



# **Step-by-Step Applicant Guide**

This document provides Applicants with a step-by-step guide on how to apply to a Funding Announcement, submit applications, and add new applicant delegates to their team.

## A. Login or Register

1. If you have an existing applicant account, then Login.

GrantVantage	GrantVantage Funder Portal	Log In +)

Figure 1: Funder Portal Homepage Header

2. If your organization does not have an account with the GrantVantage Funder Portal, then **Register** your applicant organization and create the Primary Applicant user.

GrantVar	ntage
Log In	
User Name *	
User Name Or Email *	
Password *	
Password *	
Remember me	Forgot Password?
Log In →) Re	yister 2+
Powered by	GV

Figure 2: Login Screen

a. **Note**: For more information about registering with the GrantVantage Funder Portal refer to the <u>Applicant Registration</u> Zendesk Article.





## **B.** Complete the Organization Profile

- 1. Select My Applicant Profile from the navigation menu.
- 2. **Update** the Applicant Organization Profile by entering necessary information in each tab: Add Organization Information, Physical & Mailing Addresses, Users, Contacts, and Documents.
  - a. **Note**: For more information about updating the My Applicant Profile with the GrantVantage Funder Portal refer to the <u>My Applicant Profile</u> Zendesk Article.

GrantVantage	« GrantVantage Funder Po	ortal
Primary Applicant	My Applicant Profile: Local Community Center	
Local Community Center	Organization Information Address Users Contacts Documents	
All Funding Announcements	Organization *	EIN
Favorite Funding Announcements	Local Community Center	
My Submitted Applications	Org. Type *	DU
My Applicant Profile	Foundation	<u> </u>
	Website	Uni

Figure 3: My Applicant Profile

- 3. Optional: Add Applicant Delegate Users
  - a. **Note:** Applicant Delegates are additional users who can login to the Applicant Organization and assist with completing applications.
  - b. Select the **Users** tab, then select **New**.

My Applicant Profile:	Local Community Ce	enter				
Organization Information	Address Users Cont	acts Document	S			+ New
Name ↑≞	Organization ↑↓	Job Title ↑↓	Roles	Phone ↑↓	Email ↑↓	Status ↑↓ 🍞
Cataluna Waters	Local Community Center	Project Director	Primary Applicant	123-555-1234	cwaters@gvapplicant.com	0

Figure 4: My Applicant Profile - Users

- c. Fill in the **required information** indicated with a red asterisk (\*) and any other necessary information.
- d. Then, select Save.

## C. Begin the Application

- 1. Select All Funding Announcements from the navigation menu.
  - a. To view the Funding Announcement narrative, select the Announcement Name.
  - b. To begin or resume an application, select Apply.





Figure 5: All Funding Announcements Gallery View

#### 2. Select Begin New Application.

Application Details					$\times$
+ Begin New Application					
Application 1	Application ID ↑↓	Application Status ↑↓	Last Saved On  ↑↓	Submission Date ↑↓	
		No data			

Figure 6: Application Details Dialog Box

#### 3. Fill in the Application Name, then select Save & Apply.

New Application	Save & Apply Save Close
Application*	
FY24 Fisheries Project	

#### 4. **Complete** all available application tabs.

a. Note: Application requirements are configured for each Funding Announcement. All applications will have the Summary and Questions tab. Additionally, some applications may also include the Project Plan tab and/or the Budget tab. All areas of the Application must be completed before the application can be submitted.

Figure 7: New Application Dialog Box



### **D.** Complete the Application

In Completing the Application, always refer to the Funder Organization for more information about application requirements. Once each tab—Summary, Questions, Project Plan, or Budget—is completed, the status icon will display a green checkmark.

### i. Summary

The Summary section includes the name of the application, the requested amount, and the project summary. If the application does *not* include the Budget tab, applicants will enter their requested amount on this page. Otherwise, this field will auto-populate with the Budget Direct Total.

1. Fill in the **required information** indicated with a red asterisk (\*) and any other necessary information.

Y24 Fisheries Project						Submit Save	Save & Close Application Repo
Summary Question	NS Project Plan Bu	×) dget					? Help
③ Previous	Questions Progre	ss		Application Attachn	nents 🖉 0	Total Requested Amount: \$0.00	Next 🛇
							Save
Application *				Requested Amo	ount *		
FY24 Fisheries Project				\$0.00			
Project Summary *							
The FY24 Fisheries Project re engagement, research, and c	epresents a collaborative and limate adaptation, the project	holistic approach to er aims to secure the fut	nsuring the sustaina ure of marine resou	bility and resilience of fi rces and the livelihoods	isheries. Thro dependent o	ugh targeted interventions in management, h n them.	nabitat restoration, community
Authorized Certifying Official				Project Director	/Manager		
John Stream			Q	× John Stream			Q ×
Project Manager/Coordinator				Compliance/Fise	cal Officer		
Sarah Lake			٩	× Sarah Lake			Q ×
						Fi	aure 8: Summarv Ta

#### 2. Select Save.



### ii. Questions

The Questions section includes all applicant questions required to submit an application. Once all Questions are answered, the Question tab icon will display a green checkmark and Question Progress will be 100%.

For more information about how to answer each Question Types during application to a funding announcement, refer to the <u>How to Answer each Question Types</u> Zendesk Article.

- 1. **Answer** all Questions.
  - a. Navigate questions by selecting **Next**, **Previous**, or a specific **Question Name**.
  - b. Select **Question Instruction** to view any additional question instructions.
  - c. Note: Select Save every time you answer a question.

Summary Cuestions   Project Plan Budget     @ Previous Cuestions Progress     Application Attachments © 0     Total Requested Amount: \$0.00     Next ©     Cuestions      Application Information     Application Checklist   © 2. Application Checklist   © 3. Primary Applicant   ● 4. Funding   ● 5. Business License   Project Datalis   ● 6. Project's Start Date   © 7. Project Duration   ● 8. Goals	FY24 Fisheries Project	Submit 🖬 Save & Close	Application Report
Ouestions Progress       Application Attachments <sup>0</sup> 0 Total Requested Amount: \$0.00       Next ○         Questions        Applicant Information, Subsection: Applicant Details         Applicant Information       I. Project       Image: Car you tell us more about the project?         © 1. Project       Early Save       Ouestion Instruction         © 2. Application Checklist       Early Save       Ouestion Instruction         © 3. Primary Applicant       Early Save       Image: Car you tell us more about the project?         © 5. Business License       Project Details       Early Save       Image: Car you tell us more about the project?         © 6. Project Start Date       Image: Car you tell us more about the project Start Date       Image: Car you tell us more about the project Start Date       Image: Car you tell us more about the project Start Date       Image: Car you tell us more about the project Start Date         © 7. Project Duration       Image: Car you tell us more about the project Start Date       Image: Car you tell us more about the project Start Date       Image: Car you tell us more about the project Start Date         © 7. Project Duration       Image: Car you tell us more about tell us more ab	Summary Questions Proj	S S ject Plan Budget	Help
Questions <	© Previous	Questions Progress         Application Attachments Ø 0         Total Requested Amount: \$0.00	Next ③
Applicant Information       1. Project       Image: Construction         ● 1. Project       Image: Construction       Image: Construction         ● 1. Project       Image: Construction       Image: Construction         ● 2. Application Checklist       Image: Construction       Image: Construction         ● 3. Project Details       Image: Construction       Image: Construction         ● 5. Business License       Image: Construction       Image: Construction         ● 6. Project'S Start Date       Image: Construction       Image: Construction         ● 8. Goals       Image: Construction       Image: Construction	Questions «	Applicant Information, Subsection: Applicant Details	
<ul> <li>a. Finding verpleating</li> <li>b. Funding</li> <li>c. Funding</li> <li>b. Business License</li> <li>Project Details</li> <li>c. Froject Details</li> <li>c. Froject Start Date</li> <li>c. Froject Duration</li> <li>c. Goals</li> </ul>	Applicant Information Applicant Details 1. Project 2. Application Checklist 3. Prima Applicant	1. Project  Can you tell us more about the project?	ion Instruction
	<ul> <li>3. Frimary Approximation</li> <li>4. Funding</li> <li>5. Business License Project Details</li> <li>6. Project's Start Date</li> <li>7. Project Duration</li> <li>8. Goals</li> </ul>	B $I$ $\bigcup$ $↔$ Arial $\checkmark$ 12 pt $\checkmark$ $A$ $\checkmark$ $↔$ $\checkmark$ te Tr Paragraph $\checkmark$ $≡$ $\checkmark$ $≡$ $≡$ $≡$ $≡$ $≡$ $≡$ $≡$ $≡$ $≡$ $≡$	

Figure 9: Funding Announcement Question Tab

- 2. Optional: Question Attachments
  - a. Note: Some questions may require attachments or allow supplemental attachments. Documents may be uploaded ahead of time to the Organization Documents, these must be associated directly with a question to be part of the application.
  - b. Select Attach Document.

