

OPENING YOUR APPLICATION IN eGRANTS New and Recompeting Applicants

New applicants need to establish an eGrants account by accessing the eGrants website and selecting "Don't have an eGrants account? Create an account."

- 1. From the eGrants home page after you are logged in, select the appropriate link from the bottom left corner:
 - If you are **recompeting** (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal.** If you are a prior sub-applicant reapplying for a new Prime Grant Cycle, select **New**.
 - If you are not a current grantee but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal.**
 - If you are **applying for the first time**, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five

years ago, select New. (Note: previous competitive funding history for the same project, even if more than five years ago, may still affect some application requirements; see the NOFO for more details)

- If you are a current planning grantee applying for an implementation grant, select **New**.
- 2. Select AmeriCorps for the Program Area, then select GO.
- 3. Select the correct FY2023 NOFA that corresponds to your application type. Screenshots are below. <u>You will need to scroll down past several previous NOFAs</u>. The 1/4/2023



deadline on the eGrants NOFA is NOT the correct due date for your grant application! Please disregard this deadline and follow the Commission's submission deadline of March 20th, 2023 by 3:00 pm, MST.

 Formula Cost Reimbursement grants – select the FY2023 AmeriCorps State and Territory Commission (New and Cont) (ServeWyoming Application number for this cycle is #23AC255148)

FY 2023 AmeriCorps State and Territory Commission (New and Cont)
Due Date: 01/04/2023
Summary: This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.

4. New Applicants will then input program & program director info by clicking "Enter New" below each field:

Grant Application ID: 33E5249455	Applicant information		
2323249493	Applicant/User: Anne Smith		
NOFA: FY 2023 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)	Authorized Representative: Program information:		
Type: New Status: Prime Applicant Initial			
Entry	The program information section defines the name and location of the program, the state in which the volunteers or members will be serving, and the name and contact information for the		
Legal Applicant Info	program director.		
Oklahoma Community Service Commission 730 W Wilshire Blvd 55e 301. Oklahoma City, OK 73116	First-time applicants: Use the "create a new program" link to enter the information about your program. (Hint: Select a unique program name for each application that you submit.) Continuation Requests and Recompete Applicants: Use the view/edit link to review the program name and address and update as necessary and confirm that the program name associated with this request matches the program name used last year.		
730 W Wilshire Blvd Ste 101 Dklahoma City, OK 73116	program. (Hint: Select a unique Continuation Requests and Recor name and address and update as this request matches the program	program name for each application that y npete Applicants: Use the view/edit link t necessary and confirm that the program n name used last year.	ou submit.) to review the program name associated with
730 W Wilshire Blvd Ste 101 Oklahoma City, OK 73116	program. (Hint: Select a unique i Continuation Requests and Recor name and address and update as this request matches the program Select a program:	program name for each application that y npete Applicants: Use the view/edit link to necessary and confirm that the program n name used last year. Select an existing program	ou submit.) to review the program a name associated with
730 W Wilshire Bivd Ste 101 Oklahoma City, OK 73116	program. (Hint: Select a unique) Continuation Requests and Recor name and address and update at this request matches the program Select a program:	program name for each application that y papete Applicants: Use the view/edit link to necessary and confirm that the program in name used last year. Select an existing program enter new view/edit	to review the program in name associated with
730 W Wishire Bivd Se 101. Oklahoma City, OK 73116	program. (Hint: Select a unique Continuation Requests and Recor name and address and update at this request matches the program Select a program: Anogram Director:	program name for each application that y npete Applicants: Use the view/edit link t necessary and confirm that the program n name used last year. Select an existing program enter new : view/edit Select a Program Director ♥	to review the program to review the program a name associated with
730 W Wilshire Bivd Se 101 Oklahoma City, OK 73116	program. (Hint: Select a unique p Continuation Requests and Recor- name and address and update as this request matches the program. Select a program. Beogram Director:	program name for each application that y npter Applicants: Use the view/adit link the necessary and confirm that the program name used last year. select an existing program enter new 'i view/adit enter new 'i view/adit 	to review the program in name associated with

Continuation Applicants will select the program name from the drop-down menu. Grants in continuation **should not enter a new program name,** unless instructed by ServeWyoming to do so.

Continuation applicants may select "enter new" and add a new program director as-needed. The program director selected needs to be the individual that will be responsible for answering questions or writing clarifications for the grant application.

5. Enter the requested information into each of the grant sections below. ServeWyoming strongly recommends writing the grant application in a word processing document and copying/pasting into eGrants.

Your application consists of the following components. Make sure to complete each section.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit