



GovGrants

Creating and Submitting a Pre-Application



Table of Contents

PRE-APPLICATION PROCESS..... 3

 Reviewing Available Funding Opportunities in GovGrants..... 3

 Viewing the Available Funding Opportunities 3

 Reviewing the Funding Opportunity 5

 Initiating the Pre-Application Creation 6

 Selecting the Project Area for your Project 6

 Completing the Pre-Application – Overview Tab 7

 Entering Project Locations within the Pre-Application – Locations Tab 9

 Completing the Pre-Application – Budget Tab..... 10

 Completing the Application – Proposal Tab Error! Bookmark not defined.

 Completing the Application – Files Tab 12

 Completing the Application – Files Tab – Supporting Documents and Attachments
..... 12

 Completing the Application – Overview Tab – Acknowledgement..... 13

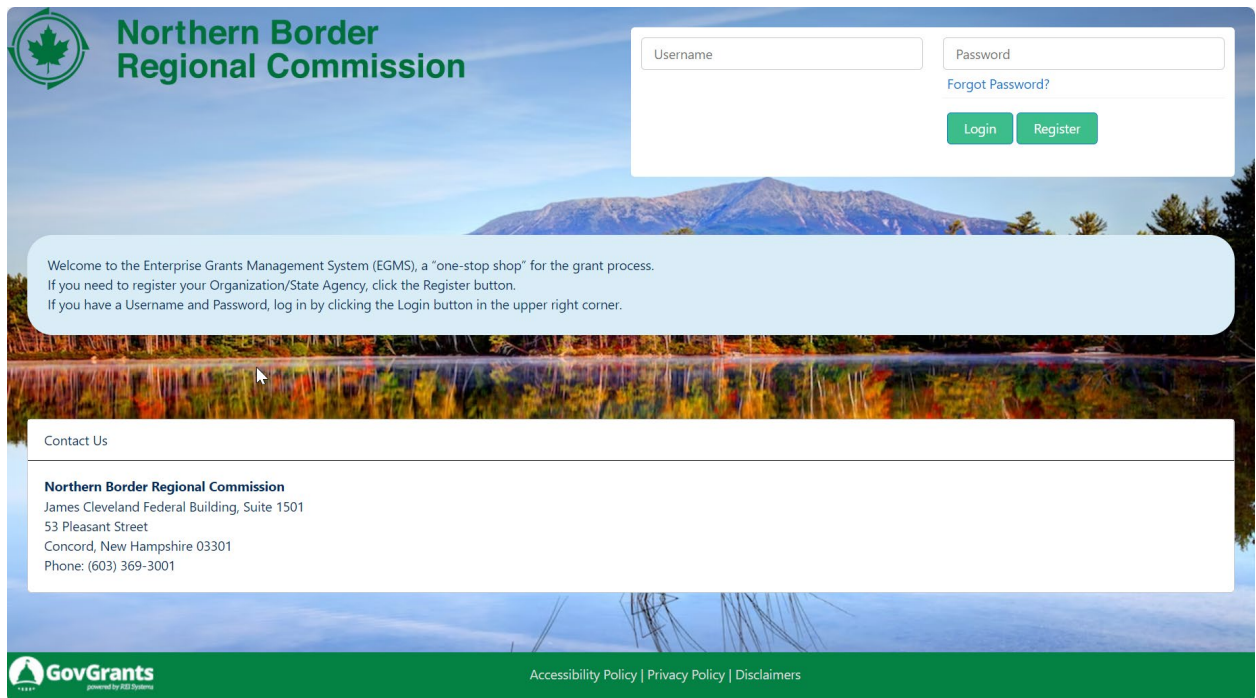
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 Selecting the Project Area for your Project Error! Bookmark not defined.

PRE-APPLICATION PROCESS

Reviewing Available Funding Opportunities in GovGrants

- 1) Navigate to <https://nbcgrants.my.site.com/ApplicantLanding?username=null> to access the external portal.
- 2) Enter your **Username** and **Password** and click the **Login** button to access GovGrants.



Northern Border Regional Commission

Username Password

[Forgot Password?](#)

Welcome to the Enterprise Grants Management System (EGMS), a "one-stop shop" for the grant process.
If you need to register your Organization/State Agency, click the Register button.
If you have a Username and Password, log in by clicking the Login button in the upper right corner.

Contact Us

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Figure 1: Accessing the External Portal

Viewing the Available Funding Opportunities

- 3) Click the **Opportunities** module within the top navigation panel to access the available funding opportunities.

