

GrantVantage[®]



Attachment A

DDS Applicant Instructions

Step-by-Step Applicant Guide

This document provides Applicants with a step-by-step guide to apply to a Funding Announcement, submit applications, and add new applicant delegates to their team.

A. Login or Register

1. If you have an existing applicant account, then **Login**.



Figure 1: Funder Portal Homepage Header

2. If your organization does not have an account with the GrantVantage Funder Portal, then **Register** your applicant organization and create the Primary Applicant user.
 - a. **Note:** If your Applicant Organization exists, but you do not have an account reach out to the Primary Applicant so they can provide you with credentials.

The image shows the login screen of the GrantVantage Funder Portal. At the top is the GrantVantage logo and the text "Log In". Below this are two input fields: "User Name *" and "Password *". The "User Name" field has a placeholder text "User Name Or Email *". Below the password field is a checkbox labeled "Remember me" and a link "Forgot Password?". At the bottom are two buttons: "Log In" with a right-pointing arrow icon, and "Register" with a plus icon and a user silhouette icon. The "Register" button is highlighted with a red border. At the very bottom, it says "Powered by" followed by the GV logo.

Figure 2: Login Screen

- b. **Note:** For more information about registering with the GrantVantage Funder Portal refer to the [Applicant Registration Zendesk Article](#).

B. Complete the Organization Profile

1. Select **My Applicant Profile** from the navigation menu.
2. **Update** the Applicant Organization Profile by entering necessary information in each tab: Add Organization Information, Physical & Mailing Addresses, Users, Contacts, and Documents.
 - a. **Note:** For more information about updating the My Applicant Profile with the GrantVantage Funder Portal refer to the [My Applicant Profile Zendesk Article](#).

GrantVantage GrantVantage Funder Portal

Primary Applicant
Local Community Center

All Funding Announcements
Favorite Funding Announcements
My Submitted Applications
My Applicant Profile

My Applicant Profile: Local Community Center

Organization Information Address Users Contacts Documents

Organization *
Local Community Center

Org. Type *
Foundation

Website

Figure 3: My Applicant Profile

3. Select the **Organization Information** tab.
4. Fill in the **required information** indicated with a red asterisk (*) and any other necessary information. Then, select **Save**.

My Applicant Profile: Local Community Center

Organization Information Address Users Contacts Documents

Organization *
Local Community Center

Org. Type *
Non-Profit

Website *
www.greenenergyapplicants.com

Phone *
+1283213222123

Fax
+1283213222123

EIN
98-7654321

DUNS Number
987654321

Unique Entity Identifier (UEI)
Z9LMNOP8764Q

Organization ID *
ORG-457812-LCC

Save

Figure 4: Organization Information Tab

5. Select the **Address** tab.
6. Fill in the **necessary information**, then select **Save**.
 - a. **Optional:** Select the **Same As Mailing Address** checkbox if the physical address is the same as the mailing address.
 - i. **Note:** If the physical address is different, enter the *correct details* in the appropriate fields.

My Applicant Profile: Local Community Center

Organization Information **Address** Users Contacts Documents

Mailing Address

Country: United States X v State/Province/Region: California X v

Address Line 1: 87 Driftwood Lane Address Line 2:

City: Seaview Postal Code: 93450 County:

Physical Address ☒ Same As Mailing Address

Save

Figure 5: Address Tab

7. **Optional:** Add Applicant Delegate Users
 - a. **Note:** Applicant Delegates are additional users who can login to the Applicant Organization and assist with completing applications. *Only Primary Applicants can add and assign applicant delegate users*
 - b. Select the **Users** tab, then select **New**.

