

NYSCA FY2017 Grants Gateway Application Guide

This guide outlines how-to complete a NYSCA Grants Gateway Application.

- For instructions on renewing an ongoing multi-year grant contract, please [click here](#)
- For instructions on submitting a sponsored application, please [click here](#)

Before completing the Grants Gateway application you must [register](#) your request on the [NYSCA website](#). Please click here for the [NYSCA Registration Tutorial](#).

**Applications must be submitted in their entirety by
4pm ET, Wednesday March 30, 2016**

Applicants must submit a separate Grants Gateway application for each request.

Do not submit your application until you are certain it is complete and accurate. Once submitted, applications cannot be reopened and edited.

ALL INCOMPLETE APPLICATIONS WILL BE DEEMED INELIGIBLE.

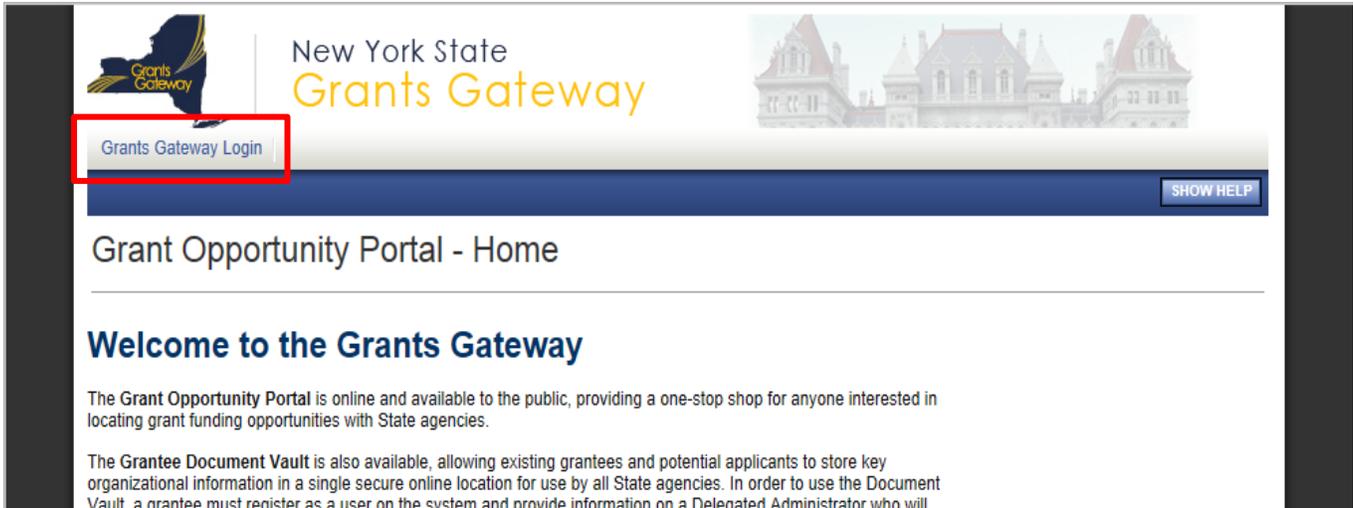
This guide may be updated throughout the application process. We suggest that you do not download this guide, but instead it to your favorites and access it from the web to ensure you are looking at the current version.

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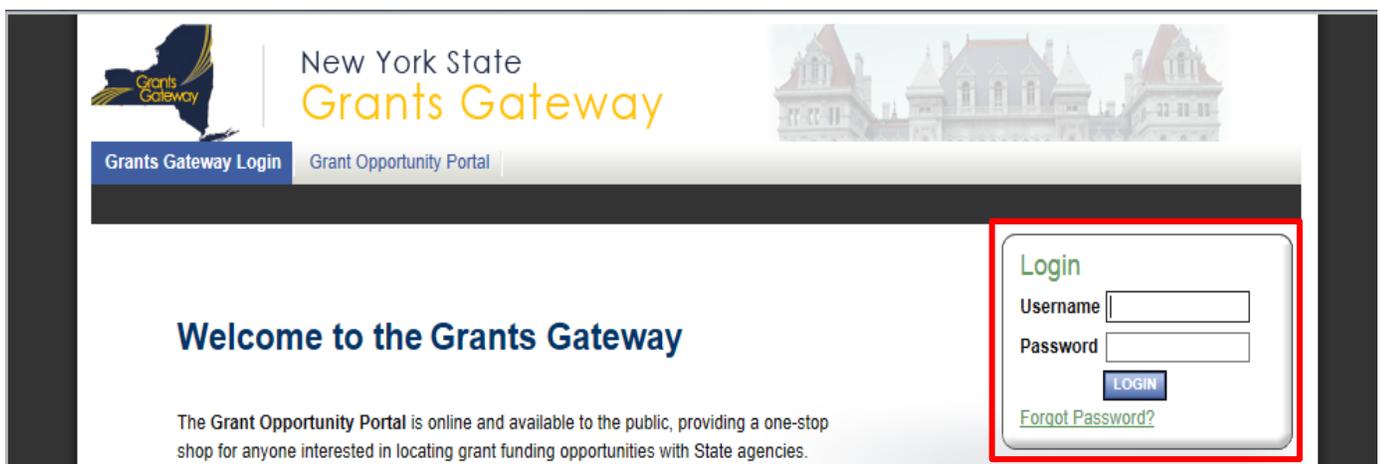
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Accessing NYSCA's Grants Gateway Applications

1. On the Grants Gateway homepage (www.grantsgateway.ny.gov), click "Grants Gateway Login"



2. In order to create an application, you must log in with as a Grantee, Grantee Contract Signatory or Grantee System Administrator. **The Grantee can begin the application, but ONLY the Grantee Contract Signatory or Grantee System Administrator can submit the application.** Your organization's Delegated Administrator can assign these roles. For more information on 'roles' please go to page 24.



