WebGrants Handbook (External Staff)
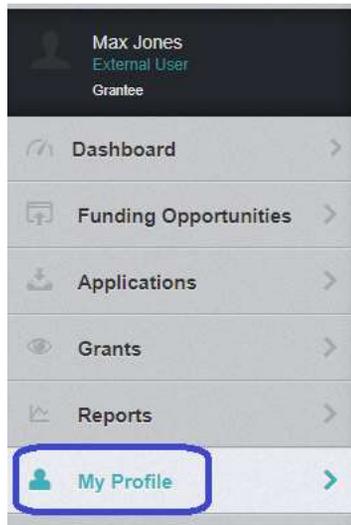**4.3 Externals - Locating a Grant**

For a User to access Grants, a few items must be in place in advance.

1. The User must be associated with the Grantee Organization's profile in WebGrants. To confirm this, from the Navigation Panel, click "My Profile."
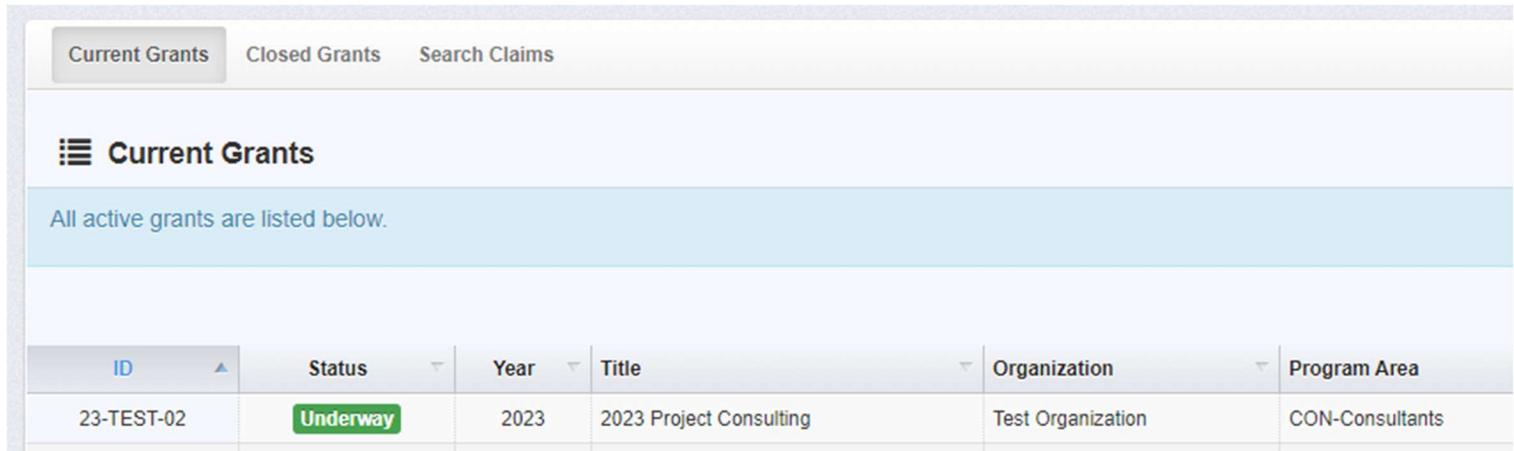

2. Scroll to the bottom of the User's profile page and view the Associated Organizations. All Grantee Organizations that the User is associated with will appear here. If the User is not associated with the appropriate Grantee Organization, please contact the Community Investment Coordinator (CIC) assigned to the Grant needing to be accessed.

Name	Type	Title at Org
Test Organization	Private, Not-for-Profit Corporation	Project Specialist

    a.   The User must also be listed as a Grantee Contact on the Grant page needing to be accessed.

        i.   From the Navigation Panel, click "Grants."

        ii.   All current Grants assigned to the Grantee Organization in which the User is listed as a Grantee Contact will appear listed here.

        iii.   The User may also click "Closed Grants" to view a list of Grants assigned to the Grantee Organization in which the User is listed a Grantee Contact that have a status of "Closed".

        iv.   If a Grant does not appear in either section but the User needs access, please contact the CIC assigned to the Grant needing to be accessed.

3.   From the Current Grants section, click on the Grant to view.

    a.   The Grant landing page contains an upper section in yellow and a lower section in grey.

    b.   The upper section contains core Grant information such as the Status, Program Area, Grantee Organization, internal and external contact names, and the awarded amount.

        i.   The lower section contains the Grant Components.

4.   **General Information**– this section contains Grant information such as project dates, additional contacts, the CIC assigned, and a list of counties served by this Grant.

4.3 Locating a Grant

Grant Components

The grant forms appear below.

Component
General Information
Status Reports
Funding Opportunity

General Information

Grant Id:	23-TEST-02
Title:	2023 Project Consulting
Status:	Underway
Year:	2023
Program Area:	Consultants
Organization:	Test Organization
Grantee Contact:	Max Jones
Additional Grantee Contacts:	
Program Officer:	Olivia Benson
Additional Internal Contacts:	Emily Arent, Taylor Swift
Contract Dates:	Contract Sent Contract Received Contract Legal Contract Executed
Project Dates:	01/01/2023 12/31/2023 Start Date End Date
Restricted Claim Users:	
Comments:	
Vendor ID:	
Community Investment Coordinator assigned:	Taylor Swift
Counties Served by this Grant:	

5. **Status Reports –** this section is where Grantee Organizations will upload Status Reports in accordance with the reporting deadlines outlined in the signed agreement. This section contains a default Status Report ID, the Reporting Period, as well as Status. Reports may be in one of the following Statuses:

   a. Editing – this status means the Report has been generated by the CIC and is ready for the Grantee Organization to upload and submit.

   b. Submitted – this status means the Report has been submitted by the Grantee Organization successful. The Submitted date will appear in the right column.

   c. Correcting – this status means that the Report has been "Negotiated" by Nebraska Children & Families Foundation staff. This means that the Report has been returned to the Grantee Organization for corrections or additional information. The Report is in an unlocked state and will need to be resubmitted by the Grantee Organization. Please refer to *4.4 – Uploading, Submitting, and Negotiating Status Reports* for information on the Negotiations process and how to resubmit Status Reports in this status.

   d. Approved – this status means that the Report has been approved by necessary Nebraska Children & Families Foundation staff. Not all Status reports require "approval" by Nebraska Children staff. Status Reports that do not require approvals by Nebraska Children staff will remain in the "Submitted" state.

   e. For instructions on how to upload Status Reports, please refer to *4.4 – Uploading, Submitting, and Negotiating Status Reports* for instructions.

Grant List	Genera	Status

⊞ Status Reports

All status reports created for this grant appear below.

ID ▲	Type ▽	Status ▽	Title ▽	Reporting Period
23-TEST-02 - 001	Expenditure Report	Submitted		01/01/2023 - 01/31/2023
23-TEST-02 - 002	Expenditure Report	Editing		02/01/2023 - 02/28/2023
23-TEST-02 - 003	Expenditure Report	Editing		03/01/2023 - 03/31/2023
23-TEST-02 - 004	Expenditure Report	Editing		04/01/2023 - 04/30/2023

6. Funding Opportunity – this Component will route the User to the Funding Opportunity associated with the Grant. Depending on the Program Area the Grant is associated with, the Grantee Organization may or may not have used the Applications process to initiate an agreement with NCFF. If the Application process was used, the Funding Opportunity and Application detail will be accessible through this component.