My Applicant Profile: Local Community Center

Organization Information Address **Users** Contacts Documents

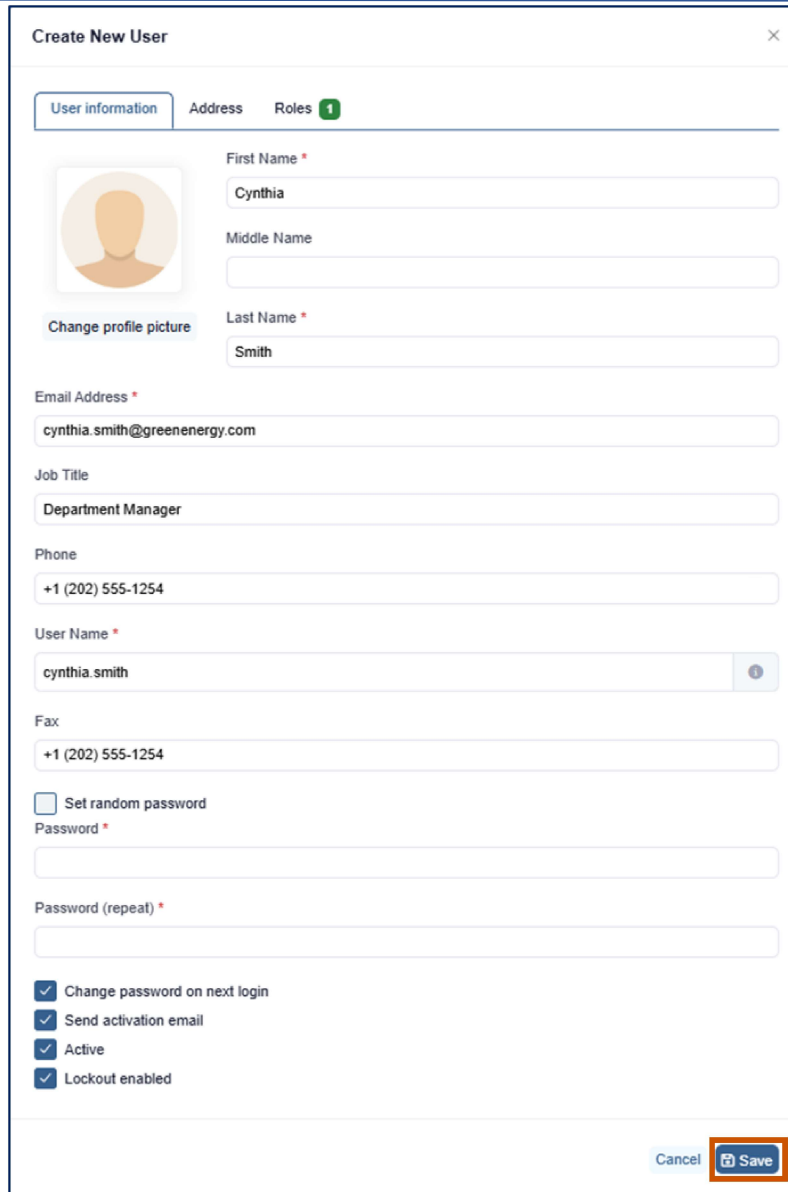
+ New

	Name ↑↓	Organization ↑↓	Job Title ↑↓	Roles	Phone Number ↑↓	Email ↑↓	Status ↑↓
<input type="checkbox"/>	Cameron Hayes	Local Community Center (Applicant Steps)	Project Manager	Primary Applicant	+1 (202) 555-1234	cameron.hayes@greenenergy.com	✓
<input type="checkbox"/>	Cynthia Smith	Local Community Center (Applicant Steps)	Department Manager	Applicant Delegate	+1 (202) 555-1254	cynthia.smith@greenenergy.com	✓
<input type="checkbox"/>	Mark Coleman	Local Community Center (Applicant Steps)	Compliance Officer	Applicant Delegate	+1 (301) 555-2234	mark.coleman@greenenergy.com	✓

Total: 3 << < 1 > >> 10 v

Figure 6: Users Tab

- c. Fill in the **required information** indicated with a red asterisk (*) and any other necessary information. Then, select **Save**.



The "Create New User" dialog box features a tabbed interface with "User information", "Address", and "Roles" (indicated by a green badge with the number 1). The "User information" tab is active, showing a profile picture placeholder with a "Change profile picture" link. The form includes fields for First Name (Cynthia), Middle Name, Last Name (Smith), Email Address (cynthia.smith@greenenergy.com), Job Title (Department Manager), Phone (+1 (202) 555-1254), User Name (cynthia.smith), and Fax (+1 (202) 555-1254). There are checkboxes for "Set random password", "Change password on next login", "Send activation email", "Active", and "Lockout enabled". The "Password" and "Password (repeat)" fields are currently empty. At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by an orange rectangle.

Figure 7: Create New User Dialog Box

8. **Optional:** Add Contacts

- a. **Note:** All Applicant User records will auto-create an associated Contact record.
- b. Select the **Contacts** tab, then select **New**.

My Applicant Profile: Local Community Center

Organization Information Address Users **Contacts** Documents

+ New

<input type="checkbox"/>	Name ↑↓	Organization ↑↓	Job Title ↑↓	Phone Number ↑↓	Email ↑↓	Status ↑↓
<input type="checkbox"/>	Cameron Hayes	Local Community Center	Project Manager	+1 (202) 555-1234	cameron.hayes@greenenergy.com	✓
<input type="checkbox"/>	Cynthia Smith	Local Community Center	Department Manager	+1 (202) 555-1254	cynthia.smith@greenenergy.com	✓
<input type="checkbox"/>	Mark Coleman	Local Community Center	Compliance Officer	+1 (301) 555-2234	mark.coleman@greenenergy.com	✓

Total: 3 << < 1 > >> 10 ▾

Save

Figure 8: Contacts Tab

- c. Fill in the **required information** indicated with a red asterisk (*) and any other necessary information. Then, select **Save**.

