



Submitting Your Application in eGrants

Session 2: Thursday, Oct. 25

3:30-4:30pm ET



Housekeeping



- All lines on mute
- Questions via chat box
- Technical difficulties? Let us know via the chat
- Call is being recorded
- Recording and slides available after the webinar
- See www.nationalservice.gov/rsvpcompetition for all info and resources

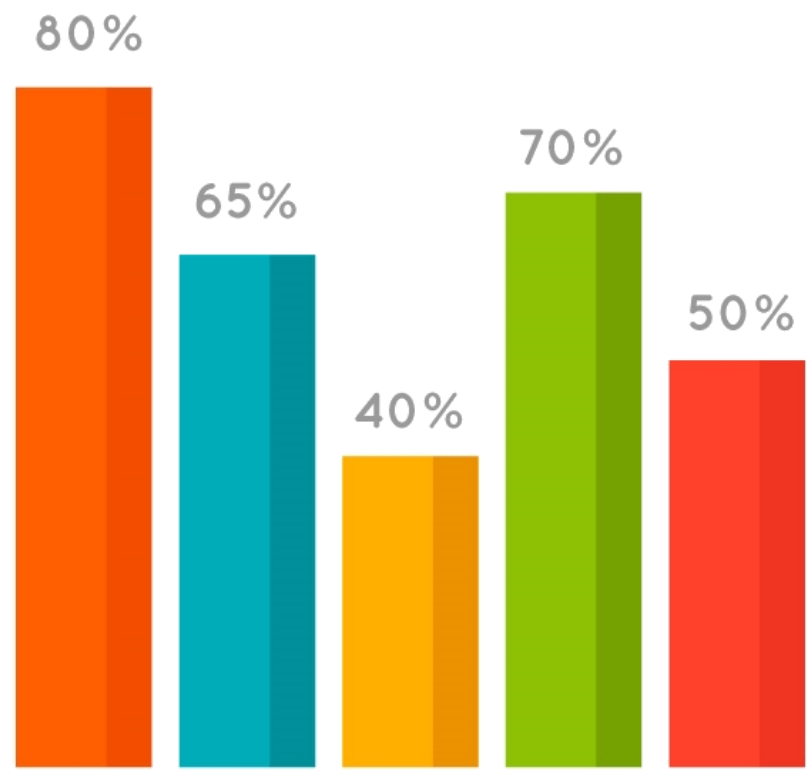
Training Calendar



Webinar	Cycle 1	Cycle 2
Introduction to CNCS, Senior Corps and RSVP	Oct. 2	Oct. 16
Notice of Funding Opportunity Overview	Oct. 3	Oct. 17
RSVP in Action: Mobilizing a Generation	Oct. 4	Oct. 18
National Performance Measures	Oct. 10	Oct. 23
Submitting Your Application via eGrants	Oct. 11	Oct. 25

All calls at 3:30ET/12:30PT

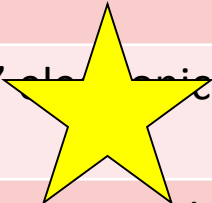




Key Documents



Document	What's It For?
FY 2019 RSVP Competition NOFO	Establishes competition, application requirements, evaluation criteria, funding priorities and more. Start here!
RSVP Grant Application Instructions	Step-by-step instructions for navigating eGrants, CNCS' electronic grants management system
Appendix A: List of Available Funding Opportunities by State	Lists available service areas and associated funding amounts and minimum requirements of volunteers
Appendix B: RSVP National Performance Measure Instructions	Summarizes performance measurement requirements, lists available measures
Work Plan Development Worksheets	Allows you to plan Work Plans outside of eGrants
Frequently Asked Questions	Updated periodically, provides more information on specific questions



Four Rules for Successful Submission

1. Draft your application outside of eGrants
2. Check the length of your application
3. Save your work often
4. Plan to submit your application well before the application deadline



LOGIN

User Name ?

Password ?

Remember me

[Forgot your password? Get help](#) →

[Don't have an eGrants account? Create an account](#) →

[View system rules of behavior](#) →

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[Login to eGrants](#) →

[Click here to disable the pictures](#)



eGRANTS

eGRANTS MESSAGES

Welcome Brian

Welcome to eGrants!

VIEW MY GRANTS/APPLICATIONS

[View All](#)

VIEW MY AMERICORPS PORTAL

[Portal Home](#)

Creating an Application

New

Continuation/Renewal

Amendment

Concept Paper

Managing My Account

Click on the links below to access common account functions.

