



NYS Companion Animal Capital Fund Click by Click Application Instructions

1. In order to get into the application for the NYS Companion Animal Capital Fund, you MUST be logged in as the Grantee Contract Signatory in the NYS Grants Gateway. If you not already the Grantee Contract Signatory, below is how to make yourself the Grantee Contract Signatory in the Grants Gateway System.
 - a. Login as the Grantee Delegated Administrator
 - b. Click **Organization(s)** link at the top right side of the webpage
 - c. Click the blue, underlined **Organization Members** link in the middle of the webpage
 - d. Below the instructions on the webpage, click the blue, underlined link that says **“Add Members”**
 - e. To the right of the search bar, click the blue box that says **“NEW MEMBER”**
 - f. Fill in your information and select Grantee Contract Signatory from the drop-down list
 - g. At the top right-hand side of the webpage, click the blue **“SAVE”** button to save your information
 - h. LOG OUT and log back in as the Grantee Contract Signatory
2. Once logged into the NYS Grants Gateway as the Grantee Contract Signatory, find **“View Available Opportunities”** on the Home page and click the link **“View Opportunities”**
 - a. This will bring you to a searchable database of all grant opportunities available by NYS
3. Locate the **“Search by Grant Opportunity Name”** search box and type in **“animal”** then click “Search”
 - a. This will bring up a link to the **“New York State Companion Animal Capital Fund 2017-2018”** under “search results”
4. Click the blue, underlined link that says **“New York State Companion Animal Capital Fund 2017-2018”**
 - a. This brings you to a summary page that gives detailed information regarding the NYS Companion Animal Capital Fund
5. Click the blue box on the left-hand side of the screen that says **“Apply For Grant Opportunity”**
 - a. The screen will say “processing” and then direct you to your unique application page
6. Navigating the application webpage:
 - a. The 5 green buttons at the top of the webpage will help you navigate through the grant application
 - i. **Menu:** Returns you back to “Application Main Page” that you started on

- ii. **Forms Menu:** Use to navigate between various forms in the application process
 - iii. **Status Changes:** Used to submit application
 - iv. **Management Tools:** Let's you Add/Edit People in the application
 - v. **Progress Reports and Related Documents:** Not used in the application process
 - b. The blue, underlined "**Details**" link opens a drop-down box that provides:
 - i. The name of the grant you are applying for
 - ii. Your organization name
 - iii. Your role in the application process (which is "Grantee")
 - iv. The current status of your application
 - v. The due date of the application
7. Click the "**Forms Menu**" button at the top of the webpage to begin navigating through the application
 8. At the top of the "Forms" box under "Contract Documents" is a blue, underlined link "**Contract Document Properties**"
 - a. You do not need to do anything with this webpage, it simply shows you what makes up a contract from the state
 9. Under "**Application Information**" are three blue, underlined links
 - a. **Print Application:** Let's you print the Grant application for your convenience, this is not required
 - b. **Full Version of RFP:** Downloads a full version of the RFP which you should be familiar with when applying for a grant
 - c. **Application Versions:** Used AFTER submitting the application
 10. Under "Program Information" are two blue, underlined links. Click "**Project/Site Addresses**"
 - a. This will direct you to a portion of the application that asks for information regarding the address of your organization
 - b. In the "Name/Description" box, enter the name of your organization or the name you would enter on a mailing address for your organization
 - c. Continue to fill out the following boxes regarding the address of your organization
 - d. The "Regional Council" drop-down box is NOT REQUIRED but refers to the State Regional Councils website (www.regionalcouncils.ny.gov). Click the drop-down menu and click "N/A"
 - e. The "Agency Specific Region" drop-down box is NOT REQUIRED. Click the drop-down menu and click "N/A"
 11. Navigate to the top of the webpage and locate the blue bar that stretches across the screen. On the right-hand side of the blue bar there are two blue boxes, click the one that says "**Save**"
 - a. It will say "processing" and then a box will appear on the left side of the screen that says "The information has been saved". Your information on this portion of the application has been saved and you may continue.
 - b. If you missed a box that was required to be filled out, it will be marked by a RED asterisk (*). Fill out the information and click the "Save" button again.

