

GrantVantage[®]

Step-by-Step Applicant Guide

Applicant Steps

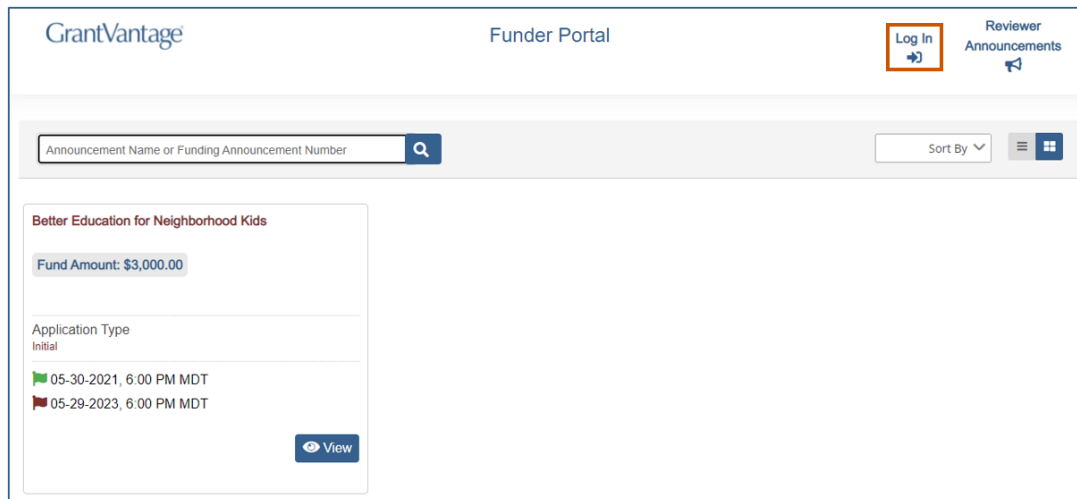
All applicants will follow a series of steps to create and submit their proposed project application. Every applicant must:

1. Register and/or Login
2. Complete the Applicant Organization Profile
3. Submit an application:
 - Answer applicant questions
 - Complete the Objective Template (if required)
 - Complete the Budget Template (if required)
 - Save & submit application
4. How to open and print application reports

This step-by-step guide will help applicants navigate GrantVantage, personalize their Applicant Organization profile, and submit their fully customized unique Project Application.

Step 1: How to Login/Register an Applicant

1. Click **Log In** ➔. From the Log In screen, new users must register into the system.

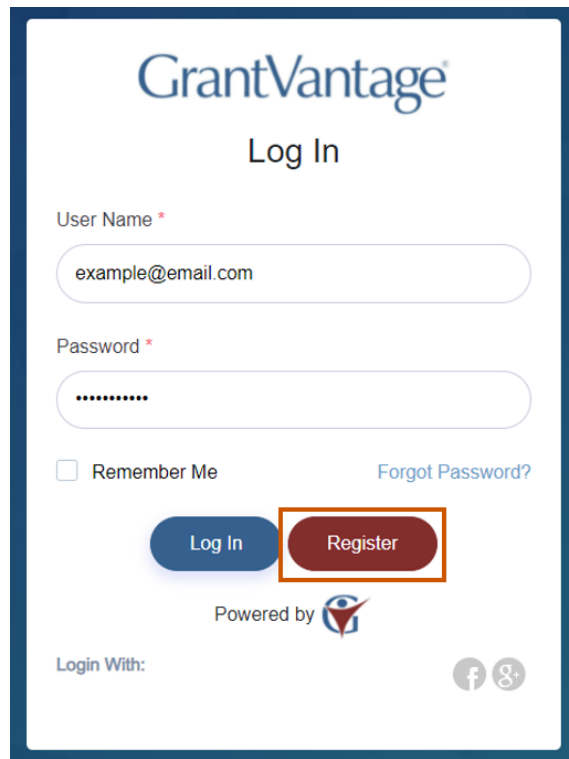


2. Enter login credentials and select **Log In**.

A screenshot of the GrantVantage Log In page. The header features the GrantVantage logo and the title 'Log In'. Below the title are two input fields: 'User Name *' with the example 'example@email.com' and 'Password *' with masked characters. Below the password field is a 'Remember Me' checkbox and a 'Forgot Password?' link. At the bottom of the form are two buttons: 'Log In' (highlighted with an orange box) and 'Register'. Below the buttons is a 'Powered by' logo. At the very bottom, there is a 'Login With:' section with Facebook and Google+ social media icons.

