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The logo features a stylized human figure with a blue circle for a head and a red, inverted V-shape for a body, with arms extending upwards and outwards.

# Grant Advantage<sup>®</sup>

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Built on Microsoft Cloud Technology

## Step by Step Applicant Guide





### How to Apply

In order to submit a project application the user must create a User Profile.

- 1 On the Homepage select **View** for the desired Funding Opportunity.

The screenshot shows the top of the GrantVantage website. At the top left is the BBS logo. To the right is the text 'CA. Department of Developmental Services'. Below this is a search bar with the placeholder text 'Announcement Name or Funding Announcement Number' and a magnifying glass icon. Below the search bar is a card for a funding opportunity titled 'Promoting Service Access and Equity Grant'. The card includes the following information:
 

- Fund Amount: \$11,000,000.00
- Funding Announcement Number (FOA): FY 20/21
- Application Type: Initial
- Start Date: 10-01-2020, 8:00 AM PDT
- End Date: 11-30-2020, 5:00 PM PDT

 At the bottom right of the card is a blue button with an eye icon and the text 'View'. This button is enclosed in a red rectangular box. A large blue arrow points from the right side of the card towards this 'View' button.

- 2 On the Funding Opportunity Announcement page select **Apply**

The screenshot shows the detailed page for the 'Promoting Service Access and Equity Grant'. At the top left, there is a large blue arrow pointing down towards the 'Apply' button. The 'Apply' button is highlighted with a red box. To the right of the 'Apply' button are links for 'Close', 'Print PDF', and 'Attachments'. At the top right of the page, there are links for 'Log In' and 'Reviewer Announcements'. Below the navigation is the BBS logo and the text 'Department of Developmental Services'. The main title of the page is 'Promoting Service Access and Equity Grant'. Below the title, the following information is displayed:
 

- Funding Announcement Title (FOA): Promoting Service Access and Equity Grant
- Announcement Open Date: Oct 1, 2020, 7:00 AM PDT
- Announcement Close Date: Nov 30, 2020, 4:00 PM PDT
- Funding Announcement Number (FOA): FY 20/21
- Announcement Type: Initial
- Announcement Narrative:

 At the bottom of the page, there is another BBS logo and the text 'Department of Developmental Services'. A callout box with a yellow information icon (i) contains the text: 'Users may also select "Log In" at the top of the GrantVantage PreAward home page.'



3 Register & Login

This will lead applicants to the Log In page – *Returning Applicant Users* may login to the system, *New Applicants* must create a new Applicant User Account.

**BDS**  
Log In

User Name \*  
User Name Or Email

Password \*  
Password

Remember Me [Forgot Password?](#)

Powered by

**Applicant Registration**

Organization \*

Organization Type \*

First Name \*

Last Name \*

Email Address \*

User Name \*

Password

Password (repeat)