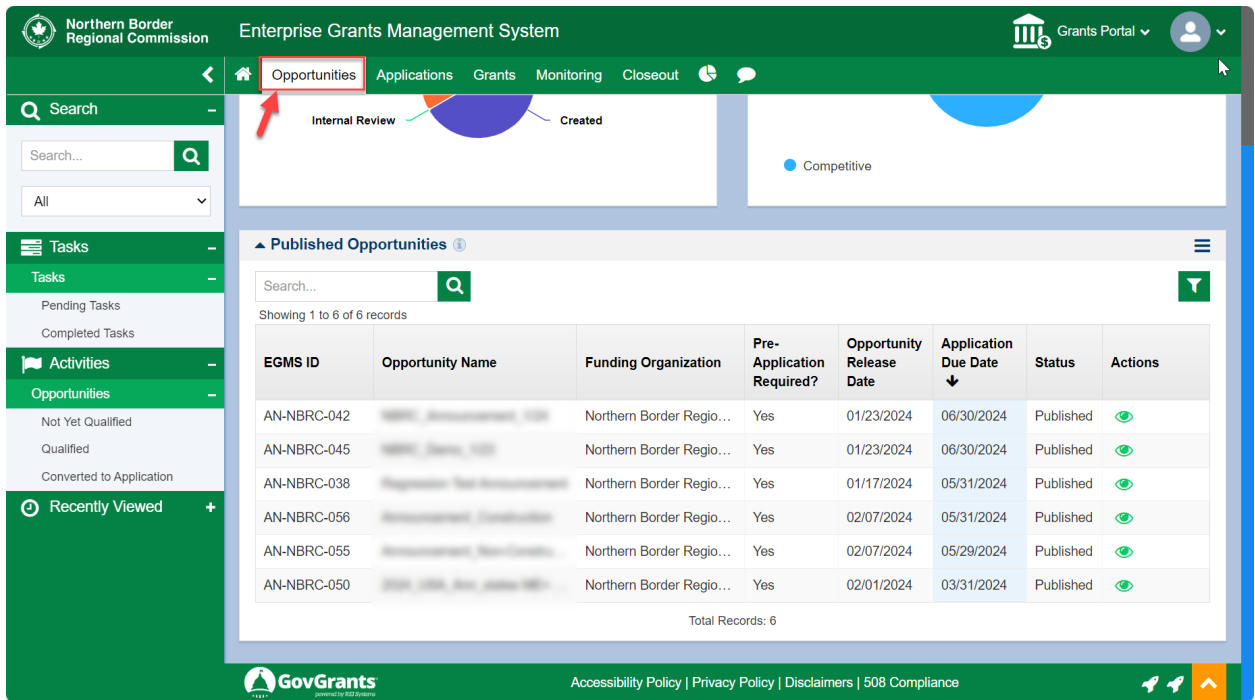


Figure 2: Opportunities Module

- Note: After clicking the **Opportunities** module, you will be routed to the page to view the Published Opportunities.

4) Click the Not Yet Qualified link in the left-hand navigation menu within the Opportunities module.

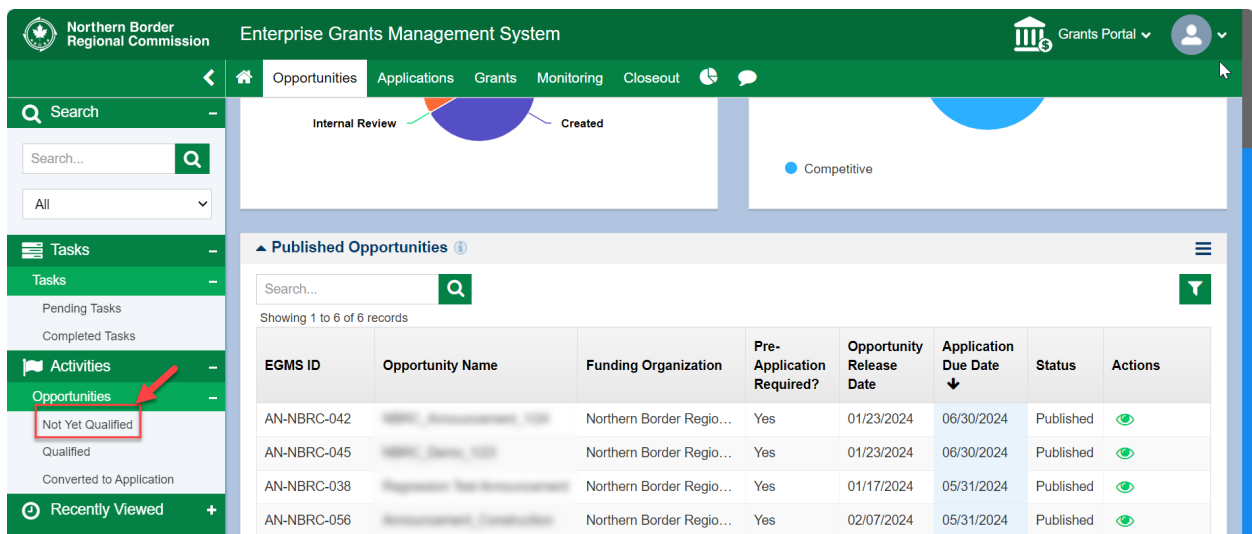


Figure 3: View Available Opportunities

5) Locate the funding opportunity within the Not Yet Qualified Opportunities – Open table. To view additional details for a Funding Opportunity, click the View (👁️) icon under the Actions column.

