Grants Gateway Application Instructions
Farmland Access Outreach Activities Grant
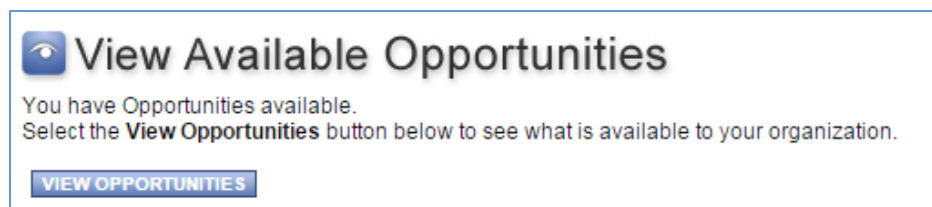## RFP0213_Land Trust Grants -Round 3

1   Initial Conditions

1.1   **Registration**: All entities that wish to apply for grants in NY State must be registered in the Grants Gateway. This process includes filling out and mailing a signed and notarized registration form. Registration information can be found on the [Grants Reform website](#) or the [Grant Opportunity Portal](#).

1.2   **Prequalification**: All non-profit organizations applying for grants in NY State must be prequalified in the Grants Gateway prior to submitting their grant proposals. Refer to the [Grants Reform website](#) for prequalification information.

1.3   **System Roles**: At the very least, your organization is required to have a user in the role of "Grantee Contract Signatory" or "Grantee System Administrator" who can both start and submit a proposal.

    1.3.1   A user in the role of "Grantee" can also start a proposal. It is advised that you have the "Grantee" start the proposal and the "Grantee Contract Signatory" or "Grantee System Administrator" review and submit it.

    1.3.2   A user in the role of "Grantee Delegated Administrator" can add new accounts.

    1.3.3   It is acceptable for one person to have multiple roles and thus multiple accounts; you can use the same email address and same password, but the user needs a new account for each role.

1.4   **Vendor User Guide**: This manual will guide you through user account management, how to locate a grant opportunity, and how to apply for a grant. Click [here](#) to view the guide.

1.5   **Training**: The Grants Reform team offers regular training, including a webinar on how to apply for a grant. Click [here](#) to view the training webinars videos and documents.

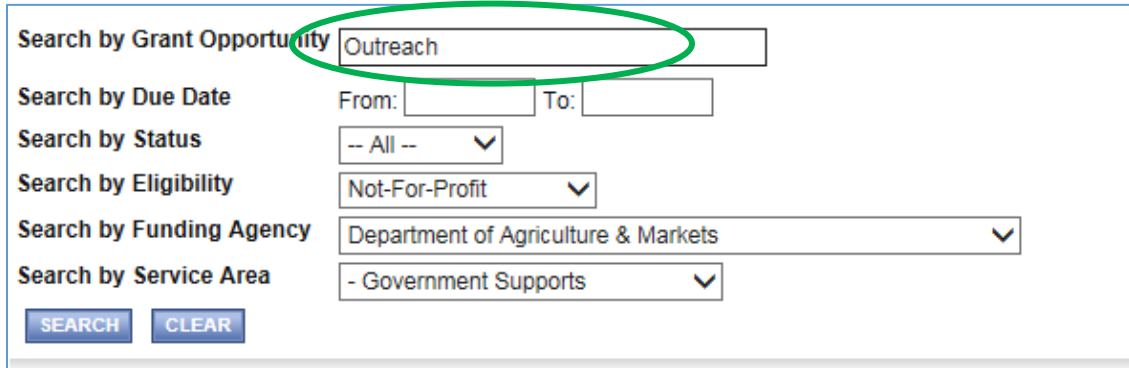## 2   Search for the Grant Opportunity

Be sure you are logged in as a Grantee System Administrator, Grantee Contract Signatory, or Grantee before you proceed.

2.1   On your Home page, there is a section called "View Available Opportunities". Click on the [VIEW OPPORTUNITIES] button.

2.2 Search for the Land Trust Grants Program opportunity by selecting Department of Agriculture and Markets as the "Funding Agency" and typing the keyword "Outreach" in the "Search by Grant Opportunity Name" field. (See illustration on next page)

2.3 Click on the link to the Grant Opportunity, Farmland Access Outreach Activities Grant-LTG3. This will bring you to the Opportunity Funding Profile page.