Please prove you are not a robot

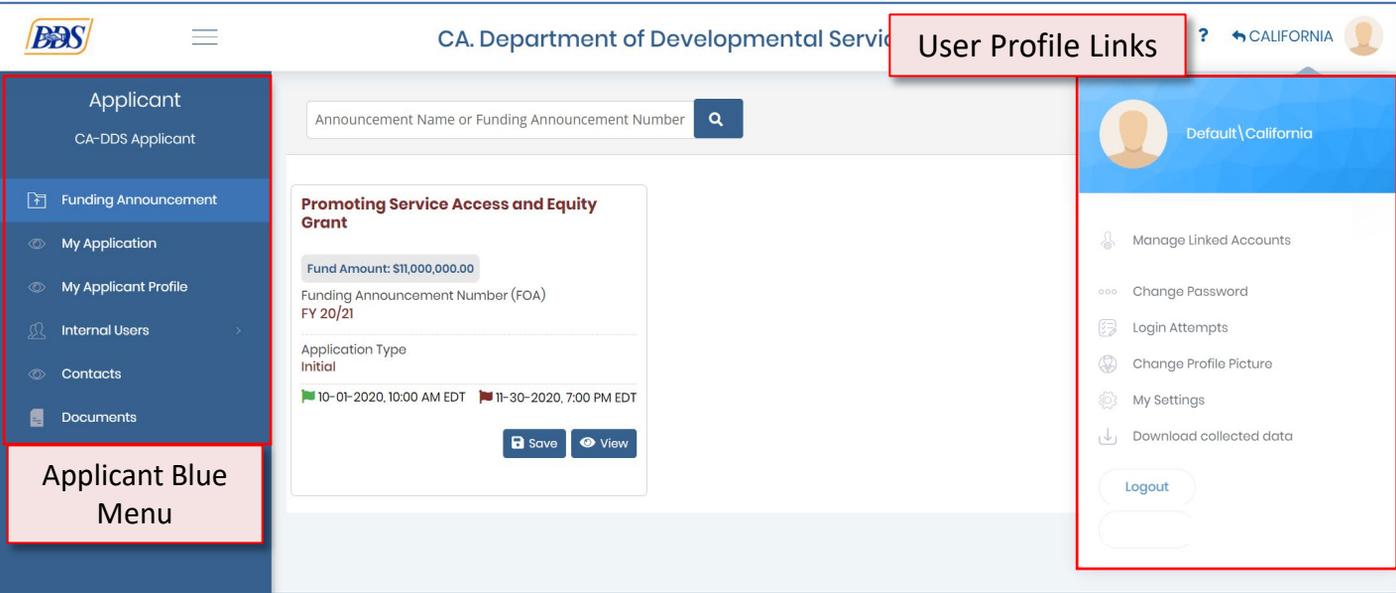
I'm not a robot

reCAPTCHA  
Privacy · Terms



### Applicant Dashboard

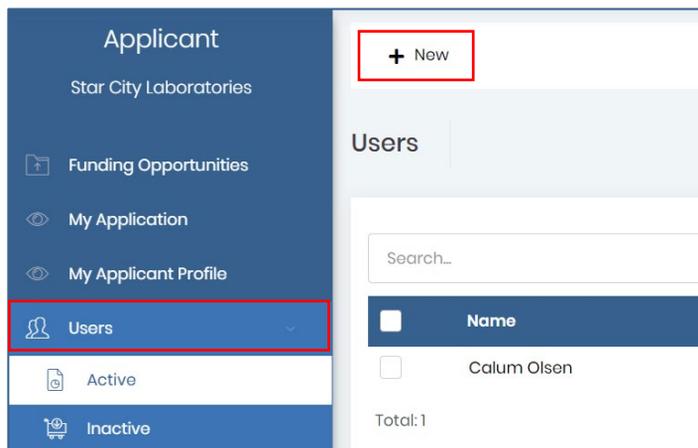
The Applicant Dashboard will show all available Funding Announcements. Applicants may navigate the system by using the left side Blue Menu.



User's must upload documents to the **Applicant Profile Document Section** before documents may be added to an application!

### 4 Set up Users (Optional)

As the Primary Applicant User you may add a secondary Delegate User with separate login credentials to help you complete the application. To add a secondary Delegate User select Users then +New.





### 5 Complete Applicant Profile

All users must complete their Applicant Profile. Documents must be added to the Applicant Profile Document Section before they can be attached to an application.

Select **My Applicant Profile** and add Organization Information, Physical & Mailing Addresses, Contacts, and Documents.

Contact Records should be for the following positions; Project Manager, Fiscal Officer, Authorizing Certifying Official (if different), Program Director, or Coordinator, etc.

**i** Remember to always save your work!

### 6 Apply for Funding

On the Applicant Dashboard select **View** to see the Funding Announcement.



7 On the Applicant Dashboard or in My Applications select the correct Funding Announcement. On the Funding Announcement page select **Apply**.

→ Apply    × Close    Print PDF    Attachments

### Promoting Service Access and Equity Grant

**Funding Announcement Title (FOA):** Promoting Service Access and Equity Grant

**Announcement Open Date:** Oct 1, 2020, 7:00 AM PDT

**Announcement Close Date:** Nov 30, 2020, 4:00 PM PDT

8 In the popup **Funding Announcement Application** answer all questions and upload all required documents. Applicants may save and close their work to return to later.

Save    Finish Later    Show Report    → NEXT

Application    Budget

View All Questions

Application Controls & Navigation

PREVIOUS    NEXT

Category 1 of 5    0% Complete    View Uploaded Documents

Applicant Eligibility

Applicant Information

Question 1 of 6    Show Instruction

Organization Type  
Please check the box that describes your organization  
Select Item

Choose File To Upload

All required documents must be saved directly to Applicant Profile at time of upload!

View All Questions

Applicant Eligibility

- Organization Type
- Community Based Organization Description
- Description of Organization/Group
- Applicant in Good Standing

To view all questions select



### 9 Activities Template

Applicants can enter a complete Activities Template by selecting the Activities tab from the Application Navigation. Edit and customize your activities & objectives by using the Activities Edit Tools. Once your activities are complete select **Ready to Submit** to move your template out of draft.

