

Grants Gateway Overview

Websites

- Grants Reform
 - General information
 - Training, Videos, Manuals, and documents
 - Training Calendar
 - http://grantsreform.ny.gov
- Grants Gateway
 - Grant Opportunity Portal
 - Apply for Grants
 - Manage Contracts
 - https://grantsgateway.ny.gov





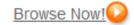
Grant Opportunity Portal

- GrantsGateway.ny.gov
- Click on the Grant
 Opportunity Portal link
- Click the Browse or Search links



BROWSE

Looking for a listing of funding opportunities? Use the Browse feature to get started.



SEARCH

Looking for information about a specific funding opportunity? Use the Search feature to narrow your focus.





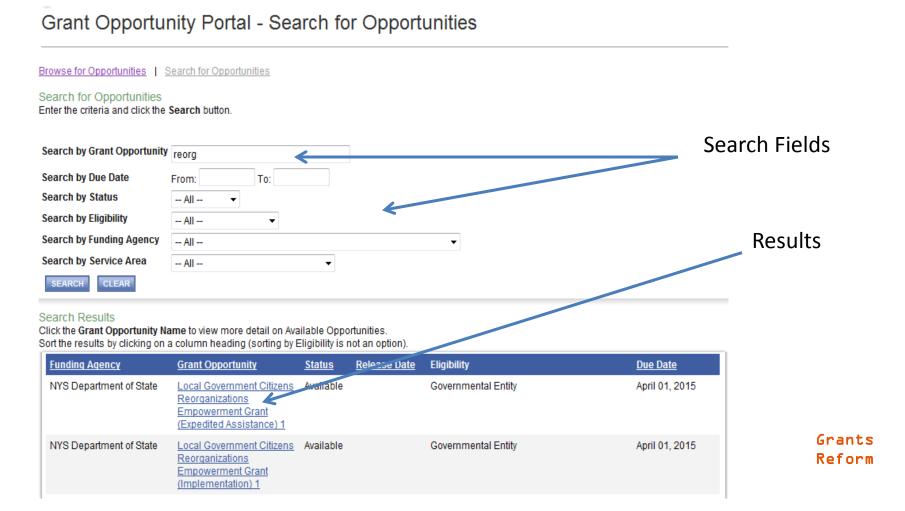
Grants Gateway Phases

- Publish Grant Opportunities to the Portal ACTIVE
- Applicants complete and submit Grant Applications ACTIVE
- State Agencies review applications ACTIVE
- State Agencies make awards ACTIVE
- Contract Development between awardee and state ACTIVE
- Reporting, Multi-year contracts, Modifications ACTIVE
- SFS integration, more reporting, claims and payments FUTURE



Portal: Search for an Opportunity

Only used to view and download RFP; can't apply



Requirements

- Registration
 - All organizations must be registered
 - Not for Profits
 - Governmental Entities
- Prequalification
 - Only required for Non-profit organizations
 - Involves uploading documents, filling out forms



Roles

- System is Role Based
- Only specific roles can perform specific tasks
- Grantee Delegated Administrator (Required)
 - First role created upon registration
 - Can add and manage other users
- Grantee (Optional)
 - Can start and edit an application, but can't submit it
- Grantee Contract Signatory (Required)
 - Can start, edit, and submit an application
- The same person can have multiple user accounts, with each account being assigned a different role
- Can use same email address



Grantee Contract Signatory Roles

- May need more than one person in this role
- This person submits the application (signs off on it)
- If a contract is awarded, this person also signs the contract electronically
- All signatures are done in the Grants Gateway by clicking a button



First Steps

- 1. Organization is Registered
- 2. Delegated Administrator(s) create users for "Grantee" and "Grantee Contract Signatory" roles
- 3. Grantee or Signatory logs in and clicks on "View Opportunities"
- 4. Locate the opportunity and start the application

View Available Opportunities

You have Opportunities available.

Select the **View Opportunities** button below to see what is available to your organization.





Starting an Application

- Grantee or Grantee Contract Signatory can start and edit an application
- View Available Opportunities
 - Search for the Opportunity
 - Read the Profile
 - Start Application

APPLY FOR GRANT OPPORTUNITY



Working on an Application

- Multiple people can work on the same application at the same time (if they have the right role)
- Once you start an application, it becomes a task for you



You have **5** new tasks. You have **4** tasks that are critical. Select the **Open Tasks** button below to view your active tasks.

OPEN TASKS



Application Contents

- Work in the "Forms Menu"
- Answer questions, provide documents (uploads), enter a Budget, enter a Work Plan
- Best to work offline first
 - Have your questions written in Word, spellcheck
 - Prepare all of your attachments
- Log back into your application and complete it
- Every time you SAVE, it saves your work and you can come back at a later date

Submitting an Application

- Must be done before due date/time
- Only the Grantee Contract Signatory can submit the application
- Leave yourself time to review
- Double-check that all required documents are attached and all questions are answered
- Best practice is to have at least 2 people look at it and review



Support Contacts and Resources

- Email Support: <u>GrantsReform@budget.ny.gov</u>
- Training Calendar: http://grantsreform.ny.gov/training-calendar
- Documents, Manuals, Videos: http://grantsreform.ny.gov/Grantees