- From the Grants Gateway homepage, click on “View Opportunities” under the “View Available Opportunities” heading

New York State
Grants Gateway

Home | Grant Opportunity Portal | Applications | Contracts

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Welcome Grantee
Grantee Contract Signatory
Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Using System Messages
> Understanding your Tasks

The role you are signed in as will appear here.
REMEMBER: ONLY the Grantee Contract Signatory or Grantee System Administrator can submit the application

Hello Grantee, please choose an option below.

View Available Opportunities

You have Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

- Select ‘Council on the Arts’ from the ‘Search by Funding Agency’ dropdown menu and click ‘Search’

Training Materials | Organization(s) | Profile | Logout

Back

Opportunities

Search by Grant Opportunity

Search by Due Date From: To:

Search by Eligibility

Search by Funding Agency

SEARCH **CLEAR**

Search Results

Click the Grant Opportunity Name to view details. Sort the results by clicking on a column header.

- Division of Housing & Community Renewal
- Office of Children & Family Services
- Commission on Quality of Care and Advocacy for Persons with Disabilities
- Council on the Arts**
- Department of Agriculture & Markets
- Department of Corrections and Community Supervision
- Department of Economic Development

5. On the results screen, click the program you are applying for under “Grant Opportunity” to view the grant opportunity and begin the application.

Funding Agency	Grant Opportunity	Status	Availability Date	Eligibility	Due Date
Council on the Arts	FY2017 NYSCA Arts Education Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Architecture + Design Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Dance Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Electronic Media & Film Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Facilities Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Folk Arts Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Individual Artists Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Literature Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Music Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Museum Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Presenting Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Special Arts Services Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA State & Local Partnerships Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Theatre Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm
Council on the Arts	FY2017 NYSCA Visual Arts Grants	Available	February 22, 2016	Governmental Entity, Not-For-Profit, Tribal Organization	March 30, 2016, 4:00pm

Completing a NYSCA Grants Gateway Application

1. To begin the application, click on the “Apply for Grant Opportunity” button.

PLEASE NOTE: If you have followed the steps outlined above, but the button instead reads “Download Grant Opportunity” you are likely logged in with an incorrect role. Remember, only **the Grantee, the Grantee Contract Signatory or Grantee System Administrator roles** can begin the application. Your organization’s Delegated Administrator can assign these roles. For more information on ‘roles’ please go to page 24. To see which role you are logged in as, return to your homepage and the role will be displayed in the ‘Welcome’ box below your name.

Funding Profile

Grant Opportunity ID
ART01-THT16-2015

Agency

Council on the Arts

Grant Opportunity

FY2016 NYSCA Theatre Grants

Contact Name

Megan White

Contact Email

megan.white@arts.ny.gov

Solicitation Profile

Program Goals NYSCA offers support to professional theatre companies with ongoing production and development programs, and service organizations that build and reinforce administrative and institutional skills, provide resources and information, assist in the professional development of artists, and enhance education about and access to theatre for all audiences. Funded applications reflect the full range of theatrical expression. Traditional forms (classic, contemporary and musical theatre) and experimentation that crosses disciplinary boundaries, as well as proposals that are creative and experimental in their use of new technology are welcomed. NYSCA encourages performances that reach under-served audiences and constituencies, activities that provide opportunities for diverse artists and administrators, and imaginative approaches to theatre for young audiences. Organizations and/or individuals requesting support for Theatre Artist Commissions should refer to the Individual Artists guidelines. The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State’s citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and to reflect in their workforces, artists and programmatic offerings New York State’s diversity of people, geography and artistic interests.

Full Announcement Details

Announcement Link

[Click here](#)

Applications Due (Funding Round (FR) / Date / Time)

• FR 1 / April 10, 2015 / 04:00 PM EST

Bidder’s Conference(s)/Application Workshop(s)

None available

Anticipated Award Date

Anticipated Initial Contract Length 12 Months

Total Funding Available

Anticipated Amount of Award(s)

Letter of Intent Not Required

Letter of Intent Due

Eligible Applicants Not-For-Profit, Governmental Entity, Tribal Organization

Target Population(s) Organizations - Community Based Groups, Organizations - Government Entities, Organizations - Not-For Profits

Service Category(ies) Education Supports, Workforce Development

APPLY FOR GRANT OPPORTUNITY



2. To access the different application sections click on “Forms Menu.” Use this link throughout the application process to return the main menu.

