



External User Guide WebGrants System



NATIONAL 4-H
COUNCIL



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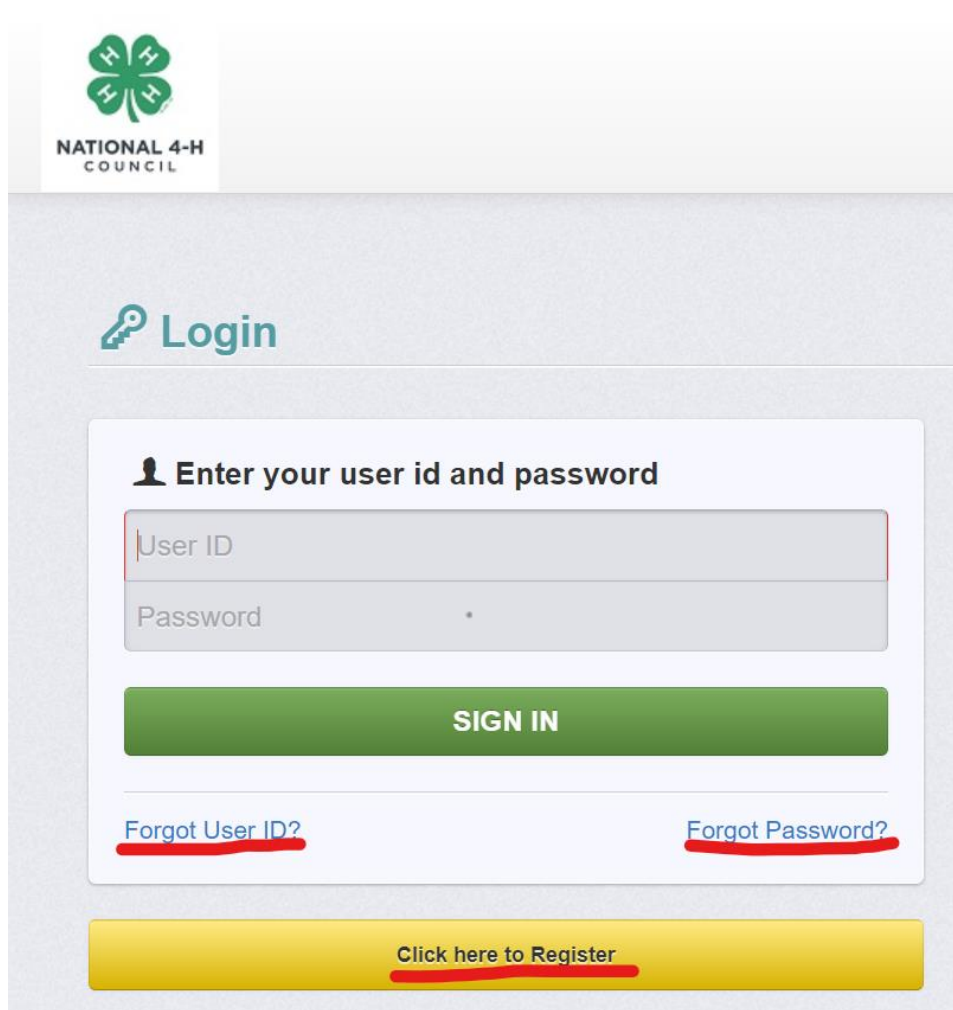
Registration and Logging In


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](#)'




NATIONAL 4-H
COUNCIL

 Login

 Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

Registration Save Registration Information

Personal Contact Information

Name:
Salutation First Name Middle Name Last Name

Title:

Email*:

Address*:

City State/Province Postal Code/Zip

Phone*:
Phone Ext.
 ### ####

Fax:
 ### ####

Organization Information

Are you Affiliated with an Organization?: Yes No

Name*:

Organization Type*:

Tax Id:

Organization Website*:

Address*:

City State/Province Postal Code/Zip

Phone*:
###-###-#### Ext.

