ACJC Grants Portal

Grant Application
User Manual

Revised January 31, 2021

ACJC Grants Portal

TABLE OF CONTENTS

APPLYING FOR GRANTS Return to Top

Grant applications for all ACJC grant programs are accessed through the "Access Applications" button on the main page GMS. Clicking on the button takes you to the "My Applications" page.

Please note that only the person starting the application for your agency will be able to access and complete it. It is recommended that you collaborate with all individuals involved in your application process to select one person to access and complete the application for your agency to prevent duplicate applications.

MY APPLICATIONS PAGE Return to Top

The "My Applications" page of GMS is divided into three sections:

- Your Applications in Process: This section will be blank unless you have pending application(s) to be worked on.

  Once you have started an application, information regarding the grant application will display. Information will include the grant program name, the period of the grant, your project name (once you have entered it into the application), the current status of the application, the last date you updated the application, the date the grant solicitation period expires, and links to edit or view.

  Pending applications will only appear in this section while the grant solicitation remains open. Once a solicitation has closed the pending application will display under your historical applications.

  Please note that once an application has been submitted you will no longer be able to edit the application. Contact your grant coordinator if you need the application released so you can update it.

- Start a New Application: This is a list of all open ACJC grant solicitations. Click on "Apply Now!" to create an application for that grant.

  If the grant you are interested in is not listed here it is not currently open for applications. Contact your grant coordinator for information on the grant solicitation timeframes.

- Your Historical Applications: This is a list of all applications submitted and/or pending applications that have expired beyond the close date.

2

START A GRANT APPLICATION Return to Top

Once you click on "Apply Now!" you will get a pop-up window asking you if you wish to create an application. Pease note: you will not be able to delete an application once you have created it. Click "Yes, Create Application" to continue.
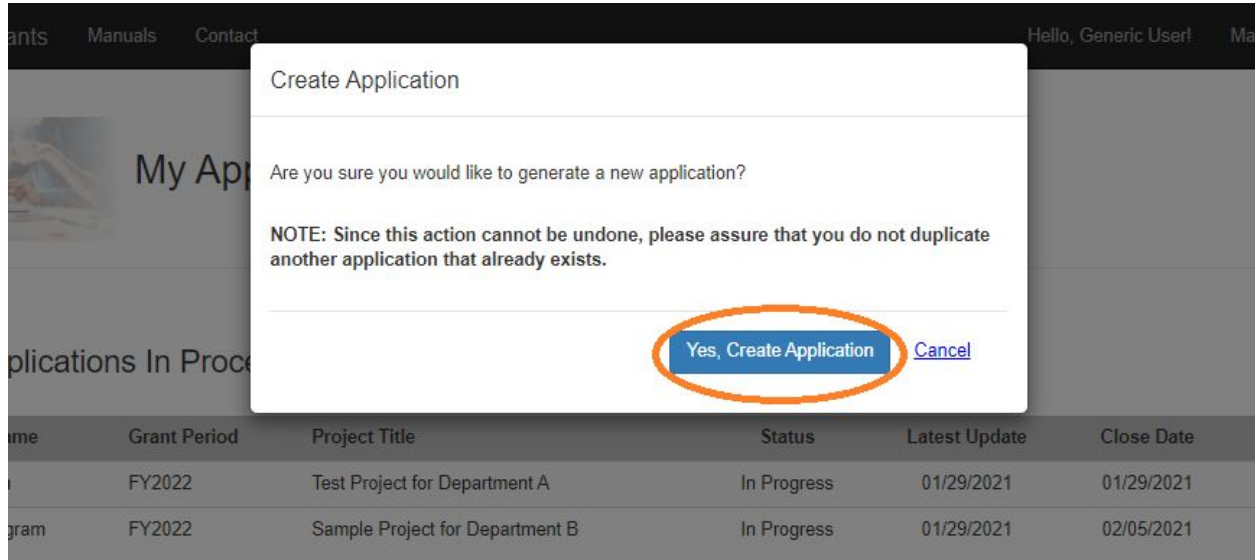
This takes you directly into the application edit section. **PLEASE NOTE: There is a 30-minute timeout across the entire site. Be sure to save your work within 15-minute intervals to avoid exceeding the 30-minute timeout window.**

Anything with a red minus symbol 🔴 next to it must be completed in order to successfully submit your application.

There are a series of tabs in the application you will need to complete. The tab you are on will appear in a different color from the other tabs. Also available are Helpful Documents (e.g., solicitation, instructions, etc.), Save and Back to List (i.e., go back to My Applications).

