



# How to Submit an Application in eGrants





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# Build Your Capacity

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## eGrants



eGrants is an online system designed to automate the entire grants and project management process from application to closeout, which includes:

- Submission and tracking grant applications and concept papers.
- Online grant application peer review.
- Negotiating and awarding grants and cooperative agreements,
- Managing grants and cooperative agreements including processing amendments, and continuations.
- Creating, submitting and editing your recruitment listings.
- Selecting applicants and searching for applicants.
- Approving project transportation (V-81) forms (VISTA only).
- Financial Status and Progress Reporting.

Here is a tutorial that explains how to create and manage an eGrants account.



# eGRANTS

## 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](#)

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with

11/11/2015, 8:04 PM, EST

login



# eGRANTS

## CREATE AN EGRANTS ACCOUNT

Please click on one of the following links to create an appropriate eGrants account.

[Become a Peer Reviewer](#)



[Create a Grantee account](#)

[Already have an eGrants account? Proceed to Login](#)



# eGRANTS

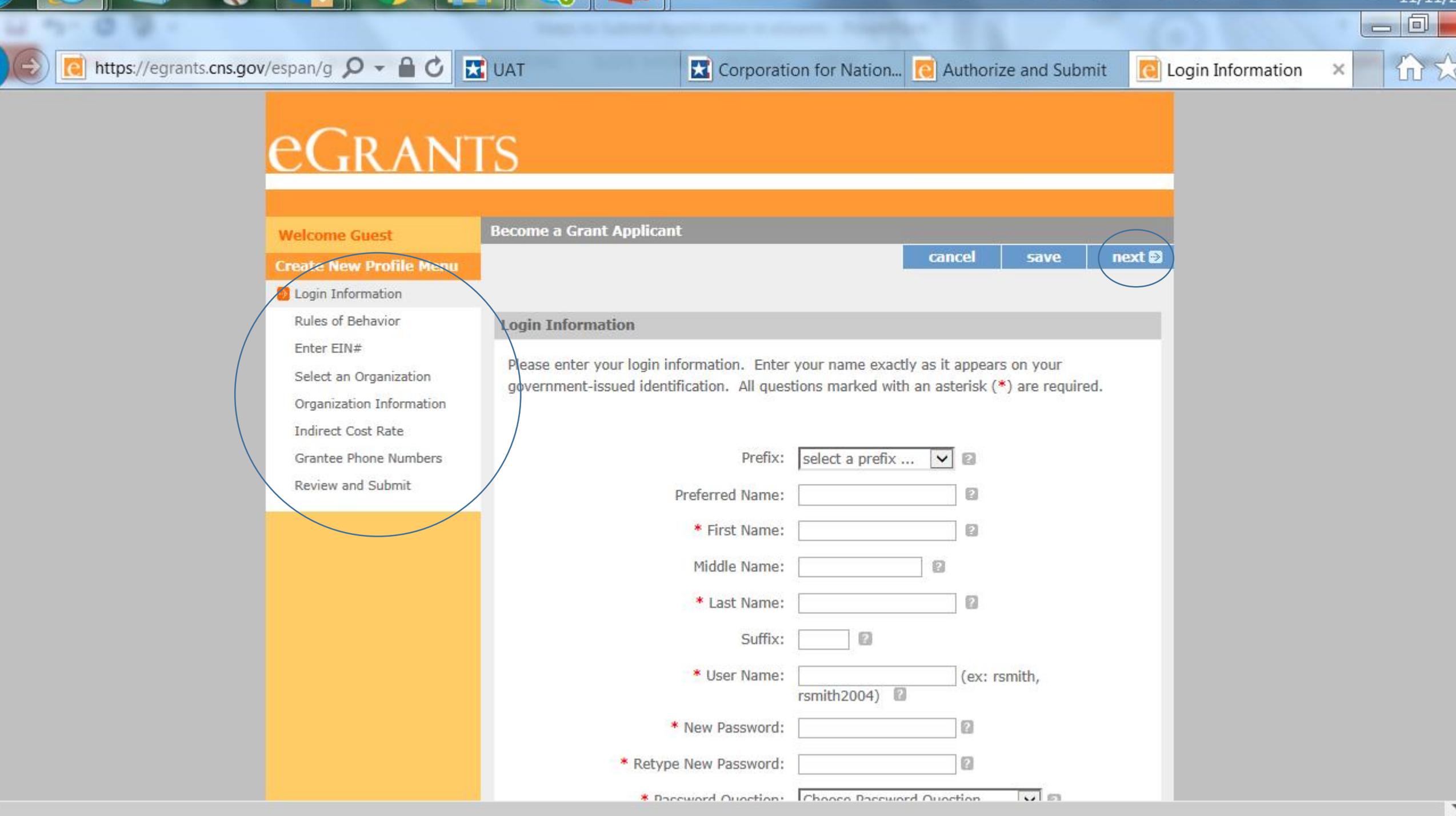
## BECOME A GRANT APPLICANT

Please select one of the following options below.