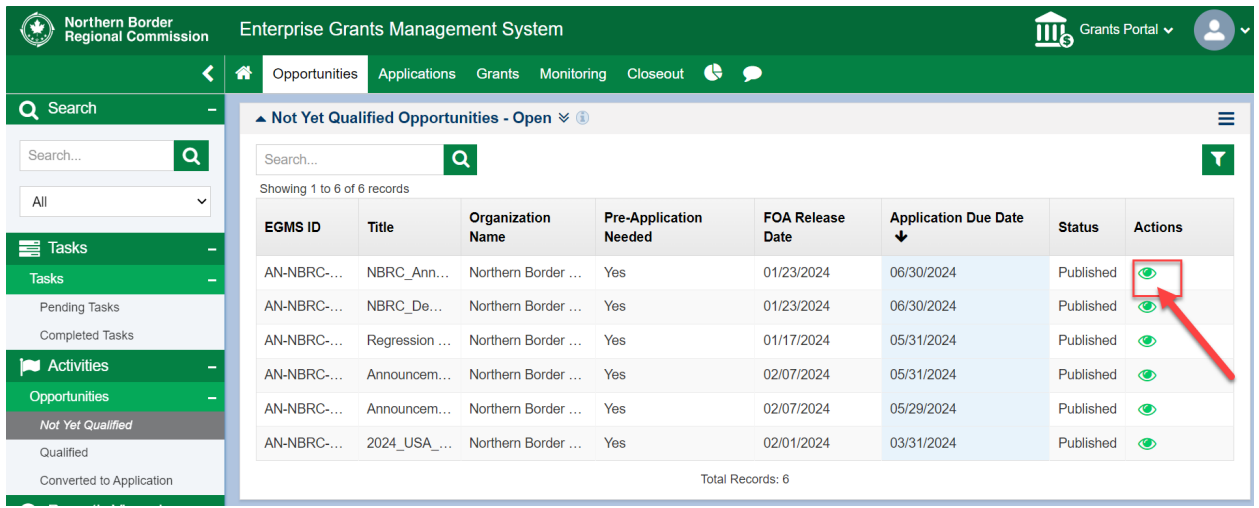


Figure 4: View Open Opportunities

- Note: After clicking the **View** icon, you will be navigated to View additional details.

Reviewing the Funding Opportunity

6) Review the Funding Opportunity details within the tabs to determine if your organization will apply. If your organization would like to apply for the Funding Opportunity, click the **Qualify** button at the top right of the page.

- Note: The Opportunity is now in a Qualified status, and your organization can now proceed with creating the application.

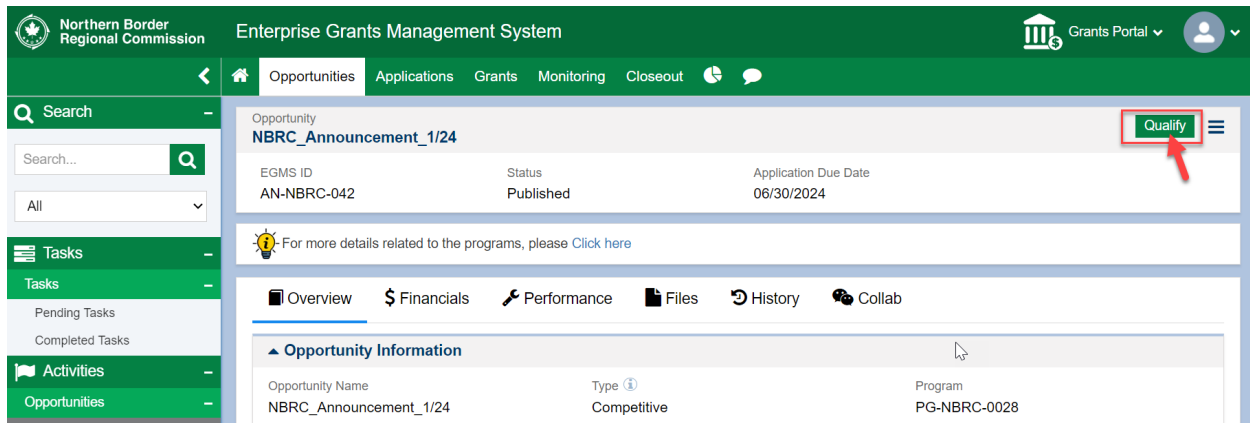


Figure 5: Qualifying the Opportunity

Initiating the Pre-Application Creation

- After qualifying the opportunity, click the **Create Pre-Application** button to initiate the application creation process.

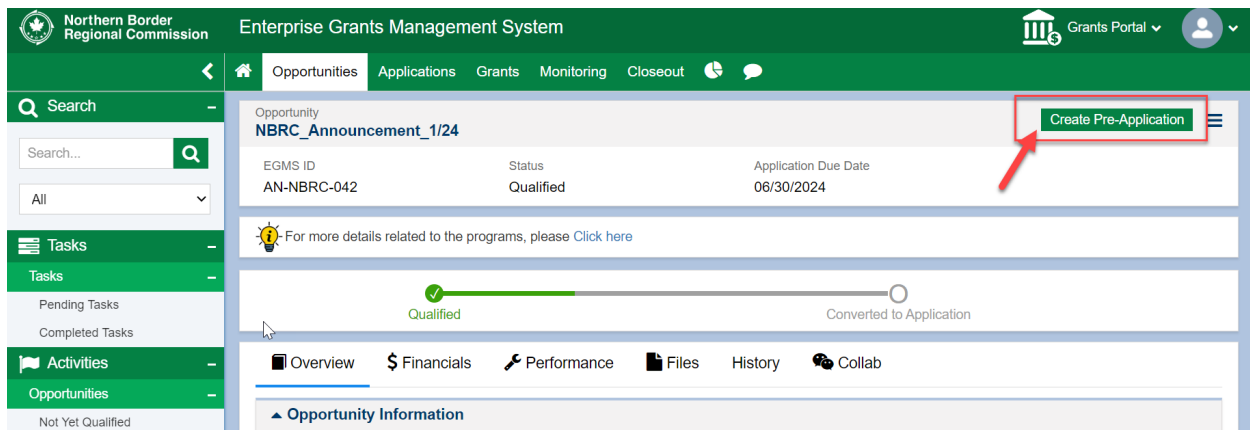


Figure 6: Create Pre-Application from Qualified Opportunity

Selecting the Project Area for your Project

- Note: The Create Pre-Application pop-up window will open.

- On the Create Pre-Application pop-up window, enter the **pre-**application title and click the **Save and Continue** button when you are ready to proceed with the pre-application creation process.