Applicant Information, Subsection: Applicant Details	
1. Proposal	Save ⑦ Question Instruction
Please upload your project proposal.	
Attach Document	
	Figure 10: Attach Documents

c. If the document is not available, select **Browse**. Then, select the document from your files.



Use checkbox to select documents, then press the Save button below.          Document       File Size       Date         Reference A2 Local Community       8 KB       04 Apr 2024         Reference A1 Local Community       8 KB       04 Apr 2024         Reference A1 Local Community       8 KB       04 Apr 2024         Total: 4       Image: Center.pdf       04 Apr 2024         Image: Center.pdf       8 KB       04 Apr 2024         Image: Center.pdf       8 KB       04 Apr 2024         Image: Center.pdf       9 Image: Center.pdf       10         Image: Center.pdf       10       10         Image: Center.pdf       10       10         Image: Center.pdf       10       10	Documents		×
Document       File Size       Date         Reference A2 Local Community Center.pdf       8 KB       04 Apr 2024         Reference A1 Local Community Center.pdf       8 KB       04 Apr 2024         Total: 4       Image: Center Community Cente	Use checkbox to select documents, then press	the Save button below.	
Reference A2 Local Community Center.pdf       8 KB       04 Apr 2024         Reference A1 Local Community Center.pdf       8 KB       04 Apr 2024         Total: 4       4 1       1       10         + Browse       9 File Upload Instruction	Document	File Size	Date
Reference A1 Local Community Center.pdf     8 KB     04 Apr 2024     Total: 4     S     1     D     D     10     + Browse     File Upload Instruction	Reference A2 Local Communi Center.pdf	ty 8 KB	04 Apr 2024
Total: 4 ( 1 ) ( 1 ) 10 ( + Browse) 3 File Upload Instruction	Reference A1 Local Communi Center.pdf	ty 8 KB	04 Apr 2024
+ Browse IFile Upload Instruction		Total: 4	K ( ) ( ) ( ) 10
Circure 11: Desurgent	+ Browse 3 File Upload Instruction		Circus 11. Decumen

#### d. Select Upload.

	Document	File Size	Date
)	Reference A2 Local Community Center.pdf	8 KB	04 Apr 2024
]	Reference A1 Local Community Center.pdf	8 KB	04 Apr 2024
		Total: 4	(1) (1) (1) (1)
		Total: 4 🔍	
Brov	vse 3 File Upload Instruction	Total: 4 ( 🤇	
Brov	vse      S File Upload Instruction	Total: 4 🔍	(1) (2) (2) (10) (10) (10) (10) (10) (10) (10) (10
Brov	vse  File Upload Instruction ary Documents	Total: 4 🔍	(1) (2) (2) (10) (10) (10) (10) (10) (10) (10) (10
• Brov empor Docun	vse S File Upload Instruction rary Documents nent	Total: 4 🔍	(1) (2) (2) (10) (10) (10) (10) (10) (10) (10) (10
• Brow empor Docun Refere	vse	Total: 4 (()) File Size 8 KB	

Figure 12: Documents Dialog Box - Upload

- e. Select the **Document** checkbox.
- f. Select **Save.** The document will appear in the question answer area.

	Document	File Size	Date
<u>~</u>	Reference A3 Local Community Center.pdf	8 KB	04 Apr 2024
	Reference A2 Local Community Center.pdf	8 KB	04 Apr 2024
	Reference A1 Local Community Center.pdf	8 KB	04 Apr 2024
		Total: 4 🔍 🤇	

Figure 13: Documents Dialog Box - Save

### iii. Project Plan

The Project Plan may or may not be configured based on the Funding Announcement. If the Project Plan is configured, it is a required component of the application. Once the Project Plan is complete, the Project Plan tab icon will display a green checkmark.

For more information about how to complete the Project Plan during application to a funding announcement, refer to the <u>How to Complete a Project Plan</u> Zendesk Article.

