Grant Application Walkthrough

An overview of the grant application process

Welcome!

This presentation will go over the grant application process:

- Create an Application in Egrants

- Completing the Main Summary

- Budget Setup

- Creating Your Budget

- Authorized Signatories & Application Submission

- Viewing Your Application

- Signing Your Application

- Additional Resources

- Questions

Creating an Application in Egrants

Enter your Keystone Login credentials to log in to Egrants

Powered by

PA KEYSTONE LOGIN

If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.
If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.
All other Egrants users who do not have a Keystone Login account should click the Register link below.

Keystone Login UserName

Keystone Login Password

Log in

Forgot Password?
Forgot UserName?
Not Registered? Register as a new Keystone Login user

Log into the Egrants system by following the link in the slide. Enter your Keystone Login Username and password. If you do not have a Keystone User ID Click on Not Registered? Register as a new Keystone Login user.

EGrants

Creating an Application in Egrants

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Welcome to PCCD Egrants!
Please select a menu tab or prompt link to continue.

CLICK HERE — To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).

CLICK HERE — To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).

CLICK HERE — To view any Alerts and/or Tasks assigned to you (Work Manager tab).

CLICK HERE — To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (User Management tab).

CLICK HERE — To Subscribe to receive an email when new granting opportunities become available.

CLICK HERE — To Unsubscribe from Email notifications when granting opportunities become available.

Egrants

Choose the menu item link - To create a new Application. To Access an existing project.

Creating an Application in Egrants

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title: [   ]

Program Area: [All] ▾

Funding Stream: [All] ▾

Plan Year: [All] ▾

Status: Open ▾

[Search]

Fund. Annc. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
Child Advocacy Centers of PA - 2025	Children's Advocacy Center Committee	Child Advocacy Centers - Birth Certificate Funds	$400,000.00	8/1/2024	10/31/2024	Open
Recruitment Incentives for Law Enforcement	Criminal Justice Advisory Committee	COVID-SFR Local Law Enforcement Support	$14,000,000.00	10/19/2023	10/31/2024	Open
Sample Funding Announcement	Criminal Justice Advisory Committee	County Adult Probation Grant-in-Aid	$10,000.00	11/12/2024	12/31/2024	Open

Click on the funding announcement title that corresponds with the grant application being created.

Creating an Application in Egrants

FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: Sample Funding Announcement

Program Contact Person: Ms. Kathy Clarke

Year: 2023

Fiscal Contact Person: Mrs. AnnaMarie Deskiewicz

Program Area: Criminal Justice Advisory Committee

Funding Stream: GIA

Funding Area: County Adult Probation Grant-in-Aid

Release Date: 11/12/2024

Due Date: 12/31/2024

Concept Papers Required? No

Competitive/Non-Competitive: Non-Competitive

Amount Announced: 10,000.00

Status: Open

Summary:

The Fiscal and Program contacts are listed at the top. Please refer to these contacts for application questions, for competitive funding announcements, questions to clarify the funding announcement requirements will have to be emailed to the email resource account identified in the funding announcement document.
To create the new application, click on Create New Application.

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title

Click to create new application

[Create New Application] [Cancel]

Creating an Application in Egrants

Each funding announcement has a specific summary that includes sections applicable to that funding. The sections that you see listed here may differ from those on your screen.

Note your grant ID number

⊕ cdedcdvwbegr003.pa.lcl

Your Grant ID is 44550. Please write this number down.
You will use this Grant ID to access your project from now on.

OK

Grant ID: 44550 📝
Status: Open - Draft

Project Title:
Fund Announcement: Sample Funding Announcement

No Agency Signatories exist for PA Commission On Crime & Delinquency.
Your organization must have at least one designated user approved with the Agency Signatory role before any required documents can be signed.
The Agency Signatory security role is NOT required to submit your grant document.

APPLICATION SUMMARY

Recipient Agencies must be entered in the Main Summary Information section before the Budget Detail link(s) become enabled.

Section Listing and Status

Section Name	Status	Last Update
Approval Checklists	In Process	11/12/2024 6:43:15 PM
Budget Detail	In Process	11/12/2024 6:43:20 PM
Executive Summary	In Process	11/12/2024 6:43:15 PM
Main Summary Information	In Process	11/12/2024 6:43:20 PM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	In Process	11/12/2024 6:43:15 PM
Fiscal Accountability	In Process	11/12/2024 6:43:15 PM
Federal Transparency Act Certification	In Process	11/12/2024 6:43:15 PM

[View Contract] [View Signature Page] [Submit Application] [View Issues/Comments]

[Delete Application] [Return to Project Summary]

Creating an Application in Egrants

On the application summary screen, you must complete the Main Summary information section prior to entering your budget. To do this Click on the Main Summary Information hyperlink.