[I have an eGrants account...](#)

 [This is my first time. I want to create a new account with eGrants...](#)

[Already have an eGrants account? Proceed to Login](#)



# eGRANTS

Welcome Guest

Become a Grant Applicant

cancel

save

next

## Create New Profile Menu

- Login Information
- Rules of Behavior
- Enter EIN#
- Select an Organization
- Organization Information
- Indirect Cost Rate
- Grantee Phone Numbers
- Review and Submit

### Login Information

Please enter your login information. Enter your name exactly as it appears on your government-issued identification. All questions marked with an asterisk (\*) are required.

Prefix:

Preferred Name:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* User Name:  (ex: rsmith, rsmith2004)

\* New Password:

\* Retype New Password:

\* Password Question:

11/11/2015, 7:48 PM, EST

[home](#) [my account](#) [help](#) [logout](#)



**eGRANTS MESSAGES**  
Welcome Oksana

**VIEW MY GRANTS/APPLICATIONS**  
[View All](#)

**VIEW MY AMERICORPS PORTAL**  
[Portal Home](#)

**Creating an Application**

**Managing My Account**

**Reporting to CNCS**

- New** →
- [Continuation/Renewal](#) →
- [Amendment](#) →
- [Concept Paper](#) →

Click on the links below to access common account functions.

[My Account](#) →

- [Financial Report](#) →
- [Progress Report](#) →
- [Progress Report Supplement](#) →



# eGRANTS

Welcome Oksana

Start New Grant App

Start New Grant App

cancel next

Select a NOFA

Legal Applicant Info

Select a NOFA

TEST  
1202 New York Ave  
Washington, DC 20005

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.

- Select a program area ...
- AmeriCorps
  - Learn and Serve America
  - Other
  - Senior Corps

GO

cancel next

**Welcome Oksana**

**Start New Grant App**

Select a NOFA

**Legal Applicant Info**

TEST  
1202 New York Ave  
Washington, DC 20005

**Start New Grant App**

cancel next

**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.

AmeriCorps

- 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.
- FY 2015 AmeriCorps Territories without Commission Fixed Amount (New)**  
**Due Date:** 01/21/2015  
**Summary:** The purpose of this NOFA is to allow local organizations in the Northern Mariana Islands, American Samoa, and the U.S. Virgin Islands to apply for AmeriCorps State funds for FY2015. This application is for Territory without a Commission Fixed Price applicants that are new or recompeting.
  - FY 2015 AmeriCorps National Fixed Amount (New)**  
**Due Date:** 01/21/2015  
**Summary:** This application is for new and recompeting National Direct EAP applicants.

9/30/2015. Please contact your CNCS State Office for confirmation if uncertain which NOFA to apply against.

**S&N\_GARP\_UAT\_6.3.0.1\_20150816\_0837\_TC01\_01**

**Due Date:** 10/30/2015

**Summary:** desc

**FY 2016 AmeriCorps Tribes (New and Continuation)**

**Due Date:** 01/20/2016

**Summary:** This application is for new, recompeting, or continuation Tribes applicants applying for cost-reimbursement grants.



**FY 2016 AmeriCorps National Direct (New and Continuations)**

**Due Date:** 01/20/2016

**Summary:** This application is for new, recompetite, or continuation multi-state applicants requesting cost-reimbursement grants. Applicants from territories without commissions applying for cost-reimbursement grants should also apply under this NOFA/NOFO.

**FY 2016 AmeriCorps Territories (New and Continuations)**

**Due Date:** 01/20/2016

**Summary:** This application is for new, recompetite, or continuation multi-state applicants requesting cost-reimbursement grants. Applicants from territories without commissions applying for cost-reimbursement grants should also apply under this NOFA/NOFO.

**FY 2016 AmeriCorps State Commission Fixed Amount and EAP (New and Continuation)**

**Due Date:** 01/20/2016

**Summary:** This application is for new, recompeting, or continuation commission applicants, including Territories with commissions, applying for fixed amount grants (including EAP).

**FY 2016 AmeriCorps Direct Fixed and EAP (New and Continuation)**

**Due Date:** 01/20/2016

**Summary:** This application is for new, recompeting, or continuation direct applicants (multi-state, Tribes, and Territories without commissions) applying for fixed amount grants (including EAP).

**Welcome Oksana**

**Start New Grant App**

cancel next

**Initial Information**

Please provide the following initial information needed to create an application for this NOFA. If you are creating a sub application, select a state, then a prime application. Selecting of a Prime is optional.

**NOFA information**

Please review the NOFA you selected. If this is not the correct NOFA, hit cancel.

**NOFA:** FY 2016 AmeriCorps National Direct (New and Continuations)  
**Due Date:** 01/20/2016  
**Summary:** This application is for new, recompetee, or continuation multi-state applicants requesting cost-reimbursement grants. Applicants from territories without commissions applying for cost-reimbursement grants should also apply under this NOFA/NOFO.

- Funding/Demographics
- Operating Sites
- Review
- Authorize and Submit

**Grant Application Info**

Grant Application ID:  
16ND226089

NOFA: FY 2016 AmeriCorps  
National Direct (New and  
Continuations)

Type: New  
Status: Prime Applicant Initial  
Entry

**Legal Applicant Info**

TEST  
1202 New York Ave  
Washington, DC 20005

for cost-reimbursement grants should also apply under this NOFA/NOFO.

**Applicant information**

**Applicant/User:** Mrs. Oksana Jensen Test

**Authorized Representative:**

**Program information:**

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

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

https://uategrants.cns.gov/?prog=0&app=16ND226089&sid=YIr5H-kOX9ZjTPm...

### Enter/Edit a Project

Please enter/edit your project information. All questions marked with an asterisk (\*) are required.

\* Project Title:

\* Project State:

\* Street Address 1:

Street Address 2:

\* City:

\* State:

\* Zipcode:  -

\* Phone:  .  .  ext.

Fax:  .  .

Email:

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Welcome

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Program

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Budget

Budget

Budget Section 3

Funding/Demographics

Program Start and End Dates

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NOFA: FY 2016 AmeriCorps  
National Direct (New and  
Continuations)

Type: New  
Status: Prime Applicant Initial

**Start New Grant Application**

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**Application Info**

Please enter the requested application information below.

**Areas affected by the program (Max. 1000 chars)** List Cities, Counties or States ?

**Program Start and End Dates**

Proposed Start Date:  /  /

Proposed End Date:  /  /

**Other**

The Application is Subject to Review by **State Executive Order 12372** Process.

Yes  No ?

If yes, please enter the date of the review.  /  /

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NOFA: FY 2016 AmeriCorps  
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Continuations)

Type: New  
Status: Prime Applicant Initial

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**Narratives**

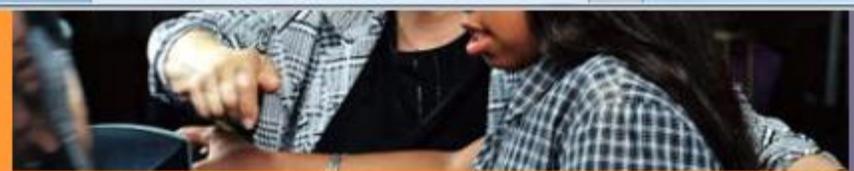
Please Enter or edit the Narrative for each category as appropriate

narrative entered  narrative not entered

<a href="#">Executive Summary</a>	<a href="#">view/edit narrative</a>
<a href="#">Rationale and Approach/Program Design</a>	<a href="#">view/edit narrative</a>
<a href="#">Organizational Capability</a>	<a href="#">view/edit narrative</a>
<a href="#">Cost Effectiveness and Budget Adequacy</a>	<a href="#">view/edit narrative</a>
<a href="#">Evaluation Summary or Plan</a>	<a href="#">view/edit narrative</a>
<a href="#">Amendment Justification</a>	<a href="#">view/edit narrative</a>
<a href="#">Clarification Summary</a>	<a href="#">view/edit narrative</a>
<a href="#">Continuation Changes</a>	<a href="#">view/edit narrative</a>



# GRANTS



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## Start New Grant Application

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### Logic Model ?

