

Sub-recipient Application Submission User Guide

Application Submission Process

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Reviewing the solicitation

The solicitation is broken up into five parts:

- Summary
- Eligibility
- Financial
- Contact
- Files

In the **Summary**, **Eligibility**, and **Financial** tabs, you can review the program requirements to determine the eligibility of your project/program. In the **Contact** tab, a program contact is listed for additional program related questions. For any technical questions on the submission portal, contact eCivis staff at support@ecivis.com. In the **Files** tab, you will find program and application submittal guidance files along with the documents you are required to complete and submit along with the application:

The screenshot shows the 'Government Organization' page for the 'Re-Entry Youth Program'. At the top left, there is an 'Apply' button. Below it is a navigation bar with tabs for 'Overview', 'Eligibility', 'Financial', 'Contact', and 'Files'. The 'Files' tab is currently selected. The main content area is divided into two columns. The left column contains a table with the following information:

ID:	N/A
Title:	Re-Entry Youth Program
Application Start Date:	10/18/2018
Application End Date:	11/09/2018
CFDA:	N/A
Reference URL:	

The right column is titled 'Summary' and contains the following text:

The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination of rural- and urban-serving organizations.

Downloading the required documents

Before beginning the application process it is critical that all required documents are downloaded and completed. Also, the guidance documents should be downloaded for reference during the application process.

1. Click on the title of the file to download the document:

The screenshot shows the 'Government Organization' page for the 'Re-Entry Youth Program'. At the top left, there is an 'Apply' button. Below it is a navigation bar with tabs for 'Overview', 'Eligibility', 'Financial', 'Contact', and 'Files'. The 'Files' tab is currently selected. The main content area is divided into two columns. The left column is titled 'Files' and contains a list of files:

NOFA:	NOFA (10.9 Kb)
FAQ:	FAQs (10.9 Kb)

The right column is titled 'File Notes' and contains the following text:

The NOFA file contains general program information. The Guide file contains additional program information. Portions of the code of federal regulations (CFR) pertaining to this program are included as the ProgramRule file. The InternRule file contains updated program information. The SpecialNotice file contains special instructions regarding the submission of consolidated and annual action plans for FY 2018. The Allocations file contains information on allocations through this program. Additional program resources can be found online at www.budexchange.info/programs/home/.

Beginning the application process

1. When you are ready to begin the application process, click on the *Apply* button on the top left side of the screen. You will be taken to the online grant application portal where you can

begin filling out your application and uploading all the required documents:

Government Organization


Re-Entry Youth Program

Overview | Eligibility | Financial | Contact | Files

ID:	N/A	Summary: The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination of rural- and urban-serving organizations.
Title:	Re-Entry Youth Program	
Application Start Date:	10/18/2018	
Application End Date:	11/09/2018	
CFDA:	N/A	
Reference URL:		

2. Log in to the Portal. If you are a current eCivis user, you can enter your eCivis username and password to log in; then, click on the eCivis Login button. If you created a Portal account, enter your information and then click on the Portal Login button. If this is your first time using the *Portal* you will need to click on the green *Create an account* button to create your account. (This account is free.)

Welcome to the Portal

 This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login or eCivis® Login

Do not have an account?

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

3. On the *Create an account* page, enter basic information:
 - a. First name
 - b. Last name
 - c. Email address
 - d. Password

New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

First Name

Last Name

Email Address

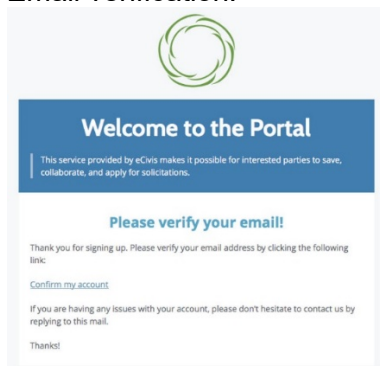
Passphrase

Weak

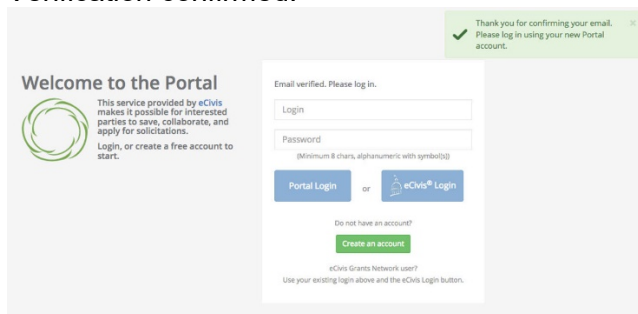
Sign Up

4. After clicking *Sign up* you will be sent an email confirming your email address to complete the process:

- Email verification:

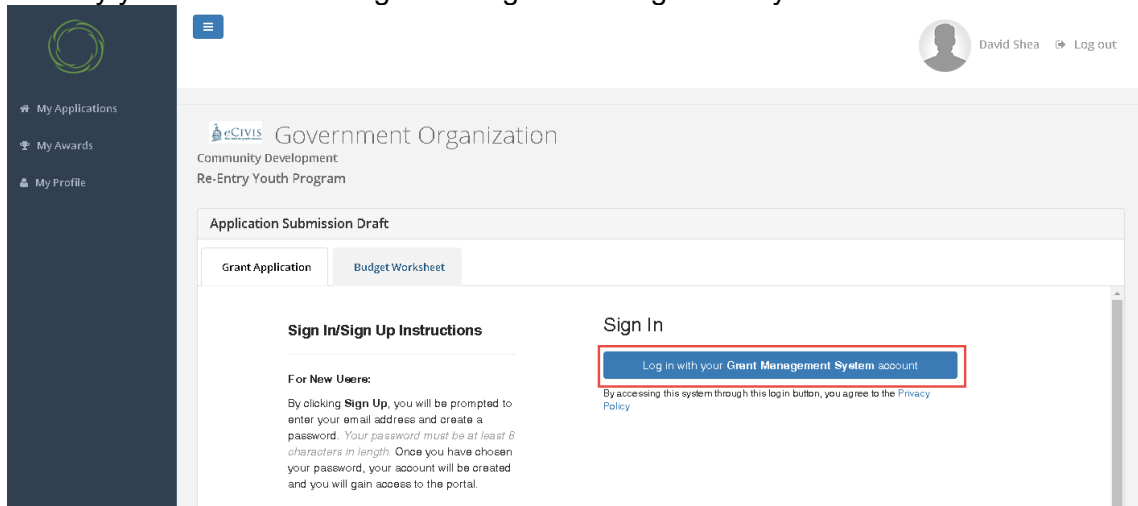


- Verification confirmed:



5. Once you have logged in and verified your email address, you will be brought back to the original application you desired to apply for. Prior to beginning the application, you will need

to verify your account and log into the grant management system:

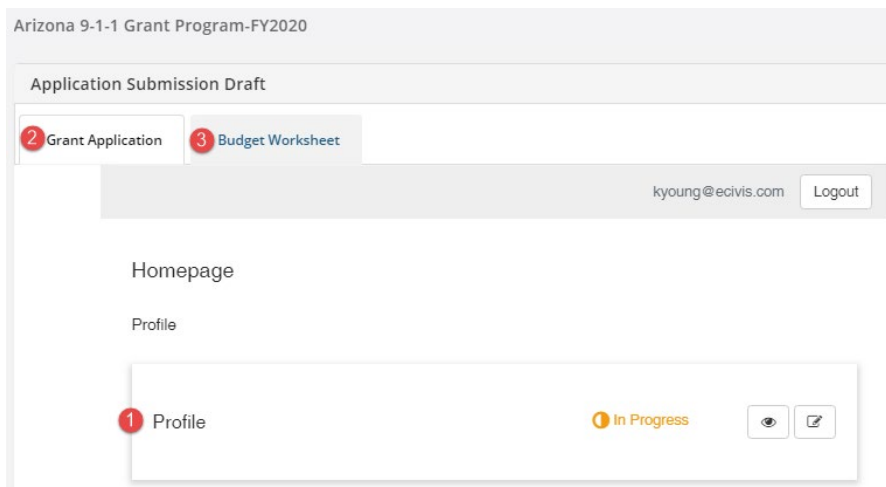


Application Components

Open any program guidance files and use this to reference how each section of the application should be completed.