The screenshot shows the New York State Grants Gateway interface. At the top left is the logo for the Grants Gateway, featuring a map of New York. To its right is the text "New York State Grants Gateway" and a background image of a classical building. Below this is a navigation bar with links for "Home", "Grant Opportunity Portal", "Applications", and "Contracts". A secondary navigation bar contains links for "Training Materials", "Organization(s)", "Profile", and "Logout", along with a "SHOW HELP" button. A main navigation menu includes "Back", "Menu", "Forms Menu" (highlighted with a red box), "Status Changes", "Management Tools", and "Related Documents and Messages". Below the menu, the document information "ART01-COA15T-2015-00001" and a "Details" link are visible. The main content area is titled "APPLICATION MAIN PAGE" and "FY2017 NYSCA Theatre Grants". It includes links for "Document Vault" and "Application Instructions". A list of instructions is provided: 1. Use the navigation above (Menu, Forms, etc.) to access the various areas of the application. 2. The Forms menu contains the application data input screens. 3. The Change the Status link will display a panel containing options for application submission or cancellation. On the right side, there is a box titled "Application Reports" containing a link for "Schedule and Activities Report".

3. The required application sections, or forms, are highlighted below. Click each page name to access the corresponding form. More information on each required form can be found on following pages.

Status	Page Name	Note	Created By	Last Modified By
Contract Documents				
	State of New York Master Grant Contract for Grants			
	Attachment A-1: Program Specific Terms and Conditions			
Application Information				
	Print Application			
	Full Version of RFP			
Program Information				
	Project/Site Addresses			
	Program Specific Questions			
Expenditure Budget				
	Personal Services - Salary			
	> Personal Services - Salary Narrative			
	Personal Services - Fringe			
	> Personal Services - Fringe Narrative			
	Contractual			
	Travel			
	Equipment			
	> Equipment Narrative			
	Space/Property Rent			
	> Space/Property: Rent Narrative			
	Space/Property: Own			
	> Space/Property: Own Narrative			
	Utilities			
	> Utilities Narrative			
	Operating Expenses			
	> Operating Expenses Narrative			
	Other Expenses Detail			
	> Other Narrative			
	Expenditure Summary			
Work Plan: Grantee Defined				
	Work Plan Overview Form			
	Objectives			
Pre-Submission Uploads				
	Pre-Submission Uploads			

The Program Specific Question screen contains the narrative application questions outlined in the Guidelines. The form contains three sections: Basic Eligibility Questions, Program Specific Questions (if applicable) and Category Questions. **Applicants are required to complete the Basic Eligibility Questions, any Standard and only those Category Questions related to the Category they are applying for.**

In the various expenditure budget forms (Personal Services, Contractual, Travel, etc.) you will account for how your grant request will be allocated. Please consult the guidelines for eligible expenses.

You only need to fill out the categories where you are allocating requested grant funds.

Project/Site Addresses

Please fill out the Project/Site Addresses form accordingly.

Click Save before moving on to the next form.

SAVE CHECK GLOBAL ERRORS

[Back](#)
[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)
Document Information: [ART01-COA15T-2015-00002](#)
My Activities: [New 0](#), [Current 0](#), [Review 0](#), [Assigned 0](#)
[Details](#)

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the **Save** button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description: * In the Name/Description field, please enter the words "Primary Address"

Project Statewide *

Address 1

Address 2

City

County

State

Zip

Regional Council:

Agency Specific Region:

Please enter your primary address.

If you are unsure which Region you are located in please consult the Regional Map [here](#)

Program Specific Questions

The Program Specific Questions form is comprised of Basic Eligibility Questions, Standard Questions (if applicable) and Category Questions.

Applicants are required to answer Basic Eligibility Questions, Standard Questions (if applicable) and **ONLY** those questions related to the Category you are applying for. Please scroll down the page to locate your Category's Questions.

Questions related to other categories should be left blank.

Click Save before moving on to the next form.

SAVECHECK GLOBAL ERRORS

[Back](#)
[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)
Document Information: [ART01-THT16-2015-00004](#)
[Details](#)

PROGRAM SPECIFIC QUESTIONS

Instructions:
1. Please complete all the required fields.
2. Select the Save button above to save your work frequently.

Project Title *

Please enter the Project Title as entered during NYSCA registration.

For complete instructions on how to apply for FY2016 NYSCA funding, please visit: <http://www.arts.ny.gov/public/guidelines/common/NYSCA-FY2016-Guidelines-Theatre>
Please review the Theatre guidelines closely before beginning your application: <http://www.arts.ny.gov/public/guidelines/common/NYSCA-FY2016-Guidelines-Theatre>
Please answer the questions below. All applicants are required to answer the Basic Eligibility Questions and Programs Specific Questions. Applicants are also required to

A BASIC ELIGIBILITY QUESTIONS

1 Have you registered this request on the NYSCA website? *

2 What category are you applying for?
General Support,
Professional Performances,
Services to the Field or
Regrants & Partnerships

0 of 250

3 Please provide the Project ID for this request generated by the NYSCA website. *

Please enter your Project ID
Ex: 2003#####

Expenditure Budget

In the various expenditure budget forms (Personal Services, Contractual, Travel, etc.) you will account for how your grant request will be allocated. Please consult the guidelines for eligible expenses.