Create New Contact ×

Contact Details Address

First Name * Last Name *

Ellie Jordan

Job Title * Email *

Community Grants Representative ellie.jordan@greenenergy.com

Phone number * Fax

(555) 123-4567 (555) 123-4567

Cancel **Save**

Figure 9: Create New Contact Dialog Box

9. **Optional:** Add Documents

- a. Select the **Documents** tab, then select **New**.

My Applicant Profile: Local Community Center

Organization Information Address Users Contacts **Documents**

+ New

Document Name ↑↓	File Size ↑↓	Date ↑↓	
Application Report(App-24-0085).pdf	142 KB	09/17/2024	
Application Report(App-25-0128).pdf	189 KB	04/10/2025	
Application Report(App-25-0139).pdf	220 KB	07/02/2025	
FY24 Fisheries Project Project Proposal.pdf	13 KB	04/09/2025	
FY24 Fisheries Project Project Proposal2.pdf	13 KB	04/09/2025	

Total: 5 << < 1 > >> 10 ▾

Save

Figure 10: Documents Tab

- b. Select **Browse**. Browse and select the document from your local system, repeat as necessary

Add Organization Documents ×

+ Browse

Cancel **Upload**

Figure 11: Add Organization Documents Dialog Box - Browse

- c. Once the relevant document is attached, select **Upload**.

Add Organization Documents ×

+ Browse

Document Name	File Size	
Proposal for Application.pdf	13 KB	

Cancel **Upload**

Figure 12: Add Organization Documents Dialog Box - Upload

C. Begin the Application

1. Select **All Funding Announcements** from the navigation menu.
 - a. To view the Funding Announcement narrative, select the **Announcement Name**.
 - b. To begin or resume an application, select **Apply**.

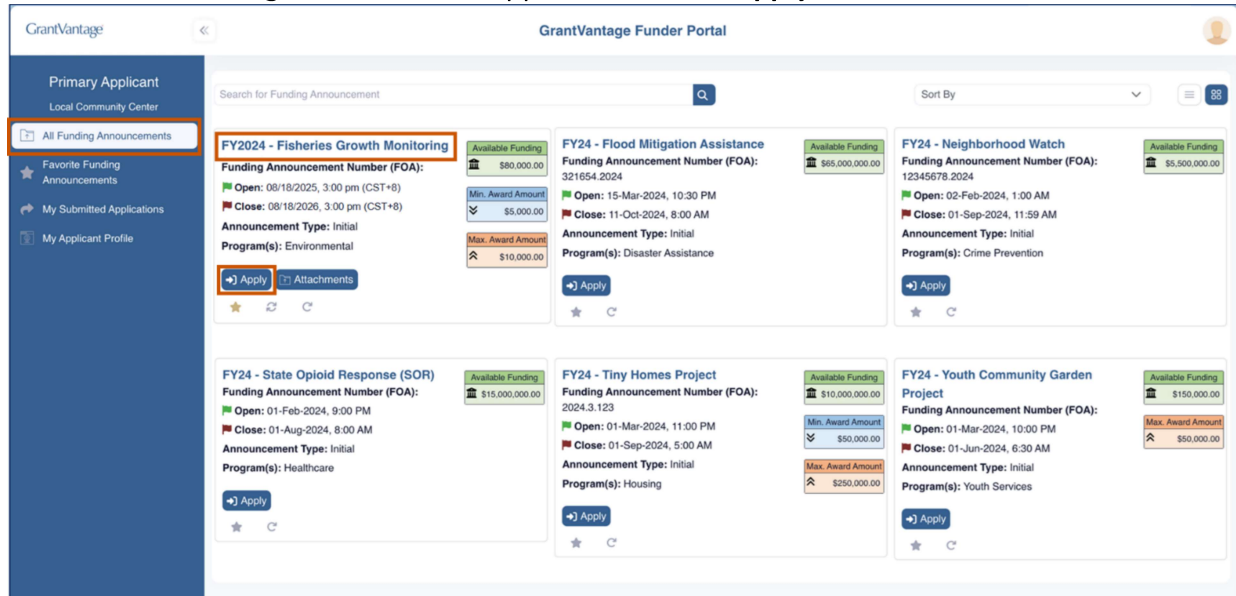


Figure 13: All Funding Announcements Gallery View

2. Select **Begin New Application** to create a new application or select *Resume* to open an existing one.

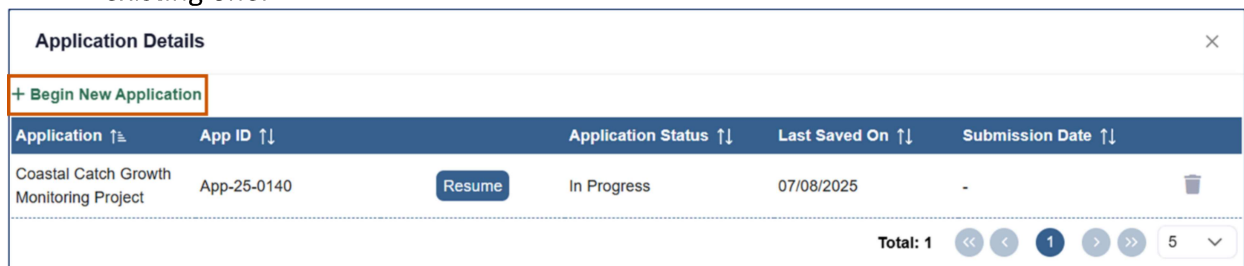


Figure 14: Application Details Dialog Box

3. Fill in the **Application Name**, then select **Save & Apply**.



Figure 15: New Application Dialog Box

4. **Complete** all available application tabs.