My Account

Reporting to CNCS

Financial Report

Progress Report

Progress Report Supplement





eGRANTS

Welcome Brian

Start New Grant App

Start New Grant App

cancel

next

Select a NOFA

Legal Applicant Info

eGrants Example
2 15th St NE
Washington, DC 20002

Select a NOFA

Please select a program area and press GO. Then select a NOFA from the list provided.

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to

Select a program area ...

GO

- AmeriCorps
- Learn and Serve America
- Other
- Senior Corps

Look for:
**FY 2019 RSVP
Competition**

cancel

next



Welcome Brian

Start New Grant Application

save next

Start New

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID:
19SR208221

NOFA: FY 2019 RSVP
Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

eGrants Example
2 15th St NE
Washington, DC 20002

Applicant Info ?

Please enter/review your applicant and project information.

NOFA information ? : change to another NOFA

Please review the NOFA you selected. If needed change your NOFA selection.

NOFA: FY 2019 RSVP Competition
Due Date: 11/07/2018
Summary: For RSVP applicants implementing programming in specific geographic service areas.

Applicant information ?

Applicant/User: Brian Cognato

Authorized Representative:

Project information:

The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director.

You will need to **create a new project** to continue.
 First-time applicants: Use the "create a new project" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.)

save next



eGRANTS

NOFO contains guidance and criteria for each section

Welcome Brian

Start New Grant Application

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next

Start New

Applicant Info

Application Info

Narratives

Work Plan

Documents

Budget Section 1

Budget Section 2

Funding/Demographics

Station Roster

Review

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Grant Application Info

Grant Application ID:

19SR208221

Narratives

Please Enter or edit the Narrative for each category as appropriate ?

narrative entered ?

narrative not entered ?

Executive Summary

[view/edit narrative](#)

Strengthening Communities

[view/edit narrative](#)

Recruitment and Development

[view/edit narrative](#)

Program Management

[view/edit narrative](#)

Organizational Capability

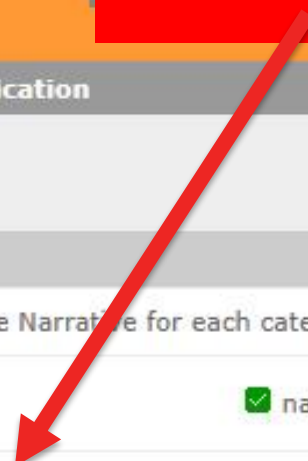
[view/edit narrative](#)

Other

[view/edit narrative](#)

PNS Amendment (if applicable)

[view/edit narrative](#)



Grant application ID: 19SR208221

NOFA: FY 2019 RSVP Competition

Type: New Application

Status: Grantee Initial Entry

Submitted:

Legal Applicant Name: eGrants Example

Performance Measures

[Performance Measure](#)[Target](#)[Summary](#)

Add New Performance Measures

[Begin](#)

Edit Volunteer Allocation

[Edit Volunteer Allocation](#)

Delete or Edit Performance Measures Created

Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	# of Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
-----------	----	----------------	------------------	--------	---------------	---------	----------------	------------------------	------------------------------	-------------------

There are currently no performance measure created for this application.

[Add New Performance Measures](#)

Performance Measures

Performance Measure

Target

Summary

Disaster Services

Economic Opportunity

Objectives

Employment

Financial Literacy

Housing

Education

Environmental Stewardship

Healthy Futures

Veterans and Military Families

Capacity Building

Other Community Priorities

Select Primary Focus Area

Performance Measure

Target

Summary

Summary of Performance Measures

ID	Category Title	Service Activities	Output	Outcome	Complete	Delete	Edit
----	----------------	--------------------	--------	---------	----------	--------	------

There are currently no Performance measures created for this application.

Performance Measures

* Select Category Title ? Primary Focus Area

* Select Objective ? --Select Objective--

* Enter Community Need

* Select Output ? --Select Output--

* Select Instrument ? --Select Instruments--

* Enter Instrument Description

Select Outcome ? --No Outcome selected--

Select Instrument ? --Select Instruments--

Enter Instrument Description

* Select Service Activities ?

Service Activities

Description

No records found.