You **only** need to fill out the categories where you are allocating grant funds. To avoid errors do not enter any information in categories where you will not use your grant funding. You do not need to add any information in the “Narrative” forms.

Click Save before moving on to the next form.

Please review the example below. This outlines a grant request for \$10,000 to be used for salary support and contractual services.

PERSONAL SERVICES - SALARY

Salary Detail

In the Salary section only include staff positions related to the implementation of the grant. All other positions should be entered in the Contractual section blank.

Details

Position/Title	Executive Director *
Role/Responsibility	Oversees programs, shapes, implement organization's direction, policy. *
# in Title	1 *

Financial

Annualized Salary Per Position	\$50,000.00 *
STD Work Week (hrs)	
% Funded	%
# Months Funded	
Total Grant Funds	\$5,000.00 *
Total Match Funds	
Match %	0%
Total Other Funds	
Line Total	\$5,000.00
Category Total	\$5,000

Please enter the position that will be supported by the grant. Please enter positions one at a time. If more than one position is supported, hits SAVE and then ADD at the top of the screen to add additional positions.

Please briefly describe the responsibility of the position(s) that will supported by the grant.

Please enter the portion of the grant request that will be used for the category. **THIS IS THE MOST IMPORTANT FIELD ON ALL FORMS. PLEASE BE ACCURATE.**

Upon saving the Line and Category Totals will populate.

Expenditure Budget, Cont'd

Contractual Detail

In the Contractual Services section should include costs for services rendered by contractual arrangement. If Contractual is not applicable leave this section blank.

Please enter the type of contractual service (or other category) you will purchase/rent.

such as direct provision

Details

Contractual - Type/Description

Justification

Financial

Total Grant Funds

Total Match Funds

Match %

Total Other Funds

Line Total

Category Total

Briefly describe why you will contract the service (or other category)

Please enter the portion of the grant request that will be used for the category. **THIS IS THE MOST IMPORTANT FIELD ON ALL FORMS. PLEASE BE ACCURATE.**

[Click here to see a summary of the data entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

Upon saving the Line and Category Totals will populate.

NOTE: The fields required in 'Contractual' are the same in all other categories, except for Salary (See Above).

Expenditure Summary

In order to confirm your Expenditure Budget is correct you must review your Expenditure Summary. This will show you how you have allocated your grant request. This example outlines a grant request for \$10,000 to be used for salary support and contractual services.

The 'Total' field must be the total of your grant request.

Any changes must be made in the category's corresponding form. You cannot make changes on this page.

Click Save before moving on to the next form.

EXPENDITURE SUMMARY

Instructions:

1. Save this form to display a roll-up of the category budget details.
2. Click Forms Menu to return to the navigation links.

Budget Category	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	\$5,000.00	\$0	0%	0%	\$0	\$5,000.00
b) Fringe	\$0	\$0	0%	0%	\$0	\$0
Subtotal	\$5,000.00	\$0	0%		\$0	\$5,000.00
2. Non Personal Services						
a) Contractual	\$5,000.00	\$0	0%	0%	\$0	\$0
b) Travel	\$0	\$0	0%	0%	\$0	\$0
c) Equipment	\$0	\$0	0%	0%	\$0	\$5,000.00
d) Space/Property & Utilities	\$0	\$0	0%	0%	\$0	\$0
e) Operating Expenses	\$0	\$0	0%	0%	\$0	\$0
f) Other	\$0	\$0	0%	0%	\$0	\$0
Subtotal	\$5,000.00	\$0	0%		\$0	\$5,000.00
Total	\$10,000.00	\$0	0%	0%	\$0	\$10,000.00
PERIOD TOTAL	\$0.00					

Total = Total Grant Requested

Work Plan Overview

First you must fill in the “Work Plan Overview” then you will be able to add “Objective”, “Task” and “Performance Measures”.

This language submitted here will appear on the contract if the request is recommended for funding. This language is not considered by staff or panels as part of the application review.

Click Save before moving on to the next form.

WORK PLAN OVERVIEW FORM

Instructions:

The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed or funded project. It is made up of three sections:

1. Project Summary
2. Organizational Capacity
3. Project Details - Objectives, Tasks and Performance Measures

If applicable, specific instructions/requirements for completing these sections may be found in the Grant Opportunity under which you are applying. Click Forms Menu to return to the navigation links.

Work Plan Period From * To *

Work Plan Period = Contract Period. Please enter From: 1/1/2017, To: 12/31/2017

Project Summary

Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

Please summarize your project/request based on the instructions above. For sponsored projects, please include the name of the sponsored project, organization or artist.

Organizational Capacity

Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

Please **briefly** describe your organization’s staffing, managerial capability and other organizational strengths related to your grant request. For sponsored projects, we are looking for the Organizational Capacity of the sponsoring organization only. Information on the sponsored project, organization or artist should be included in the Project Summary.



Objectives

Upon saving your Work Plan Overview, please click on “Objective” in the form menu.
Please fill out the Objective form accordingly.

This language submitted here will appear on the contract if the request is recommended for funding. This language is not considered by staff or panelists as part of the application review.

Click Save before moving on to the next form.

OBJECTIVES

Instructions:

1. Enter an *Objective* in the field provided below.
2. Select the **Save** button.
3. To add another *Objective*, select the **Add** button above.
4. Follow the directions below for adding *Tasks* to the *Objective*.
5. Click Forms Menu to return to the navigation links.