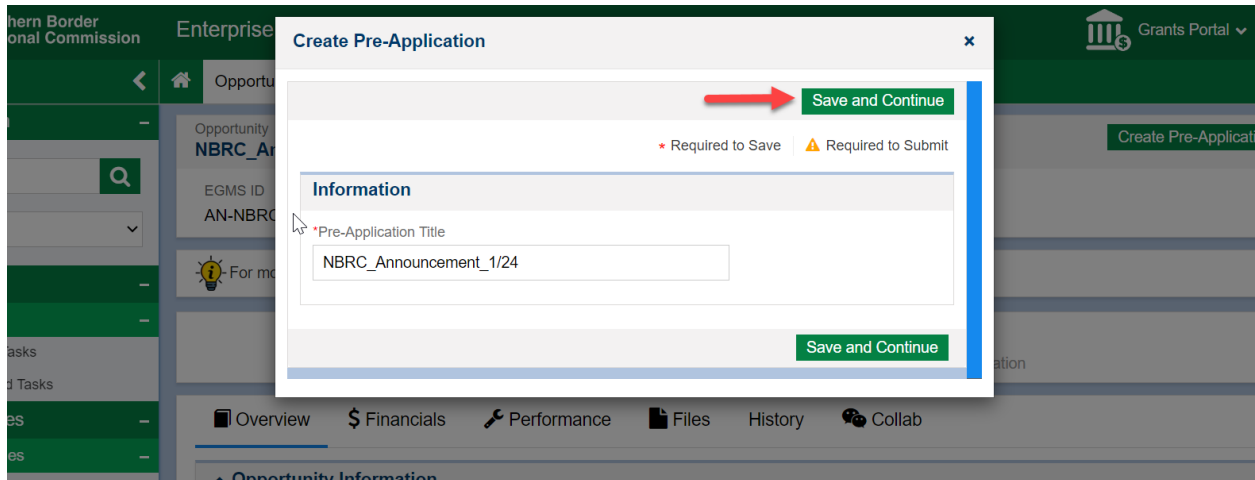
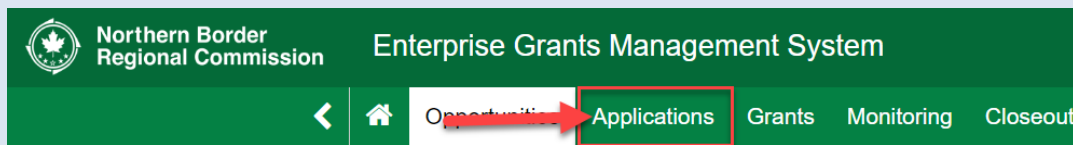
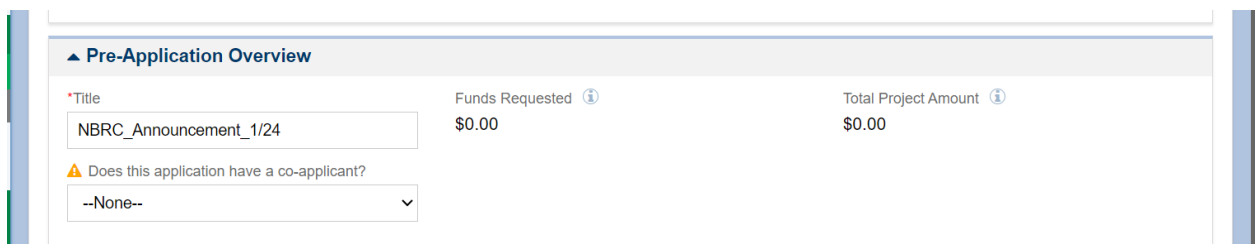


Figure 7: Create Pre-Application – Pop-up Window

- Note: After clicking **Save and Continue**, the pre-application will be created. Please take note of the application GovGrants ID.
- Note: Now that the pre-application is created, the pre-application is always accessible from the Applications module in the top navigation panel.



Completing the Pre-Application – Overview Tab



- 9) Scroll down to the **Pre-Application Overview** section and answer the following question
 - a. Does this application have a co-applicant? (Yes/No)
- 10) Once you have entered the Information within the Pre-Application Overview section, scroll down to the **Project Information** section and enter the following information.
 - a. Enter the **Project Abstract**.
 - b. Enter the **Project Goals & Outcomes**.
 - c. Enter the **Project Beneficiaries & Community Context**.
 - d. Enter the **Statement of Need**.
 - e. Enter the **Program Investment Priorities**.



- f. **Have you previously received NBRC funds?** If yes, please provide NBRC grant number and grant **year** for each prior award.
- g. Select a response for **Does this project serve a rural community with a population of less than 5,000?**
- h. Provide a response for **Does this project benefit an underserved community?**
- i. Select a response for **Which of these is most applicable to the applicant organization?**

▲ Project Information

▲ Project Abstract

- Provide a description of the proposed project. See Program User Manual for additional instructions on completing this section.

I

Figure 8: Pre-Application – Overview Tab – Project Information

- 11) Once you have entered the Information within the Project Information section, scroll down to the **Contacts** section and enter the following Information.
 - a. The system will populate the Project Director/Manager with your organization's Authorized Representative. Next, click the Edit () icon under the Actions column and click the checkbox under the Key Contact column.

▲ Contacts New Associate

To add a new co-applicant, please click the New button and enter the co-applicant contact details. If you are associating a co-applicant, you have previously added within an application in GovGrants, click the Associate button and select the co-applicant.

To associate an LDD with the application, click the Associate button and select the LDD contact.