Performance Measures

* Select Category Title



Primary Focus Area



* Select Objective



--Select Objective--

Employment

Financial Literacy

Housing

* Enter Community Need

* Select Output



--Select Output--

* Select Instrument



--Select Instruments--



*

Enter Instrument
Description

Select Outcome



--No Outcome selected--

Select Instrument



--Select Instruments--



Enter Instrument
Description

* Select Service Activities



Service Activities

Description

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Performance Measures

[Performance Measure](#)[Target](#)[Summary](#)

Volunteer Calculator

Total # of Unduplicated Volunteers

Primary Focus Areas

Community Priorities

My project's total # of unduplicated volunteers is: .

Minimum # I must place: 0.

Maximum # I may place: 0.

Total placed so far: 0.

placed so far: 0.

placed so far: 0.

I still have to place: 0.

I still have to place: 0.

I still have available to place: 0.

Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	# of Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
Financial Literacy	1.1	Primary Focus Area	Financial Fraud Prevention	O1A	<input type="text" value="0"/>	O21	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
K-12 Success	2.1	Other Focus Areas	Family Involvement	ED1A	<input type="text" value="0"/>	ED27C	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Employment	3.1	Primary Focus Area	Job Training	O1A	<input type="text" value="0"/>	O10	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Housing	4.1	Primary Focus Area	Housing Unit Development	O4	<input type="text" value="0"/>	O20	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>

[Review Allocations](#)[Back](#)[Next](#)

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Legal Applicant Name: eGrants Example

Performance Measures

[Performance Measure](#)[Target](#)[Summary](#)

x

Volunteer Calculator

Total # of Unduplicated Volunteers

Primary Focus Areas

Community Priorities

My project's total # of unduplicated volunteers is: .

Minimum # I must place: 0.

Maximum # I may place: 100.

Total placed so far: 0.

placed so far: 0.

placed so far: 0.

I still have to place: 100.

I still have to place: 0.

I still have available to place: 0.

Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	# of Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
Financial Literacy	1.1	Primary Focus Area	Financial Fraud Prevention	O1A	<input type="text" value="0"/>	O21	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
K-12 Success	2.1	Other Focus Areas	Family Involvement	ED1A	<input type="text" value="0"/>	ED27C	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Employment	3.1	Primary Focus Area	Job Training	O1A	<input type="text" value="0"/>	O10	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Housing	4.1	Primary Focus Area	Housing Unit Development	O4	<input type="text" value="0"/>	O20	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>

[Review Allocations](#)[Back](#)[Next](#)

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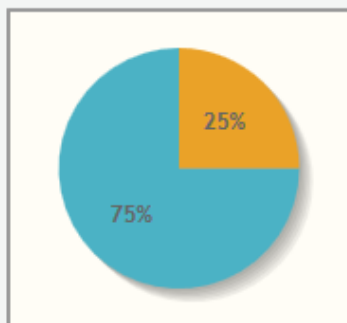
Legal Applicant Name: eGrants Example

Performance Measures

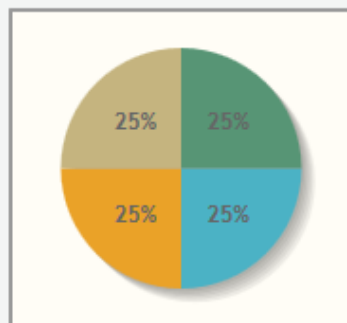
[Home](#)[Performance Measure](#)[Target](#)[Summary](#)

- **Success: All Performance Measures are valid. Please exit the performance measures section and go back to the main application**

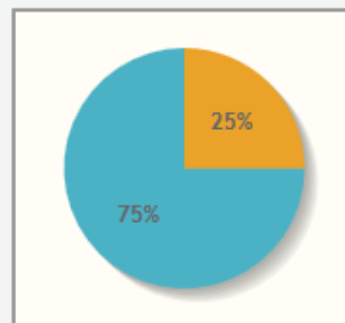
Unduplicated Volunteers by Focus Areas



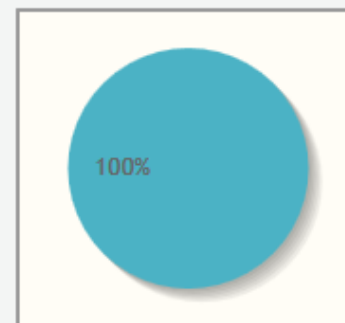
Unduplicated Volunteers by Objective



Unduplicated Volunteers by Category Title



% of Unduplicated Volunteers working on/not working on Results tied to Outcome

[Print PDF for all Performance Measures](#)

▼ **PM 1.1-Financial Fraud Prevention**

Applicant Organization:

eGrants Example

Period Covered
Starting:

Ending:

Community Need to be

[Back](#)[Validate Performance Measures](#)

Start New

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Funding/Demographics

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Review

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eGrants Example
2 15th St NE

Documents

Please select the appropriate status for each document.