Objective Name

Please enter the NYSCA program you are applying for (ex. Dance, Theatre)

Objective Description

LEAVE BLANK

Instructions for Adding Tasks for this Objective:

Click the **Task** link in the Forms Menu navigation panel above to add a Task to this Objective.

Tasks

Upon saving your Objective, please hover over the Forms Menu and click on “Tasks” in the form menu. Please fill out the Task form accordingly.

This language submitted here will appear on the contract if the request is recommended for funding. This language is not considered by staff or panelists as part of the application review.

Click Save before moving on to the next form.

TASKS

Instructions:

1. Enter an *Task* in the field provided below.
2. Select the **Save** button.
3. To add another *Task*, select the **Add** button above.
4. Follow the directions below for adding *Performance Measures* to the *Task*.
5. Click Forms Menu to return to the navigation links.

Objective: test
Task Name

Enter the name of the Category you are applying for (ex. General Support, Project Support)

Task Description

LEAVE BLANK

Instructions for Adding Performance Measures for this Task:

Click the **Performance Measures** link in the Forms Menu navigation panel above to add a Performance Measure to this Task.

Performance Measures

Upon saving your Task, please click on “Performance Measure” in the form menu. Please fill out the Performance Measure form accordingly. Please be brief

This language submitted here will appear on the contract if the request is recommended for funding. This language is not considered by staff or panelists as part of the application review.

Click Save before moving on to the next form.

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective: test
Task: test

Performance Measure Name

Please title your performance measure. This may simply be Organization Name's Performance Measure.

Narrative

Performance Measures are how you will determine you have successfully achieved this project. List multiple Measures in this box if necessary. Limit: 250 characters.

Pre-Submission Uploads

The Pre-Submission Uploads (AKA Support Materials) are comprised of the NYSCA FY2017 Project Budget Form, Standard Support Materials (if applicable) and Category Support Materials.

All applicants are required to download the provided Project Budget template, complete and upload and upload the Standard Support Materials (if applicable). Applicants must also upload those Support Materials related to the Category they are applying for. Please scroll down the page to locate your Category's Support Materials.

Support Materials related to other categories should be left blank.

To upload a file click the "Choose File" button, located the appropriate file and click "Open".
Click Save after EACH Support Material to ensure the form works properly.

PLEASE NOTE: Each upload window on Grants Gateway accepts only one file. Uploading multiple files will delete the previously uploaded file. Please combine multi-page support materials into a single file.

PRE-SUBMISSION UPLOADS

Instructions:

1. Select the **Browse** button to locate an upload.
2. Select the **Save** button above to load it into the system.
3. If the Grant Opportunity you are applying for requires that a specific document be uploaded, a link to the Document Template will appear under the upload row. Click the link to download and save the Document Template to your computer. Once you have filled out the Document Template you can use the associated **Upload** row to upload the document as part of your application.

ALL APPLICANTS - NYSCA FY2017 Project Budget OR Sponsored Request Form*

Please download this project budget form, complete and upload here. For sponsored request, please upload the completed Sponsored Request Form here

No file chosen

Document Template: [Click here](#)

ALL APPLICANTS - Resumes*

Resumes or biographical statements of up to 3 key staff, maximum of 1 page

No file chosen

ALL APPLICANTS - Org Chart*

Organizational Chart

No file chosen

ALL APPLICANTS - Sample Marketing Materials*

Sample Marketing Materials: Up to 5 representative marketing materials (e.g. brochures, press releases, announcements or flyers) that reflect

No file chosen

ALL APPLICANTS - Social Media Links*

Social Media Links - Website, Facebook, Twitter, YouTube and other social media links. NYSCA reserves the right to review any/all of these online sources as part of your application.

No file chosen

GENERAL OPERATING APPLICANTS - Sample work

Samples of materials that demonstrate the work of the organization. Samples may include, but are not limited to:

performances, workshops or arts activities. Panels view no more than three samples.

should be viewed first. Note what phase of the project the sample represents (e.g. "initial planning", etc.) B. Evaluation/assessment forms or related materials

No file chosen

Click here to download the template project budget form as a fillable Adobe PDF form. Complete the project budget. Save and upload here.

Standard Support Materials
- Required of all applicants

Category Support Materials
- Only upload those Support Materials related to your Category.



Submitting an Application

DO NOT SUBMIT YOUR APPLICATION UNTIL YOU CERTAIN IT IS COMPLETE AND ACCURATE. ONCE SUBMITTED, APPLICATIONS CANNOT BE REOPENED AND EDITED. ALL INCOMPLETE APPLICATIONS WILL BE DEEMED INELIGIBLE.