Showing 1 to 1 of 1 records

Project Role	Name ↑	Email	Is Key Contact	Is User	Actions
Project Director/Manager	Jinu Mathew	deepika456@yopmail.com	✘	✔	

Total Records:1

- b. Next you will need to associate the LDD supporting your organization, click the **Associate** button to open the Associate Contacts pop-up window and locate the LDD.

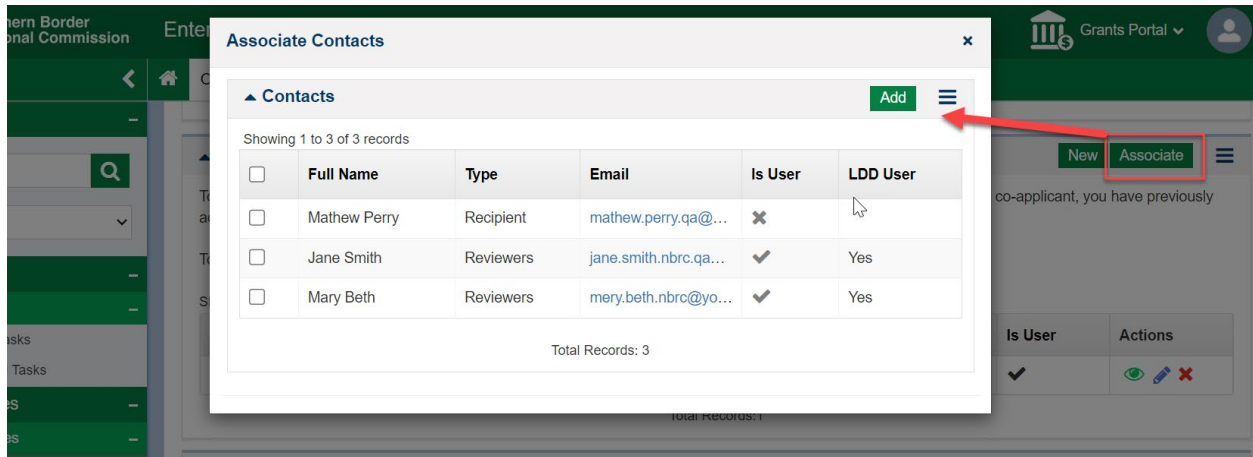
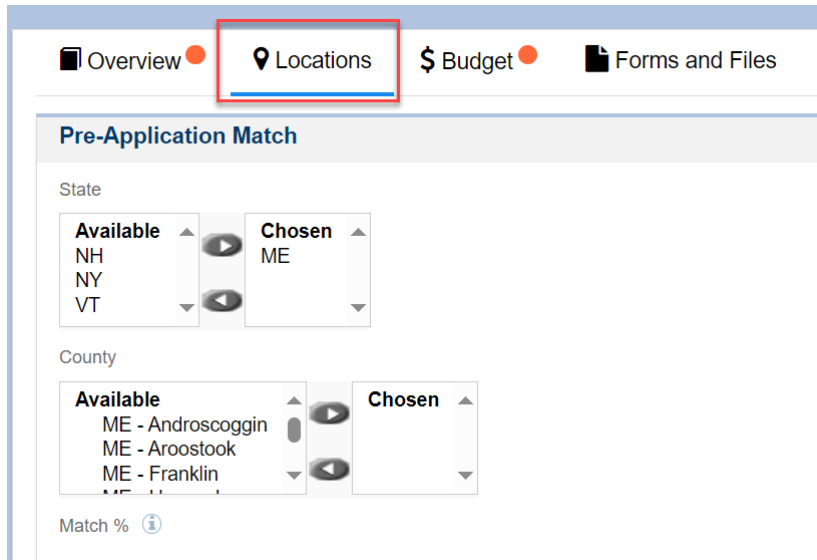


Figure 9: Pre-Application – Overview Tab – Contacts

- 12) Once you locate the LDD's name, click the checkbox to the left of the 'First Name' column. Once complete, click the **Add** button.
- 13) Navigate to the **Locations** tab.

Entering Project Locations within the Pre-Application – Locations



- 14) Navigate to the Pre-Applications Match section.
 - a. Select the **State(s)** And **Counties**

Note: Once complete, scroll to the top of the page and click the **Save** button. After clicking save, the system will calculate your match percentage. Scroll up to the top of the page and click the **Edit** button.

- 15) Once complete, click the **Budget** tab.

Completing the Pre-Application – Budget Tab

16) Navigate to the Budget Periods section. Click the plus (+) icon to expand the table and view the budget categories.