Fax*:
 ###-###-####

Organization Email:

Attachment Field:

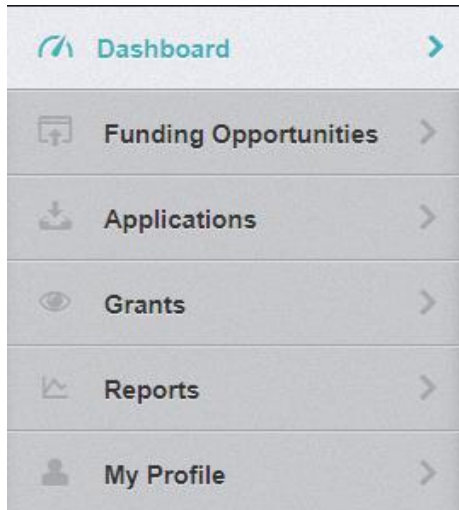
DUNS#:

Save Registration Information

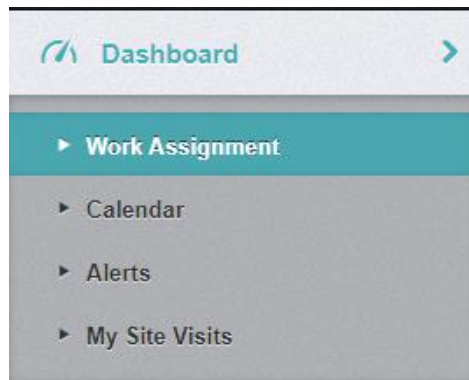
When complete, click **Save Registration Information**

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.**

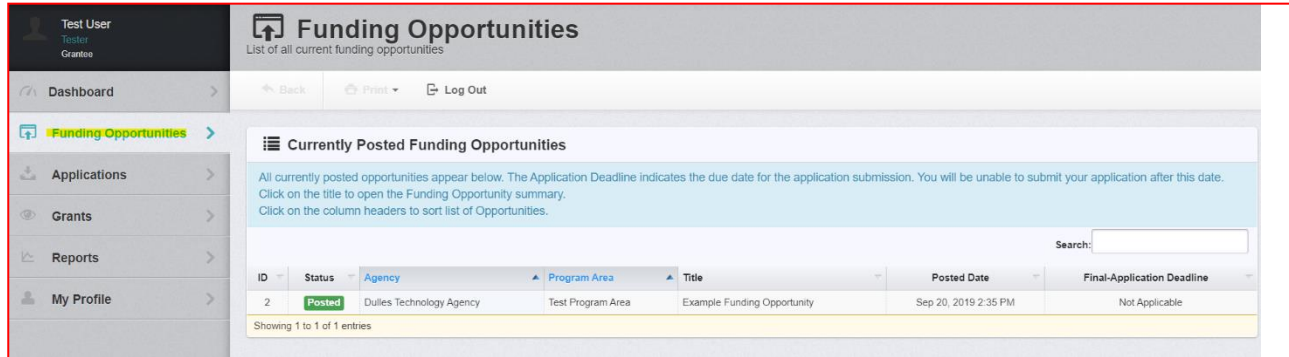
You can click on 'Applications' from the Side Menu or Click on 'Funding Opportunities' and you will see your application in the top section.

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:

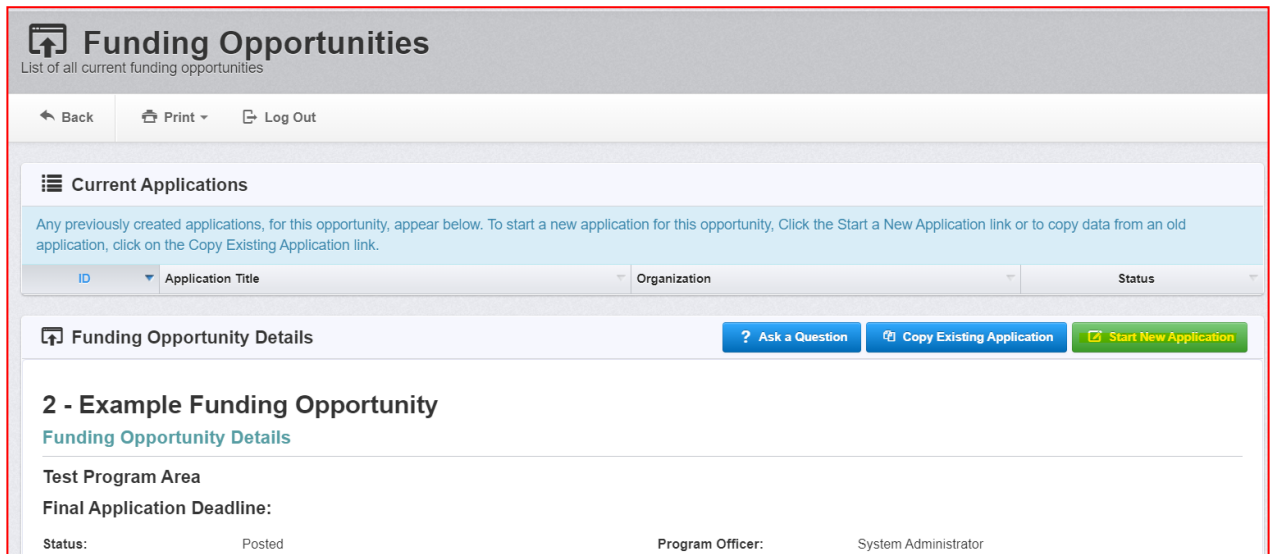
- Principal Investigator – name and contact information
- Principal Investigator's Direct Supervisor – name and contact information
- Payment Recipient – the organization that will review and sign the sub-grant agreement and receive payment, along with a contact person for the organization.
- Participant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

Application Creation Wizard - Step: 1

Application - General Information [Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
 Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:

Primary Contact*:

Organization*:

Additional Applicants*:

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

Application Creation Wizard - Step: 2

Application - General Information [Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
 Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 4

Program Area*: Test Program Area

Funding Opportunity*: 2-Example Funding Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*: Test User

Organization*:

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':

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
 Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 4
Program Area: Test Program Area
Funding Opportunity: 2-Example Funding Opportunity
Application Stage: Final Application
Application Status: Editing
Application Title:
Primary Contact: Test User
Organization: Grantee Organization

Select any additional contacts within your organization that will also manage this grant.
Additional Applicants:

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:

4 - Application Title

Status: Editing
Stage: Final Application

Application Deadline:
Program Area: Test Program Area
Funding Opportunity: 2-Example Funding Opportunity
Organization: Grantee Organization
Budget Total:

Application Preview Attachment Alert History Map

Application Details

Application cannot be Submitted Currently
 • Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

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.

The screenshot shows the 'Application Details' page with a pink header. The header contains the text 'Application cannot be Submitted Currently' and a bullet point: 'Application components are not complete'. Below the header is a table with two columns: 'Component' and 'Complete?'. The 'General Information' row has a green checkmark in the 'Complete?' column. The 'Named Attachment' row is currently empty.

Component	Complete?
General Information	✓
Named Attachment	

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

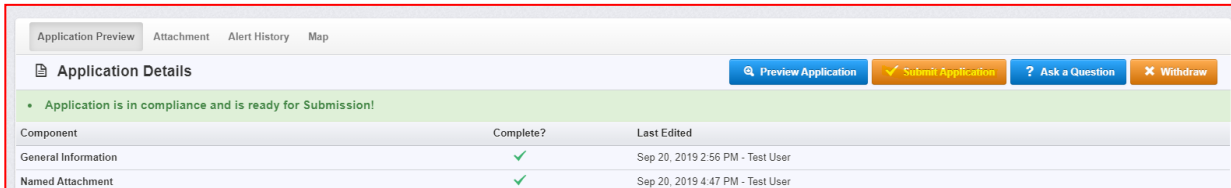
Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.

The screenshot shows the 'Application Details' page with a green header. The header contains the text 'Application is in compliance and is ready for Submission!'. Below the header is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'General Information' and 'Named Attachment' rows both have green checkmarks in the 'Complete?' column. There are also buttons for 'Preview Application', 'Submit Application', 'Ask a Question', and 'Withdraw'.

