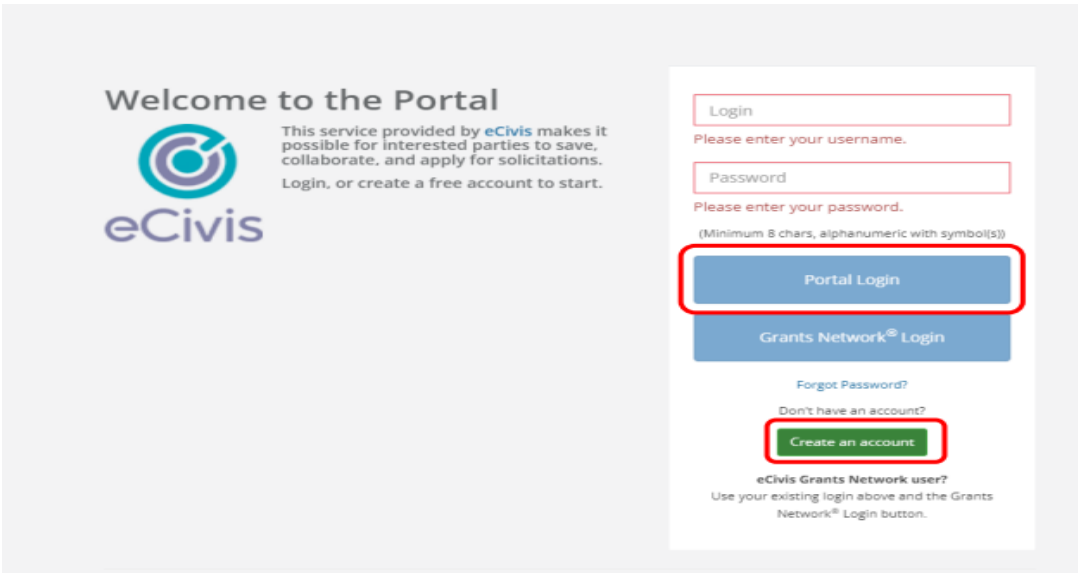


# Applying for Funding

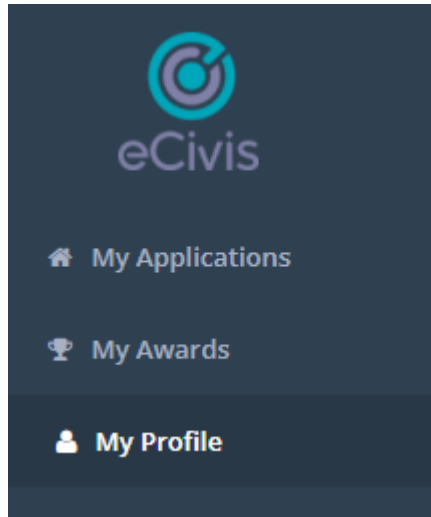
1. Navigate to the [State Agency Grant Opportunities](#) webpage on the State Budget Agency website.
2. Select the desired grant solicitation and click the “**Apply**” button above the solicitation.



3. You will now be prompted to log in. If this is your first-time logging into the eCivis Portal, you will need to click on the green **Create an Account** button and enter your first name, last name, email address, and create a password. If you already have an account, enter your username and password and click **Portal Login**.



- Once you have created your account and logged in, click on the **My Profile** option in the top left corner of your screen.



- You will now be on the Profile Page. Every user in the Grants Management System (GMS) must have a profile attached to their account. Please fill out the information on this form and hit **Mark Complete** when you are finished.



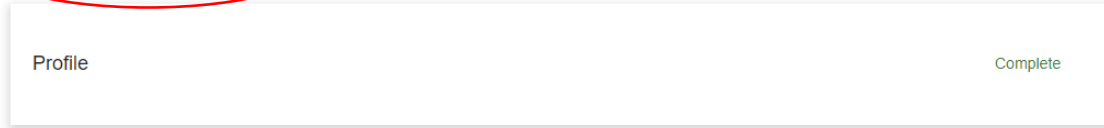
### My Profile

Applicant Information	Organization Information
First Name:* <input type="text" value="Marcus"/>	Organization Name: <input type="text"/>
Last Name:* <input type="text" value="Galvin"/>	Employer Identification Number (EIN): <input type="text"/>
Email: <input type="text" value="Marcus.Galvin.CTR@omb.ri.gov"/>	DUNS: <input type="text"/>
Title: <input type="text"/>	UEI: <input type="text"/>
Company: <input type="text"/>	Authorized Representative: <input type="text"/>
Company Website: <input type="text"/>	Business/Finance Representative: <input type="text"/>
City: <input type="text"/>	
State:* <input type="text"/>	