12. Click the green **“Forms Menu”** link again, located at the top of the webpage, which will navigate you back to the list of forms required in the application.
 - a. Under **“Project Information”** and next to **“Project/Site Addresses”** is a time stamp of the last edit you made to that specific form. This will appear for each form you fill out.

13. Locate the **“Project Information”** section and click the **“Program Specific Questions”** link. This will navigate you to a new webpage that lists various questions that are required to be answered for the application.
 - a. The first box is **“Project Title”** and this is where you will enter the name of your organization.
 - b. It is recommended that you type your answers for each question into Microsoft Word and then copy and paste your answers into the textbox on the webpage as some questions may have lengthy answers. This method is NOT REQUIRED but may make the process easier for you.
 - i. **NOTE:** The application system will time the user out after 20 MINUTES of no activity, which does not include typing out answers. If you answer a question and step away from the computer without clicking **“Save”**, the system will log the user out and your progress since your last previous save will be lost.
 - c. Under each question is a textbox and an additional box that says **“0 out of 250”** or **“0 out of 500”**. This keeps track of how many characters, or letters, you type into the textbox with the second number being the maximum number of characters allowed for that question.
 - i. **NOTE:** This is not the maximum number of WORDS allowed but the maximum number of individuals letters and symbols allowed for that specific question.
 - d. It is recommended that after answering each question, you click the **“Save”** button so no progress is lost.
 - i. After each time clicking **“Save”** an error will appear at the top of the webpage that lists every question you have not answered, but every question that has been answered thus far will be saved.

14. Navigate back to the **“Forms Menu”** link at the top of the webpage and locate the **“Capital Budget”** section of the application. Under **“Capital Budget”** are 8 blue, underlined links. The only links that you will be using in this section are the **“Acquisition”** and **“Construction”** links. DO NOT USE the other links in this section.

15. Click **“Acquisition”** and you will be navigated to the acquisition webpage. Read the instructions at the top of the webpage and continue.
 - a. Under **“Details”** in the **“Type/Description”** box, enter one thing you will be doing with the grant money. For example, **“Purchase kennels”** may be what you plan on using the grant money on.
 - i. **“Item #”** and **“Quantity”** are NOT REQUIRED.
 - b. Under **“Financial”** the **“Unit Price”** box is NOT REQUIRED, only the **“Total Cost”** box must be filled in.
 - c. After filling in the required information, locate the blue bar that stretches across the screen at the top of the webpage. On the right-hand side of the bar, locate and click the **“Save”** button to save your progress on this form.
 - d. Once your progress has been saved, two new buttons will appear on that same blue bar, **“Add”** and **“Delete”**. This is how you will add additional items into the acquisition form that you plan to use the grant money on.

