



Ensuring that Indiana’s priorities are funded today and tomorrow.

The Euna Grants Update: Best Practices in Grant Seeker

It is hard to believe the State of Indiana has been implementing Euna Grants/ eCivis
Grantee/ Grant Seeker for over two years—since September 1, 2023.

We appreciate agencies’ continued compliance and enthusiasm for our statewide grants
management system. Let’s review some best practices in Euna Grants and helpful hints.

State Match Change to Grant Seeker

State Match Request and Euna Project

- **As of July 8, 2025*:** Agency Euna Users add SBA-created State Match Organization to their existing Federal Euna Grants Project, per [Section 5 - Submit State Match Request](#).

Project Dashboard: [Test] National Endowment for the Arts: Grants for Arts Projects - FY 2026

Department: 057 - SBA - State Budget Agency

Data Integration Options						Project Options	
Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts	Spending	History
Active Grants  						Project Team  	
ORG1203 State Match Fund - IN State Budget Agency - SFY25						C. Schnick (Lead) Grants Managem...	
Stage: Grant Awarded		Awarded: \$250,000.00		Match: \$0.00			
US10090 National Endowment for the Arts (NEA): Grants for Arts Projects (GAP) - FY 2026						Designated for Approvals	
Stage: Grant Awarded		Awarded: \$750,000.00		Match: \$250,000.00		User Groups	
						SBA Finance	

*Reminder: This applies *only to new State Match entries on or after July 8*; State Match Progress before July 8 remain separate.

- Now that more than one grant is listed on the Euna Grants Project, pay close attention to each grant's GN Code and the corresponding **"Grant"** column underneath **Pending**

OverviewDocumentsGrant LifecycleGoals & MetricsBudgetsContracts & AccountsSpendingHistory

Active Grants

ORG1203

State Match Fund - IN State Budget Agency - SFY25

Stage: Grant Awarded

Awarded: \$250,000.00

Match: \$0.00

US10090

National Endowment for the Arts (NEA): Grants for Arts Projects (GAP) - FY 2026

Stage: Grant Awarded

Awarded: \$750,000.00

Match: \$250,000.00

Project Team

C. Schnick (Lead)

Grants Managem...

Pending TasksCompleted TasksApproval History

Task Name

Grant

Stage

Assigned To

Due

Reminder

File(s)

Done

Rqst Approval: 1- SBA Analyst - FS/Match/Subgrant - SBA

ORG1203: FY2025

Grant Awarded

C. Schnick

06/24/2025

Submit State Match Fund Request

US10090: FY2026

Grant Awarded

C. Schnick

05/08/2025

Amendments and Adjustment Approval Tasks

Approval Tasks

- If an amendment is a decrease or increase in the award amount, or a change in the budget period or period of performance, two advanced approval tasks must be created on the Euna Grants Project to communicate with the agency's SBA Fiscal Analyst and SBA Finance.
- A reminder of the difference between "Assigned To" and "Designated for Approval":
 - Assigned To*: a member of the Project Team who will send the task for approvals
 - Designated for Approval*: the User or User Group who receives and approves the tasks
 - Note: *all* SBA Grants guidance utilizes the "User Group" dial.
- Check out the [Amendment FS Adjustment Tasks](#) Quick Reference Sheet for detailed guidance.

Euna Grants Project Dashboard

* Project Period: 10/01/2025 - 09/30/2026

Data Integration Options



Project Options

Overview	1. Documents	2. Grant Lifecycle	Goals & Metrics	3. Budgets	Contracts & Accounts	Spending	History
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1. “Documents” Tab

- Lists any instance a document is uploaded to the Euna Grants Project via a Status Form (while transitioning through Project Stages), Task, or to the general Project Documents dropdown.

2. “Grant Lifecycle” Tab

- This tab displays the progression of a Euna Grants Project through each lifecycle stage, along with the opportunity to View/Edit fields, Files, & Notes in each stage’s Grant Status Form.

3. “Budgets” Tab

- Once a Euna Grants Project is in Grant Awarded stage and has had its Funding Source ID created by SBA Finance, the Budgets tab interfaces nightly with PeopleSoft (PS) Financials to showcase Expenditures to Date and the Total Available Balance of the PS Funding Source.

4. “Project Options” Button

- Select “Edit Project” to add Project Start and End Dates to view them under the Euna Grants Project and Department Names.
- While here, confirm “n/a” was entered for both Internal Project ID and Internal Project Name. This is important as both entries play a key role in ensuring the “Budgets” connection to PS Financials.

Project Start Date:	10/01/2025	
Project End Date:	09/30/2026	
Internal Project ID:	n/a	
Internal Project Name:	n/a	

Search for Grants

An important reminder to always utilize the [Search for Grants](#) feature in an effort to use the most robust information on an opportunity possible within Euna Grants Network. Organization Funding is always a viable backup option, and the more information an Indiana Agency User adds the better. See [Appendix A – Organization Funding](#).

Search For Grants

Search by Keyword

See help popup for advanced search syntax. 



Search Agent My Search Agents ▶

Run an existing search agent. 

AND / OR

Additional Search Criteria + Open

Find Grants Now! ▶

Resources for State Agencies/ Training Materials

New to Euna Grants, or haven't visited the SBA Grants page, recently?

- [Resources for State Agencies](#) houses all Training Materials
- You may also request ad hoc training 24/7 via the [Contact Grants Management Team](#) page.

Questions? Need help? [Contact the Grants Management Team.](#)



Learn more at: IN.gov/SBA/grants



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