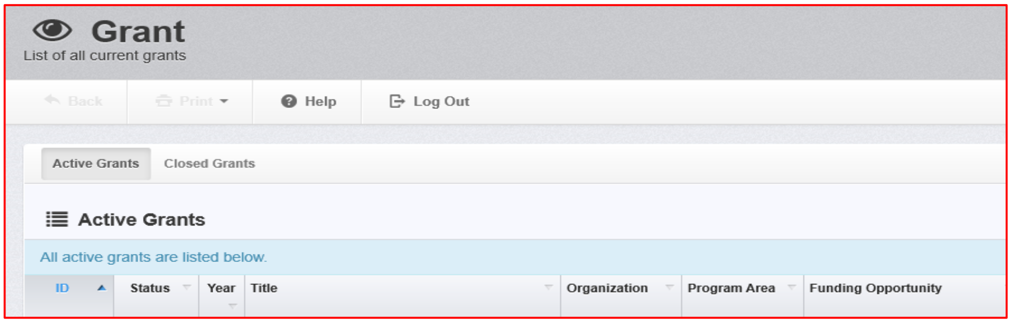


Accessing Your Grant

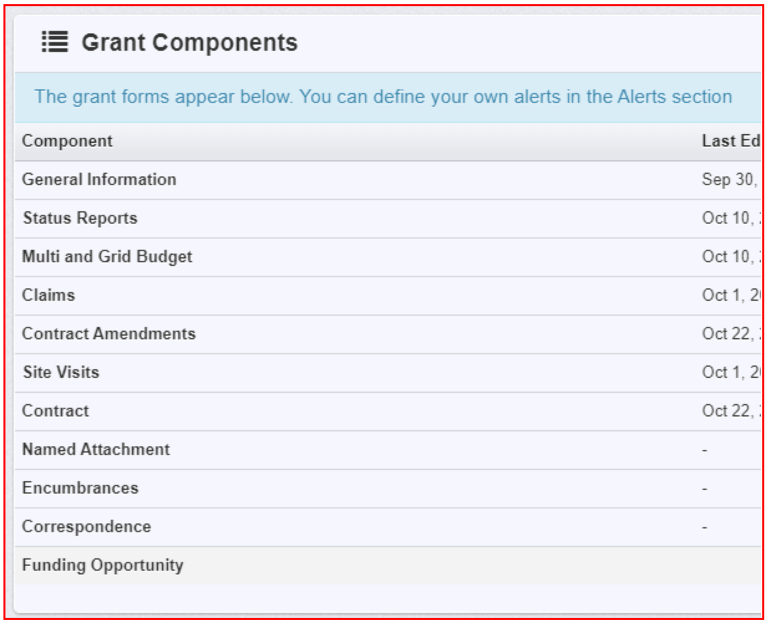
- From the Side Menu: Click on 'Grants'



- Select the Grant you would like to access in the 'Active Grants' listing.

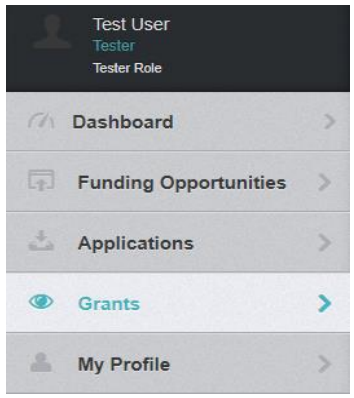


- If you need to access a closed grant, click on the 'Closed Grants' tab.
- Once you have selected the Grant, you will be directed to the Grant Components.