Funding Agency	Grant Opportunity	Status	Availability Date	Eligibility	Due Date
Department of Agriculture & Markets	Farmland Access Outreach Activities Grant	Available	January 2, 2018	Not-For-Profit	Feb 21 2018 4:00PM

2.4 Begin your proposal by clicking on the [APPLY FOR GRANT OPPORTUNITY] button in the bottom left of that page.


3 The Forms Menu (Home Base for Applicants)

Everything that is required to be included in your proposal will be found in the "Forms Menu." The Forms Menu includes separate links to several pages of forms and documents that you must complete and submit. Each question that requires a response and/or upload is indicated by a red asterisk (*) adjoining the field or upload into which a response is required.

You will not be completing the forms in the order they are listed, but rather in the order shown below. After completing each section, click on the Forms Menu link to return to the main list of pages.

3.1   Click on the "Forms Menu" link
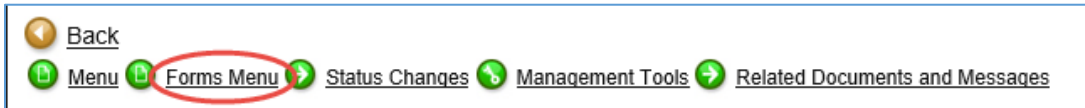
3.2   System Timeouts

3.2.1 *PLEASE NOTE:* The system will time you out after 20 minutes of inactivity. When that occurs, any work that was not previously saved will be lost! Therefore, as you work through the Forms Menu, keep this timeout in mind. Please remember to click the [SAVE] button every 10-15 minutes to ensure your work on your proposal has been saved in the system.

3.3   Project/Site Addresses

3.3.1 Fill out the Name/Description field using your organizations name.

3.3.2 Fill out the physical address (not the mailing address, if different) of your organization and click the [SAVE] button.

3.4   Pre-Submission Uploads

3.4.1 Return to the Forms Menu and scroll down to select the Pre-Submission Uploads section. In this section, you will find the ***Proposal Summary Template***. Please download, complete and submit as a response to Program Specific Questions #7.
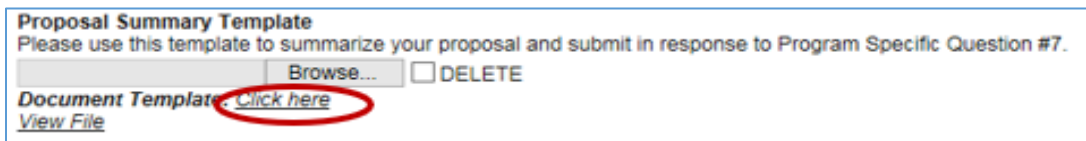
3.5   Budget

3.5.1 Return to the Forms Menu and select "**Reimbursement Budget**". To fill out the budget, please follow the instructions provided on screen.

3.5.2 Matching Contributions   Matching contributions are not required for this opportunity. However, matching contributions are encouraged and any letters of support should contain a signature from an authorized representative of the contributing entity and be uploaded in a single PDF in response to Program Specific Question # 13.

3.5.2.1 Match Worksheet Detail Use this sheet to justify matching contributions that you include in the budget. Only matching contributions for eligible costs that have a letter of support should be listed in the budget. Be sure to upload all letters of financial support in one PDF in response to Program Specific Question # 13.

Match Worksheet Detail
Provide detail on the match amounts identified in the detail worksheets. Complete the Form of Documentation Provided column and provide required matching funds documentation with the application/contract package.

Details

Source of Matching Funds	Farmlands Forever Conservancy *
Describe Match Source	Private not-for-profit *
(I.E. Local, State, Federal, or Private)	
Form of Documentation Provided	Signed Letter of Support from the organizations authorized representative

Financial

Match Amount	$5,000.00 *
Line Total	$0.00
Match Worksheet Detail Total	$0.00
Budget Detail Match Total	$14,400.00

3.5.2 When reviewing the budget's Expenditure Summary, please ignore the "Operating Expenses" and "Equipment" category. For this opportunity, Operating Expenses and Equipment are not eligible expenses.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	$12,000.00	$0	0%	100%	$0	$12,000.00
b) Fringe	$2,000.00	$0	0%	100%	$0	$2,000.00
Subtotal	$14,000.00	$0	0%		$0	$14,000.00
2. Non Personal Services						
a) Contractual	$14,000.00	$0	0%	100%	$0	$14,000.00
b) Travel	$12,000.00	$0	0%	100%	$0	$12,000.00
c) Equipment	$0	$0	0%	0%	$0	$0
d) Space/Property & Utilities	$7,000.00	$0	0%	100%	$0	$7,000.00
e) Operating Expenses	$0	$0	0%	0%	$0	$0
f) Other	$3,000.00	$0	0%	100%	$0	$3,000.00
Subtotal	$36,000.00	$0	0%		$0	$36,000.00
Total	$50,000.00	$0	0%	0%	$0	$50,000.00
PERIOD TOTAL	$0					