Or

Optional: Click **Register** and complete the Registration form.



The image shows a screenshot of the GrantVantage login and registration interface. The form is titled "GrantVantage® Log In". It features two input fields: "User Name *" with the example email "example@email.com" and "Password *" with masked characters. Below these fields are a "Remember Me" checkbox and a "Forgot Password?" link. Two buttons are present: a blue "Log In" button and a red "Register" button, which is highlighted with an orange border. At the bottom, it says "Powered by" with a logo, and "Login With:" followed by Facebook and Google+ icons.

GrantVantage®

Log In

User Name *

example@email.com

Password *

.....

☐ Remember Me [Forgot Password?](#)

[Log In](#) [Register](#)

Powered by 

Login With:  

Homepage

On the homepage, you can view all published funding announcements and navigate to submitted applications or the applicant organization profile.

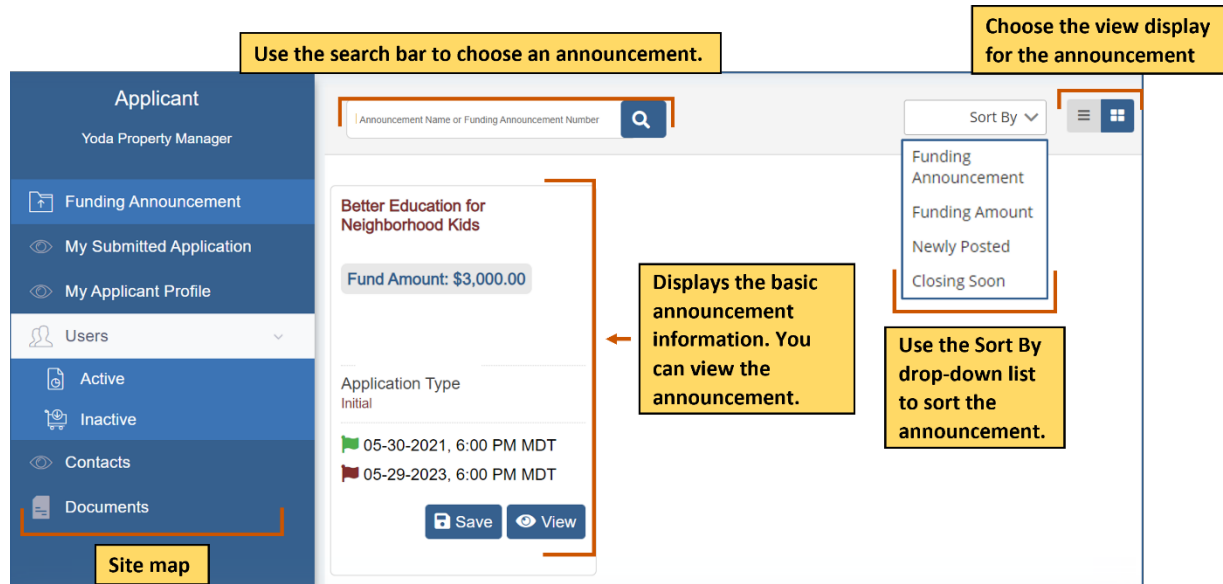


Figure 4: Homepage

Step 2: Complete the Organization Profile

1. Complete the Applicant Profile. Select **My Applicant Profile** and add Organization Information, Physical & Mailing Addresses, Users, Contacts, and Documents.



Remember to always save your work!

Figure 5: Fill Out Applicant Profile



- Note:** As the Primary Applicant User, you may add a secondary Delegate User with separate login credentials to help you complete the application.

