Submitting a Designated Grant Application in the GMS

User Guide - For Recipient Organizations

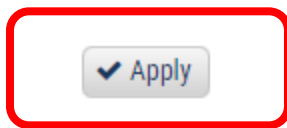## Table of Contents

The Designated Grant Solicitation

Navigate to the Designated Grant Solicitation Webpage – Linked Here

- There are 5 tabs in this solicitation. Please navigate through each tab to find more information about the program, eligibility information, budget forms, and who to contact if you need assistance.
- When you are ready to begin your application, click on the *Apply* Button.
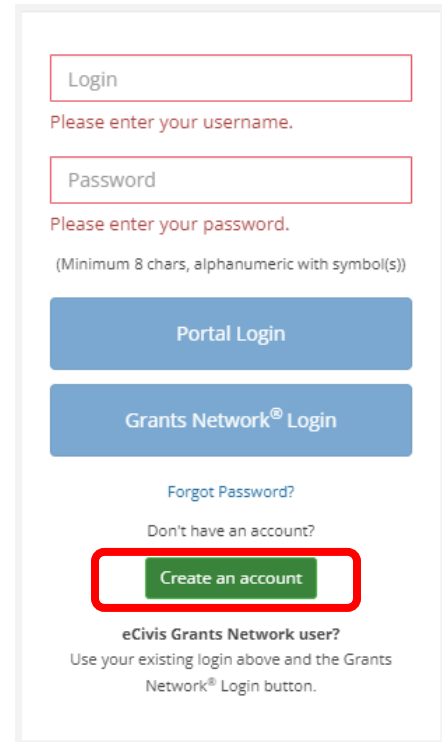
The GMS Portal

After clicking on the Apply Button on the Designated Grant Solicitation, you will be prompted to log into the GMS Portal.
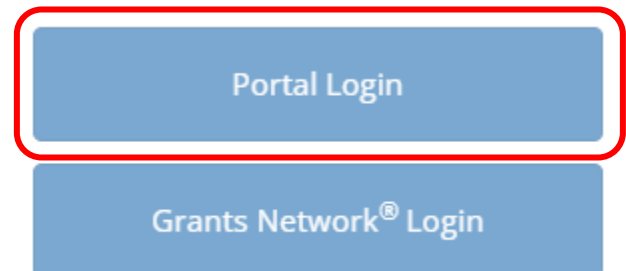
For New Users

- Select the green **Create an Account** button
- Enter your name, email address, and a password. Then click **Sign Up.**
- A confirmation email will be sent to your inbox. Open this email to finish verifying your login details.

Login

Please enter your username.

Password

Please enter your password.

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

For Returning Users

- Enter your username and password and select the option for **Portal Login**

Portal Login

Grants Network® Login
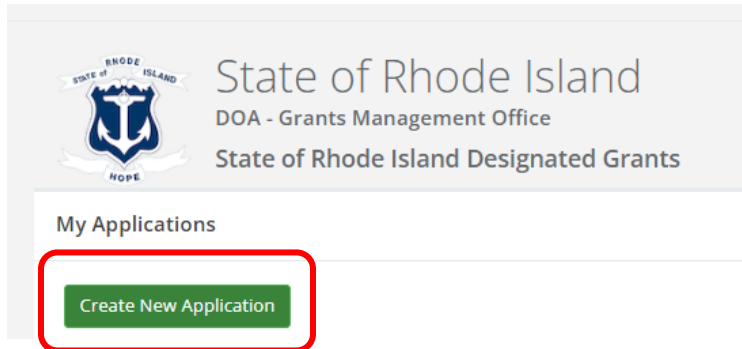
Filling out a GMS Profile

If this is your first time submitting something in the GMS, you must fill out a brief profile. Once you have created an account and logged in, click on the **My Profile** option in the top left corner of your screen.