3.6   Grant Opportunity Defined Work Plan

3.6.1   Work Plan Overview Form

Return to the Forms Menu and select the "Work Plan Overview Form". For this opportunity, your Proposal Summary (response to Ques. #7) will serve as the scope of work. To create the Grant Defined Work Plan, please follow instructions below to copy and paste response.

- *Work Plan Period:* Please enter "**3/31/2020**" and "**3/30/2023**"

- *Project Summary:* Please copy and paste the following text:
     The proposed project will result in the development enhancement, and deployment of a viable agricultural lands inventory, a screening process, and outreach activities targeted to the owners of those inventoried parcels.

Organizational Capacity: Please copy and paste the following text:

Refer to the Organizational Capacity narrative found in the uploaded response to Program Specific Question # 7.

3.6.2 Work Plan Properties

The Objectives and Performance Measures have been prescribed for the application (see Proposal Summary Template in Pre-Submission Uploads to provide a robust work plan narrative and upload in response to Program Specific Question #7).

- Briefly identify each Outreach Activity as a *Task*. See example below.
- For each *Performance Measure*, please copy and paste the following text:
  "Within 60 days of end of Contract Period, summarize each Outreach Activity in the Final Report Template and Submit Final Report"

–	Number	Objective	
▲	2	Objective Name	Outreach Activities targeted to owners of viable agricultural land.
Remove ☐		Objective Description	Grantee will conduct outreach activities that will focus on the utilization and conservation of agricultural lands. 115 of 250
		Task Required: ☑	

Grantee Updates Allowed ☐

–	Number	Task	
	2.1	Task Name	Farmland Affordability Seminar
Remove ☐		Task Description	Use the collaborative screening tool to query the viable ag. lands inventory for landowners wanting to learn more about options to transfer farmland to the next generation. 172 of 250
		Performance Measure Required: ☐	

Grantee Updates Allowed ☑

–	Number	Performance Measure	
	2.1.1	Performance Measure Name	Dpeartment Approval of Final Report
		Performance Measure Data Capture Type	Text (250 character limit) ⌄
Remove ☐		Performance Measure Narrative	Within 60 days of end of Contract Period, summarize each Outreach Activity in the Final Report Template and submit Final Report. * 128 of 250
		Allow Uploads for Performance Measure: ☐	
		Require Upload for Performance Measure: ☐	

Grantee Updates Allowed ☐

Program Specific Questions

Return to the Forms Menu and click on Program Specific Questions. Failure to answer a question or respond with an appropriate upload will result in an incomplete proposal.

3.6.3 Project Title: "*Your Organizations Name- Outreach Activities***"**

3.6.4 Follow any detailed instructions provided within each question.

3.6.5 Succinct responses that provide detailed information to each question are encouraged as character limits may apply. Each upload you submit must no larger than 10MB.

3.6.6 NOTE: Please upload and save each response individually to avoid errors. Also, saving your files as a PDF with no active content will avoid upload issues.

3.6.7 "Page Error(s)" message may appear each time you save your work whenever all required responses on that page have not yet been answered. However, the work you have completed on that page up to that point has been saved in the system for that proposal number each time you click on [SAVE].

3.8 **Review Your Proposal.**

It is strongly suggested that you review your proposal again before you submit it. Best practice is to have a second person do this.

Anyone at your organization with the "Grantee" or "Grantee Contract Signatory" role can search for this proposal and both view and edit your responses. If you would like an additional user to have this proposal in their "My Tasks" box, use the "Add Edit People" option under the "Management Tools" menu. Check the checkbox next to the name you want to add and click [SAVE].

You can review your proposal by clicking on each page in the "Forms Menu" or clicking on the "Print Application" button in the Forms Menu. This option will open a new tab in your browser and show you a one-page document with each section of your proposal displayed in Forms Menu order.

Note that the documents you uploaded will not appear in this layout. It is strongly suggested that you (or a second person) click on each of the uploaded documents in the Program Specific Questions to check for completeness.

4 Sign and Submit Your Proposal

Before submitting your proposal, please be sure to have the system run a "Global Errors" check of your proposal.