- a. **Note:** Application requirements are configured for each Funding Announcement. All applications will have the Summary and Questions tab. Additionally, some applications may also include the Project Plan tab and/or the Budget tab. All areas of the Application must be completed before the application can be submitted.

D. Complete the Application

In Completing the Application, always refer to the Funder Organization for more information about application requirements. Once each tab—Summary, Questions, Project Plan, or Budget—is completed, the status icon will display a green checkmark.

i. Summary

The Summary section includes the name of the application, the requested amount, and the project summary. If the application does *not* include the Budget tab, applicants will enter their requested amount on this page. Otherwise, this field will auto-populate with the Budget Direct Total.

1. Fill in the **required information** indicated with a red asterisk (*) and any other necessary information, then select **Save**.

The screenshot displays the 'FY24 Fisheries Project' application form in the 'Summary' tab. At the top, there are navigation tabs: Summary (active), Questions, Project Plan, and Budget. Below the tabs, a progress bar shows 'Questions Progress' and 'Application Attachments'. The form fields include:

- Application ***: FY24 Fisheries Project
- Requested Amount ***: \$0.00
- Project Summary ***: A text area containing a description of the project's goals and approach.
- Authorized Certifying Official**: John Stream
- Project Director/Manager**: John Stream
- Project Manager/Coordinator**: Sarah Lake
- Compliance/Fiscal Officer**: Sarah Lake

 Each role field has a search icon and a close icon. A 'Save' button is highlighted in the top right corner of the form area.

Figure 16: Summary Tab

ii. Questions

The Questions section includes all applicant questions required to submit the application. Once all Questions are answered, the Question tab icon will display a green checkmark and Question Progress will be 100%.

For more information about how to answer each Question Types during application to a funding announcement, refer to the [How to Answer each Question Types Zendesk Article](#).

1. **Answer** all Questions.
 - a. Navigate questions by selecting **Next**, **Previous**, or a specific **Question Name**.
 - b. Select **Question Instruction** to view any additional question instructions.
 - c. **Note:** Select **Save** every time you answer a question.

Figure 17: Funding Announcement Question Tab

2. **Optional:** Additional Attachments

Some questions may allow additional attachments to be added to the question answer. These attachments are optional and do not fulfill the question requirements on their own. This means that even if you upload an attachment, you must still fully answer the question.

- a. Select **Attach Document**.
 - i. **Note:** Some questions require an attachment or additional documentation to complete the response field.

Figure 18: Additional Attachments

- b. **Optional:** Document Library

- i. Select the document **checkboxboxes**, as necessary. Then, select **Save**.
 1. **Note:** The Documents dialog box displays all documents in the My Applicant Profile Document library. If the document is not available in the library, then it can be uploaded at this time.

Documents

Use checkbox to select documents, then press the Save button below.

<input type="checkbox"/>	Document Name	File Size	Date
<input checked="" type="checkbox"/>	Fisheries_Project_Summary_Report_2021.pdf	13 KB	06/28/2025
<input type="checkbox"/>	Proposal for Application.pdf	13 KB	06/28/2025

Total: 2 << < 1 > >> 10 ▾

+ Browse ⓘ File Upload Instruction

Cancel Save

Figure 19: Documents Dialog Box – Select Checkbox

- c. **Optional:** Upload New Document
 - i. Select **Browse** to search for the document.

Documents

Use checkbox to select documents, then press the Save button below.

<input type="checkbox"/>	Document Name	File Size	Date
No data			

Total: 0 << < > >> 10 ▾

+ Browse ⓘ File Upload Instruction

Cancel Save

Figure 20: Documents Dialog Box - Browse

- ii. Select the **Document** from your local files.

- iii. If the document is Confidential, then select the **Confidential** checkbox.
This option may not be available to all applicants.
- iv. Select **Upload**.

Documents [X]

Use checkbox to select documents, then press the Save button below.

Document Name	File Size	Date
No data		

Total: 0 [Previous] [Next] [10] [Dropdown]

+ Browse **i File Upload Instruction**

Temporary Documents

Document	File Size	Confidential
Fisheries_Project_Summary_Report_2021.pdf	8 KB	<input checked="" type="checkbox"/>

Upload

Cancel Save

Figure 21: Documents Dialog Box - Upload

- v. Once the document is in the library, select the **document** checkbox.
Then, select **Save**.