- If you have already completed this in a previous year, skip this step.
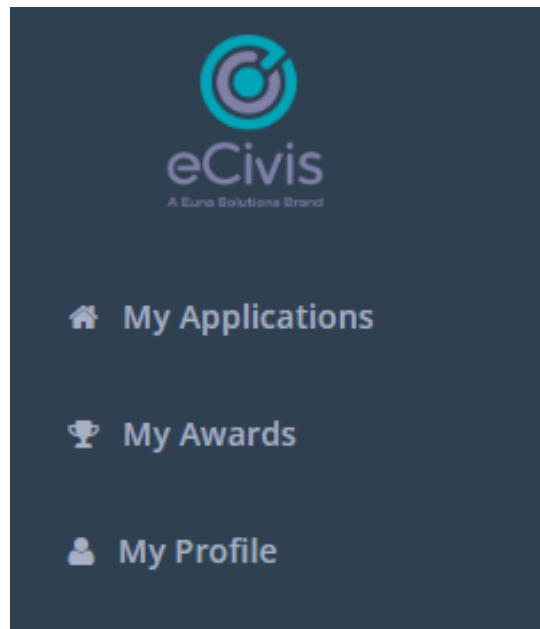
## Completing and Submitting a Designated Grant Application

On the home page, click on *Create New Application*.

On the next screen you will be prompted to start filling out the application. There are two sections that must be filled for Designated Grants, the Profile and the Application.
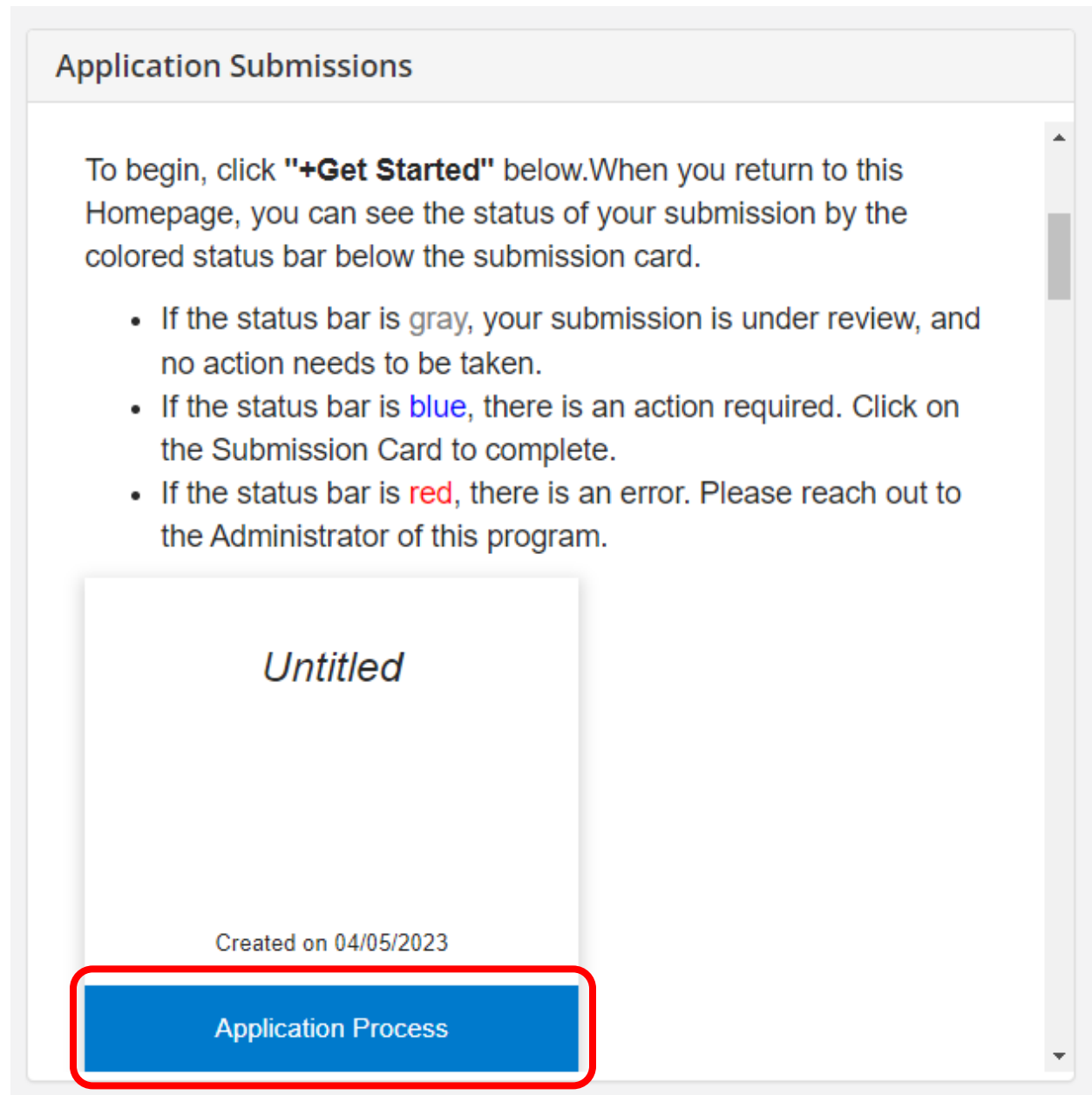
1. **Profile**: The profile section contains information about your entity
2. **Application**: The application sections contain more detailed information about your award.