- 1. Select the Project Plan tab.
- 2. Select Project Plan Instructions.

GrantVantage	«	Gra	ntVantage Funder Portal		
Primary Applicant	FY24 Fisheries Project			<b>A</b> S	Submit 🕞 Save 🕞 Save & Close 📄 Application Re
All Funding Announcements	Summary Questions	Project Plan Budget			? Help
Favorite Funding Announcements	© Previous	Questions Progress	100% Application Attachments Ø 5	Total Requested Amount	t: \$0.00 Next
My Submitted Applications     My Applicant Profile	Finalize Project Plan				Save O Project Plan Instructions
	+ Add Goal	Coal Description		Start Date	End Data
	Goar Name	Guai Description	No Data Found!	Start Date	
				_	

Figure 14: Project Plan Instructions

- 3. Optional: Add Goals, Objectives, Performance Measures, and Activities
  - a. **Note**: Applicants may or may not be allowed to add new Goals, Objectives, Performance Measures, or Activities.



- b. Select Add Goal to add a new Goal.
  - i. **Note:** Goals may or may not be configured based on the Funding Announcement.
- c. Select **Add Objective** to add a new Objective.
- d. Select Add Measure to add a new Measure.
- e. Select Add Activity to add a new Activity.

	Project					A Submit	🕞 Save 🕞 Save	& Close 📑 A	oplication	Re
Summary	Questions	× × Project Plan Budget							He	lp
Previous	Question	IS Progress 100	%	Application Atta	chments @ 5	Total Reques	sted Amount: \$0.00	)	Ne	xt
] Finalize Projec	t Plan						Save 0	Project Plan In	struction	S
Goal Name		Goal Description				Start Date	End Date			
Enhance the sust fisheries resource Objective (1)	ainability and productivity is in the region + Add Objective	<ul> <li>of implementing sustainable fis implementing sustainable fis initiatives, enhancing scientifi collaboration and partnershi contribute to the preservatio the support of livelihoods de</li> </ul>	urces in the region by hing practices, promo fic research and data ( ps with stakeholders. 1 n of marine ecosystem pendent on fisheries n	assessing the status of fi ting conservation and hat collection capabilities, and Through these efforts, the ns, the protection of vulne esources.	sh stocks, oitat restoration d strengthening program aims to rable fish species, and	02/01/2024	11/01/2024		Ø	*
Obj. #	Ref. ID	Objective Name	Objective Descrip	ption		Manager	Start Date	End Date		
	1	Assess the status of fish stocks	S Conduct comprehe assess fish popula	ensive surveys and data (	collection efforts to		00/04/2004	11/01/2024		
~ 1		and tisnelles resources	indicators.	auon sizes, distribution pa	tterns, and nealth		02/01/2024	THUREDET	C	1
∨ 1 > Perfo	rmance Measure (1)	+ Add Measure	indicators.	auon sizes, distribution pa	tterns, and nealth		02/01/2024	110 12021	Ľ	1
<ul><li>✓ 1</li><li>&gt; Perfo</li><li>&lt; Activit</li></ul>	ity (1) + Add Activity	+ Add Measure	indicators.	auon sizes, distribution pa	tterns, and nealth		02/01/2024	THURLOLY	ď	1
<ul> <li>✓ 1</li> <li>&gt; Perfo</li> <li>&gt; Activi</li> <li>Ref. ID</li> </ul>	ity (1) + Add Activity Activity Description	+ Add Measure	indicators.	Manager	start Date	Due	02/01/2024	THE REDET	Ľ	

Figure 15: Add Goals, Objectives, Performance Measures, and Activities

- 4. Optional: Edit Goals, Objectives, Performance Measures, and Activities
  - Note: Applicants may or may not be allowed to edit Goals, Objectives, Performance Measures, or Activities. This may result in locked fields within the dialog boxes.
  - b. Select the **Edit** button to modify Goals, Objectives, Performance Measures, and Activities. Once your changes are made, select **Save**.