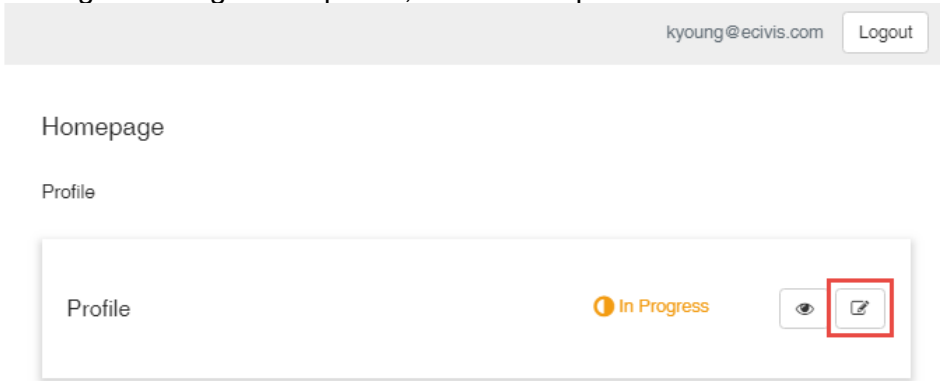
There are three primary sections to the application:

1. **Profile**
2. **Application**
3. **Budget Worksheet**

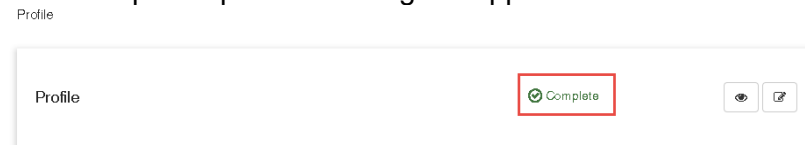


Completing your profile

1. To begin working on the profile, click on the pencil icon:



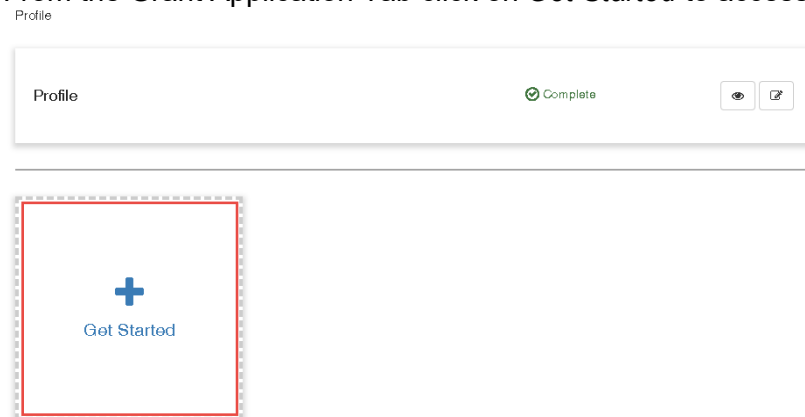
2. Complete all required fields, marked with a red asterisk. If you plan to complete your profile at a later time, select *Save Draft*. To complete your profile, select *Save*. Your profile will need to be completed prior to starting the application:



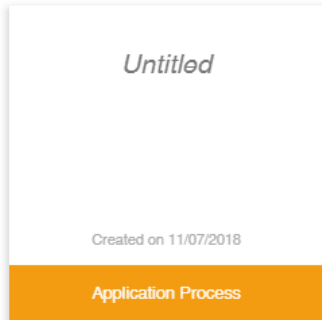
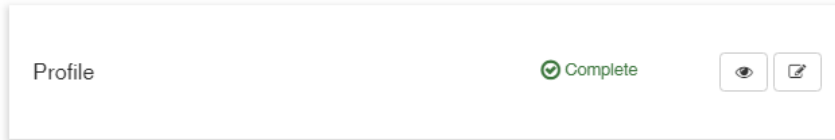
Starting the Application

After you have completed your profile, the application will be available. The two main sections of your submission is the Application Tab and the Budget Tab.

1. From the Grant Application Tab click on *Get Started* to access your application:



2. Your application can also appear as an Untitled application. Click on the yellow box titled *Application Process* to access your application:

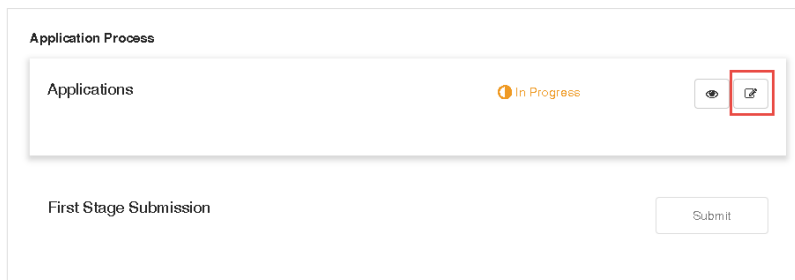


Completing the Application

The *Application* section contains 6 standard narrative fields, 3 program specific narrative fields, and additional required file uploads (if applicable). Refer to your program specific guidance on the appropriate content for each field.

