NEW YORK STATE OF OPPORTUNITY. | **Grants Reform**

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

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

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Portal: Search for an Opportunity

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

Grant Opportunity Portal - Search for Opportunities

Browse for Opportunities | Search for Opportunities

Search for Opportunities
Enter the criteria and click the **Search** button.

Search Fields

Search by Grant Opportunity: reorg
Search by Due Date: From: ___ To: ___
Search by Status: -- All --
Search by Eligibility: -- All --
Search by Funding Agency: -- All --
Search by Service Area: -- All --

SEARCH   CLEAR

Results

Search Results
Click the **Grant Opportunity Name** to view more detail on Available Opportunities.
Sort the results by clicking on a column heading (sorting by Eligibility is not an option).

Funding Agency	Grant Opportunity	Status	Release Date	Eligibility	Due Date
NYS Department of State	Local Government Citizens Reorganizations Empowerment Grant (Expedited Assistance) 1	Available		Governmental Entity	April 01, 2015
NYS Department of State	Local Government Citizens Reorganizations Empowerment Grant (Implementation) 1	Available		Governmental Entity	April 01, 2015

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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

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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

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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.

VIEW OPPORTUNITIES

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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

✓ My Tasks

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

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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: GrantsReform@budget.ny.gov

- Training Calendar: http://grantsreform.ny.gov/training-calendar

- Documents, Manuals, Videos: http://grantsreform.ny.gov/Grantees

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