



## DDS Applicant Video Transcript

This video will help guide Applicant through the online applicant submission process.

All applicants must read the Funding Announcement Guidelines, download and read all attachments, complete your applicant profile and upload all documents, and complete the online budget and objective template.

To see the announcement in its entirety, select view. On the Announcement page applicants can scroll through the announcement, download and save all attachments, print and save a copy of the announcement, and begin the online application process.

First time users must register with the GrantVantage system. Once registered please login to the system and complete your applicant profile.

On the left-side blue menu select My Applicant Profile. The information added to your applicant profile will be used during your application review and assessment. Add your organization information, physical and mailing address, users, contacts, and all documents.

As the Primary User you can add additional Delegate Users to assist with completing your application.

Contacts are any individuals who are essential to your proposed project.

All documents must be uploaded to your profile before they can be attached to your application.

Once your applicant profile is complete return to the funding announcement.

To begin your application process select Apply.

Once the application has opened, Applicants will have to complete three main sections. The Application section also known as the Question and Answers, the Objective Template, and the Budget Template. Please note that all three sections are marked with a red X, indicating that these sections are incomplete. When these sections are complete, they will be marked with a green checkmark. Which will allow the applicant to submit their application. (3:16)

When answering questions your answers are tracked with the Completion Percentage. When your Completion Percentage reaches one hundred percent your Application section will be marked with a green checkmark.

In order to view the status of each question select the pancake stack next to View All Questions. Questions marked in green are completed and answered questions. Questions marked in gray are incomplete questions that require an answer.

To attach a document select "Choose File to Upload", select the correct document and then select "Save". Now that our Application section is at one hundred percent, the application will be marked with a green check mark.

In the Objective Template page all users must make sure to view the objective instructions, further instructions may be found in the Funding Announcement.

To add an objective, select "Plus[sign] Add Objective" and complete the required popup. The manager section is populated by the contacts added in the applicant profile. If you do not know who the manager is at this time, please select To Be Determined.

Once you have added an objective you may then add Performance Measures and Activities.

To add a new performance measure, select "Plus [sign] Add Measure" and complete the required popup.

To add an activity, select "Plus [sign] Add Activity" and complete that required popup.

Once you have completed the Objective Template select "Save Objective" to move the template out of draft. At any point during the application process you may return the Objective Template to draft to make any changes.

Since the Objective Template is now completed it is now marked with a green checkmark.

In the Budget Template be sure to view your budget instructions in their entirety.

Further instructions may be found in the funding announcement guidelines.

The primary budget categories will be pre-loaded to your budget. Add any additional sub-categories by selecting the plus sign and New Sub-Category. Enter the sub-category name and click Save [icon].

All values must be added to the Direct column. Instructions on what type of answers to give for your budget will be found in the Budget Instructions.

Your project may require a budget justification. Once your budget is complete select "Save Budget". Remember, you may return your budget to draft at any point during the application process.

Since all three sections are marked with a green checkmark the “Next” button has been unlocked.

Select Next.

On the final page of your application please enter your Project Name, your Project Summary, and any required or any essential personnel.

Once you have entered all of your information select “Finish.”

And then Submit your application.