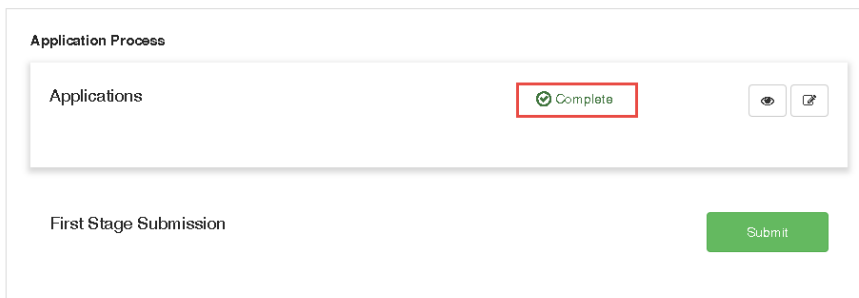
1. Click on the Writing icon to begin completing your application:

[Homepage](#) > [Untitled](#)



2. Complete all required fields. At the bottom of the page select *Save Draft* to save your work and complete at a later time. To complete your application select *Save*:

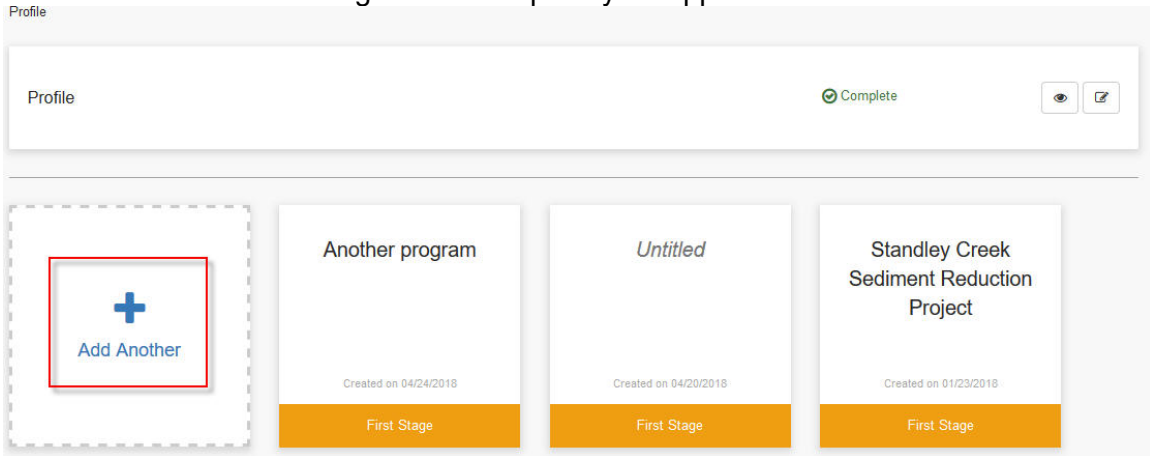
[Homepage](#) > [Government Organization Application](#)



Add another Application

For programs allowing multiple applications from the same organization, you will see the option to *Add Another* on the Homepage.

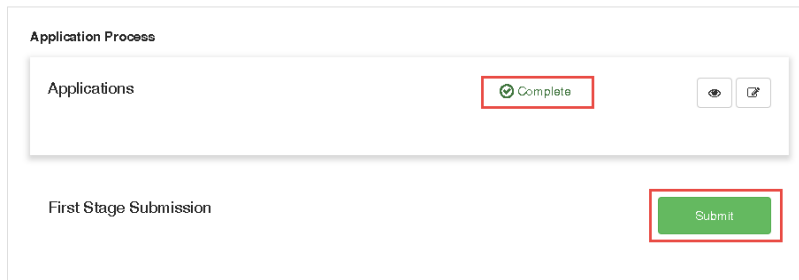
1. Select this option and complete the Application and Budget sections for the 2nd submission. Repeat this process until desired submissions have been made. If returning to complete your application that was previously left in a draft status, click on the applicable Program Box and then click on the Writing icon to complete your application:



Submitting your application

1. Once you have completed your application and your budget, click on *Submit* to send your application to the funding agency:

[Homepage](#) > Government Organization Application



2. Your application has been submitted and is now Under Review:

[Homepage](#) > Government Organization Application