Grant ID: 44550

Status: Open - Draft

Project Title:

Fund Announcement: Sample Funding Announcement

No Agency Signatories exist for PA Commission On Crime & Delinquency.
Your organization must have at least one designated user approved with the Agency Signatory role before any required documents can be signed.
The Agency Signatory security role is NOT required to submit your grant document.

APPLICATION SUMMARY

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Budget Detail	In Process	11/12/2024 6:43:20 PM
Executive Summary	In Process	11/12/2024 6:43:15 PM
Main Summary Information	In Process	11/12/2024 6:43:20 PM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	In Process	11/12/2024 6:43:15 PM
Fiscal Accountability	In Process	11/12/2024 6:43:15 PM
Federal Transparency Act Certification	In Process	11/12/2024 6:43:15 PM

View Contract | View Signature Page | Submit Application | View Issues/Comments

Delete Application | Return to Project Summary

Completing the Main Summary

Add all recipient agencies receiving funding and managing any portion of the project. Click the Add Applicant as Recipient Agency button if appropriate. Click the Add Recipient button to search for and add recipient agencies other than the applicant agency. Click the link for that agency in the search results that you want to add and then click save on the next screen. You can add as many recipient agencies as needed and a separate budget will be created for each entity.

MAIN SUMMARY

Section Point Value: 0

Completion Status: [In Process ▼]

Created By: Miss Vicki Bonner
Last Update By: Miss Vicki Bonner

Created Date: 11/12/2024 6:43:15 PM
Last Update Date: 11/12/2024 6:43:20 PM

SubGrant ID: --

Applicant Agency: PA Commission On Crime & Delinquency ☑

FID #: 23-6002831

Recipient Agency:

[Add Recipient]
[Add Applicant as Recipient Agency]

Project Director: [▼] Details   Project Director not listed in dropdown? ❓

Financial Officer: [▼] Details   Financial Officer not listed in dropdown? ❓

Primary Contact: [▼] Details   Primary Contact not listed in dropdown? ❓

Additional Contacts (0-Grantee)

Program Staff Contact: Ms. Kathy Clarke
Fiscal Contact: Mrs. AnnaMarie Deskiewicz

Select the project director, financial officer, and primary contact from the drop-down menus.

Completing the Main Summary

Authorized Signatories

Please select from the approved Agency Signatory(ies) the individual(s) to receive email notifications when a signature is required for this grant.
If you do not see the individual that should be selected from the table below, follow the instructions for requesting the Agency Signatory security role: Requesting Agency Signatory role.

Email	Signatory	Title	Authorization
No users assigned as Signatories exist for this organization.			

In the bottom section of the main summary, you will enter the grant start and end dates per the funding announcement. You will also enter the Project Title, and a brief project description.

The school district, keywords, senate district, and state house district are optional fields but please check the funding announcement for specific details in cases where the keywords may be needed.

Application Invitation Date:
Application Received Date:
Advisory Committee Meeting Date:
Commission Meeting Date:

Start Date: [   ]

Continuation Invitation Date:
Application Award Date:
Application Award Amount:
Notification of Award Date:

End Date: [   ]

Resubmitted Date:

Returned Date:

Short Project Title: * [   ]

Brief Project Description: *
(maximum 320 characters)
[   ]

School District
[▼] [Add Selected School District(s)]

School District	Action

Keywords
[▼] [Add Selected Keyword(s)]

Keyword	Action

Senate District
[▼] [Add Selected Senate District(s)]

Senate District	Action

State House District
[▼] [Add Selected State House District(s)]

State House District	Action

[Save] [Save And Continue Editing] [Return to Application Summary]

Completing the Main Summary

MAIN SUMMARY

Section Point Value: 0

Completion Status: [In Process ▾]

Created By: Miss Vicki Bonner
Last Update By: Miss Vicki Bonner

Created Date: 11/12/2024 6:43:15 PM
Last Update Date: 11/19/2024 10:08:08 AM

SubGrant ID: --

Applicant Agency: PA Commission On Crime & Delinquency 📈

FID #: 23-6002831

Recipient Agency: PA Commission On Crime & Delinquency 📈

→ Department of Health 📈

[Add Recipient]

Project Director: [Miss Vicki Bonner ▾] Details Project Director not listed in dropdown? ❓

Financial Officer: [Mrs. Heidi Metzger ▾] Details Financial Officer not listed in dropdown? ❓

Primary Contact: [Miss Vicki Bonner ▾] Details Primary Contact not listed in dropdown? ❓

Additional Contacts (0-Grantee)

Program Staff Contact: Ms. Kathy Clarke
Fiscal Contact: Mrs. AnnaMarie Deskiewicz

If you added multiple recipient agencies you will now see them listed. To complete the main summary section, change the completion status from "In Process" to "Complete" then click save at the bottom of the page, you will return to the Application Summary Page.