	Name	Confidential Question Access	Email	Organization Unit	Active
☐	Sun Shine	☒	sshine@applicant.com	Yoda Property Manager	☒
☐	Donald Duck	☒	dduck@applicant.com	Yoda Property Manager	☒

Step 3: How to Apply

1. On the Applicant Dashboard select  **View** to see the Funding Announcement.

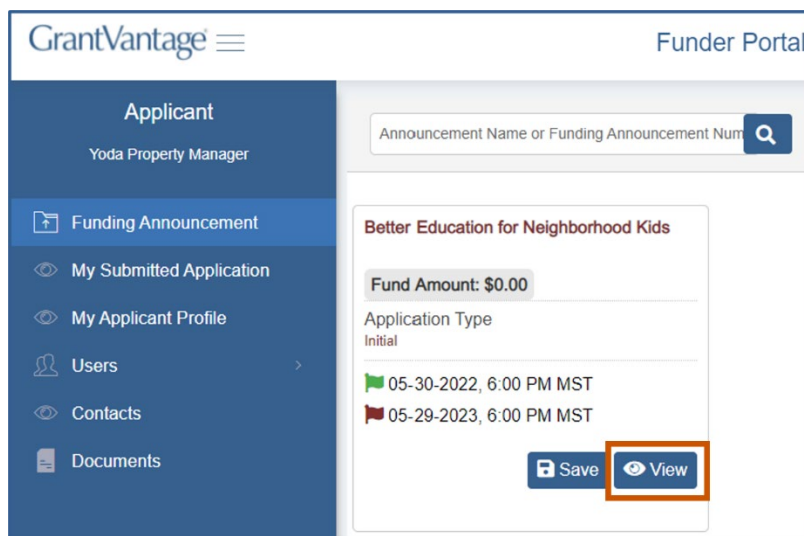


Figure 7: Funding Announcement – View

2. On the Funding Announcement page, select  **Apply**.

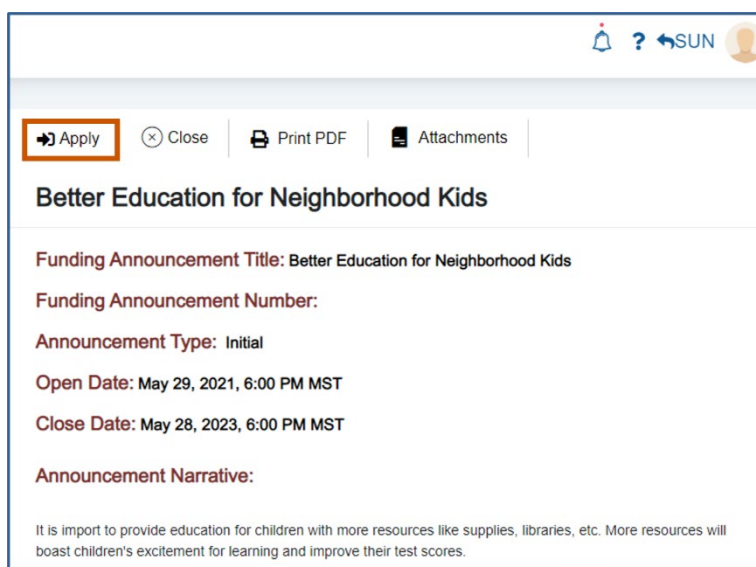


Figure 8: Apply to Announcement

3. Answer Questions

 **Note:** Once you complete a tab item, the red x next to the name turns into a green checkmark. Make sure all questions are complete.

a. Use the hamburger menu to see all the questions.

Tip: The questions are color-coded to indicate the completion process.

- **Blue** – The question is in progress.
- **Gray** – The question needs to be viewed.
- **Green** – The question is complete.

Complete the tabs in any order. Once you have completed a tab item, the red x turns into a green checkmark.