Document Status List: ? add a new

Document Name	status	entered	delete
Aggregate Dollar Amounts of funding	Not Sent		
Board of Directors	Not Sent		
Community Advisory Group Names and Addresses	Not Sent		
Federal Financial Report User Form	Not Sent		
Financial Management Survey	Not Sent		
Financial Statement Audit or SF-990	Not Sent		
IRS Certification of Non-Profit Status	Not Sent		
Negotiated Indirect Cost Agreement	Not Sent		
Organizational Chart	Not Sent		
Project Director's Job Description	Not Sent		
Recipient Contact Form	Not Sent		

Select Doc Status...

Already on File at CNCS

Not Applicable

Not Sent

Sent

Project Personnel Expenses : Add a new budget item ?

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
Subtotal									

Personnel Fringe Benefits : Add a new budget item ?

Item	Description	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
FICA		\$0	\$0	\$0	\$0	edit	
Health Insurance		\$0	\$0	\$0	\$0	edit	
Retirement		\$0	\$0	\$0	\$0	edit	
Life Insurance		\$0	\$0	\$0	\$0	edit	
Subtotal		\$0	\$0	\$0	\$0		

Local Travel : Add a new budget item ?

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
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Start New

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Washington, DC 20002

Estimated Funding

Total

Total Amount \$0.00

Federal Share

Amount \$0.00

Applicant Share

Amount \$0.00

Applicant Share Breakdown

Please breakdown the applicant share into the following sources. The sum of the source amounts must add up to \$0.00.

Local: \$0.00

State: \$0.00

Other: \$0.00

Income: \$0.00

Please check the box if your organization is funded by CNCS

Demographics

of Unduplicated Volunteers: 0

Start New

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Volunteer Stations

Please enter volunteer station information.

Applicants for grant competitions do not need to complete this section. If selected for funding, all applicants for grant competitions will submit a station roster at a later date.

Please enter volunteer station information. A volunteer station is a public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of Senior Corps volunteers in health, education, social service or related settings such as multi-purpose centers, home health care agencies, or similar establishments. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government. Private homes are not volunteer stations. Provide stations in as much detail as possible. For example, rather than entering a school district, enter each school where volunteers are serving.

As each station is entered, it will populate in a list below. Please make every effort to provide complete and accurate data and to update it each year through continuation or renewal. Once a volunteer station is created it cannot be deleted. If an organization was entered in error, uncheck the "Active" box in the pop up box by clicking on "View/Edit" next to the volunteer station in the list below.

Enter stations as planned for the upcoming grant year. If the station is not yet active, when entering the station uncheck the box marked "Active" and update the station later through an amendment.

Volunteer Stations ? [add a new](#)

Volunteer Station	City	Number of Volunteers	Number of Unduplicated Volunteers	Active	view/edit

Start New[Applicant Info](#)[Application Info](#)[Narratives](#)[Work Plan](#)[Documents](#)[Budget Section 1](#)[Budget Section 2](#)[Funding/Demographics](#)[Station Roster](#)[Review](#)[➔ Authorize and Submit](#)**Grant Application Info**

Grant Application ID:
19SR208221

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Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

eGrants Example
2 15th St NE
Washington, DC 20002

Authorize and Submit

Please read the authorization, assurances and certifications below. If your name appears, please click on "I Agree." You must view or print the assurances/certifications before you can click on each "I Agree" for assurance or certification.

If your name does not appear, but you are the appropriate person for that section, you may click on it anyway.

If a section has already been agreed on by someone else, you can click on it yourself to override.

Authorization:

To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Authorized by: I Agree**Assurances: [view/print certification](#)**

I Will comply with relevant statutes as referenced in the assurances and will meet the requirements of the grant award and have the legal authority to apply for federal assistance.

Authorized by: I Agree**Certifications: [view/print certification](#)**

By selecting "I Agree", you certify that you agree to perform all actions and support all intentions in the Certification sections of this Grant Application.

Authorized Certifying Official: I Agree