Budget Setup

On the application summary page, you will now see that the Main Summary Information section has been marked complete and you can now move on to the other sections of the grant application.

No Agency Signatories exist for PA Commission On Crime & Delinquency.
Your organization must have at least one designated user approved with the Agency Signatory role before any required documents can be signed.
The Agency Signatory security role is NOT required to submit your grant document.

APPLICATION SUMMARY

Section Listing and Status

Section Name	Status	Last Update
Approval Checklists	In Process	11/12/2024 6:43:15 PM
Budget Detail	In Process	11/12/2024 7:25:13 PM
Executive Summary	In Process	11/12/2024 6:43:15 PM
Main Summary Information	Complete	11/12/2024 7:25:13 PM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	In Process	11/12/2024 6:43:15 PM
Fiscal Accountability	In Process	11/12/2024 6:43:15 PM
Federal Transparency Act Certification	In Process	11/12/2024 6:43:15 PM

[View Contract] [View Signature Page] [Submit Application] [View Issues/Comments]

[Delete Application] [Return to Project Summary]

Budget Setup

If you have more than one recipient, you will select your agency as the agency budget and the entity you are passing funds to as the pass though budget. When finished click save.

BUDGET SETUP

BUDGET SETUP DEFINITIONS

Agency Budget - Provides a separate budget(s) within the Master Budget, allowing specific departments within a county to input their budget line item detail (Agency Budget) separate from the Master Budget. These costs will then be consolidated into the Master Budget categories.

Pass Through Budget - Select when funds are being passed through the applicant agency to other organizations or contractors (service providers). Allows for the input of a separate budget, including budget line item details, for these organizations. The total of each Pass Through Budget will be incorporated into the Consultant category of the Master Budget.

Click the Help button in the upper right corner for examples.

Recipient Agency Name	Agency Budget	Pass Through Budget
PA Commission On Crime & Delinquency	●	○
Department of Health	○	●

Save   Return to Budget Summary

Budget Setup

BUDGET SUMMARY

Section Point Value: 0

Completion Status: [Return ▼]

Created By: Miss Vicki Bonner
Last Update By: Miss Vicki Bonner

Created Date: 11/12/2024 6:43:15 PM
Last Update Date: 11/19/2024 10:20:58 AM

		YEAR1	TOTAL
PA Commission On Crime & Delinquency (Agency Budget)		59,593.00	59,593.00
Department of Health (Pass Through Budget)		0.00	0.00
	Total:	59,593.00	59,593.00

You will now see on the Budget summary screen the added recipient budget.

	YEAR1	TOTAL
Personnel	51,480.00	51,480.00
Employee Benefits	8,113.00	8,113.00
Travel (Including Training)	0.00	0.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total:	59,593.00	59,593.00

BY SOURCE	YEAR1	TOTAL
Federal	0.00	0.00
State	59,593.00	59,593.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	59,593.00	59,593.00

[Budget Setup] [Save] [Save And Continue Editing] [Return to Application Summary]

Creating Your Budget

For more details on creating your application budget, click on the link below.

Project Title:
Fund Announcement: Sample Funding Announcement

No Agency Signatories exist for PA Commission On Crime & Delinquency.
Your organization must have at least one designated user approved with the Agency Signatory role before any required documents can be signed.
The Agency Signatory security role is NOT required to submit your grant document.

APPLICATION SUMMARY

Recipient Agencies must be entered in the Main Summary Information section before the Budget Detail link(s) become enabled.