This information was pulled from the “NYS Grants Gateway Vendor's Quick Start Guide - How to apply for an Online Opportunity”. To reivew the full Quick Start guide, [click here](#)

9. Submit the Application

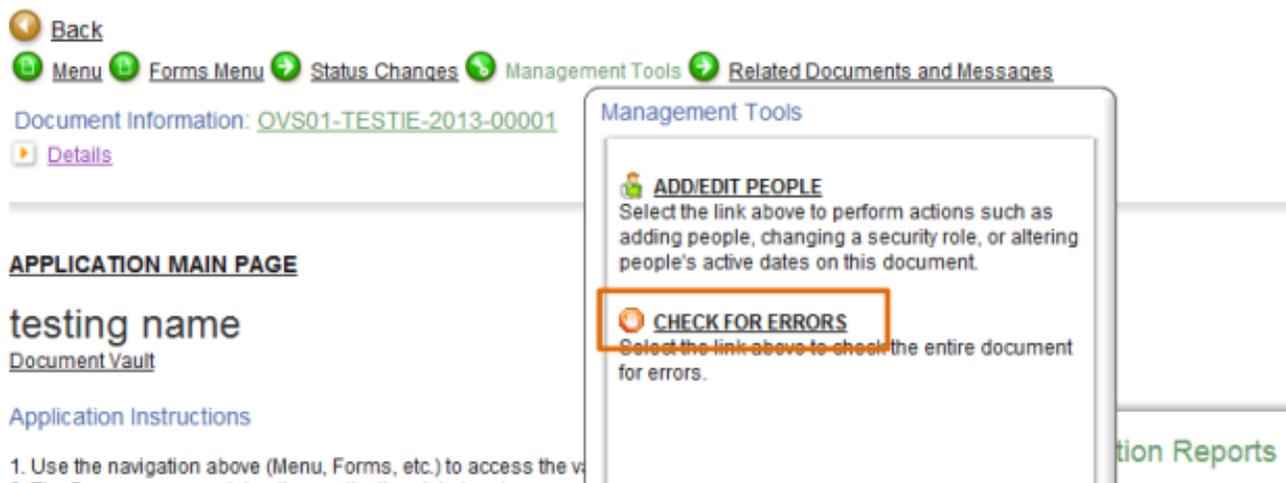
9.1. Log in to the Grants Gateway with one of the following Grants Gateway roles.

- Grantee Contract Signatory
- Grantee System Admin

9.2. Retrieve the completed application by searching for it under the Applications link on top of the screen

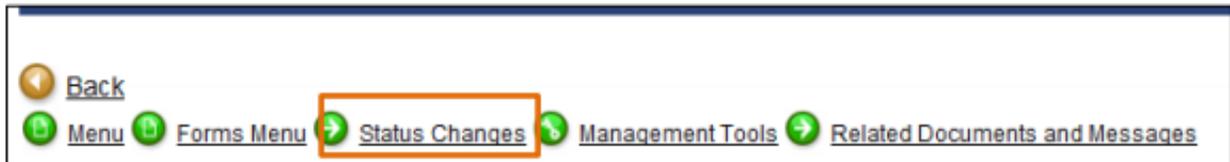


9.3. To check your application for errors, click on the “Check for Errors” link under the management tools link:



This will provide you with a list of errors that need to be corrected before submission.

9.4. In order to submit your online application, click on the Status Changes link located top of your application main page.



9.5. Click on the APPLY STATUS button located under APPLICATION SUBMITTED



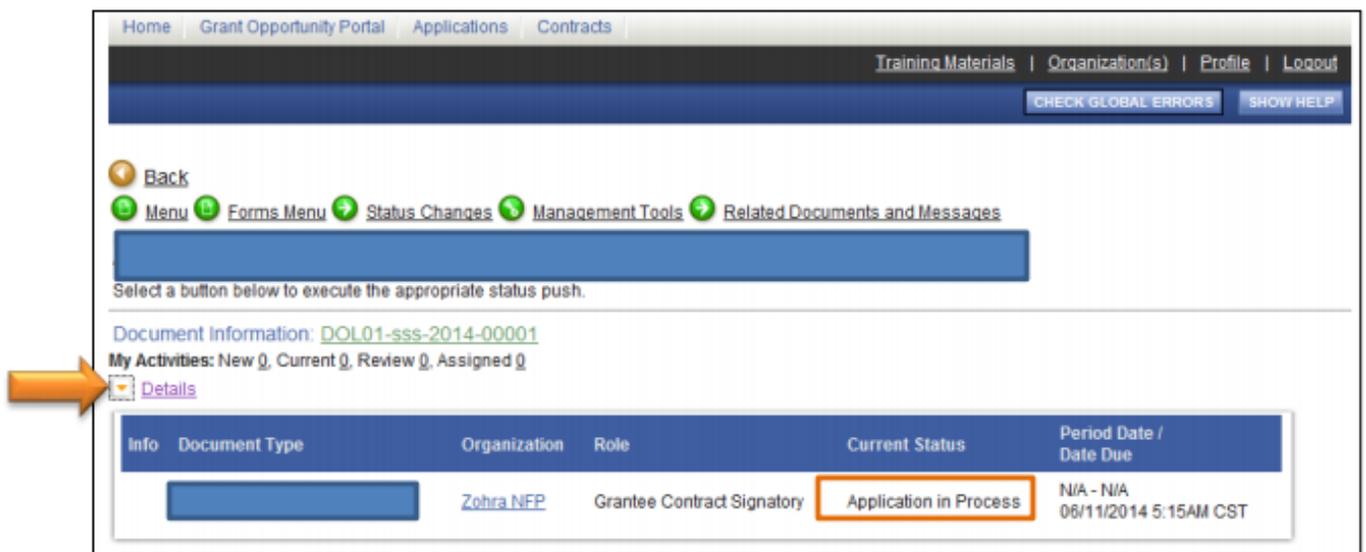
9.6. Prior to final submission, you will need to certify the agreement as stated. Please read the paragraph closely and click on I agree. If you select I DO NOT AGREE, your application will not be submitted. Click I AGREE to submit the application.