The tabs may include:

- General
- Questions
- Narratives
- Objectives
- Budget
- Controls
- Attachments
- Certification

In addition there are three other functions:

- Helpful Documents- Links to documents ACJC is providing to assist with the application process.
- Save- ACJC recommends frequently saving the application as you complete it to ensure there is no loss of data.
- Back to List- A link to take you back to the "My Applications" page.

APPLICATION TABS: GENERAL Return to Top

This tab includes basic project information such as the title of the project, agency information, and project contacts.

Information on the following contacts will be required:

- Agency Official- The head of your agency/organization responsible for project administration (e.g., CEO/Director, Police Chief).
- Authorized Official- The individual who has approval authority for executing contracts and agreements on behalf of the agency/organization.
- Project Official- The individual responsible for activity reporting and administration of the project.
- Financial Official- The individual responsible for creating and submitting financial reports for the project.
- Legal Official- The individual with the legal authority to sign agreements and official grant documentation (e.g. County/City Attorney, Legal Counsel)
- Civil Rights Official- the individual who has been identified as your agency/organization's civil rights contact.
- Other Official Information- Any individual identified as an additional contact for programmatic/financial/administrative purposes.

    Please note: The organization should have different Agency and Authorized Officials, but may have the authorized official also serving as the contact for the other areas. For those areas where the Authorized official is also the contact you will want to click the "Same as Authorized Official" box to allow the system to populate the contact information for you.

Save   Back to Top   **DO NOT FORGET TO SAVE YOUR WORK!**

APPLICATION TABS: QUESTIONS Return to Top

This tab consists of a variety of short answer questions which will vary depending on the grant you are applying for. Clicking on the question mark in the blue circle will provide additional instructions for completing this section of the application. Potential question types include short answer, numeric only, and check the box to confirm.
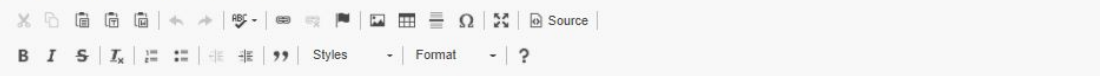

APPLICATION TABS: NARRATIVES Return to Top

This tab is where longer narrative responses including the problem statement and project summary will be entered. The required responses will vary depending on the grant application. Clicking on the question mark in the blue circle will provide additional instructions for completing this section of the application. **PLEASE NOTE:** Each narrative response has a character limit.

APPLICATION TABS: OBJECTIVES Return to Top

This tab includes detailed information on the project's goals and objectives for the grant period. Users have the ability to add additional goals and objectives (consult documentation and instructions for any guidance). Clicking on the question mark in the blue circle will provide additional section instructions.

In instances where no goals exist in the Objectives tab, you will have the ability to manually generate and enter up to ten (10) goals, including any objectives and corresponding performance measures. Please see the example below and reference documentation and instructions for further assistance.

APPLICATION TABS: BUDGET Return to Top

This section includes a budget divided into budget categories. Clicking on the question mark in the blue circle will provide additional instructions for completing this section of the application. Each budget category includes a budget narrative section to justify the requested expenses. This section can be accessed by clicking on the link next to the section name. The Personal Services, Overtime, and Consultant/Contractual Services sections have an additional narrative area to allow for a detailed breakdown of the employer related expenses (ERE) for the category.

| General | Questions | Narratives | Objectives | Budget | Controls | Attachments | Certification | Helpful Documents | Save | Back to List |

Project Budget ❓ ⬅

Personal Services Add Narrative

Match	Position Title	Units	Rate	Subtotal Salary	ERE Percent	ERE Amount	Total	
☐	Enter Here...	0.00	$0.00	$0.00	0.00%	$0.00	$0.00	Delete

Add					Salary Subtotal:	$0.00
					ERE Subtotal:	$0.00
					Non-Match Total:	$0.00
					Match Total:	$0.00
					Grand Total:	$0.00

ERE Breakdown

Enter ERE Breakdown narrative for Personal Services below:

Characters (with HTML): 0/6000

When a category narrative is required (Category **Total** is greater than $0.00), you will see an indicator 🔴 next to the **Add Narrative** link. Once you have entered a response, you will see a unique indicator ✅ to notify you that a response has been provided. **NOTE:** The narratives are limited to 6,000 characters, so please be as detailed yet concise as possible.

All category values will be totaled within the category sections. Any applicable match amounts will be included, unless a separate match category exists in the Budget section. Finally, be sure to review the overall budget totals at the bottom of the tab. You will have the ability to save your work at the bottom of the page as well as in the top tab navigation.