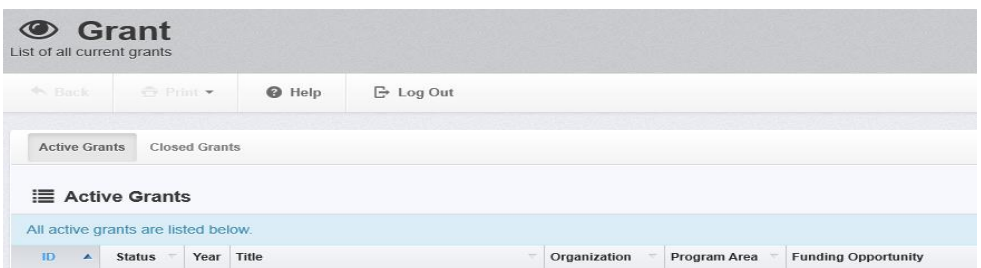


Submitting a Status Report in WebGrants

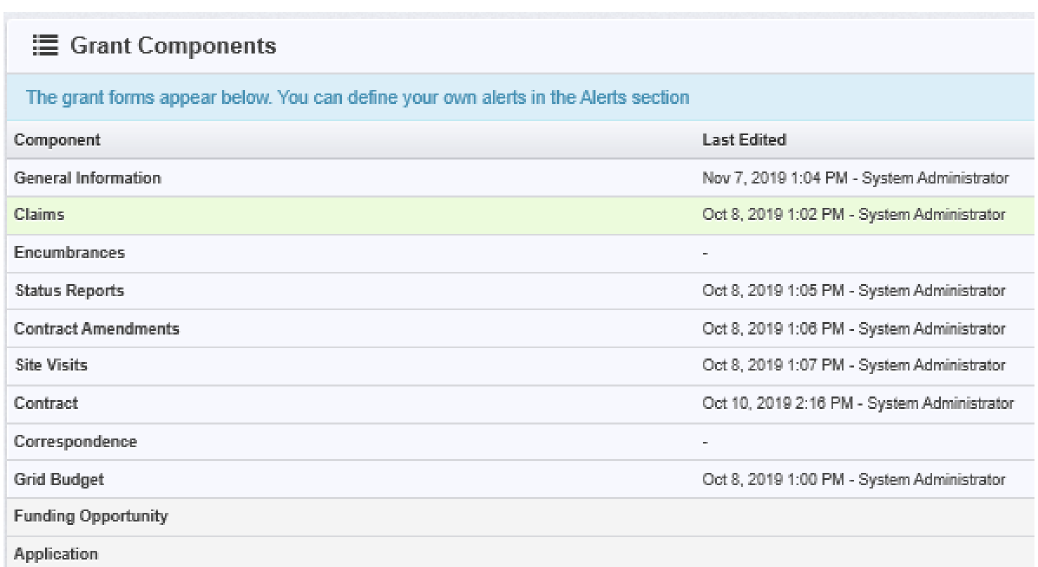
- From the Side Menu: Click on 'Grants'



- Select the Grant you would like to access in the Active Grant listing



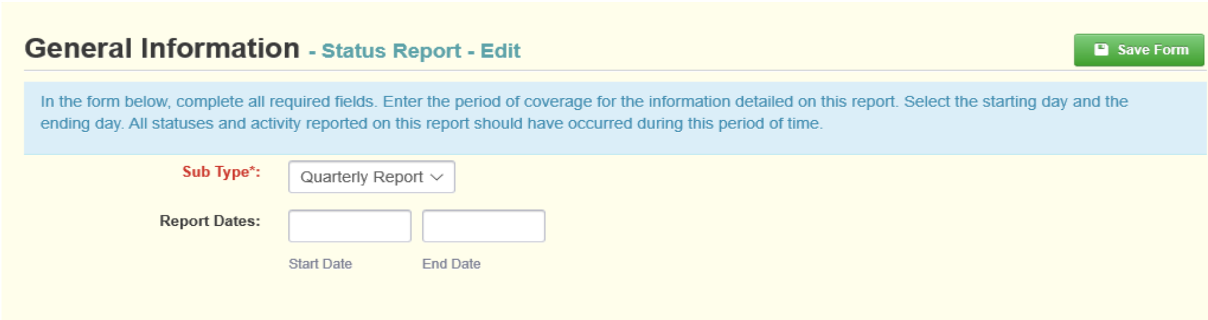
Once you have selected the Grant, you will be directed to the Grant Components.