FY24	l Fis	heries P	roject						🖪 Subm	nit 🕞 Save	Save &	Close 🗎 A	opplication Report
	Sum	amary (	Questions	× Project Plan	× Budget								? Help
© I	Previo	us	Questi	ons Progress	100%		Application Attac	hments 🖉 5	Total Req	uested Amou	nt: \$0.00		Next ⊘
	Finaliz	e Project P	lan							🖬 Sa	ve ⑦ Pro	ject Plan In	istructions
+ -	Add G	oal											
	Goal N	lame		Goal Descrip	otion				Start Date	En	d Date		
×	Enhand	ce the sustaina es resources in	bility and productiv	vity of initiatives, eni collaboration contribute to the support of	f fisheries crow f fisheries resourc sustainable fishir hancing scientific and partnerships the preservation of f livelihoods depe	in induiting program ces in the region by as ng practices, promoting research and data col with stakeholders. Thi of marine ecosystems, ndent on fisheries reso	is to improve the long- sessing the status of fish g conservation and habil lection capabilities, and rough these efforts, the p the protection of vulnera purces.	ern sustainability and n stocks, tat restoration strengthening program aims to able fish species, and	02/01/2024	11/	01/2024		C =
	Objec	tive (1) + .	Add Objective						Manager	Charle De		<b></b>	
	~	ођ. # 1	Ref. ID	Assess the state and fisheries res	e us of fish stocks sources	Conduct comprehens assess fish populatio indicators.	on sive surveys and data co n sizes, distribution path	ollection efforts to erns, and health	Manager	02/01/20	024	End Date	6
		✓ Performa	nce Measure (1)	+ Add Measure									
		Ref. ID	Measur	e Description	Manager	Туре	Planned	Actual		Start Date	End Date		
		1	Number changes over tim created.	of fish species surveye s in fish population sizes le, distribution maps	d,	Number	r 100	50		02/01/2024	11/01/2024	1	6
		$\sim~$ Activity (	1) + Add Activ	ity									
		Ref. ID	Activity Descrip	otion			Manager	Start Date	D	ue Date			
		1	Deploy fishing ve using remote ser collected.	essels equipped with sci nsing technology, analyz	entific gear, cond e catch data and	uct underwater survey biological samples	S	02/01/2024	1	1/01/2024			2

Figure 16: Edit Goals, Objectives, Performance Measures, and Activities

- 5. Select Finalize Project Plan.
  - a. **Note**: This will save and lock the Project Plan. Once Finalize has been selected, the Project Plan tab icon will display a green checkmark.

FY24 Fisheries	Project				🖪 Submit	Save Save & Close	Application Report
<b>Summary</b>	Questions	× Project Plan	<mark>⊗</mark> Budget				? Help
© Previous	Ques	stions Progress	100%	Application Attachments @ 5	Total Request	ed Amount: \$0.00	Next ③
Finalize Projec	t Plan					Save ⑦ Project P	lan Instructions
+ Add Goal							
Goal Nam	e	Goal D	escription		Start Date	End Date	

Figure 17: Finalize Project Plan

- 6. Optional: Unlock the Project Plan for editing
  - a. Select Return to Draft. Once all changes are made, select Finalize Project Plan.

FY24 Fisheries	Project				🛛 Submit 🕞 Save 🕞 Save &	Close Application Report
<b>Summary</b>	Questions	♥Project Plan	× Budget			? Help
③ Previous	Ques	tions Progress	100%	Application Attachments @ 5	Total Requested Amount: \$0.00	Next ③
Return to Draft					<sup>®</sup> Pro	ject Plan Instructions
Goal Name	e	(	Goal Description		Start Date	End Date
					Figure	18: Return to Draft

### iv. Budget

The Budget may or may not be configured based on the Funding Announcement. If the Budget is configured, it is a required component of the application. Once the Budget is complete, the Budget tab icon will display a green checkmark. Budgets may require applicants to complete Budget Calculations or Budget Narratives.

For more information about how to complete a Budget during application to a funding announcement, refer to the <u>How to Complete a Budget</u> Zendesk Article.

- 1. Select the **Budget** tab.
- 2. Select Budget Instructions.

0		GrantVantage Funder Po	rtal			
FY24 Fisheries Project				🖪 Sub	mit 🕞 Save 🕞 Save	e & Close Application Report
Summary Questions	Project Plan					Help
© Previous	Questions Progress	100%	Application Attachments @ 5	Total Requested Amount: \$0.0	0	Next ③
Finalize Budget					B Save	Budget Instructions
Budget Category		Direc	t Cash Match	In-Kind Match	Total	Leveraged
✓ Personnel Costs						
Salaries						
Personnel Costs - c	other					

Figure 19: Budget Instructions

- 3. Fill in the Direct, Cash Match, In-Kind, and Leveraged columns as needed.
  - a. **Note**: Some Budget Categories may require the completion of the Budget Calculation form and disallow entering a value on the budget.
  - b. Select the **Calculator** button next to the budget category name. **Complete** the Budget Calculation form, then select **Save** on the dialog box.
    - i. **Note**: If a Budget Category Narrative is required, the field will be visible on the Budget Calculation form.



