

Online Grant Management System FAQ

Below are a few questions that we think may be helpful, if you feel like we are missing one let us know and we will add it!

1. Is this a competitive grant?

- Yes. Each year applicants apply for funding and grant applications are reviewed by a three-step process:
 - Staff Level
 - Local Level
 - Board Level

2. Which browser would be most compatible with the Online Grants System?

- For the best user experience when applying for a grant, we recommend using Google Chrome 14 or higher, Firefox 9 or higher, or Safari 4 or higher. It is fine to use Internet Explorer, but you may encounter some minor technical issues.

3. What is the total amount I can apply for?

- Organizations may not apply for more than a total of \$150,000.

4. Is there a certain limit amount I can apply for with a public awareness/PR program?

- There aren't any specified amounts this year.

5. Do grantees have to put a narrative with their logic model?

- No, but it is recommended you complete a narrative to keep for reference.

6. Do we have to scan all job descriptions/resumes in one document?

- Yes you are allowed only one upload per question or you can type the information directly in the text box.

7. Do we have to do mandatory reporting/protective factors each year?

- Mandatory Reporting Training is strongly encouraged annually but you only have to complete the Protective Factors training once at the beginning of employment.

8. How much information do we need to supply in the brief abstract section?

- You will need to provide a concise summary to be used for reporting purposes. Just a couple of sentences.

9. If I am a current grantee and I merge with another grantee, would we be considered a new grantee?

- No.

10. Can two people be in the grant application at the same time from the same agency?

- Each agency should have only one username and password that they will share.

11. Are spaces and punctuation counted in the overall character capacity limit?

- Yes they are counted.

12. If an agency intends to expand their program to include several counties but the expansion hasn't been finalized, should the Agency still select the additional counties in "All Counties Served"?

- Yes, you can select all counties you intend to serve.

13. Does an agency with several programs have to use a different name for each program?

- Each program should have a different name so it won't be confusing to reviewers and the program name should be different than the agency's name.

14. How do I upload files to my application?

- For application questions that request an uploaded attachment, click the Browse button and then choose the desired document from your computer. The file name of the uploaded file will be indicated under the Browse button. Then save your application (button at the bottom of page). Pay attention to your file names – remove extra periods or replace them with a dash or underscore character. If you need to add more than one please contact ADCANP staff for additional help.

15. What is the maximum size file upload?

- The file size limit is noted next to the Browse button and the system will not accept files greater than this limit. Some users have trouble with appropriate settings on a scanner and end up with larger file sizes. If these documents are converted using the **Fax to File** tool, the file size can be dramatically decreased.

16. How do I delete a file that I have uploaded to the application?

- There are two ways to remove an uploaded file from an application:
 - Once the file has been uploaded a delete button will appear below the file name. Clicking Delete will remove the file.
 - To replace the file a new file can be uploaded in its place. Simply upload the correct form to the question and the old uploaded form will be erased.

17. Can I upload more than one file upload per category?

- Applicants can only upload a single document in response to an upload question. If an applicant has more than one file they need to upload, they need to combine the files either electronically or via scanning. If the files to be uploaded are in a format that is editable (such as Word or Excel), the applicant may take multiple Word documents or Excel sheets and combine them into one file.

18. Why am I having trouble uploading my file?

- There are a few different reasons one may experience file upload issues:
 - File names – Remove extra periods or replace them with a dash or underscore characters.
 - File size – Files that exceed the maximum file size limit will cause an error. Compress the files or use **Fax to File** to create a smaller file.

19. Can we upload different types of files or does it have to be PDF?

- You can upload a Word document, Excel spreadsheet or PDF as long as it meets the file size requirements listed on that section in the Grant Application.

20. Once you get to the last page of the application, can you print out a hard copy before submission?

- Yes. You have the ability to print an “Application Packet” which will show all of the answers you have supplied thus far.

21. What happens if I press “Save Application” instead of exiting out of the application?

- The application will be saved automatically as a “DRAFT” and will remain there until it is submitted or the deadline has passed.

22. How many usernames and passwords do I need if I have several programs?

- Each organization should share one username and one password.

23. How do you add several program applications under your one agency username?

- You sign in using the username (email address) and password created in the registration process and click the link on the far left that says “Apply”.