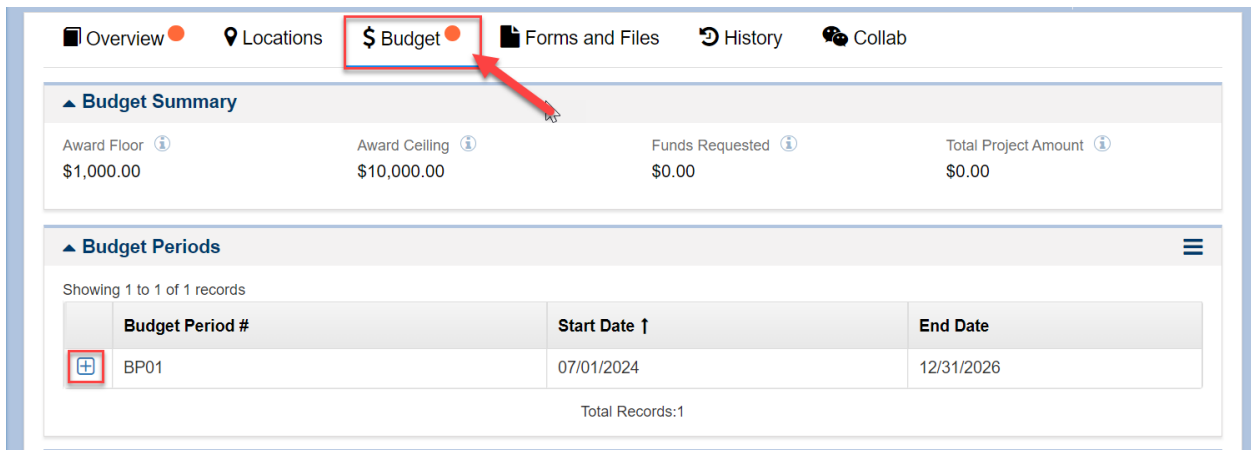


Figure 10: Pre-Application – Budget Tab

17) Within the Budget Periods section, navigate to the **Budget Categories** table and click the **Edit** icon under the Actions column for each budget category to populate the requested budget.

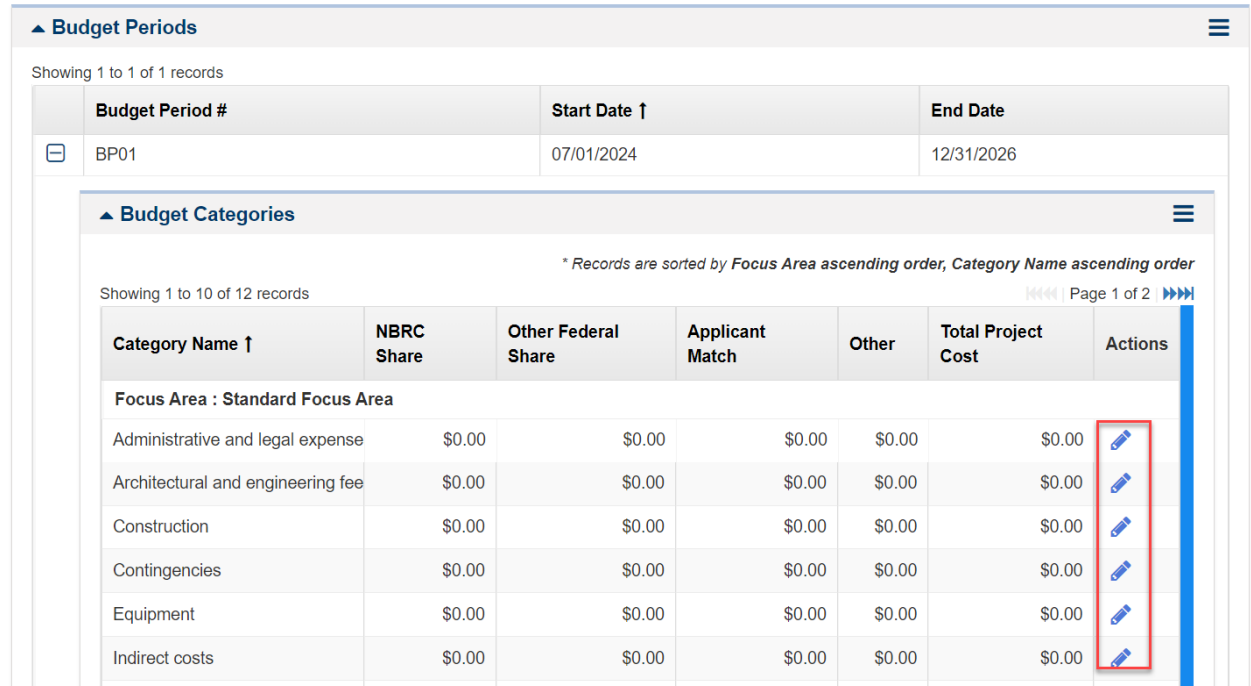


Figure 11: Pre-Application – Budget Tab - Budget Categories Section

- 18) Once you have entered the requested budget for the project, navigate to the **Budget Narrative** section and enter the following Information.
 - a. Enter the **Justification for Project Cost**
 - b. **List the amount and funding sources of all leveraged funds for this project.**
 - i. Note: This question will be visible If it applies to the funding opportunity
 - c. **List the amount and funding sources of all match funds for this project.**
 - i. Note: This question will be visible If it applies to the funding opportunity