Year 1							
Bu	dget Category		Direct	Cash Match	In-Kind Match	Total	Leveraged
S	alaries 🔳 🛙	2 + 🗑 🗌					
Т	otal	\$	60.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 20: Budget – Disallowed Entries

с.	Enter the budget values, then select Save.	

4 Fisheries	s Project					🖪 Submit	Save Save & C	Close Application R
© Summary	Questions	Project Plan	<b>X</b> Budget					Help
Previous	Questions	Progress	100%	Application	n Attachments @ 0	Total Requested	Amount: \$30,000.0	0 Next
] Finalize Budge Year 1	et						B Save @	Budget Instructions
) Finalize Budge Year 1 Budget Cate	et			Direct	Cash Match	In-Kind Match	Save @	Budget Instructions
Finalize Budge Year 1 Budget Cate Salaries	et egory		_	Direct \$20,000.00	Cash Match \$5,000.00	In-Kind Match \$5,000.00	Save     Total     \$30,000.00	<ul> <li>Budget Instructions</li> <li>Leveraged</li> <li>\$2,500.00</li> </ul>
Finalize Budge Year 1 Budget Cate Salaries Supplies & B	et egory Equipment			Direct \$20,000.00 \$10,000.00	Cash Match \$5,000.00 \$4,000.00	In-Kind Match \$5,000.00 \$2,500.00	Total           \$30,000.00           \$16,500.00	Budget Instructions           Leveraged         \$2,500.00         \$1,000.00

Figure 21: Budget – Allowed Entries

#### 4. Optional: Parent & Sub-Categories

- a. **Note:** Applicants may or may not be allowed to create, edit, and delete Parent Category & Sub-Categories.
- b. Add Parent & Sub-Categories
  - i. Hover over the **Budget Category**, then select the **Plus** button.
  - Select New Parent Category to add a new parent budget category. Select New Sub-Category to add a new sub-category to a parent budget category.

9				GrantVantage Fu	Inder Po	rtal			1
FY24 Fisheries	s Project						(	🖪 Submit 🕞 Save	Save & Close Application Repo
<b>Summary</b>	<b>Questions</b>	✓ Project Plan	Sudget						? Help
③ Previous			Questions Progress	100%		Application Attachments @ 5	Total Requested Amoun	nt: \$0.00	Next 🕥
Finalize B Year 1	udget							B Save	⑦ Budget Instructions
Budget	Category				Direct	Cash Match	In-Kind Match	Total	Leveraged
Personr	nel Costs			C <mark>+ </mark>					
Total				New Paren Category New Sub-C	t ategory	\$0.00	\$0.00	\$0.00	\$0.00

Figure 22: Parent Category and Sub-Categories

iii. Fill in the Parent Budget Category Name.



iv. Select Save next to the Budget Category name.

				GrantVanta	ge Funder Po	ortal				(
FY24 Fisheries	Project								🖈 Submit 🕞 Save	Close Application Repo
Summary	Questions	⊘ Project Plan	8 Budget							Help
③ Previous			Questions Progress	100%		Applicatio	n Attachments 🖉 5	Total Requested Amou	nt: \$0.00	Next ③
Finalize B	udget								Save	③ Budget Instructions
Budget	Category				Direct	t	Cash Match	In-Kind Match	Total	Leveraged
Pers	onnel Costs									
Total					\$0.00	\$	0.00	\$0.00	\$0.00	\$0.00

Figure 23: New Parent Category

- v. Fill in the Sub-Budget Category Name.
- vi. Select Save next to the Budget Category name.