4.1 Click on [CHECK GLOBAL ERRORS] (upper right portion of your screen) to have the system run a check for errors in your proposal, or global error(s) check. Doing so will let you know if you have missed any required fields or any required uploads. If any errors appear, you must click on the link to each of those items and complete the required fields or provide the required upload. If no global errors are found in your proposal, you will see this screen:
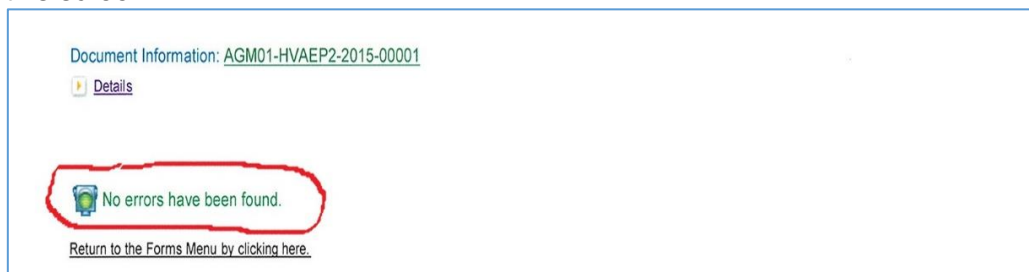
4.2 Once you are sure that your proposal is complete, it is up to the "Grantee Contract Signatory" to submit the proposal.

The Signatory can either locate the proposal themselves by searching for it in the "Applications" section, or you can assign it to them by using the "Add/Edit People" option in the "Management Tools" section of your proposal.

Once the Signatory has accessed the proposal, it can be submitted by hovering your mouse pointer over "Status Changes" and clicking the [APPLY STATUS] button under "Application Submitted" to submit your proposal.
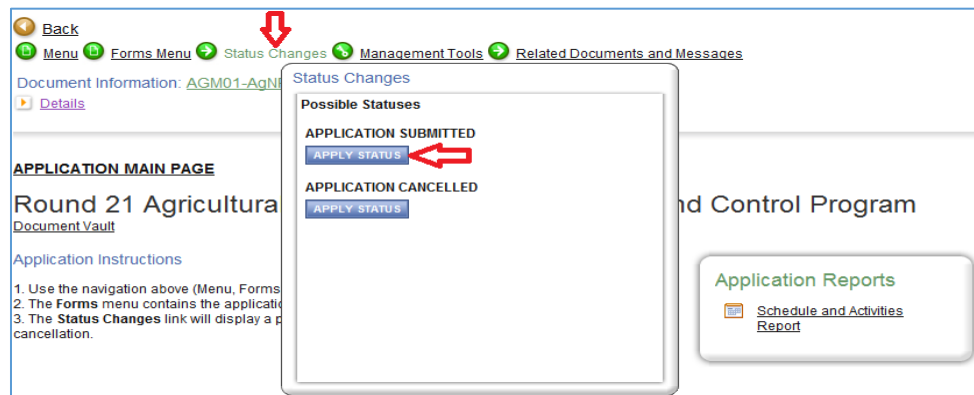
4.3 You will be asked to electronically sign the proposal and submit it for review. Click the [I AGREE] button to submit your proposal.

Within a few minutes, you will receive an email message confirming that your proposal has been successfully submitted.

4.4 You can verify that your proposal has been submitted a few ways:

1) The Current Status in the details section of the page will have changed from "Application in Process" to "Assignment of Reviewers"

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Round 21 Agricultural Nonpoint Source Abatement and Control Program	Jeff's Soil & Water Conservation District	Grantee Contract Signatory	Assignment of Reviewers	N/A - N/A 03/31/2015 4:30PM EST

5 View and Save Your Complete Proposal

After about 5 minutes, a PDF of your complete submitted proposal will be created by the system and can be accessed via the forms menu.

5.1 From the Forms Menu of your proposal and in the "Application Information" section, click on "Application Versions".

Application Information

🅔	Print Application	
🅔	Full Version of RFP	
📝	Application Versions	Grant System 3/12/2015 2:46:24 PM

5.2 You will see a link to a PDF version of your proposal. You can click on that link to view and save the PDF file.

APPLICATION VERSIONS

Instructions:
- Click a link below to view the version of the application.

Version	Submitted by	Role	File Link
Submission 1	Jeff Conservation	Grantee Contract Signatory	AGM01-AgNPS2-2015-00007-031215-144517.pdf 03/12/2015 02:45 PM