

4.5 Completing Applications

WebGrants Handbook (External Staff)

4.5 Completing Applications

Applications are the mechanism through which Nebraska Children & Families Foundation (NCFE) begins the contracting process with a Grantee Organization. Applications are submitted through a specific Funding Opportunity (FO) that has been created for a specific program or scope of work.

Starting an Application

Grantee Organizations will be notified by NCFE Program Leads when the application is available to start.

1. To begin an application, log on to WebGrants, and select “Funding Opportunity” from the Navigation Panel. Any FO’s for which the Grantee Organization is eligible will be listed here.

| ID | Status | Agency | Program Area | Title |
|-------|--------|--------------------------------|-------------------|--------------------------|
| 25036 | Posted | Nebraska Children and Families | Test Program Area | Test Funding Opportunity |

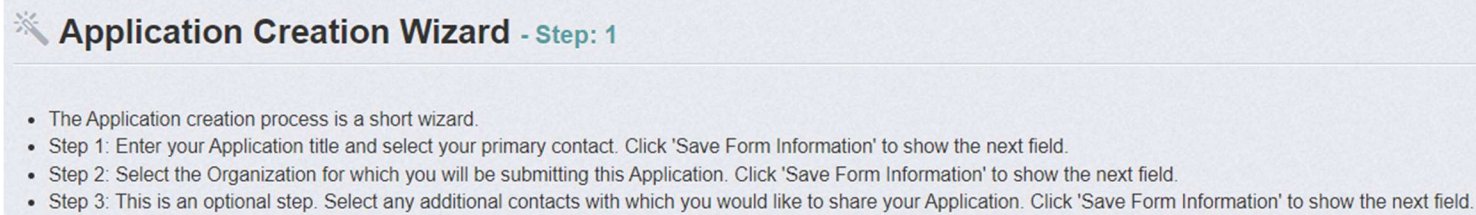
Showing 1 to 1 of 1 entries

- a. Click on the FO for which an application is to be created.
- b. The Funding Opportunity Details will appear here. This will include the name of the NCFE Program Officer, contact information, and project dates (which may or may not align with contracting dates).
 - i. Description: This section describes the FO, and may include a full scope of services for the project/contract. Other important project information may be displayed here.
 - ii. Attachments: This section will contain relevant attachments for the FO Application. This may include a blank W-9, a Direct Deposit form, Budget Template, or other program or contract specific forms needed.
 - iii. Website Links: This section will contain website links that may be relevant for the FO or Application.
- c. Ensure the correct FO has been selected, and click “Start A New Application.”



4.5 Completing Applications

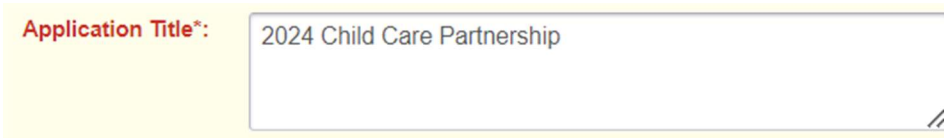
- d. Please read the instructions at the top of the screen in grey.



Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

- e. **Application Title:** Enter the Application Title. This title should be identifiable to the Grantee Organization and will be viewable by the applicant and NCFE staff.




Application Title*:

- f. Once entered, click “Save Form Information.”



- g. **Organization:** Select the “Organization” applying for the FO. Some WebGrants users may be associated with more than one

Grantee Organization. Please ensure the correct applicant is selected.

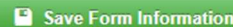


Organization*:

Then click “Save Form Information.”

- h. **Additional Contacts:** If other users associated with the Grantee Organization should be added to the Grant or Application in WebGrants, please add their names to the “Additional Contacts” field. Users added here will receive notification emails about the Application and eventual Grant.
- i. If others need access to WebGrants, please add them to their name, title, and email address to the corresponding box.
- j. **Requested Funding Amount:** If the contract amount is already known, please enter it here.
- k. **Fiscal Sponsor:** If the Grantee Organization is acting as a fiscal sponsor on behalf of another organization, please indicate so here. If applicable, please add the name of the organization on whose behalf the Grantee Organization is serving as fiscal sponsor.

- l. Click “Save Form Information.”



4.5 Completing Applications



Completing the Application Components

1. Under “Application Details”, complete all remaining components of the Application. Click in to each Component, complete the information, click “Save Form,” and then click “Mark As Complete”. All components must be completed. A component is completed when a green check mark appears in the “Complete” column.



