APPLY FOR GRANTS

From the Web Grants Main Menu screen:

- Click **Apply For Grants**.
- Click the **Title** corresponding to the desired **Program Area**.
- Review the **Funding** Opportunity and Project Overview information.
- Click **Apply**.

The EFN Application has five components:

Click on Component #1 – **General Information**:

- Enter Title of Application (ex. Community Food Pantry).
- Type should default to "Initial".
- Select all counties served.
- Select Program Manager from drop-down list of registered WebGrants users
- Click **Save**.
- Review the information.
- Click **Continue**.

Click on Component #2 – **Organization Information**:

- Answer the twelve yes or no questions.
- Click **Save**.
- Review the information.
- Click **Continue**.

Click on Component #3 – **Scope of Work**:

- Enter information for each of the five items. Please limit your entry for each item to 200 words or less. If additional space is needed, go back to the Application Components screen, click on "Attachments" next to the Scope of Work component.
    - On question 4, if available, please include information about the number of clients you successfully referred to other food programs (such as food stamps or WIC).
    - On question 5, if applicable, please include performance information from previous year(s) (including the cost per unit of service), leveraging of EFN funds with other private and public sources (including a brief description of those sources), and information about how your organization is able to adjust supply in response to demand.
- Click **Save**.
- Review the completed information.
- Click **Continue**.

Click on Component #4 – **Staff Positions**:

- Enter information using whole numbers.
- Click **Save**.
- Review the completed information.
- Click **Continue**.

Click on Component #5 – **Budget**:

- Enter **actual data** for FY 12 (July 1, 2011 – June 30, 2012)
- Enter **projected data** for FY 13 (July 1, 2012 – June 30, 2013) and **estimated data** for FY 14 (July 1, 2013 – June 30, 2014).
- Review the completed information.
- Click **Save**.
- Click **Continue**.

Review and Complete the Application:

- When all the components are completed, return to the Application Components screen and click **Preview** and review the information.
- If corrections are necessary, go back to the Application Components screen, click on specific component, then click on **Edit**.
- If satisfied with all information entered, click **Print** to make a copy for your records.
- Close print screen.
- Click **Back**.
- Click **Submit** when all sections are complete.
- Click **OK** if ready to submit. Your application is automatically submitted and all components are locked from further editing.