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

Submitting the Completed Application

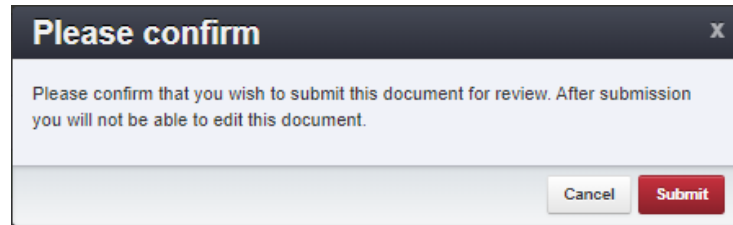
Click the 'Submit Application' button.



The screenshot shows the 'Application Details' page with a navigation bar at the top containing 'Application Preview', 'Attachment', 'Alert History', and 'Map'. Below the navigation bar are four buttons: 'Preview Application', 'Submit Application' (highlighted in yellow), 'Ask a Question', and 'Withdraw'. A green message box states: 'Application is in compliance and is ready for Submission!'. Below this is a table with columns 'Component', 'Complete?', and 'Last Edited'.

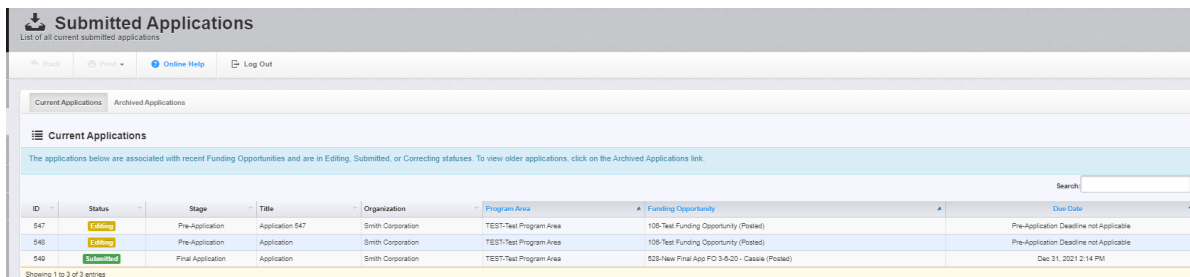
Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

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.



The screenshot shows the 'Submitted Applications' page. It includes a search bar and a table of applications. The table has columns for ID, Status, Stage, Title, Organization, Program Area, Funding Opportunity, and Due Date.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST:Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Editing	Pre-Application	Application	Smith Corporation	TEST:Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST:Test Program Area	528-New Final App FO 3-6-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

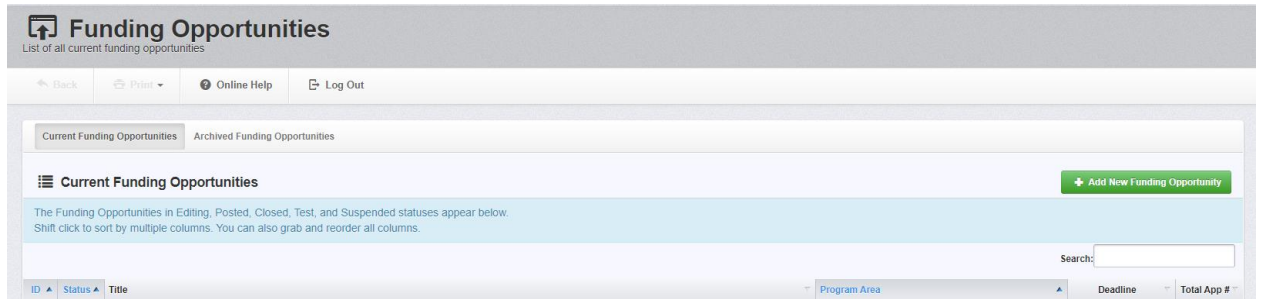
Showing 1 to 3 of 3 entries

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'