Documents

Use checkbox to select documents, then press the Save button below.

<input checked="" type="checkbox"/>	Document Name	File Size	Date
<input checked="" type="checkbox"/>	Fisheries_Project_Summary_Report_2021.pdf	8 KB	06/28/2025

Total: 1 << < 1 > >> 10 ▾

+ Browse

File Upload Instruction

Cancel

Save

Figure 22: Documents Dialog Box

d. Once you've completed the question, **select Save**.

Applicant Information, Subsection: Applicant Details

9. Prior Experience

Save Question Instruction

Please describe your organization's prior experience related to fisheries monitoring or resource management. Provide a brief summary of relevant projects or initiatives your organization has led or participated in. Focus on experience that demonstrates your capacity to implement the proposed project.

B *I* U Arial 12 pt **A** **tt** **Tr** Paragraph

Our organization has over five years of experience in community-based fisheries monitoring and coastal resource management. In 2021, we led a pilot initiative to track growth trends in three local fish species across two coastal barangays. This involved training 25 local fishers on size-based data collection and working closely with local government units to integrate findings into seasonal harvesting plans.

763 / 10000

Attach Document

Attachment Name ↑↓	File Size ↑↓
Fisheries_Project_Summary_Report_2021.pdf	13 KB

Figure 23: Additional Attachments

iii. Project Plan

The Project Plan may or may not be configured based on the Funding Announcement. If the Project Plan is configured, it is a required component of the application. Once the Project Plan is complete, the Project Plan tab icon will display a green checkmark.

For more information about how to complete the Project Plan during application to a funding announcement, refer to the [How to Complete the Project Plan Zendesk Article](#).

1. Select the **Project Plan** tab.
2. Select **Project Plan Instructions**.

The screenshot shows the 'FY24 Fisheries Project' application interface. At the top, there are tabs for 'Summary', 'Questions', 'Project Plan', and 'Budget'. The 'Project Plan' tab is selected and highlighted with an orange box. Below the tabs, there is a progress bar for 'Questions Progress' at 100%. To the right, there are buttons for 'Submit', 'Save', 'Save & Close', and 'Application Report'. Below the progress bar, there is a 'Finalize Project Plan' button and a 'Project Plan Instructions' button, which is highlighted with an orange box. Below these buttons, there is a table with columns for 'Goal Name', 'Goal Description', 'Start Date', and 'End Date'. The table is currently empty, with the text 'No Data Found!' displayed below it.

Figure 24: Project Plan Instructions

3. **Optional:** Add Goals, Objectives, Performance Measures, and Activities
 - a. **Note:** Applicants may or may not be allowed to add new Goals, Objectives, Performance Measures, or Activities.
 - b. Select **Add Goal** to add a new Goal.
 - i. **Note:** Goals may or may not be configured based on the Funding Announcement.
 - c. Select **Add Objective** to add a new Objective.
 - d. Select **Add Measure** to add a new Measure.
 - e. Select **Add Activity** to add a new Activity.

☐ Finalize Project Plan [Project Plan Instructions](#)

Goal Name	Goal Description	Start Date	End Date
Enhance the sustainability and productivity of fisheries resources in the region	The goal of the Fisheries Growth Monitoring program is to improve the long-term sustainability and productivity of fisheries resources in the region by assessing the status of fish stocks, implementing sustainable fishing practices, promoting conservation and habitat restoration initiatives, enhancing scientific research and data collection capabilities, and strengthening collaboration and partnerships with stakeholders. Through these efforts, the program aims to contribute to the preservation of marine ecosystems, the protection of vulnerable fish species, and the support of livelihoods dependent on fisheries resources.	02/01/2025	11/01/2025

Objective (1)

Obj. #	Ref. ID	Objective Name	Objective Description	Manager	Start Date	End Date
1	1	Assess the status of fish stocks and fisheries resources	Conduct comprehensive surveys and data collection efforts to assess fish population sizes, distribution patterns, and health indicators.		02/01/2025	11/01/2025

Performance Measure (1)

Ref. ID	Measure Description	Manager	Type	Planned	Actual	Start Date	End Date
1	Number of fish species surveyed, changes in fish population sizes over time, distribution maps created.		Number	100		02/01/2025	11/01/2025

Activity (1)

Ref. ID	Activity Description	Manager	Start Date	Due Date
1	Deploy fishing vessels equipped with scientific gear, conduct underwater surveys using remote sensing technology, analyze catch data and biological samples collected.		02/01/2025	11/01/2025

Figure 25: Add Goals, Objectives, Performance Measures, and Activities

4. **Optional:** Edit Goals, Objectives, Performance Measures, and Activities
- Note:** Applicants may or may not be allowed to edit Goals, Objectives, Performance Measures, or Activities. This may result in locked fields within the dialog boxes.
 - Select the **Edit** button to modify Goals, Objectives, Performance Measures, and Activities. Once your changes are made, select **Save**.