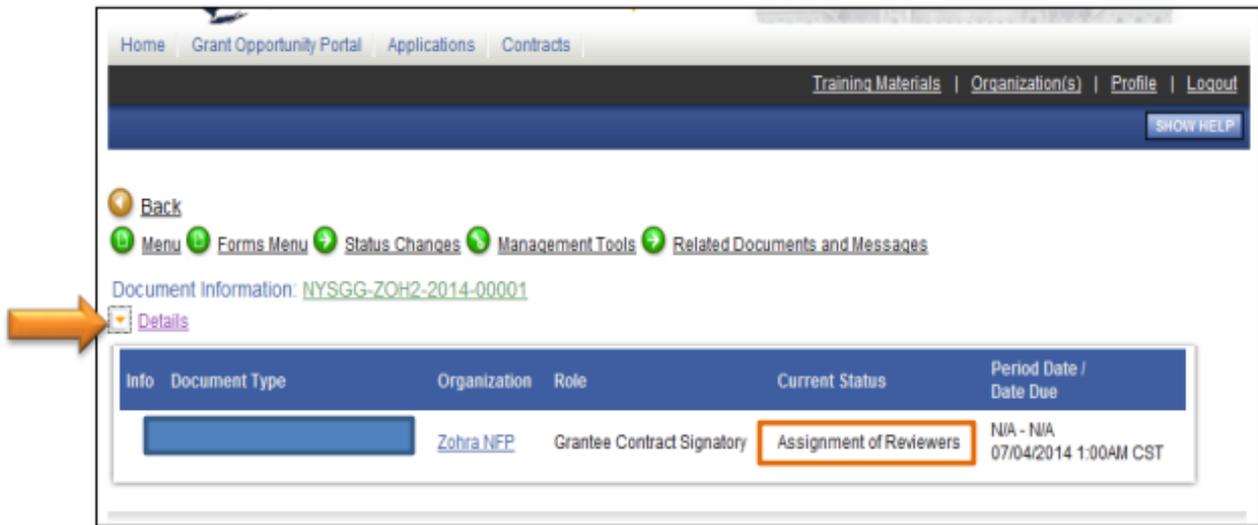
- 9.7. Once your application is submitted you are returned to the Application main page. If you hover over the status changes link you will see that there are no available status options at this time.



- 9.8. To check the current status of your Application click on the Details link. When you are working on your Application, the application status would say "Application in Process".



9.9. After you submit your application, the application status in the Details grid would say "Assignment of Reviewers" Congratulations! This status means you have successfully submitted an application.



Home Grant Opportunity Portal Applications Contracts

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Back

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Document Information: [NYSGG-ZOH2-2014-00001](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
		Zohra NFP	Grantee Contract Signatory	Assignment of Reviewers	N/A - N/A 07/04/2014 1:00AM CST

Locating an Application You've Already Started

This information was pulled from the "NYS Grants Gateway Vendor's Quick Start Guide - How to apply for an Online Opportunity". To review the full Quick Start guide, [click here](#)

8. Retrieve the Application you already started

- 8.1. If you need to save your work and come back at a later time, you can do so. To retrieve the application you already started, click on the Applications link located at the top of your home screen and enter search criteria to locate the application.

New York State
Grants Gateway

Home Grant Opportunity Portal **Applications** Contracts

Training Materials | Organization(s) | Profile | Logout

Back

Applications

Use the search criteria below, then select the Search button

Search Applications

Use the search criteria below, then select the Search button.

Agency: Office of Victim Services

Grant Opportunity Name: Victims of Crime Act (VOCA) Victim and Witness Assistance Grant Pro

Current Application Status: - SELECT -

-OR-

Application Status: - SELECT - From [] To []

Application Type: - SELECT -

Application Number: []

SEARCH CLEAR

- 8.2. The system will display the application you have already started.

Search Results

Export Results to: Screen Sort by: -- Select -- GO

Number of Results 1

Application Number	Grant Opportunity Name	Application Type	Organization Legal Name	Status	Start Date	End Date
OVS01-VOCA-2014-00001	2014 VICTIMS OF CRIME ACT VICTIM AND WITNESS ASSISTANCE GRANT PROGRAM	Competitive	Zohra NFP	Application in Process	Apr 01, 2014	

- 8.3. Click on the application number to restart the application where you left it earlier.
- 8.4. It is very important you do not click "Apply for Grant Opportunity" again in the system, as it will create duplicate applications (if the RFP allows more than one application per grantee). Once an application has been initiated, you should continue using that one by utilizing the application search function.