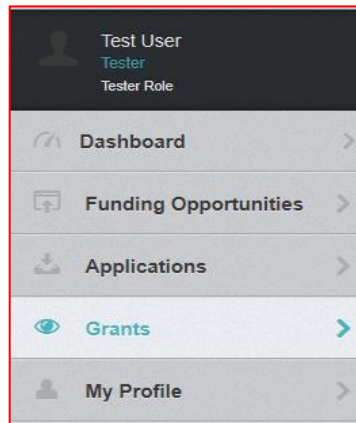
Accessing Applications

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

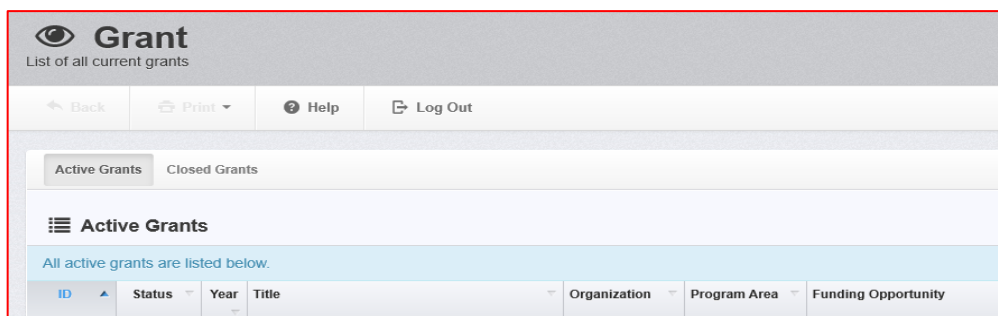


Accessing Your Grant

- From the Side Menu: Click on 'Grants'



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

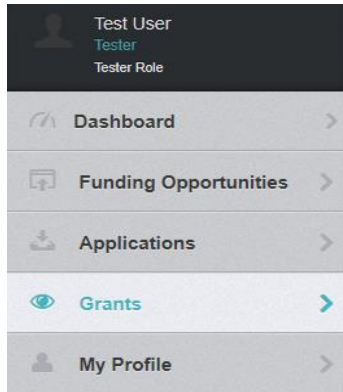


- If you need to access a closed grant, click on the 'Closed Grants' tab.
- Once you have selected the Grant, you will be directed to the Grant Components.

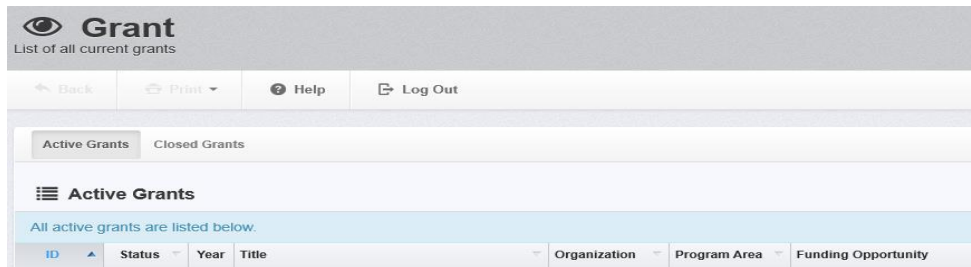
☰ Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Ed
General Information	Sep 30,
Status Reports	Oct 10, 3
Multi and Grid Budget	Oct 10, 3
Claims	Oct 1, 2
Contract Amendments	Oct 22, 3
Site Visits	Oct 1, 2
Contract	Oct 22, 3
Named Attachment	-
Encumbrances	-
Correspondence	-
Funding Opportunity	

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	

General Information - Status Report - Edit Save Form

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Sub Type*:

Report Dates:

Start Date End Date

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

Grant List Genera **Status** Claims Contra Site V Contra Encumb Corres Approp Multil

Status Reports Notes (0) Add Status Report

ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
----	------	--------	------------------	----------	----------------	---------

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

Status Report Preview Attachment Alert History Map Versions

Status Report Preview Status Report

Component	Complete?	Last Edited
General Information	✓	Feb 13, 2020 2:32 PM - System Administrator
Status Report Test Form		-

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

Status Report Save Form

Text:

Save Form

- 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'.

Component	Complete?	Last Edited
General Information	✓	Feb 13, 2020 2:32 PM - System Administrator
Status Report Test Form	✓	Feb 13, 2020 2:40 PM - System Administrator

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