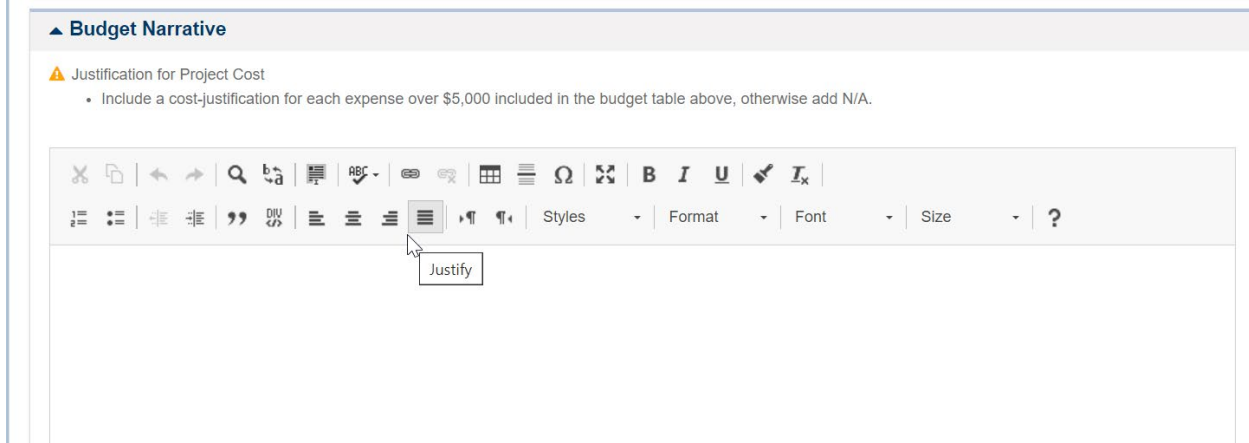


Figure 12: Pre-Application – Budget Tab – Budget Narrative

- 19) Once you have entered the budget narrative for the project, navigate to the **Waiver Information** section and enter the following **Info** information.
 - a. Select the response for **Is the applicant and/or co-applicant a prior NBRC award recipient who has *not* expended 75% of project funds? If yes, a 75% Expenditure Waiver is required. For additional waiver requirements refer to the Program User Manual.**
 - b. Enter the **Please list all current NBRC awards utilizing the NBRC project number.**
 - c. Select the response for **Catalyst program applicants are required to utilize a Local Development District (LDD) for grant administration unless they are a department of State government or receive an approved LDD waiver.**
 - d. **Is a Local Development District (LDD) waiver being requested?**

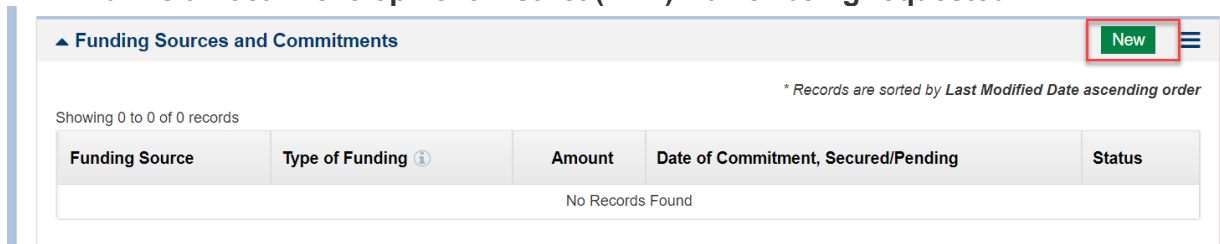


Figure 13: Pre-Application – Budget Tab – Funding Sources

- 20) Once you have entered the Waiver Information, navigate to the **Funding Sources and Commitments** section, and enter the funding sources.
 - a. Click the **New** button to add a row to the table.



21) Once you have entered all the targets, navigate to the **Files** tab.

Completing the Pre-Application – Forms and Files Tab

22) Once you have completed the **Budget** tab, navigate to the Forms and Files tab.

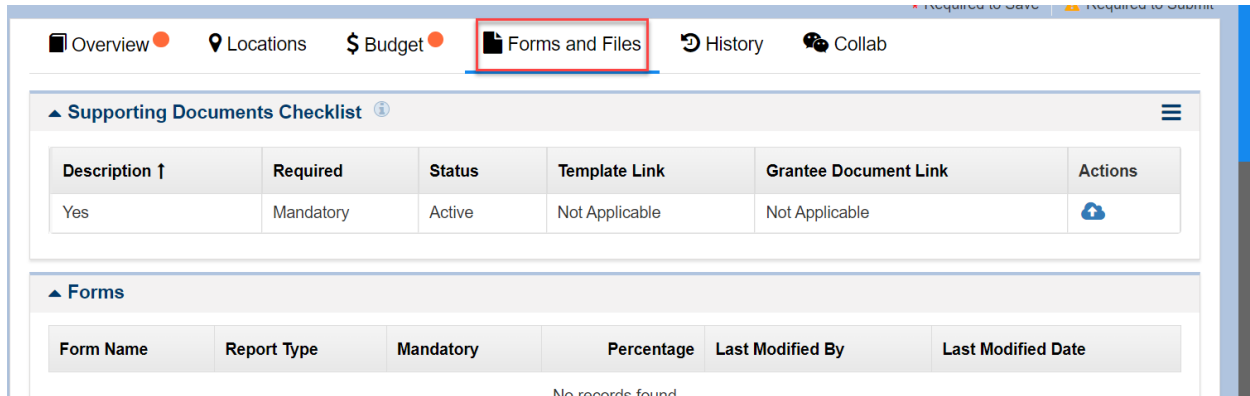


Figure 14: Pre-Application – Files Tab – Application Forms

Completing the Pre-Application – Files Tab – Supporting Documents and Attachments

Adding Supporting Documents

23) Once you have returned to the main application, navigate to the **Files Tab**, and scroll down to the Supporting Document section. Here you can add any supporting documents specified for the funding opportunity.