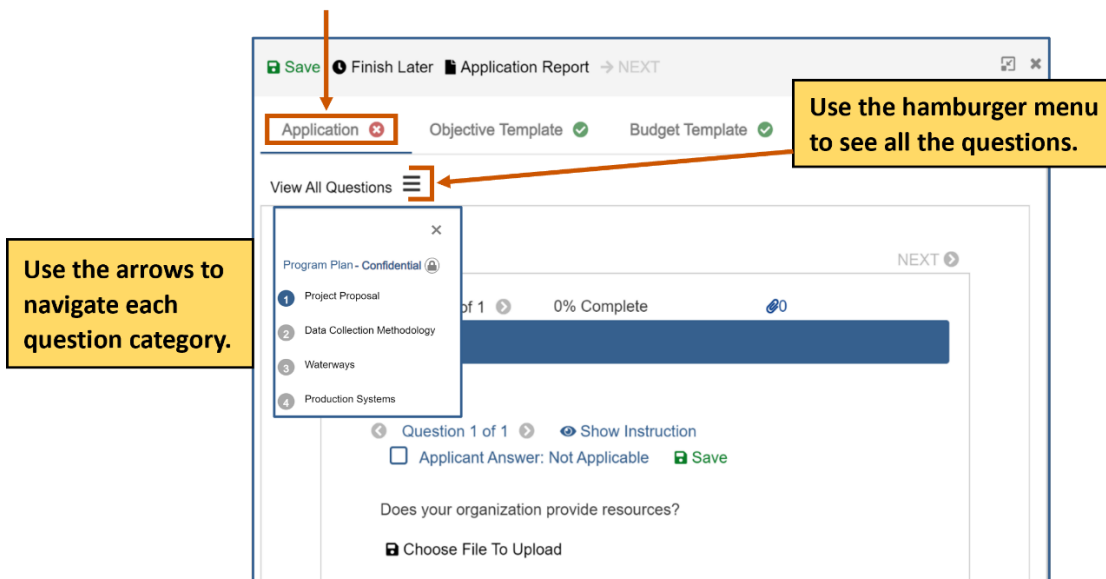


Figure 9: Use Hamburger Menu

b. Use the arrows to navigate the questions.

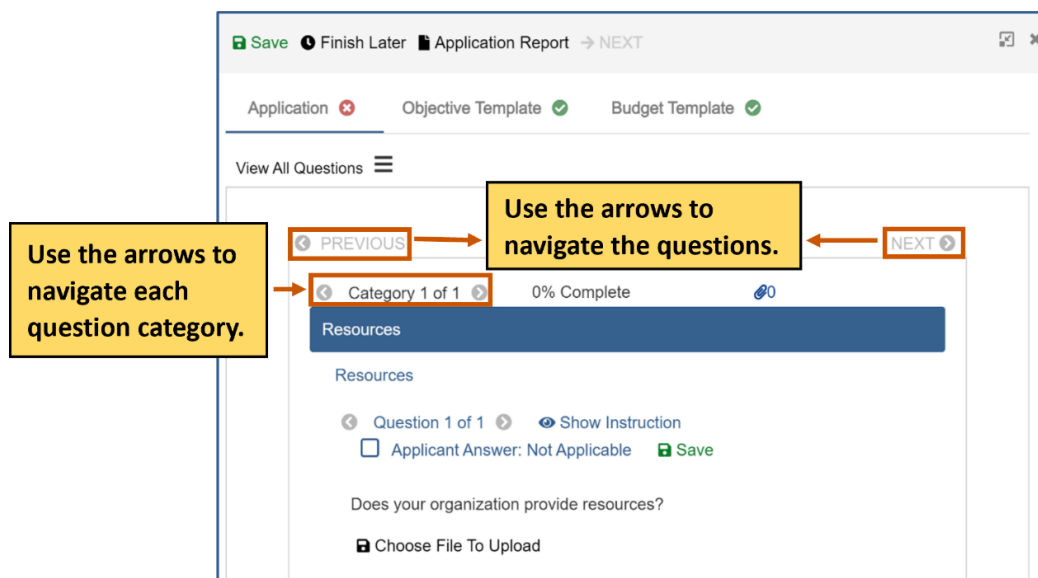


Figure 10: Use Arrows through Questions

Applicant questions must be 100% complete before application submission. You can also view documents attached to the application.