Save Finish Later Show Report → NEXT

Application  Activities  Budget Template

Ready to Submit

+ Add Objective

Objective (1)

Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date		
101	1-A	Example Objective	This is an example description.		01/01/2020	12/31/2021		

+ Add Measure

Performance Measure (1)

RefID	Performance Measure	Manager	Type	Planned	Actual	Active		
102	Example of performance measure	To Be Determined	Number	100		Not Started		

+ Add Activity

Grant Activities (1)

RefID	Grant Activities	Manager	Start	Due Date	Active		
103	Activity Example	To Be Determined	01/01/2020	12/31/2021	Not Started		



Remember to always save your work!



### 10 Complete the Budget

Applicants can enter a complete budget by selecting the Budget tab from the Application Navigation. Edit and customize your budget by using the Budget Edit Tools. Once your budget is complete select **Ready to Submit** to move your budget out of draft.

Save Finish Later Show Report → NEXT

Application  Activities  **Budget Template**

+ Add Subproject Ready to Submit

Project Name\* Promoting Service Access and Equity Grant Year\* Year 1

Expand All		Direct	Cash Match	In Kind Match	Total	Leveraged
▼ Personnel	↑ ↓ ✎ + 🗑	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
Bilingual Program Director	↑ ↓ ✎ + 🗑					
Bilingual Project Coordinator						
▼ Operating Expenses						
Printing/Advertisement/Mailings	↑ ↓ ✎ + 🗑					
Facility Rental						
Equipment & Supplies	↑ ↓ ✎ + 🗑					
▼ Administrative / Indirect						
Payroll Taxes						
Insurance						
Office Rent & Utilities						
<b>Total</b>		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

### 11 Finish & Submit

Applications must be 100% complete, the Activities Template, and the Budget Template Ready to Submit for the **Finish** feature to unlock.

Save Finish Later Show Report ← PREVIOUS **Finish**

Provide Project Name\* Example Project Requested Amount \$ 25,000.00

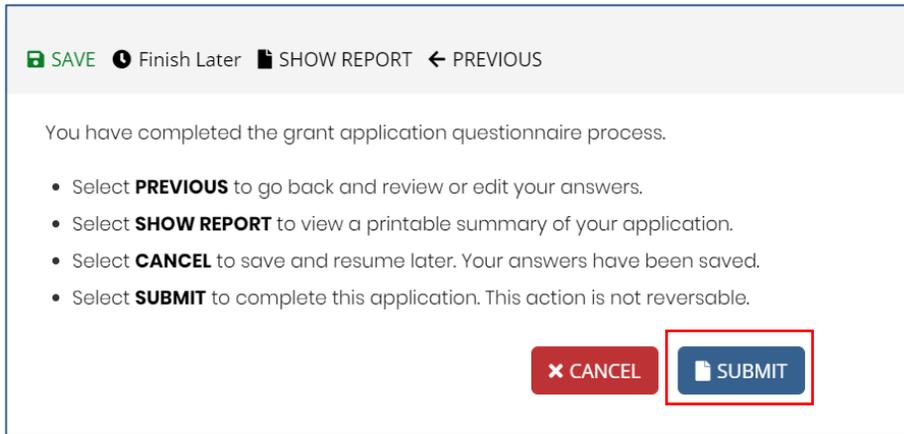
Project Summary This is an example of the project summary.

Authorized Certifying Official Bob Sec Project Director Susan Smith

Project Coordinator Type to Search Project Coordinator Fiscal Officer Type to Search Fiscal Officer



- 12 On the final page of the application ensure you have fully answered all questions and submitted all documents before selecting **Submit**.



The screenshot shows a user interface for completing a grant application. At the top, there is a navigation bar with the following options: a green 'SAVE' button, a clock icon for 'Finish Later', a document icon for 'SHOW REPORT', and a left arrow for 'PREVIOUS'. Below this, a message states: 'You have completed the grant application questionnaire process.' This is followed by a bulleted list of instructions: 'Select **PREVIOUS** to go back and review or edit your answers.', 'Select **SHOW REPORT** to view a printable summary of your application.', 'Select **CANCEL** to save and resume later. Your answers have been saved.', and 'Select **SUBMIT** to complete this application. This action is not reversible.' At the bottom right, there are two buttons: a red 'X CANCEL' button and a blue 'SUBMIT' button with a document icon. The 'SUBMIT' button is highlighted with a red rectangular box.