☐ Finalize Project Plan [Project Plan Instructions](#)

Goal Name	Goal Description	Start Date	End Date
Enhance the sustainability and productivity of fisheries resources in the region	The goal of the Fisheries Growth Monitoring program is to improve the long-term sustainability and productivity of fisheries resources in the region by assessing the status of fish stocks, implementing sustainable fishing practices, promoting conservation and habitat restoration initiatives, enhancing scientific research and data collection capabilities, and strengthening collaboration and partnerships with stakeholders. Through these efforts, the program aims to contribute to the preservation of marine ecosystems, the protection of vulnerable fish species, and the support of livelihoods dependent on fisheries resources.	02/01/2025	11/01/2025

Objective (1)

Obj. #	Ref. ID	Objective Name	Objective Description	Manager	Start Date	End Date
1	1	Assess the status of fish stocks and fisheries resources	Conduct comprehensive surveys and data collection efforts to assess fish population sizes, distribution patterns, and health indicators.		02/01/2025	11/01/2025

Performance Measure (1)

Ref. ID	Measure Description	Manager	Type	Planned	Actual	Start Date	End Date
1	Number of fish species surveyed, changes in fish population sizes over time, distribution maps created.		Number	100		02/01/2025	11/01/2025

Activity (1)

Ref. ID	Activity Description	Manager	Start Date	Due Date
1	Deploy fishing vessels equipped with scientific gear, conduct underwater surveys using remote sensing technology, analyze catch data and biological samples collected.		02/01/2025	11/01/2025

Figure 26: Edit Goals, Objectives, Performance Measures, and Activities

5. Select **Finalize Project Plan**.

- a. **Note:** This will save and lock the Project Plan. Once Finalize has been selected, the Project Plan tab icon will display a green checkmark.

The screenshot shows the 'FY24 Fisheries Project' application interface. At the top, there are tabs for Summary (green checkmark), Questions (green checkmark), Project Plan (red X), and Budget (red X). Below the tabs, there is a progress bar for 'Questions Progress' at 100%. To the right, it says 'Application Attachments 5' and 'Total Requested Amount: \$0.00'. A red box highlights the 'Finalize Project Plan' button. Other buttons include 'Submit', 'Save', 'Save & Close', 'Application Report', 'Previous', 'Next', 'Add Goal', and 'Project Plan Instructions'.

Figure 27: Finalize Project Plan

6. **Optional:** Unlock the Project Plan for editing

- a. Select **Return to Draft**. Once all changes are made, select **Finalize Project Plan**.

The screenshot shows the 'FY24 Fisheries Project' application interface. At the top, there are tabs for Summary (green checkmark), Questions (green checkmark), Project Plan (green checkmark), and Budget (red X). Below the tabs, there is a progress bar for 'Questions Progress' at 100%. To the right, it says 'Application Attachments 5' and 'Total Requested Amount: \$0.00'. A green box highlights the 'Return to Draft' button. Other buttons include 'Submit', 'Save', 'Save & Close', 'Application Report', 'Previous', 'Next', 'Add Goal', and 'Project Plan Instructions'.

Figure 28: Return to Draft

iv. Budget

The Budget may or may not be configured based on the Funding Announcement. If the Budget is configured, it is a required component of the application. Once the Budget is complete, the Budget tab icon will display a green checkmark. Budgets may require applicants to complete Budget Calculations or Budget Narratives.

For more information about how to complete a Budget during application to a funding announcement, refer to the [How to Complete the Budget Zendesk Article](#).

1. Select the **Budget** tab.
2. Select **Budget Instructions**.

FY24 Fisheries Project

Summary Questions Project Plan **Budget** Help

Previous Questions Progress 100% Application Attachments 1 Total Requested Amount: \$0.00 Next

Finalize Budget Save Budget Instructions

Year 1

Budget Category	Direct	Cash Match	In-Kind Match	Total	Leveraged
Add New Budget Category					
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 29: Budget Instructions

3. Fill in the **Direct**, **Cash Match**, **In-Kind**, and **Leveraged** columns as needed.
 - a. **Enter** the budget values, then select **Save**.
 - i. **Note:** Some Budget Categories may require the completion of the Budget Calculation form and disallow entering a value on the budget.