To begin, select the **Edit** button inside of the white box labeled *Profile* and complete the required fields. Save when you are complete.
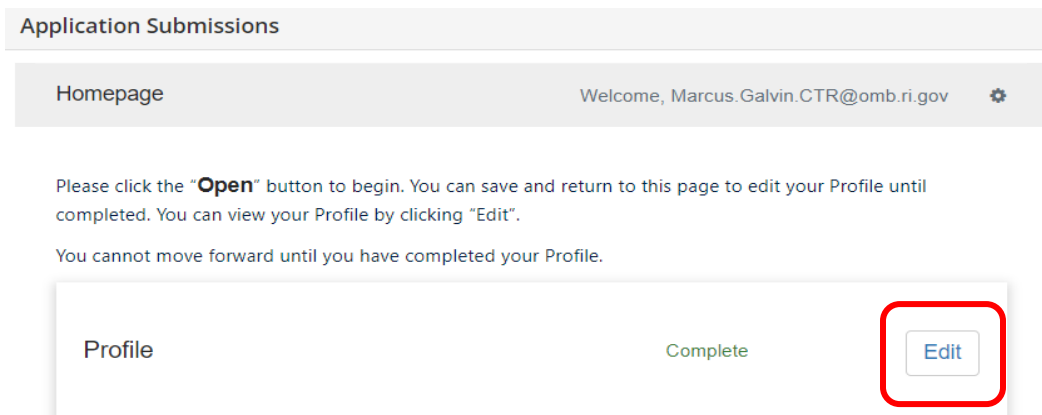
When you have completed and saved the Profile, scroll down and you should see a blank tile labeled **Untitled.**

Click on the blue bar titled Application Process to open it up.