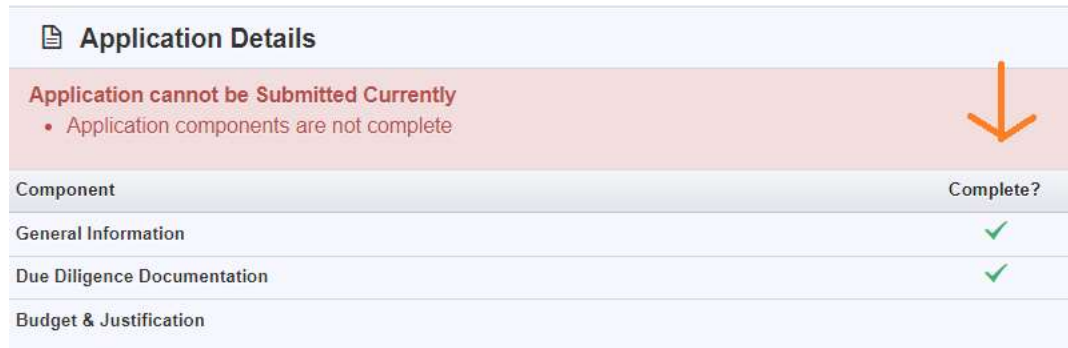
The screenshot shows the 'Application Details' section. At the top, there is a red banner with the text 'Application cannot be Submitted Currently' and a bullet point: 'Application components are not complete'. To the right of this banner is a large orange downward-pointing arrow. Below the banner is a table with two columns: 'Component' and 'Complete?'. The table has four rows: 'General Information' with a green checkmark, 'Due Diligence Documentation', and 'Budget & Justification'. The 'Component' column is highlighted in light blue.

| Component | Complete? |
|-----------------------------|-----------|
| General Information | ✓ |
| Due Diligence Documentation | |
| Budget & Justification | |

- a. **Due Diligence:** NCFE requires the collection of certain due diligence documentation from entities with which it intends to enter into any legal agreements. This documentation includes, but is not limited to, W-9 forms, IRS Determination Letters, Sign Bylaws, Operating Agreements, and Partnership Agreements. Users should check the Grantee Organization profile page to determine if these (or updated versions of these) documents are needed. Please upload these documents to the designated locations, if needed.
 - b. **Authorized Signatory:** Please identify the person(s) authorized into legally binding agreements on behalf of the Grantee Organization.
 - c. **Direct Deposit:** NCFE offers direct deposit to all Grantee Organizations. If the Grantee Organization would like to receive payments via direct deposit, please upload the NCFE ACH form and a copy of a voided check. If NCFE already has this information or if the Grantee Organization would prefer to not receive payments via direct deposit, please leave these spaces blank.
- d. Click “Save Form”. 
 - e. Click “Mark As Complete.” 



4.5 Completing Applications

- f. A Green check mark will appear next to the components that are complete.



The screenshot shows the 'Application Details' page. At the top, there is a red banner with the text 'Application cannot be Submitted Currently' and a bullet point 'Application components are not complete'. To the right of this banner is a large orange downward-pointing arrow. Below the banner is a table with two columns: 'Component' and 'Complete?'. The table lists three components: 'General Information', 'Due Diligence Documentation', and 'Budget & Justification'. The first two components have green checkmarks in the 'Complete?' column, while the third component, 'Budget & Justification', is currently empty.

| Component | Complete? |
|-----------------------------|-----------|
| General Information | ✓ |
| Due Diligence Documentation | ✓ |
| Budget & Justification | |

2. Click on “Budget & Justification.”
 - a. **Budget Justification Form:** Click “Select File” to upload a copy of the Budget & Justification form. Depending on the FO, this form may be available on the FO page under “Attachments”, or the form may be provided to Grantee Organizations by the Program Manager or Community Investment Coordinator.
 - b. **Notes:** Please add any relevant notes here. Please do not add any information that may change the amounts in the uploaded budget form.
 - c. Click “Save Form”. 
 - d. Click “Mark As Complete.” 
3. The Application may have other required components. Please click into each component, complete the necessary steps, click “Save Form”, and “Mark as Complete” for each one.

Submitting the Application for Review

1. Once all components have a Green check mark to denote them as completed, the Application is ready to be submitted.

4.5 Completing Applications

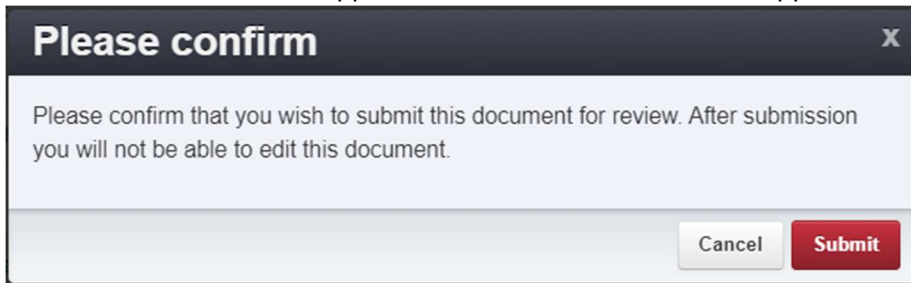
- The Application can be previewed by clicking “Preview Application.” Once ready to submit, click “Submit Application.”