NYS Grants Gateway Grantee Role Description

GRANTEE ROLES

GRANTEE

The Grantee role is the Grantee Organization user responsible for performing tasks related to applications, contracts and reporting. Activities for this role include but are not limited to:

- Initiate and complete applications
- Comply in a timely manner with Agency requests for information
- Initiate payment and modification requests
- Submit modification requests
- Initiate, complete and submit progress reports

GRANTEE CONTRACT SIGNATORY

The Grantee Contract Signatory role is the user authorized to review and sign contracts on behalf of the Grantee Organization. Activities for this role include but are not limited to:

- Initiate, complete and submit applications
- Sign contracts
- Initiate, complete and submit modification requests
- Initiate payment requests
- Initiate, edit and submit progress reports

GRANTEE DELEGATED ADMINISTRATOR

The Grantee Delegated Administrator is the Grantee Organization user responsible for performing user management tasks within the system. This includes but is not limited to creating and maintaining user accounts and ensuring that user accounts remain current.

GRANTEE PAYMENT SIGNATORY

The Grantee Payment Signatory role is the user authorized to review and submit payment requests on behalf of the Grantee Organization. Activities for this role include but are not limited to:

- Initiate applications
- Initiate, complete and submit modification and payment requests
- Initiate, complete and submit progress reports

GRANTEE SYSTEM ADMINISTRATOR

The Grantee System Administrator role is the user authorized to complete all the processes required of a Grantee user. Activities for this role include but are not limited to:

- Initiate, complete and submit applications
- Sign contracts
- Initiate, complete and submit modification and payment requests
- Initiate, complete and submit progress reports

GRANTEE VIEW ONLY

The Grantee View Only role is the user authorized to view all information for the Grantee Organization. This role is assigned permission to view documents, reports and statuses.

Creating User Accounts in Grants Gateway

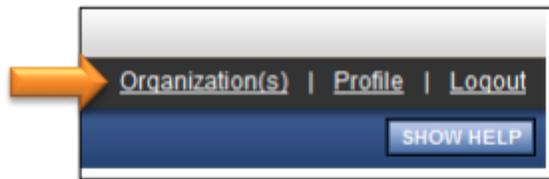
This information was pulled from the “New York State Grants Gateway Vendor User Guide” - Delegated Administrator Tutorial. To reievw the full Vendor User Guide, [click here](#)

[Click here for a video tutorial](#) of how to create a new user account in Grants Gateway

The following table will provide a snapshot of which roles are allowed to initiate, complete and submit a Grant Application in the Grants Gateway.

Role	Create and Maintain user Roles	Initiate Application	Complete Application	Submit Application	Only view the Application
Delegated Admin	✓				
Grantee		✓	✓		
Grantee Contract Signatory		✓	✓	✓	
Grantee Payment Signatory		✓	✓		
Grantee System Administrator		✓	✓	✓	
Grantee View Only					✓

4.2.1. Click the **Organization(s)** link on the home page.



4.2.2. Click on the **Organization Members** link.



4.2.3. Click the **Add Members** link.

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
 To add a member to your organization, select the **Add Members** link below.
 If a member has already added his/her information in the system, you can search for the member.
 If you need to add a member's information into the system, select **New Member**.
 For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#) ←

4.2.4. Select the **NEW MEMBER** button.

[Current Members](#) | [Add Members](#)

Person Search 

4.2.5. Complete all required fields on the page.

Name	Prefix	First	Middle	Last	Suffix
	<input type="text"/>				
Title	<input type="text"/>				
Email	<input type="text"/>				
Username	<input type="text"/>				
Date Active	<input type="text"/>	Date Inactive	<input type="text"/>		
Role	<input type="text"/>				

4.2.6. Select the appropriate role for the user you are adding.

Date Active 5/13/2013 Date Inactive

Role Grantee

 Grantee
 Grantee Delegated Administrator

4.2.7. Notice the contact information below. The address information will be “pre-populated” with the organization information. This information can be changed here or by the user in their Profile.

The fields below are populated with the Organization information by default. However, you may edit the information in any of the fields. This information may also be edited by the person you are creating the profile for from their Profile page.

Address 100 LADENTOWN RD

City POMONA State New York Zipcode 10970-2863

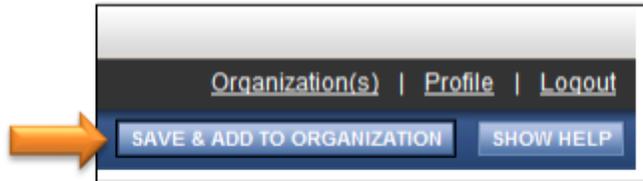
Phone #1 (123) 451-2345 Phone #2

4.2.8. The phone number of the new user is a required field.



A screenshot of a web form showing a text input field labeled "Phone #1". An orange arrow points to the field. A red asterisk is visible in the bottom right corner of the input field, indicating that this field is required.

4.2.9. Select the **SAVE & ADD TO ORGANIZATION** button to complete the process.



A screenshot of a navigation bar. At the top, there are links for "Organization(s)", "Profile", and "Logout". Below these links are two buttons: "SAVE & ADD TO ORGANIZATION" and "SHOW HELP". An orange arrow points to the "SAVE & ADD TO ORGANIZATION" button.

4.2.10. The new user will receive two separate emails from the Grants Gateway: One email will contain the username and the other will contain the password.