Application Submissions

To begin, click **"+Get Started"** below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.
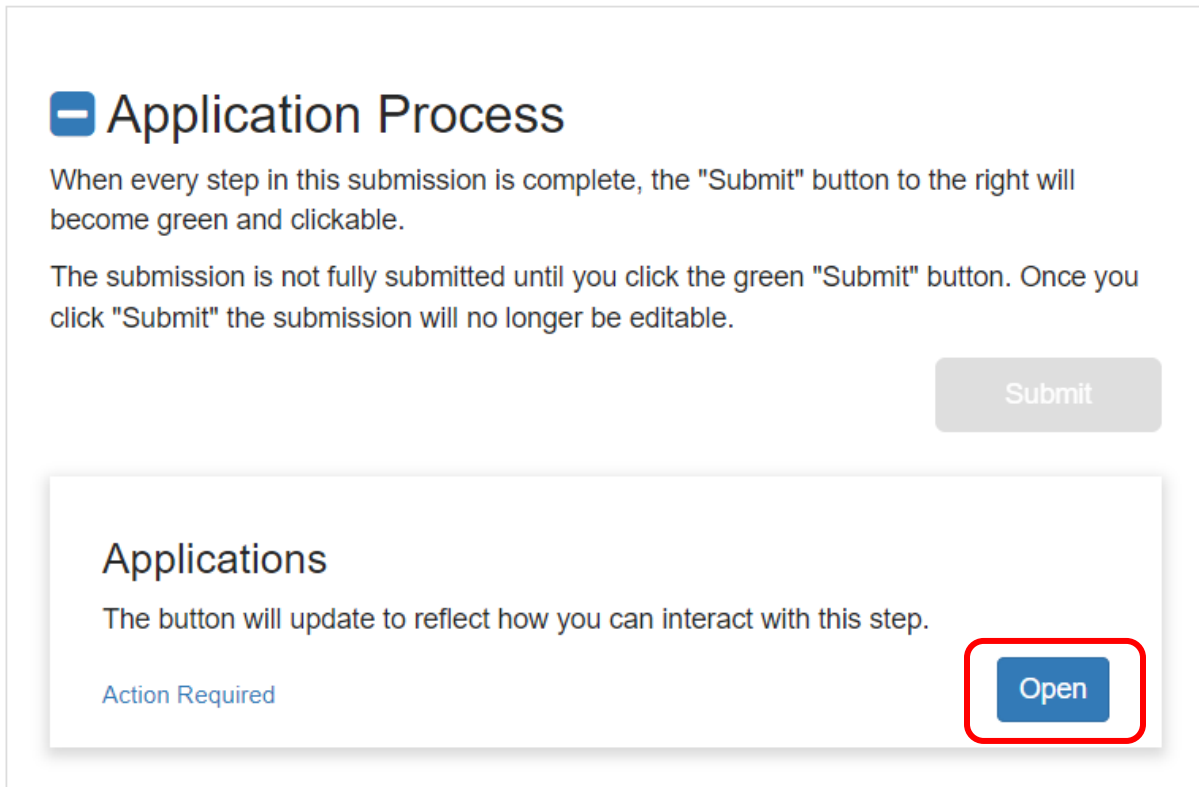
Untitled

Created on 04/05/2023

Application Process

You will now be on the Application Screen.

- When you are ready to begin the application, click on the **Open** Button.

Follow the application form, completing all of the required fields and uploading the required documents and supplemental forms. When you are finished, click on the Mark Complete button at the end of the application form. You can always save your work as a draft and return to it at a later date.
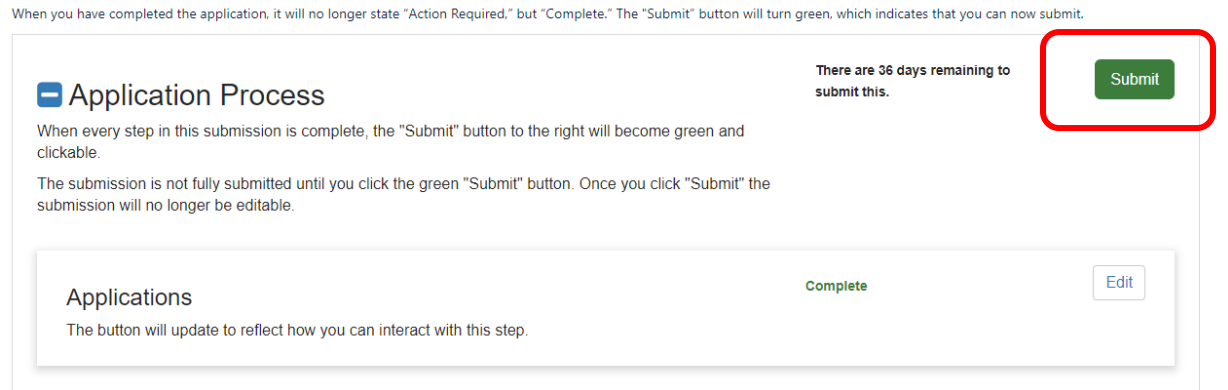
Your application will save and you will be directed to a new screen, shown below. If you are ready to submit your designated grant application to be reviewed by the State Agency who issued this award, click on the green **Submit** button.

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

➖ Application Process

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

There are 36 days remaining to submit this.

Submit

Applications

The button will update to reflect how you can interact with this step.

Complete

Edit

Congratulations, you have completed submitting your Designated Grant Application!

- Please await an email from the State Agency who issued this award to your entity. The Agency will review your submission and may reach out if it is in need of a revision. Once the Agency is in full agreement with your submission, you will receive a Grant Agreement Document to sign.