The screenshot shows the 'Application Details' page. At the top right, there are two buttons: 'Preview Application' (blue) and 'Submit Application' (green with a checkmark). Below the buttons is a green banner with the text: 'Application is in compliance and is ready for Submission!'. Underneath is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

| Component | Complete? | Last Edited |
|-----------------------------|-----------|-------------------------------------|
| General Information | ✓ | Jun 10, 2024 2:28 PM - Taylor Swift |
| Due Diligence Documentation | ✓ | Jun 10, 2024 2:42 PM - Taylor Swift |
| Budget & Justification | ✓ | Jun 10, 2024 2:48 PM - Taylor Swift |

- A confirmation screen will appear. Click “Submit” to submit the application to NCFE staff.



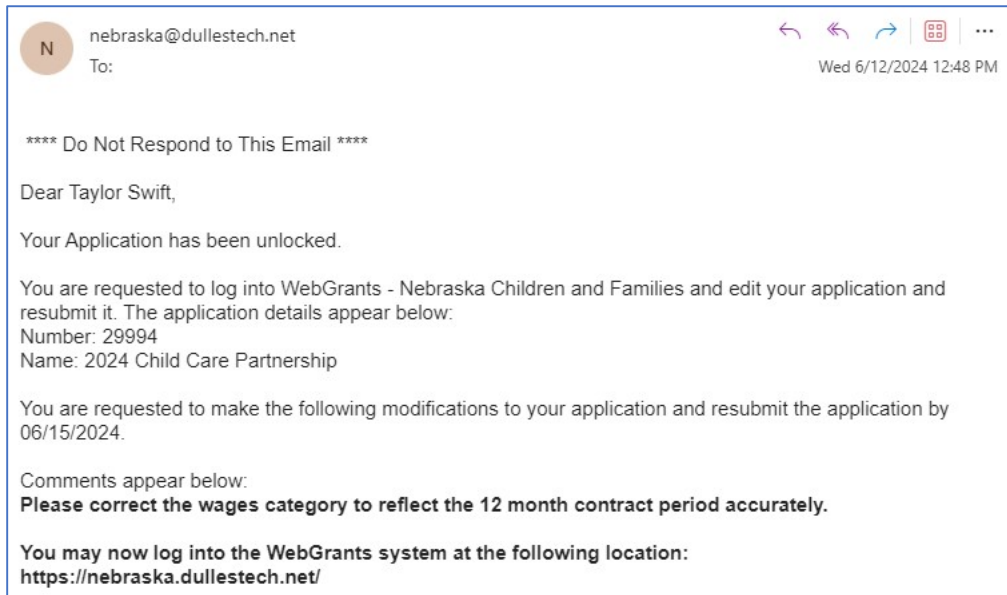
The screenshot shows a 'Please confirm' dialog box. The title bar says 'Please confirm' with a close button (X). The main text reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom, there are two buttons: 'Cancel' (grey) and 'Submit' (red).

Negotiating an Application

If upon receiving and reviewing the Application, it is determined that the Application needs corrections or revision, the Application will be “Negotiated” back to the Grantee Organization.

- When an Application is Negotiated back to the Grantee Organization, all Grantee Organization contacts named in the Application will receive an email notification. The email will contain a short message in bold type indicating the correction needed.



4.5 Completing Applications



2. To open the Application, log on to WebGrants. From the left side Navigation Panel, click on “Dashboard”, then “Work Assignment.” The Application can be found in the “Recent Negotiations” section. Click on the Application to be corrected.


The screenshot shows the 'Recent Negotiations' section with a refresh icon and the text 'Recent Negotiations - Due Within 30 Days'. Below this is a description: 'This section displays the documents that you negotiated in the last 30 days.' A table follows with columns: Due Date, Document Type, Sub Type/Round, ID, Status, and Title. One row is visible with the following data:

| Due Date | Document Type | Sub Type/Round | ID | Status | Title |
|------------|---------------|-------------------|-------|------------|-----------------------------|
| 06/15/2024 | Application | Final Application | 29994 | Correcting | 2024 Child Care Partnership |

- a. Click “Edit Application.” 
- b. Only the Application Component(s) needing correction will be viewable. Click on the Component(s) needing correction and then click “Edit Form.” Make the necessary adjustments, then click “Save Form.” 

4.5 Completing Applications

WebGrants Handbook: Internal Staff
Developed: May 2024
Revised: NA

- c. Click “Mark As Complete.” 
- d. A green check mark will appear next to the completed Component(s). Repeat these steps for each Component needing correction.
- e. Click “Submit Application” to resubmit the Application to NCFE. Failure to click “Submit Application” will result in NCFE staff not being notified that the corrections have been made. 