				GrantVanta	age Funder Port	tal			
Fisheries	Project							Submit 🕞 Save	Save & Close 🔓 Application F
Summary	Questions	Project Plan	8 Budget						Heit
revious			Questions Progress	100%	A	Application Attachments @ 5	Total Requested Amou	nt: \$0.00	Nex
Finalize Bu	dget							Save	⑦ Budget Instructions
ear 1 Budget C	dget				Direct	Cash Match	In-Kind Match	Canal Save	⑦ Budget Instructions           ① Leveraged
Finalize Bu iear 1 Budget C Personne	dget ategory el Costs				Direct	Cash Match	In-Kind Match	G Save	③ Budget Instructions Leveraged
Finalize Bu ear 1 Budget C Personne Salarie Total	dget ategory el Costs es			Ē	Direct \$0.00	Cash Match	In-Kind Match	Total	© Budget Instructions

Figure 24: New Sub-Category

- 5. **Optional:** Budget Narrative
  - a. **Note**: The Budget Narrative is configured based on the Funding Announcement. Narratives are entered into as a single budget narrative or by Budget Category.
  - b. Single Budget Narrative: Enter the Narrative in the **Budget Narrative** textbox. Then, select **Save**.

	Direct	Total
Construction	\$750.00	\$750.00
Consultant Travel (if necessary)	\$500.00	\$500.00
Equipment	\$1,600.00	\$1,600.00
Equipment (pro rated)	\$150.00	\$150.00
Fringe Benefits	\$250.00	\$250.00
Total	\$3,250.00	\$3,250.00
uddel Justification		
Budget Narrative B I U ↔ Arial ▼ 12 pt ▼ A ▼ 🏊 ▼ t+ Tr Paragraph ▼ 프 ▼ 🗐	≝ ⊡ ⊡ ∞ <b>⊒</b> ≅	č n a

- 6. Select Finalize Budget.
  - a. **Note**: This will save and lock the Budget. Once Finalize has been selected the Budget tab status will display a green checkmark.

Y24 Fisheries	Project			4	Submit 🕞 Save 🕞 S	ave & Close Appli	cation Repor
<b>Summary</b>	Questions	♥           Project Plan	× Budget	_			? Help
© Previous Qu	estions Progress	100%		Application Attachments @ 0	Total Requested Am	ount: \$30,000.00	Next ③
Finalize Budge					B Sa	③ Budget Instru	uctions
Budget Cate	gory				Direct	Total	
						Figure 26: Fi	nalize Bud

- 7. Optional: Unlock the Budget for editing
  - a. Select Return to Draft. Once all changes are made, select Finalize Budget.

FY24 Fisheries	Project			4	Submit 🕞 Save 🕞 S	ave & Close 📑 A	Application Report
Summary	Questions	Project Plan	<b>⊘</b> Budget				? Help
③ Previous Qu	uestions Progress	100%		Application Attachments @ 0	Total Requested Am	ount: \$30,000.00	Next ③
Return to Draf     Year 1						⑦ Budget Ir	nstructions
Budget Cate	gory				Direct	Tota	Ĺ

Figure 27: Return Budget to Draft

## E. Submit the Application

Applications can only be submitted once all tabs are complete and have a green checkmark.

#### 1. Select Submit.

GrantVantage	GrantVantage Funder Portal						
Primary Applicant	FY24 Fisherie	s Project				Submit Save Save & Close	Application Report
All Funding Announcements	<b>⊘</b> Summary	<b>Questions</b>	Project Plan	Sudget			? Help
Announcements	③ Previous	Questions Pro	gress	100%	Application Attachments @ 5	Total Requested Amount: \$30,000.00	Next 🛇
My Submitted Applications							

Figure 28: Submit Application

a. **Note**: Once an application has been submitted it will be available in My Submitted Applications. Select the **Application Report** button to view the PDF application.

GrantVantage	~	۵ ?					
Primary Applicant Green Energy Applicants 1	My Submitted Apple	cations					٩
Favorite Funding	Application ↑⊾	Announcement ↑↓	Submitted ↑↓	Amount Requested <sup>↑</sup> ↓ Status ↑↓	Award/ Decline ↑↓	Awarded Amount ↑↓	
My Submitted Applications	FY2024 - Fisheries Growth Monitoring Initiative	FY2024 - Fisheries Growth Monitoring (Grace)	17 Oct 2024	\$90,000.00 Submitted		\$0.00	•
My Applicant Profile	FY2024 Green > Energy Fund: Funding Secured	FY2024 - Green Energy Fund Secured	15 Sept 2024	\$50,000,000.00 Negotiation		\$0.00 R	
					Total: 2	C C 1 D D 10	~

Figure 29: Application Report