- Once the Profile is filled out, navigate back to the home page to start filling out your Designated Grant Application: Navigate to and click on **Create New Application**

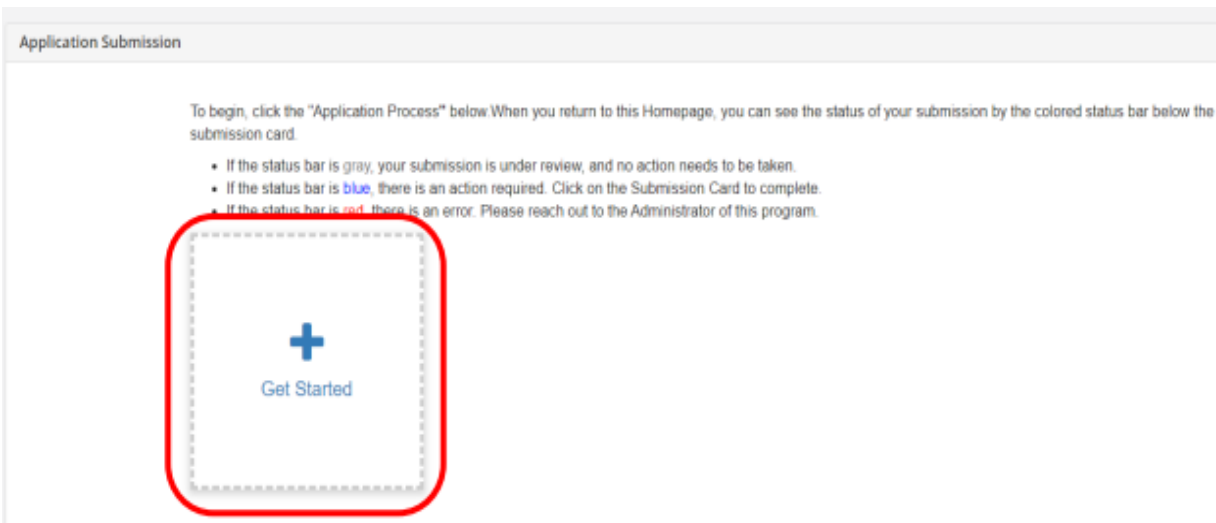
7. On the next screen you will begin filling out the application. The first part of the application is called the **'Profile'**. Here you will insert general information about your entity. Navigate to the Profile section on the webpage and click **Open** in the Profile Box. Afterwards, complete the Profile Section by filling out all the required fields.

Please click the **"Open"** button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit".  
You cannot move forward until you have completed your Profile.



Once you have completed all mandatory fields, you can scroll down and select **Mark Complete**. If needed, you can always hit **Save Draft** and your work will be saved and you can come back and finish it at a later time.

8. Once you have saved your Profile form, it is now time to fill out the Designated Grant Information of the application & upload the forms. Underneath the Profile section, select the **Get Started** tile.



Application Submission

To begin, click the "Application Process" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

+

Get Started

9. Next, click the **Open Button**, to open up the application

The screenshot shows a web interface for the 'Application Process'. At the top right, it says 'There are 71 days remaining to submit this.' and has a grey 'Submit' button. Below this, there's a section titled 'Applications' with the text 'Action Required' and a blue 'Open' button, which is circled in red. The main heading is 'Application Process' with a minus sign icon. Below the heading, there are two paragraphs of text explaining the submission process.

10. Follow the Application form, completing all the required fields and uploading the required documents and supplemental forms. When you are finished, click on the **Mark Complete** button at the end of the application form. You can also save your work as a draft, and return to it at a later time.

This image shows three buttons: 'Save Draft', 'Mark Complete', and 'Close'. The 'Mark Complete' button is highlighted with a red oval.

You application will save & you will be directed to a new screen, shown below. If you are ready to submit your application to be reviewed by your State Agency, Click on the **Green** Submit Option

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

The screenshot shows the 'Application Process' interface after completion. At the top right, it says 'There are 36 days remaining to submit this.' and has a green 'Submit' button. Below this, there's a section titled 'Applications' with the text 'Complete' and a blue 'Edit' button. The main heading is 'Application Process' with a minus sign icon. Below the heading, there are two paragraphs of text explaining the submission process.

11. Congratulations, you have submitted your Designated Grant Application!

- Please await an email from the State Agency who issued this award to your entity. They will either ask you to make necessary revisions to your application, or if The Agency is in full agreement with your submitted application – you will receive a Grant Agreement Document to sign from said State Agency.