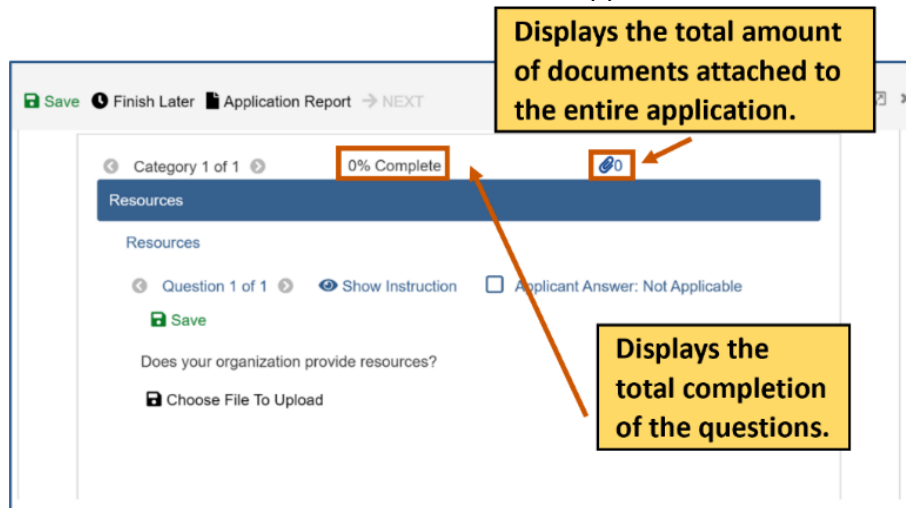
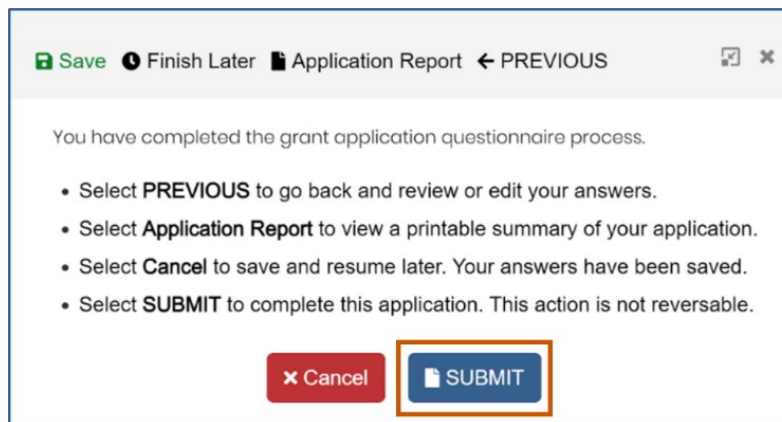


Figure 11: Question Completion

8. On the final page of the application ensure you have fully answered all questions and submitted all documents before selecting **Submit**.



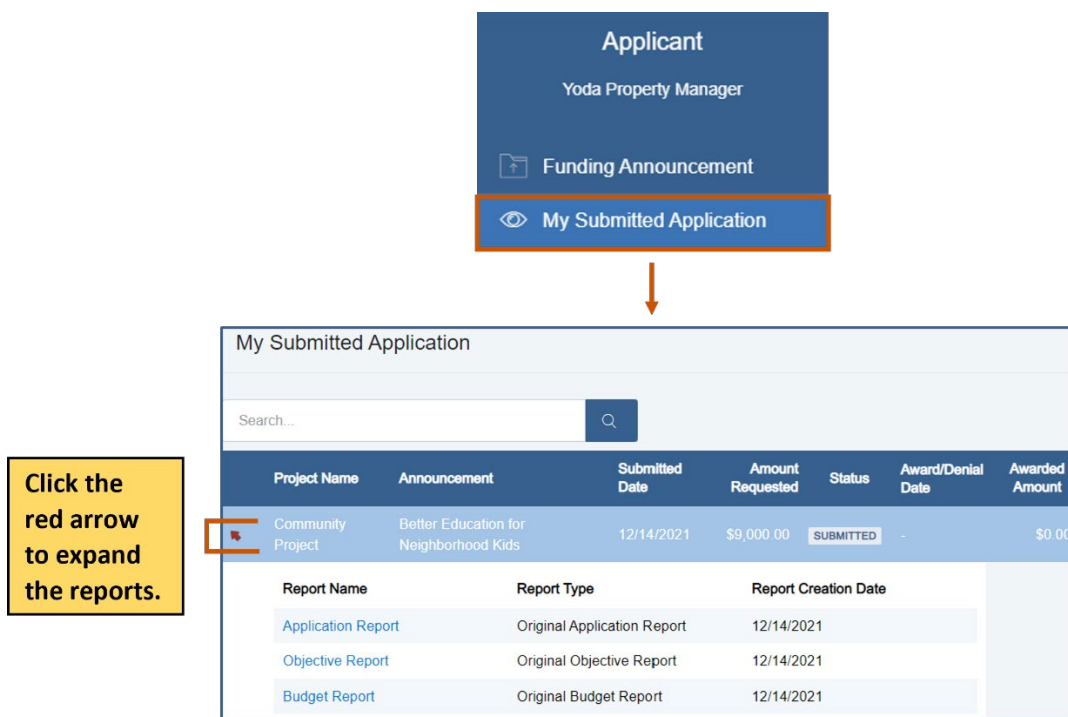
Please Note:

Pages that are not relevant to this NOI have been removed from this document. As a result, the numbering of the figures, which are the screen shots, jump from *Figure 11* on page 9 to *Figure 20* on page 10.

