

Social Innovation Fund FY 2015 Grant Competition

Creating an application in eGrants

Corporation for
NATIONAL &
COMMUNITY SERVICE  | SOCIAL
INNOVATION
FUND

Finding what works. Making it work for more people.

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Graphic conventions used in this guide:

Text within this guide is formatted to help you correlate the instructions with eGrants' online interface.

Black text in a gray box indicates a section heading

Bold orange text indicates an orange link in eGrants

Gray italic indicates a button or other clickable interface element

Black text in a blue box indicates a blue button

Blue underlined text indicates a standard hyperlink

Introduction

This document is intended to illustrate the eGrants guidance provided in the application instructions. Detailed guidance of what to include in the application is contained in the Notice of Funding Availability (Notice) and the application instructions (provided as an appendix within the Notice). Please click on “Social Innovation Fund Grants FY 20XX” on list of current CNCS funding opportunities here: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

Corporation Notes:

- Screenshots in this presentation are intended as illustration only. The content of screenshots should not be interpreted as formal guidance from the Corporation.
- Although the screen shots used in this presentation are from 2010, the information is accurate, as are the illustrations.

Preparing to submit your project

Submitting a project through eGrants isn't always intuitive, so we have developed this short guide to help you prepare and navigate some of the complexities involved. Please spend a few minutes reviewing the information here before you get started, and keep a copy (or open browser window) by your side as you complete your application. If you have questions along the way, see the end of this document for contact information for the Help Desk.

Submitting a project will require that you provide the following information and complete these steps:

1. Create an eGrants account
2. Create a new project
3. Enter project applicant information
4. Enter application info
5. Enter narratives
6. Send documents and record status in eGrants
7. Develop and enter the project budget (Sections 1 and 2)
8. Review your application
9. Authorize and submit

I. Create an eGrants account and log on

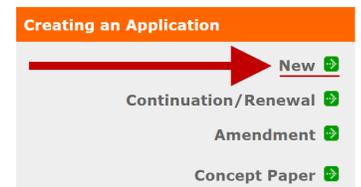
Create an eGrants account

1. Your first step will be to create an account on eGrants. Please skip to step 6 below if you already have an eGrants account.
2. Go to <http://www.nationalservice.gov/build-your-capacity/grants/egrants>, then click **eGrants Log-in**
3. Click *Don't have an eGrants account? Create an account* ➔
4. On the next screens, click *Create a Grantee account*, then click *This is my first time. I want to create a new account with eGrants...*
5. Complete the account application. You will need your organization's name, address (including Zip+4), and EIN to obtain an eGrants account. You will also need a DUNS number before you can *submit* your final application. You can obtain this at <http://fedgov.dnb.com/webform>. Note: If you do not already have a DUNS number you should apply immediately in order to ensure that it is issued in time to submit your application.



Log on to eGrants

1. Visit <https://egrants.cns.gov/espan/main/login.jsp>
2. Log on to eGrants and select *New* in the lower left corner of the screen.



Password security for your eGrants account

To enhance the security of your eGrants account, your password must include at least:

- 12 characters
- 1 upper case character
- 1 numerical character
- 1 special character, i.e. !#\$%&()* /;:<=>?_

II. Create a new project

Create your project

1. Verify your applicant information is accurate and that you have selected the correct NOFA (Social Innovation Fund 2015).
2. When these are accurate, click **create a new project**.

The **Enter/Edit a Project dialog** appears. Be sure to use a unique name for each project.

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.

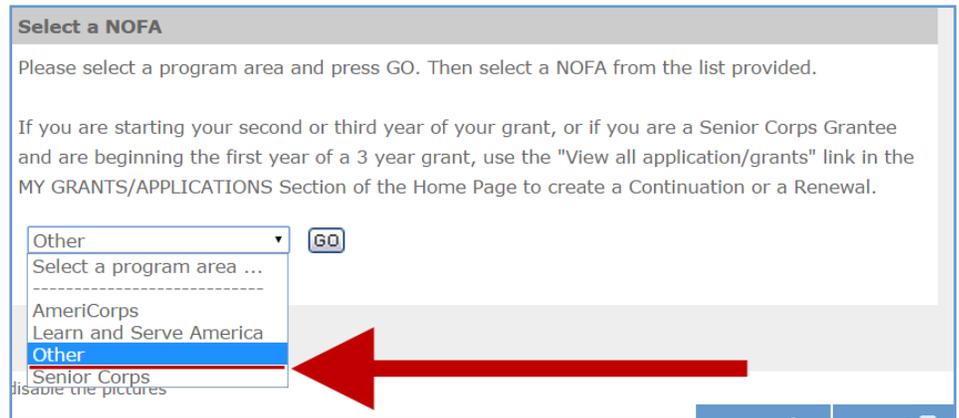
First-time applicants: Use the "create a new project" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.)