Finalize Budget Save Budget Instructions

Year 1

Budget Category	Direct	Cash Match	In-Kind Match	Total	Leveraged
Personnel	\$30,000.00	\$20,000.00	\$5,000.00	\$55,000.00	\$3,000.00
Equipment & Supplies	\$20,000.00	\$20,000.00	\$5,000.00	\$45,000.00	\$3,000.00
Training & Development	\$20,000.00	\$20,000.00	\$5,000.00	\$45,000.00	\$3,000.00
Operations & Logistics	\$15,000.00	\$20,000.00	\$5,000.00	\$40,000.00	\$3,000.00
Administrative Costs	\$15,000.00	\$10,000.00	\$5,000.00	\$30,000.00	\$3,000.00
Total	\$100,000.00	\$90,000.00	\$25,000.00	\$215,000.00	\$15,000.00

Figure 30: Budget – Allowed Entries

- b. Select the **Calculator** button next to the budget category name. **Complete** the Budget Calculation form, then select **Save** on the dialog box.
 - i. **Note:** If a Budget Narrative is required, the field will be visible on the Budget Calculation form.

Finalize Budget Save Budget Instructions

Year 1

Budget Category	Direct	Cash Match	In-Kind Match	Total	Leveraged
▼ Personnel	\$500.00	\$1,000.00	\$500.00	\$2,000.00	\$0.00
Project Director					
Project Coordinator					
Field Monitors (Community-Based)					
Field Monitors (Temporary Staff)					
Personnel - other	\$500.00	\$1,000.00	\$500.00	\$2,000.00	
Equipment & Supplies					
Training & Development					
Operations & Logistics					
Administrative Costs					
Total	\$500.00	\$1,000.00	\$500.00	\$2,000.00	\$0.00

Figure 31: Budget – Disallowed Entries

c. **Complete** the Budget Calculation form, then select **Save** on the dialog box.

Budget Justification

Budget Category *
Personnel

Name: Jaden, Position: Santos, Salary: \$25.00, Rate: Hourly

Time Worked ⓘ: 160, Percentage of Time: 50%, Total Cost: \$2,000.00, Cash Match: \$1,000.00

In-Kind Match: \$500.00, Total Requested Amount (Direct): \$500.00

Budget Narrative *
The Project Coordinator will manage day-to-day project activities, including field team coordination, training logistics, and data submission tracking. Budgeted at 50% of full-time effort, this role ensures that monthly monitoring activities are completed on schedule, data is reviewed for accuracy, and community participants receive regular support. The coordinator will also facilitate stakeholder meetings and maintain communication between the project team and local partners.

Cancel Delete Entry Save

Figure 32: Budget Calculation Form

4. Optional: Parent & Sub-Categories

- Note:** Applicants may or may not be allowed to create, edit, and delete Parent Category & Sub-Categories.
- Add Parent & Sub-Categories**
 - Hover over the **Budget Category**, then select the **Plus** button.
 - Select **New Parent Category** to add a new parent budget category. Select **New Sub-Category** to add a new sub-category to a parent budget category.

Finalize Budget Save Budget Instructions

Year 1

Budget Category	Direct	Cash Match	In-Kind Match	Total	Leveraged
Personnel					
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New Parent Category
New Sub-Category

Figure 33: Parent Category and Sub-Categories

- Fill in the **Parent Budget Category Name**.
- Select **Save** next to the Budget Category name.

Finalize Budget Save Budget Instructions

Year 1

Budget Category	Direct	Cash Match	In-Kind Match	Total	Leveraged
Personnel					
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Cancel Save Save & Close

Figure 34: New Parent Category

- v. Fill in the **Sub-Budget Category Name**.
- vi. Select **Save** next to the **Budget Category** name.

Budget Category	Direct	Cash Match	In-Kind Match	Total	Leveraged
Personnel					
Salaries					
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 35: New Sub-Category

5. Optional: Budget Narrative

- a. **Note:** The Budget Narrative is configured based on the Funding Announcement. Narratives are entered into as a single budget narrative or by Budget Category.
- b. Single Budget Narrative: Enter the Narrative in the **Budget Narrative** textbox. Then, select **Save**.

Budget Category	Direct	Cash Match	In-Kind Match	Total	Leveraged
Personnel	\$30,000.00	\$20,000.00	\$5,000.00	\$55,000.00	\$3,000.00
Equipment & Supplies	\$20,000.00	\$20,000.00	\$5,000.00	\$45,000.00	\$3,000.00
Training & Development	\$20,000.00	\$20,000.00	\$5,000.00	\$45,000.00	\$3,000.00
Operations & Logistics	\$15,000.00	\$20,000.00	\$5,000.00	\$40,000.00	\$3,000.00
Administrative Costs	\$15,000.00	\$10,000.00	\$5,000.00	\$30,000.00	\$3,000.00
Total	\$100,000.00	\$90,000.00	\$25,000.00	\$215,000.00	\$15,000.00

Budget Justification

Budget Narrative

The budget narrative includes funds for construction to support building and infrastructure development, travel expenses for essential consultants, and the purchase of necessary tools and machinery. Additionally, it allocates a pro-rated portion of shared equipment costs and covers fringe benefits such as health insurance and retirement contributions for employees.

Figure 36: Budget Narrative

6. Select **Finalize Budget**.

- a. **Note:** This will save and lock the Budget. Once Finalize has been selected the Budget tab status will display a green checkmark.