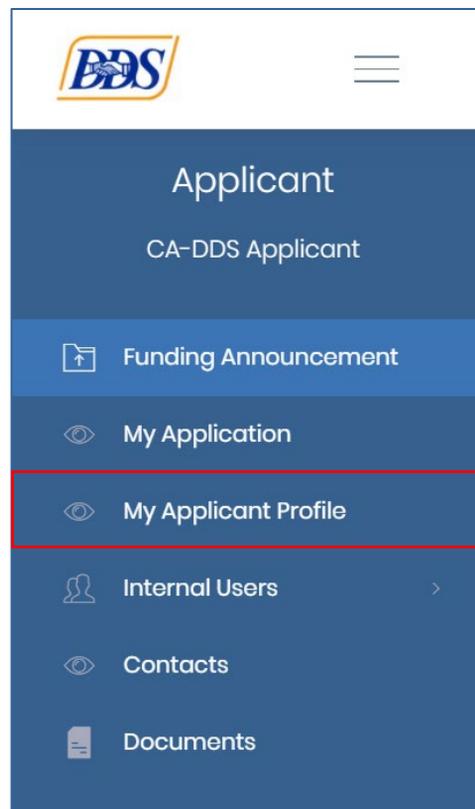
### Applicant Navigation – My Application, Application Profile, Users, Contacts

Once an Applicant has created a User Account, they may navigate to their Applicant Profile. The Applicant Profile and related pages are a fully customizable tool to enhance the User's Applications.

The Applicant left side Blue Menu links to the Funding Announcement page and My Applications which opens the Applicant Dashboards. **My Applicant Profile** is a tool designed to enhance a user's application. Here Applicants may add additional documents and relevant information such as a Professional CV or other Certifications related to the Applicant or Entity's qualifications.

All applicant users must upload their documents to their User Profile before they begin a Funding Announcement Application. Applicant's will not be able to upload documents directly to the Application, instead the system will look to the user's profile.

To access My Applicant Profile select **My Applicant Profile**





On the Applicant Profile page User's may edit their Organization information, Address, related Users, Contacts, and Documents by navigating the tabs on the white ribbon bar at the top of the page or the left side Blue Menu.

**Applicant**  
CA-DDS Applicant

Funding Announcement

My Application

**My Applicant Profile**

Internal Users

Contacts

Documents

### My Applicant Profile : CA-DDS Applicant

Organization Information | Address | Users | Contact | Documents | Award Status

Organization Name \*  
CA-DDS Applicant

Organization Type  
Nonprofit

Website URL

Fax Number

EIN

Financial Management Service (FMS)

Main Phone  
555-555

### My Applicant Profile : Example Organization Name

Organization Information | **Address** | Users | Contact | Documents

#### Physical Address

Address Line 1  
101 Somewhere Dr

Address Line 2

City  
Anycity

County  
Los Angeles County

State/Province/Region  
CA

Country  
United States of America

Postal Code  
90277

#### Mailing Address

Address Line 1

Address Line 2

City

County

State/Province/Region

Country  
United States of America

Postal Code



Remember to always save your work!



**Users** are individuals with user accounts associated with the Application account. Use +New to add more.

My Applicant Profile : Example Organization Name

Organization Information   Address   **Users**   Contact   Documents

+ New

<input type="checkbox"/>	Full Name	Organization Name	Job Title	Phone Number	Email
<input type="checkbox"/>	Amanda Turner	Example Organization Name	Project Manager	235-876-8659	ATurner@applicant.com

Total: 1

**Contacts** are individuals who are externally associated with the application. These are not user accounts. User +New to add more.

My Applicant Profile : Example Organization Name

Organization Information   Address   Users   **Contact**   Documents

+ New

<input type="checkbox"/>	Full Name	Organization Name	Job Title	Phone Number	Email
<input type="checkbox"/>	Jane Twist	Example Organization Name	Project Coordinator	(301) 445-2222	Jtwist@applicant.com
<input type="checkbox"/>	Todd Lake	Example Organization Name	Authorized Certifying Official	(202) 201-2220	TLake@applicant.com

Total: 2

The **Documents** is a tool that allows users to add any documents they may need during the application process. Documents must be uploaded to the Applicant Profile before they can be added to the application, as the application does not allow for users to upload directly to the applications. Use Choose File to select attachments.

My Applicant Profile : Example Organization Name

Organization Information   Address   Users   Contact   **Documents**

Actions	Document Name	Document Type	Date Uploaded
<input type="checkbox"/>	example resume 1.pdf	Application Attachment	02-21-2020
<input type="checkbox"/>	example project doc 1.pdf	Application Attachment	02-21-2020

Total: 2



Remember to always save your work!