Note: While the onscreen text refers to *volunteers or members*, for SIF, the project location is the location of the grantee/intermediary.

II. Create a new project (cont'd)

Select a NOFA

Select *Other* from the drop down menu, then click Go.



Select a NOFA

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

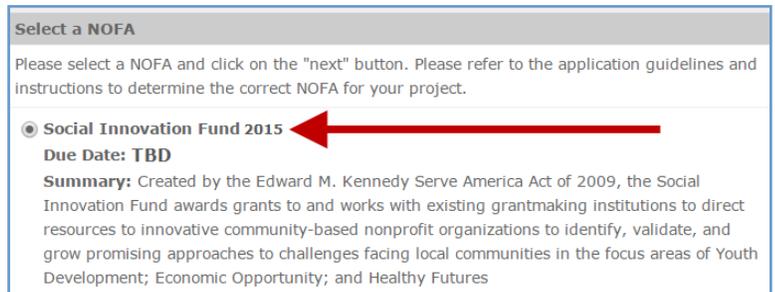
If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

Other

Select a program area ...

AmeriCorps
Learn and Serve America
Other
Senior Corps

Select the *Social Innovation Fund 2015 NOFA* and click on



Select a NOFA

Please select a NOFA and click on the "next" button. Please refer to the application guidelines and instructions to determine the correct NOFA for your project.

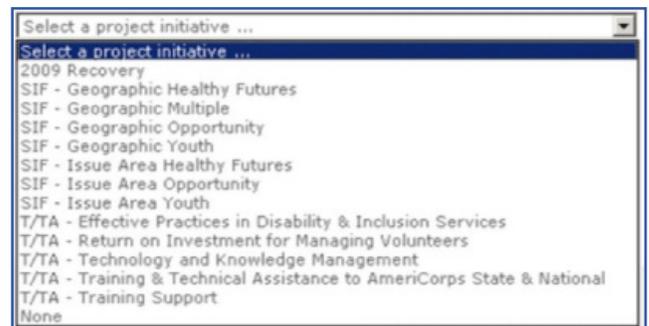
Social Innovation Fund 2015

Due Date: TBD

Summary: Created by the Edward M. Kennedy Serve America Act of 2009, the Social Innovation Fund awards grants to and works with existing grantmaking institutions to direct resources to innovative community-based nonprofit organizations to identify, validate, and grow promising approaches to challenges facing local communities in the focus areas of Youth Development; Economic Opportunity; and Healthy Futures

III. Complete the project applicant information

1. Verify that you selected the correct NOFA (Social Innovation Fund 2015) and then click **create a new project**. Notice the toolbar on the left side of the screen. Clicking on any of the titles will take you directly to that section.
2. Click on the *Select a project* drop down menu and choose the name of the project you just created.
3. Click on the *Select a project initiative* drop down menu and choose from the list of seven SIF options. Choose the one that best describes the type of SIF you are proposing. Enter your organization's web address and click **Next**.



Select a project initiative ...

Select a project initiative ...

2009 Recovery
SIF - Geographic Healthy Futures
SIF - Geographic Multiple
SIF - Geographic Opportunity
SIF - Geographic Youth
SIF - Issue Area Healthy Futures
SIF - Issue Area Opportunity
SIF - Issue Area Youth
T/TA - Effective Practices in Disability & Inclusion Services
T/TA - Return on Investment for Managing Volunteers
T/TA - Technology and Knowledge Management
T/TA - Training & Technical Assistance to AmeriCorps State & National
T/TA - Training Support
None

Fill in all fields in the *Enter/Edit dialog* box. The following tips will help ensure that your application is complete and accurate.

- Project title: Use a project title that is suitable for print or online promotion of your initiative and would be helpful in explaining your program to external audiences.
- Project State: This is the state where your organization resides, even if you have partners or sub-grantees in other states. The same is true for the other contact information.
- Email address: Use the email address of the primary contact person.
- Zipcode: Enter the full Zip+4 Visit: <https://www.usps.com/zip4/> if you do not know yours.
- Click **Save & Close** when finished.

III. Complete the project applicant information (cont'd)

Verify that the information on this screen is accurate, then choose your Project Director from the drop down menu. This list is populated from the eGrants account you set up prior to starting your SIF application.

There may be multiple users within your organization or there may be one, as seen here.

You may also enter your project website URL (if applicable), and click

Next.