Section Listing and Status

Section Name	Status	Last Update
Approval Checklists	In Process	11/12/2024 6:43:15 PM
Budget Detail	In Process	11/12/2024 6:43:20 PM
Executive Summary	In Process	11/12/2024 6:43:15 PM
Main Summary Information	In Process	11/12/2024 6:43:20 PM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	In Process	11/12/2024 6:43:15 PM
Fiscal Accountability	In Process	11/12/2024 6:43:15 PM
Federal Transparency Act Certification	In Process	11/12/2024 6:43:15 PM

View Contract   View Signature Page   Submit Application   View Issues/Comments

Delete Application   Return to Project Summary

Budget Detail Walkthrough

Authorized Signatories & Application Submission

You DO NOT need to have a signatory to submit the application

APPLICATION SUMMARY

Section Listing and Status

Section Name	Status	Last Update
Approval Checklists	Complete	11/13/2024 11:04:05 AM
Budget Detail	Complete	11/13/2024 10:51:16 AM
Executive Summary	Complete	11/13/2024 11:04:27 AM
Main Summary Information	Complete	11/13/2024 11:04:05 AM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	Complete	11/13/2024 11:05:05 AM
Fiscal Accountability	Complete	11/13/2024 11:05:26 AM
Federal Transparency Act Certification	Complete	11/13/2024 11:06:20 AM

Click here to request Agency Signatory Role

Authorized Signatories

Please select from the approved Agency Signatory(ies) the individual(s) to receive email notifications when a signature is required for this grant.
If you do not see the individual that should be selected from the table below, follow the instructions for requesting the Agency Signatory security role Requesting Agency Signatory role.

Email	Signatory	Title	Authorization
☑	Miss Vicki Bonner		📄

View Contract   View Signature Page   Submit Application   View Issues/Comments

Delete Application   Return to Project Summary

Viewing Your Application

APPLICATION SUMMARY

Section Listing and Status

Section Name	Status	Last Update
Approval Checklists	Complete	11/13/2024 11:04:05 AM
Budget Detail	Complete	11/13/2024 10:51:16 AM
Executive Summary	Complete	11/13/2024 11:04:27 AM
Main Summary Information	Complete	11/13/2024 11:51:37 AM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	Complete	11/13/2024 11:05:05 AM
Fiscal Accountability	Complete	11/13/2024 11:05:26 AM
Federal Transparency Act Certification	Complete	11/13/2024 11:06:20 AM

View Contract   View Signature Page   Withdraw Application   View Issues/Comments

Return to Project Summary

Click here to view your application and print

Signing your Grant Application

Back Button will not take you back pages, instead use the application menus and controls.

| Main Menu | User Management | Funding Announcement | Project Management | Work Manager | E-Signing |

Click here to sing your application

Welcome to PCCD Egrants!
Please select a menu tab or prompt link to continue.

CLICK HERE To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).

CLICK HERE To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).

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CLICK HERE To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (User Management tab).

CLICK HERE To Subscribe to receive an email when new granting opportunities become available.

CLICK HERE To Unsubscribe from Email notifications when granting opportunities become available.

Announcements

Announcement: All Project Modification Requests and the executed signature page (if required) should be submitted in Egrants at least 30 days prior to the termination of the project period. Project modification requests not submitted at least 30 days **prior to** the project end date may not be reviewed or approved by PCCD. Project modification requests will not be accepted by Egrants or PCCD after the end of the project period.

Egrants

Signing Your Grant Application

SIGNING/APPROVAL REQUEST SEARCH

Click on the pen mark. You will be directed to the Signing Request Detail Page

Signing Your Grant Application

SIGNING REQUEST DETAIL

Type: Application Submission

Description of Request: Signature of the external applicant organization for the Grant Contract Signature Page after the grant has been submitted

Status: Pending

Title: Application Submission Request: 44548 - How to sign your grant application (Slippery Rock Area School District)

Requested Date: 10/9/2024 11:02 AM

Due Date: 11/8/2024

Legal Disclaimer:
You are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Pursuant to the Pennsylvania Electronic Transactions Act, 73 P.S. §2260.101 et seq., you certify under penalty of law that this document and all attachments were prepared under your directive or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system

☑ I Agree

[Sign] [Cancel]

Click "I Agree" then sign

Click to view application and signature page

Associated Attachments

Submitted Grant Contract: ApplicationContract_44548.pdf

Contract Signature Page: SignaturePage_44548.pdf

Additional Resources

For additional application guidance see the resources below

[Executive Summary Walkthrough](#)

[Procurement Details Walkthrough](#)

[Fiscal Accountability walkthrough](#)

[Approval Checklist walkthrough](#)

[Federal Transparency Act section walkthrough](#)

[Nonprofit Agency Checklist](#)

Questions?

EGRANTS Support

Egrants Electronic Signature Access Request Instructions (PDF)

Egrants Electronic Signature Access Request Form (PDF)

Thank you!