

Application Quick User Guide  
Grantee User Manual



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## 1 General Information and Notes

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If you have any technical questions or concerns regarding your submission, please contact staff via e-mail at [cultural.affairs@countyofdane.com](mailto:cultural.affairs@countyofdane.com) or via phone at 608/266-5915.

**DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR FINAL APPLICATION; GIVE YOURSELF AT LEAST ONE WEEK TO COMPLETE THE SUBMISSION PROCESS PRIOR TO THE DEADLINE TO ALLOW FOR FAMILIARIZING YOUR SELF WITH THE PROGRAM, TROUBLESHOOTING, EDITING AND A THOROUGH REVIEW OF YOUR APPLICATION PRIOR TO SUBMISISON.**

The Primary Contact Person should complete the submission of the Final (full) Application on behalf of the project team.

Your application components/sections/questions will differ based upon the opportunity you apply for.

You WILL be able to save your work so you can complete the process in multiple sittings.

After logging in, these instructions will be available to you from the Main Menu of WebGrants by clicking **INSTRUCTIONS**.

## 2 General Instructions

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Only use the **BACK** button provided within the WebGrants program (line with Menu, Help and Logout buttons). Do NOT use the Browser's (Internet Explorer, Firefox, etc) Back Button. You may lose changes if you use the Browser's back button.

To get to the Main Menu, click **MENU** (upper left) from any screen.

In general, always click **SAVE** in the upper right hand corner after making any changes or edits.

Click **MARK AS COMPLETE** when you've finished working on any component.

If you're editing and need more information before marking a Component as complete, just click **RETURN TO COMPONENTS** to move on to another Component.

If you need to edit any components (completed or otherwise) prior to submission, click on that Component and click **EDIT**. Remember to click Save and Mark as Complete when finished.

All Components must be **MARKED AS COMPLETE** before you can submit your Final Application.

You can preview your entire Final Application by clicking **PREVIEW** in the Components Menu before submitting.

You must click **SUBMIT** and verify your submission when prompted, by the posted deadline and all of your information must be complete in order for your Final Application to be considered.

Once you click **SUBMIT**, you will **NOT** be able to make any changes unless you contact staff and your Final Application is unlocked and returned to you for editing. You will not be able to make any changes after the deadline has passed.

## 3 Getting Started (First Login)

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### 3.1 Reset Password

- Enter in your login and password sent to you with the notification to submit

- From the Main Menu, Click **MY PROFILE**
- Click **RESET PASSWORD** (upper right), and enter in a new password (**MUST BE 6 CHARACTERS IN LENGTH AND CONTAIN AT LEAST 1 NON-ALPHABETIC CHARACTER**) and record in a safe location. When completed, click **SAVE**

### 3.2 Apply for a Grant

- In the upper left, click **MENU**
- At the Main Menu, click **FUNDING OPPORTUNITIES**
- Under Funding Opportunities and Title, Click on the appropriate opportunity.
- Review the details of the Funding Opportunity
- Note the helpful attachments and links at the bottom of the page; just click on the file name or web link to open
- In the upper right, click **APPLY WITH A NEW APPLICATION** to begin the Application submission process
- Under General Information:
  - Review your name as the Primary Contact Person
  - Your role on the project
  - The Title of your Application
  - Confirm your affiliated organization
  - Make any changes, if necessary
  - When completed, you MUST click **SAVE** (upper right corner)
- Review the General Information in preview mode:
  - If you need to make additional changes, click **EDIT** (upper right)
  - If all information is correct or if at any time, you'd like to get out of a component without making or saving any changes, click **RETURN TO COMPONENTS**
- Click on the remaining components,
- Enter all necessary information
- Click **SAVE** (upper right) after updating the information
- Review and confirm all the information listed
- If all information is correct, click **MARK AS COMPLETE**
- When all components are marked as complete (check mark under "Complete?" column), click **PREVIEW** to review all Components.
- If you need to make changes, click on the **BACK** button within WebGrants and then click on the Component you need to edit. Follow the instructions above to edit the component and remember to click **SAVE** to save your changes.

### 3.3 Submitting an Application

- If all information is correct after previewing all components, click on the **BACK** button within WebGrants if in a Component or **RETURN TO COMPONENTS** and then click **SUBMIT**.

- Note that you will NOT be able to make any changes after submitting unless you contact staff and your Application is unlocked and returned to you for editing.
- Confirm that you want to submit by clicking **OK**, when prompted.

### 3.4 Completing an Application in Multiple Sittings (Logging in more than once)

- You can complete the submission of your Application in one sitting (see instructions above) or you can save all changes and complete in multiple sittings by logging in and back out at any time but **DO NOT CLICK SUBMIT** if you want to complete in multiple sittings.
- Remember to click **SAVE** after making any changes in any Component and to mark the Component as complete when finished and then click **LOGOUT** (upper left) at any time to end your session. See below for additional instructions:
- After logging in at subsequent visits, from the main menu, click **MY APPLICATIONS**
- You will see any Final Application (Final under Round column) with the status of editing if you have started the process but have not yet submitted.
- Click on the **TITLE OF YOUR APPLICATION** to open and edit or complete any open Components, as instructed above. When all Components are marked as complete, Submit as indicated above.
- If your Application has the status of Submitted, you may not access any components for editing unless you contact staff and inform us that you need to make changes .
- If the deadline has not passed, we will unlock any components that require modification and you will receive an e-mail message when this occurs. At that time, you may log in and update the component, save any changes, mark as complete and then submit, following the instructions above.