FY24 Fisheries Project Submit Save Save & Close Application Report

Summary ✓ Questions ✓ Project Plan ✓ **Budget** ✗ Help

Previous Questions Progress 100% Application Attachments 1 **Total Requested Amount: \$100,000.00** Next

Finalize Budget Save Budget Instructions

Year 1

Budget Category	Direct	Total
-----------------	--------	-------

Figure 37: Finalize Budget

7. **Optional:** Unlock the Budget for editing
- a. Select **Return to Draft**. Once all changes are made, select **Finalize Budget**.

FY24 Fisheries Project Submit Save Save & Close Application Report

Summary ✓ Questions ✓ Project Plan ✓ **Budget** ✓ Help

Previous Questions Progress 100% Application Attachments 1 **Total Requested Amount: \$100,000.00** Next

Return to Draft Budget Instructions

Year 1

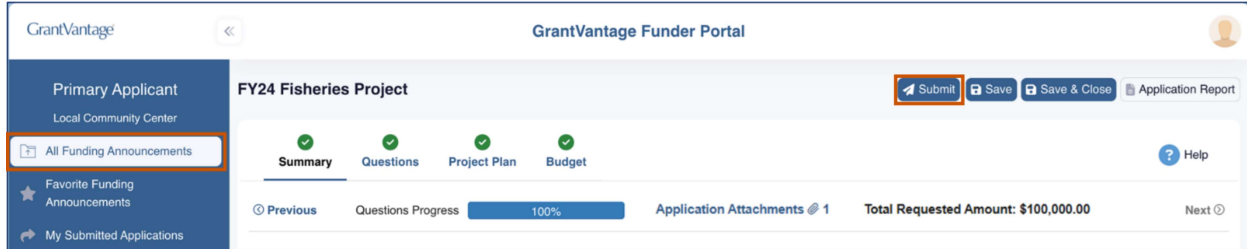
Budget Category	Direct	Total
-----------------	--------	-------

Figure 38: Return Budget to Draft

E. Submit the Application

Applications can only be submitted once all tabs are complete and have a green checkmark.

1. Select **Submit**.



GrantVantage Funder Portal

Primary Applicant: Local Community Center

FY24 Fisheries Project

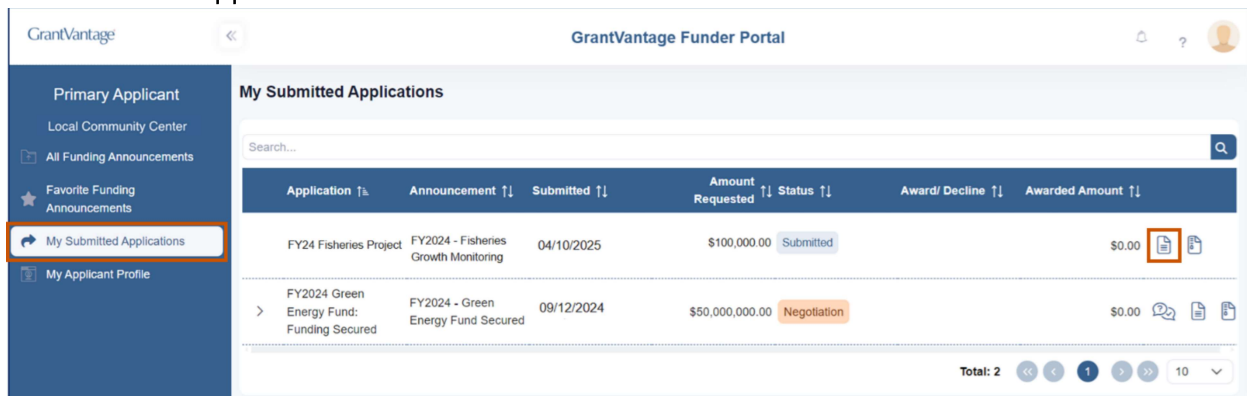
Submit Save Save & Close Application Report

Summary Questions Project Plan Budget

Previous Questions Progress 100% Application Attachments 1 Total Requested Amount: \$100,000.00 Next

Figure 39: Submit Application

- Note:** Once an application has been submitted it will be available in My Submitted Applications. Select the **Application Report** button to view the PDF application.



GrantVantage Funder Portal

Primary Applicant: Local Community Center

My Submitted Applications

Search...

Application ↑↓	Announcement ↑↓	Submitted ↑↓	Amount Requested ↑↓	Status ↑↓	Award/ Decline ↑↓	Awarded Amount ↑↓
FY24 Fisheries Project	FY2024 - Fisheries Growth Monitoring	04/10/2025	\$100,000.00	Submitted		\$0.00
> FY2024 Green Energy Fund: Funding Secured	FY2024 - Green Energy Fund Secured	09/12/2024	\$50,000,000.00	Negotiation		\$0.00

Total: 2

Figure 40: Application Report