Grant Components

The grant forms appear below. You can define your own alerts in the Alerts section

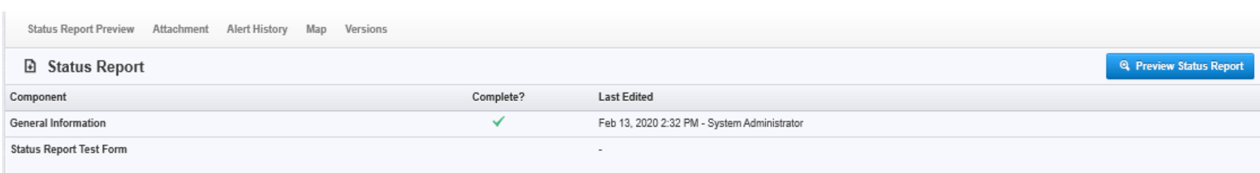
Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	



- Select **'Status Reports'** from the list of Grant Components

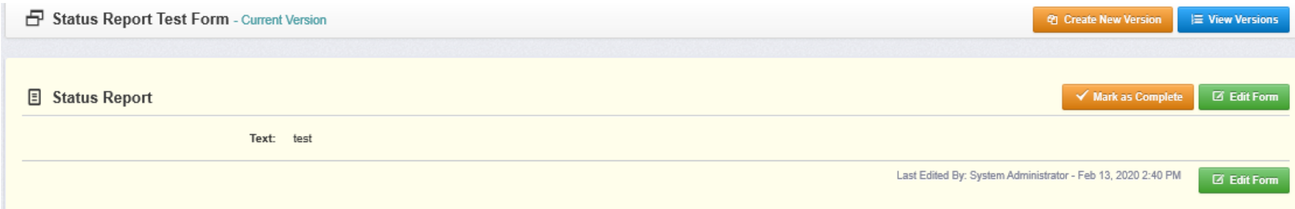
- Click on **'Add Status Report'**

- Choose the **'Sub Type'**.
    - Enter 'Report Dates'. Start Date and End Date.
    - When complete, click 'Save Form'

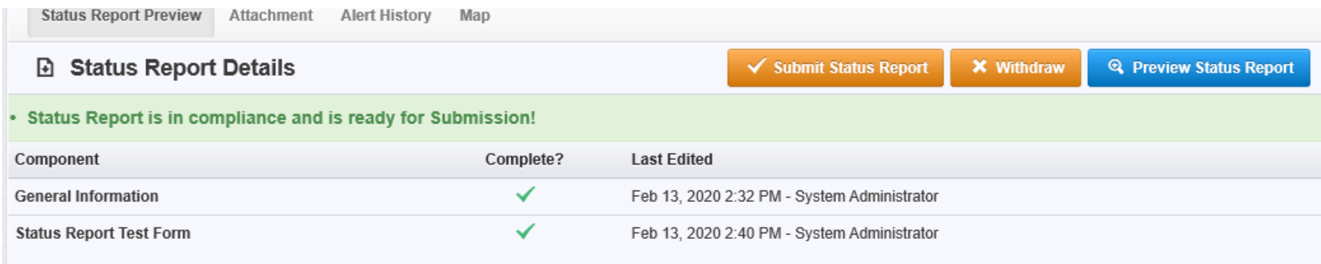


- Click on the status report form(s) listed under Components
- Status Report Test Form in this example

- Enter the requested data and click on **'Save Form'**.
- Review form and if correct, click on **'Mark as Complete'**



- If status report is ready for submission, click on **'Submit Status Report'.**



If you have any questions please reach out to 4HGrants@fourhcouncil.edu