Save   Back to Top   **DO NOT FORGET TO SAVE YOUR WORK!**

APPLICATION TABS: INTERNAL CONTROLS/FINANCIAL CAPACITY Return to Top

This section is a self assessment of the applicant agency's internal controls. Clicking on the question mark in the blue circle will provide additional instructions for completing this section of the application.

NOTE: Certain questions are preloaded with a "No" response. Please review all questions carefully, and be sure to completely answer each one.

APPLICATION TABS: ATTACHMENTS Return to Top

This section allows you to upload documents with your application. Please note each attachment must be a PDF document less than 100MB in size and each attachment file name **MUST BE** unique from any other file(s) uploaded.

To add a file click the "Choose File" button, select the file to be uploaded, select the file to be uploaded in the pop-up window, click "Open", and then click the "ADD" button.

Attachments added in error can be removed by selecting the uploaded attachment and clicking the "Delete Selected" button.

APPLICATION TABS: CERTIFICATION Return to Top

The Certification tab begins with all grant special conditions. Following the special conditions, the agency representative completing the application must certify the application prior to submitting by typing their electronic signature, position, phone number, and clicking that they agree with the terms and conditions of the application. The ability to submit the application will be suppressed if any of the required fields on prior tabs are not completed. Click on "How do I activate the Submit button?" for further instruction regarding the Submit Application button.

Final Certification

On behalf of the applicant agency, I certify to all of the following:

1. I have read and understand the conditions provided in the Special Conditions section;
2. All the information presented in this application is correct;
3. There has been appropriate coordination with affected agencies; and
4. The applicant agency will comply with the provisions of all applicable laws and conditions if awarded funds.

Signature

Position

Phone Number

I Agree to Terms & Conditions ☐

Save   Submit Application   How do I activate the Submit button?

Once the application is submitted successfully a pop-up window will appear. The applicant may click "Go Back" to return to the application or "Submit" to submit your application. **Please be patient and give the application time to process.** Successful submission will return the user to the *My Applications* screen and an email will be sent to the applicant to confirm the submission.

Submit Your Application

By clicking the **Submit** button below, you will no longer be able to access your application for further editing. Please be sure you have completed the following:

- A budget that accurately reflects expenses of your project. If a match is required, assure that you are meeting the full match obligation.
- All necessary attachments are provided, per the application instructions.
- Followed all instructions for completion, as indicated in the application instructions.

NOTE: The application may take several seconds to submit. DO NOT click the back button or refresh the page during this process. You will be returned to your list of applications upon successful submission.

Go Back   Submit

NOTE: All submissions must be completed prior to **3PM ARIZONA TIME** on the date the grant application period is scheduled to close.

VIEWING HISTORICAL APPLICATIONS Return to Top

Once an application has been submitted and/or the grant period has closed the application will appear under the "Your Historical Applications" section of the "My Applications" page.

Start a New Application

Program Name	Grant Period	Close Date	
Test Progam	FY2022	01/30/2021	Apply Now!
Sample Program	FY2022	02/05/2021	Apply Now!

Your Historical Applications

Program Name	Grant Period	ProjectTitle	Status	Latest Update	Close Date	
Test Progam	FY2022	Sample Project for Test Program	Submitted	01/30/2021	01/30/2021	View

Below is a list of the application statuses, with a brief description:

- In Progress: Once you select "Apply" under Current Grants, the application is moved into the "My Applications" section and the status is "In Progress". In this status, users are able to make changes to the content of an application as long as the grant solicitation period is open.
- Submitted: Once an application is submitted by a user, its status changes to "Submitted." A submitted application can only be viewed by the user, ACJC score team or ACJC system administrators. No changes to the application can be made while in this status.
- Score Pending: When a submitted application is assigned to a scoring team, the application's status changes to "Score Pending."
- Committee/Commission Review Pending: After an application has been scored, the status changes to "Committee/Commission Review Pending." Applications remain in this status until the grant program funding allocation is approved by the Commission.
- Funded: Those applications that are approved for funding move into "Funded" status.
- Not Funded: Those applications not approved for funding move into "Not Funded" status. These applications are maintained in the system.
- Change Requested: ACJC system administrators can release a submitted application back to a user for corrections or additional information. This status allows users to make the necessary changes and resubmit the application.
- Expired: If an application is "In Progress" and is not submitted by 3:00 p.m. on the day the grant solicitation period closes, then the application is moved into "Expired" status. These applications cannot be edited or submitted.
- Extended: Similar to the "Change Requested" status, an application that has been "Extended" may be edited and submitted beyond the close of the grant solicitation period. An extension can only be granted by an ACJC system administrator.