Step 4: Open and Print Report

At any point during or after the application process, Applicants may view a complete report of the questions and answers.

- From the site map, click  **My Submitted Application**. Single-click the blue arrow to display the Application, Objective, and Budget reports.



Applicant
Yoda Property Manager

Funding Announcement

My Submitted Application

My Submitted Application

Search...

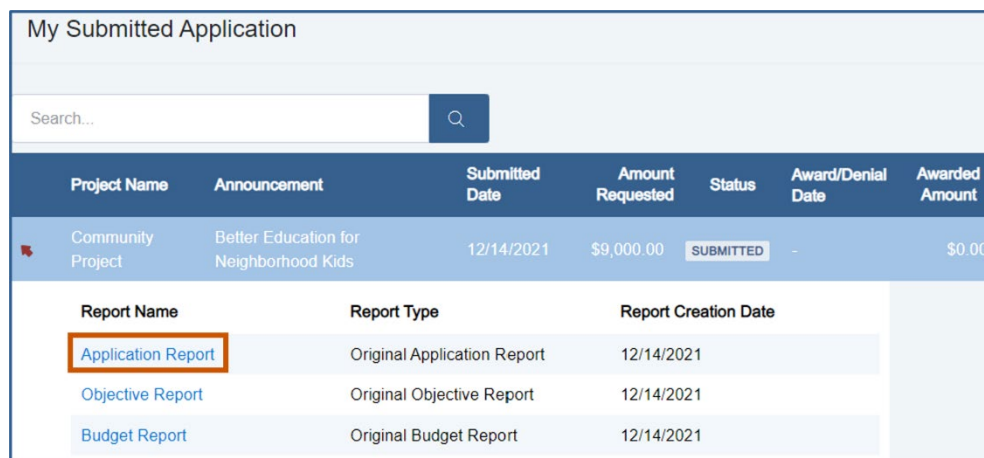
Project Name	Announcement	Submitted Date	Amount Requested	Status	Award/Denial Date	Awarded Amount
Community Project	Better Education for Neighborhood Kids	12/14/2021	\$9,000.00	SUBMITTED	-	\$0.00

Click the red arrow to expand the reports.

Report Name	Report Type	Report Creation Date
Application Report	Original Application Report	12/14/2021
Objective Report	Original Objective Report	12/14/2021
Budget Report	Original Budget Report	12/14/2021

Figure 20: Access Reports

- Select **Application Report** to open.



My Submitted Application

Search...

Project Name	Announcement	Submitted Date	Amount Requested	Status	Award/Denial Date	Awarded Amount
Community Project	Better Education for Neighborhood Kids	12/14/2021	\$9,000.00	SUBMITTED	-	\$0.00

Report Name	Report Type	Report Creation Date
Application Report	Original Application Report	12/14/2021
Objective Report	Original Objective Report	12/14/2021
Budget Report	Original Budget Report	12/14/2021

Figure 21: Select Application Report

3. Once the Report popup opens, users may view questions and answers or select **Print PDF** for a downloadable copy of their application.

Review Report

Print PDF Close Minimize

Applicant information

Applicant Organization: Yoda Property Manager
Project Name: Community Project
Funding Announcement: Better Education for Neighborhood Kids
Requested Amount: \$656.88
Project Summary: Help the community.

Close the popup

Total Application Score: 232/1384

Section Name: sec
Sub Section Name: sub-sec
Total Section Score: 232.00/1154

1. Applicant Question: picklist
Applicant Response: r1
QuestionScore: 12/30

ReviewerComments_Scores:
Individual: Hugh jack man 12/30
Looks good.

2. Applicant Question: checklist
Applicant Response:
• c1
• c2
QuestionScore: 30/50

ReviewerComments_Scores:
Individual: Hugh jack man 30/50
Looks good.

Displays reviewer's name, comment, and score to the applicant questions.

Figure 22: Review Report