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
The community problem that the program activities (interventions) are designed to address.	Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.	Direct products from program activities.	Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.	Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year.	Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.

[add a new row](#)



# eGRANTS

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### Performance Measures

Select all grant characteristics that apply to your program. Then click on the link at the bottom of the page to enter your performance measures.

Grant Characteristics	Description
-----------------------	-------------

**Click here to enter Performance Measures**

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NOFA: FY 2016 AmeriCorps  
National Direct (New and  
Continuations)

Type: New  
Status: Prime Applicant Initial

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Program Information ?

Please complete each section according to the instructions.

General Information

\* My organization has previously received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer "No."

\* Opt in to the National Service Registry. Applicants wishing to make information from their application available to potential private sector funders can opt in during the application process by selecting "Yes."

2016 AmeriCorps Funding Priorities

\* Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.

Select all that apply:



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#### Documents

Please select the appropriate status for each document.

Document Status List: [add a new](#)

status entered  status not entered

Document Name	Document Status	delete
<input type="checkbox"/> Evaluation	Not Sent	
<input type="checkbox"/> Federally Approved Indirect Cost Agreement	Not Sent	
<input type="checkbox"/> Labor Union Concurrence	Not Sent	

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Budget Section I. Program Operating Costs

Please enter the necessary budget information for your project.

Personnel Expenses : Add a new budget item ?

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

Personnel Fringe Benefits : Add a new budget item ?

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
<b>Subtotal</b>						

Staff Travel : Add a new budget item ?

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
---------	-------------	--------------	------------	---------------	------	-----

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### Demographics

Please enter or revise your projected totals for your program.

Other Revenue Funds:	<input type="text" value="0"/>
Number of episodic volunteers generated by AmeriCorps members:	<input type="text" value="0"/>
Number of ongoing volunteers generated by AmeriCorps members:	<input type="text" value="0"/>
Percentage of MSY who are opportunity youth, if any:	<input type="text" value="0"/>
Number reported in O15 who are opportunity youth:	<input type="text" value="0"/>
Number reported in O17 who are opportunity youth:	<input type="text" value="0"/>

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NOFA: FY 2016 AmeriCorps National Direct (New and Continuations)

Type: New  
Status: Prime Applicant Initial

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Multi-State Operating Sites

Please enter multi-state operating site information.

The "CNCS Funds Requested" can be zero if the applicant is not passing funding on to an operating site. The "Number of AmeriCorps members requested" must be more than 0. The "Total CNCS Funds Requested" must be equal to or less than the total CNCS share in the Budget. The "Total Number of AmeriCorps members requested" must be equal to the number of members in the Budget. Once an organization is created it cannot be deleted. If an applicant entered an organization in error, he or she will need to undclick the "Active" box in the pop up box by clicking on "View/Edit."

Multi-State Operating Sites [add a new](#)

Operating Site Name	City	State	CNCS Funds Requested	Number of AmeriCorps members requested	Active	view/edit
			<b>Total</b>	\$0	0	

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16ND226089

NOFA: FY 2016 AmeriCorps National Direct (New and Continuations)

Type: New  
Status: Prime Applicant Initial

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**NOFA Information**

- **NOFA:** FY 2016 AmeriCorps National Direct (New and Continuations)
- **Grant Application ID #:** 16ND226089
- **Due Date:** 01/20/2016
- **Summary:** This application is for new, recompetete, or continuation multi-state applicants requesting cost-reimbursement grants. Applicants from territories without commissions applying for cost-reimbursement grants should also apply under this NOFA/NOFO.

**View/Print your application**

Please click on any of the following links to view/print a report.

- **Application [View Revision Log](#)**
- **Application for Federal Assistance: [view/print report](#)**
- **Budget: [view/print report](#)**
- **Budget Narrative: [view/print report](#)**
- **Funding Summary Chart: [view/print report](#)**
- **Organization IDCR History: [view/print report](#)**
- **Organization/People Report: [view/print report](#)**
- **Program Summary Chart: [view/print report](#)**

**Applicant Info: [edit](#)**

- **Applicant/User:** Mrs. Oksana Jensen Test
- **Authorized Representative:**
- **Applying Type:** New
- **Applying:** Directly to CNCS



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#### 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](#)

#### Grant Application Info

Grant Application ID:  
16ND226089

# Questions?