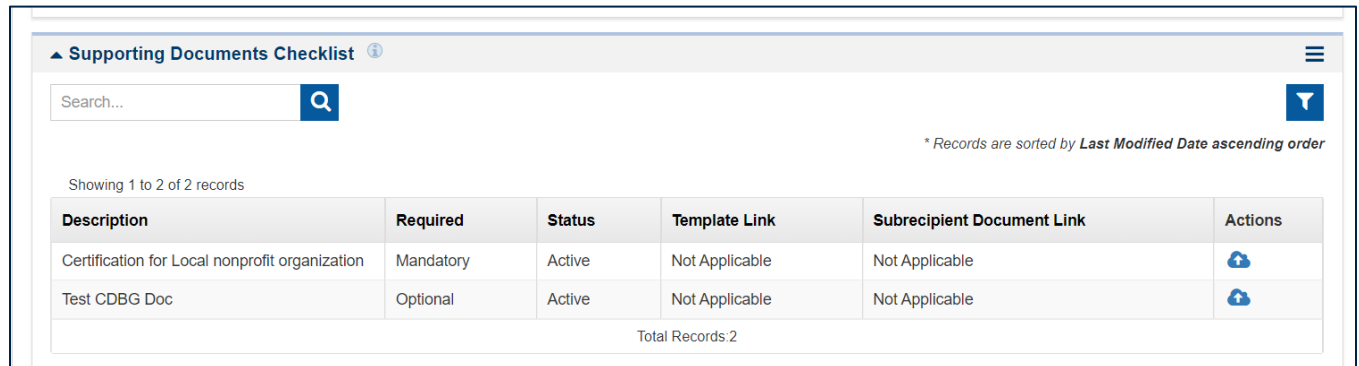


Figure 15: Pre-Application – Files Tab – Supporting Documents

Adding Attachments

- 24) If there are additional attachments required or support the application, navigate to the **Pre-Application Files** section to add the attachments
- 25) Click the **Add Files** button to open the Add File pop-up window and add an attachment
 - d. Within the window
 - i. Select the Classification
 - ii. Choose a file from your computer
 - iii. Enter a descriptions
 - e. Click the **Upload** button

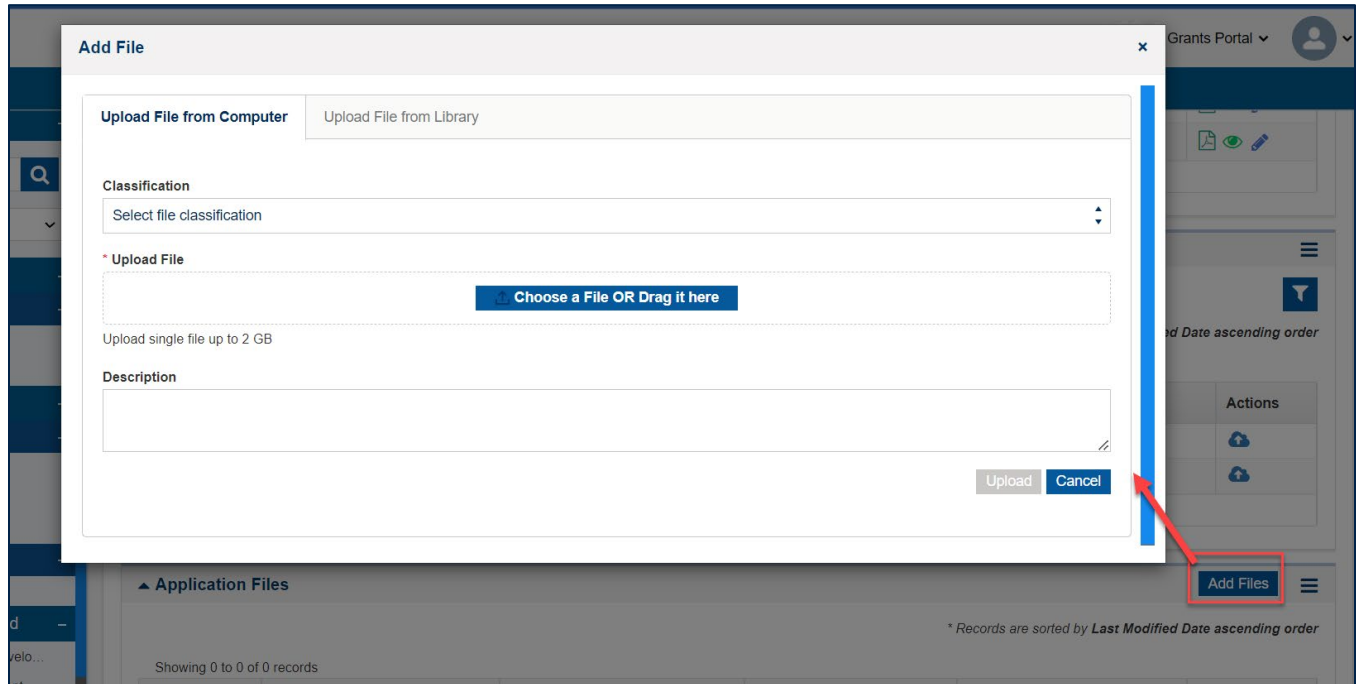


Figure 16: Pre-Application – Files Tab – Pre-Application Files

Completing the Pre-Application – Overview Tab – Acknowledgement

Once you are ready to submit the pre-application, navigate to the Overview tab.

Completing the Attestation

- 26) On the Overview tab, navigate to the **Acknowledgement** section, review the text and click the "I Agree" check box.



▲ Acknowledgement			
I hereby certify that the information provided above is accurate and complete.	Acknowledgement <input checked="" type="checkbox"/> I Agree	Submitted By	Submitted On

Figure 17: Pre-Application – Acknowledgement

27) Click the **Save** button on the top right-hand side of the page.

Submitting the Pre-Application

- Note: Once you submit the application, you will no longer have edit access to the application.

28) Once your organization is ready to submit, click the **Submit Pre-Application** button. You will receive a confirmation message. Click **Yes** to complete the pre-application submission process.

- Note: If you have entered all information correctly, you will receive a message indicating your application has been successfully submitted. If not, you will need to correct the errors before you can submit