The screenshot shows a web form titled "Authorize and Submit". On the left is a navigation bar with sections: "Grant Application Info" (containing Grant Application ID: 10SI115405, NOFA: Social Innovation Fund 2010, Type: New, Status: Grantee Initial Entry), "Legal Applicant Info" (containing Test SIF Org, 1234 West Street, Washington, DC 20010), and "Project Information". The main content area is titled "Project information:" and includes a "Summary" for FY 2010 Social Innovation Fund awards. It contains fields for "Applicant information" (Applicant/User: Kent Mitchell, Authorized Representative), "Project information" (Project name: Kent's SIF, Initiative: SIF - Geographic Multiple, Project Director: Mitchell, Kent, Project Website URL: www.hotmail.com), and a "Project Website URL" field. At the bottom right are "save" and "next" buttons.

IV. Complete the application information

This section contains general information on your application, such as geographical areas affected by the project, start and end date, whether or not your application is subject to review by the State Executive Order 12372 process, and whether the applicant is delinquent on any federal debt.

Click **Save** or **Next** to continue.

TIP: Remember, you can return to any section of your application by clicking on the section title in the left navigation bar.

V. Complete the narratives

The *Narratives* section includes six narrative fields. Click **view/edit narrative** to enter your information.

Once you have entered information in each of the narratives, a green check box will appear in front of the section title. You must include text in each of the narrative fields in order for your application to validate.

Important: You should always compose text for your application in a word processing application and paste it into eGrants.

The screenshot shows the "Narratives" section of the application. It has a title "Narratives" and a sub-header "Please Enter or edit the Narrative for each category as appropriate". Below this is a table with six rows, each representing a narrative category. The first row has a green checkmark icon and the text "narrative entered". The other five rows have a red X icon and the text "narrative not entered". Each row has a "view/edit narrative" link to its right.

Narratives	
Please Enter or edit the Narrative for each category as appropriate	
<input checked="" type="checkbox"/> narrative entered	<input type="checkbox"/> narrative not entered
1 Executive Summary	view/edit narrative
2 Program Design	view/edit narrative
3 Organizational Capability	view/edit narrative
4 Budget/Cost Effectiveness	view/edit narrative
5 Clarification Summary	view/edit narrative
6 Continuation Changes	view/edit narrative

V. Complete the narratives (cont'd)

Notes on narrative fields

- The maximum length of the application can be found in the *Notice*.
- Reviewers will be instructed to stop reading once they've reached the page limit, even if eGrants allows you to submit a longer application.
- See the *Notice of Federal Funding Availability* for the recommended page allocations for executive summary, and each of the narrative fields.
- Do not use bold face, bullets, underlines or other types of formatting, charts, diagrams, and tables. They will not copy accurately into eGrants, so please use plain text only.

VI. Documents

Please see the *Notice of Federal Funding Availability* for information on match verification.

Match verification letters must be sent to SIFApplication@CNS.gov; they cannot be attached through eGrants. Once you have sent them through email, click on the *Match Verification* drop down menu and select *Sent* from the menu.

Please note: no additional documentation is required, and other documentation will not be considered during application review.

VII. Project budget

See the application instructions for detailed guidance on how to accurately complete the budget.

Budget section 1

While your Program Design may describe activities for up to a five year period, your budget is just for the first year of programming.

- **Personnel fringe benefits:** Click **add a new budget item**. Enter the type of fringe benefits (e.g., FICA, workers' compensation) and the position they cover. Enter the calculation used to compute the benefit. Enter in the total amount and divide between the CNCS share and the grantee share. Click **Save & close**. If you have multiple items, click on **add a new budget item** as many times as needed.
- **Project personnel expenses:** Click **add a new budget item**. Type in the title or name of the position. Enter the number of positions with the same title/name. Enter the full-time equivalent salary for this position and the percentage of time that will be used for SIF activities. The total amount is calculated automatically. Enter the CNCS share and grantee share. Both must add up to the total amount. Click **Save & close**. If you have multiple positions, click on **add a new budget item** as needed.

VII. Budget (cont'd)

- **Travel:** Click **add a new budget item**. Enter the purpose of the travel. Enter the calculation used to compute the travel. Enter the total value for travel and divide between the CNCS share and the grantee share. Click **Save & close**. If you have multiple items, click **add a new budget item** as many times as needed.
- **Equipment:** Click **add a new budget item**. Enter the item and/or purpose of the equipment. The application instructions explain the distinction between equipment and supplies. Enter the quantity and the unit cost. The total amount is auto populated. Divide between the CNCS share and the grantee share. Click **Save & close**. If you have multiple items, click **add a new budget item** as many times as needed.
- **Supplies:** Click **add a new budget item**. Enter the supply items. The application instructions explain the distinction between equipment and supplies. Enter the calculation used to determine the cost of these supplies. Enter the total amount for these supplies and divide between the CNCS share and the grantee share. Click **Save & close**. If you have multiple items, click **add a new budget item** as many times as needed.

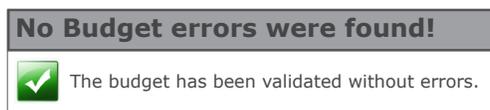
Contractual and consultant services: Click **add a new budget item**. Enter the type of contractual or consultant service. Enter the calculation used to determine the cost of these services. Enter the total amount and divide between the CNCS share and the grantee share. Click **Save & close**. If you have other contractual and consultant services items, click **add a new budget item** as many times as needed.

- **Other costs:**
 - Subgrants - Click **edit** in the *Subgrants* line. Type in the total amount you plan to subgrant and divide between the CNCS share and the grantee share. Click **Save & close**. Remember that at least 80% of the federal funds you request must be subgranted.
 - Criminal history checks and other costs- Click **add a new budget item** to add *Criminal History Background Checks* as directed in the NOFA. Follow this same process to add *evaluation costs*, *training costs*, and any additional costs. Enter the purpose and total amount for each type of cost, then divide between the CNCS share and the grantee share. Click **Save & close**.
 - Be sure this section includes the costs associated with:
 - Subgrants
 - Training
 - Evaluation
 - Criminal history background checks
- **Subtotals:** This section will automatically populate based on what you entered in each of the budget sections. Click **Next**.

VII. Budget (cont'd)

Budget section 2

- **Enter source of matching funds.**
 - Click **Enter source of matching funds**, then enter a description and amount of the match you have secured.
 - Choose the match classification *Cash* from the drop down menu (this must be entered as *Cash*, as only cash match is allowed).
 - Choose *Match Source* from the drop down menu, enter the source of your match, then click **Save & close**.
 - If you have other matching fund sources, click **Enter source of matching funds** as many times as needed. Complete, and then click **Save & close**.
 - The total value of the match entered here should equal the total match entered in the budget.
- **Federally approved indirect cost rate:**
 - Click **edit**. Note: For more information on indirect costs rates, see the *Notice of Federal Funding Availability*.
 - Choose the *Cost Type* from the drop down menu. Choose *Cost Basis* from the drop down menu. Enter the *Calculation*, *Rate*, and *Rate Claimed*. Enter the total amount and divide between the CNCS share and the Grantee share. Click **Save & close**.
- **Validate your budget**
 - Once your budget is complete, click on **Validate this budget**.
 - If the CNCS request is more than the grantee (or applicant) share (proposed matching funds), you will get an error message from eGrants stating: *Grantee share must be greater than or equal to CNCS share*. If you receive this error, click **close** and make necessary changes until the grantee share is greater than or equal to the CNCS share. Once you have made the necessary corrections, click **Validate this budget**.
 - When your budget has been validated, you will see the following message:



VIII. Review

Now you can review your application. The reports to view/print your full application include the following:

- *Application for Federal Assistance*,
- *Budget*, and
- *Budget Narrative* (based on the information you entered in the budget screens).

Click **view/print report**. The other links are inoperable for the purposes of the SIF application.

When you view the *Application for Federal Assistance* report, ensure that it doesn't exceed the maximum page limit.

VIII. Authorize and submit

Once you have made all the edits to your application, the authorized representative can authorize and submit. See the application instructions for a description of this role. The authorized representative must sign into his or her eGrants account in order to complete the following steps:

- Click *I Agree*
- You will see *Authorized By: (name)* and *Authorized on (date)* when correctly authorized. The radio button will still be open, but as long as the *Authorized by:* information is there, the application has been authorized.
- Next move to *Assurances* and click on **view/print certification**.
- Read the *Assurances*, including the specific *Assurances for the Social Innovation Fund* found near the end.
- Next, move to *Certifications* and click **view/print certification**.
- Read the *Certifications*. Once you have thoroughly read the *Certifications* (and agree to them!), click *I Agree*. You will see *Authorized Certifying Official: (name)* and *Certified on (date)* when the *Assurances* are correctly certified. Now click **Verify this Grant Application**.
- If there are any errors in your application, you will receive an error message. Go back to each section, correct any issues, and click **Verify this Grant Application** again.
- If you have corrected all the errors, you will receive a message stating: *No application errors were found! The application was verified with no errors.*
- The last step is to click **Submit grant application to CNCS**. Once submitted, you will receive this message:

Thank you

You have successfully completed the action to Submit grant application to CNCS on 2/20/2010 at 11:23 AM, EST. The status of your application is now Submitted to CNCS.

Assistance with your application

For technical questions and problems with the eGrants system, call the National Service Hotline at (800) 942-2677.

National Service Hotline hours are Monday through Friday, 9:00 a.m. to 7:00 p.m. Eastern Time.

Potential applicants can also use this link: <https://questions.nationalservice.gov/app/ask> for questions.

Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

The Application and Submission Information section of the *Notice* explains what to do if you experience technical difficulties in eGrants.