- i. NOTE: After clicking the “Add” button to add an item to your acquisition list, your previous item will seem to disappear and you will be presented with a blank form to fill out again. THIS IS OK, your previous item was not deleted (See item 14f for more information).
 - e. Click the “**Add**” button that is located on the right-hand side of the blue bar if you intend on using the grant money on more than one item. Once you have filled out the form again for your second item, click “**Save**” located in the blue bar.
 - f. After your information has been saved, on the right-hand side of the screen you will notice a small drop-down menu next to a “GO” button. This is how you will navigate between acquisition items that you have inputted into the webpage.
 - g. Continue to add items that you intend to use grant money for using the “Add” button in the blue bar. Click “**Save**” after each item is entered.
16. Navigate back to the “**Forms Menu**” and click “**Construction**” which is located directly under the “Acquisition” link that we selected earlier.
- a. Enter any construction costs that you intend to use grant money on. For example, “construction labor” may be a cost you intend to use grant money on.
 - b. Just like on the “Acquisition” form, you only need to fill in the “**Type/Description**” box and the “**Total Cost**”.
 - c. After clicking “**Save**” continue to add any additional construction costs using the “add” button located on the blue bar.
17. Navigate back to the “**Forms Menu**” page using the link at the top of the webpage and locate the “Capital Budget” section. Click the last link in the section called “**Capital Summary**”.
- a. This page will provide a summary of all your costs that have been entered in the “Acquisition” and “Construction” sections of the application.
 - b. Depending on the Match Funds requirements of your organization, enter the information into the “Grant Funds” and “Match Funds” boxes for Acquisition and Construction costs.
 - i. Funding guidelines can be found here: <http://nysapf.org/companion-animal-capital-fund/>
 - c. If your math is incorrect, after clicking “Save” an error will appear at the top of the webpage. Correct your mathematical mistake and click “Save” again.
18. Navigate back to the “**Forms Menu**” page using the link at the top of the webpage and locate the “**Work Plan: Grantee Defined**” section. Click the blue, underlined link called “**Work Plan Overview Form**”.
- a. This portion of the application is not scored as part of the application but is only required to show that you have everything planned out if you are given grant money. The information entered here is not set in stone.
 - b. Enter estimated dates into the “Work Plan Period” for when and how long you anticipate your project to take. The funds allow up to two years.
 - c. Answer the following questions regarding your project. It is recommended that you type up the answers to these questions in Microsoft Word and then copy and paste it into the textbox. Some questions may be extremely long, like the project summary, which allows up to 50,000 characters.
 - d. After answering each question, click “**Save**” located on the blue bar at the top of the webpage.

19. Navigate back to the **“Forms Menu”** page using the link at the top of the webpage and locate the **“Work Plan: Grantee Defined”** section. Click the blue, underlined link called **“Objectives”**.
 - a. Enter a broad, high-level objective into the **“Objective Name”** box. For example, **“Increase the shelter’s housing capacity.”**
 - b. The **“Objective Description”** box is NOT REQUIRED but may be entered if you feel necessary.
 - c. Click **“Save”** in the blue bar at the top of the webpage when finished entering in your information.
 - d. Continue to add other broad, high-level objectives using the **“Add”** button located in the blue bar. The **“Add”** button will appear after clicking **“Save”** for the first time.

20. Navigate back to the **“Forms Menu”** page using the link at the top of the webpage and locate the **“Work Plan: Grantee Defined”** section. Click the blue, underlined link called **“Tasks”** that has now appeared since an objective has been entered and saved.
 - a. Enter a **“Task Name”** into the text box.
 - i. Each objective that you entered in the previous step can have multiple tasks, and each task can have multiple **“Performance Measures”** which will be discussed in the next step.
 - b. A description of the task is NOT REQUIRED but can be entered if you feel necessary.
 - c. Click **“Save”** in the blue bar at the top of the webpage when finished entering in your information.
 - d. Continue to add other tasks for each objective (Making sure you’re adding each task to the correct objective) using the **“Add”** button located in the blue bar. The **“Add”** button will appear after clicking **“Save”** for the first time.
 - e. Click **“Save”** in the blue bar at the top of the webpage when finished entering in your information

21. Navigate back to the **“Forms Menu”** page using the link at the top of the webpage and locate the **“Work Plan: Grantee Defined”** section. Click the blue, underlined link called **“Performance Measure”** that has now appeared since a task has been entered and saved.
 - a. Enter a **“Performance Measure Name”** into the text box.
 - i. A Performance Measure is a description of how you are going to measure how your task was accomplished. This may include a specific date, a goal of an additional certain number of expanded housing units, etc.
 - b. A description of the performance measure is NOT REQUIRED but can be entered if you feel necessary.
 - c. Click **“Save”** in the blue bar at the top of the webpage when finished entering in your information.
 - d. Continue to add other performance measures to each task (Making sure you’re adding each performance measure to the correct task and objective) using the **“Add”** button located in the blue bar. The **“Add”** button will appear after clicking **“Save”** for the first time.
 - e. Click **“Save”** in the blue bar at the top of the webpage when finished entering in your information.

22. Navigate back to the **“Forms Menu”** page using the link at the top of the webpage and locate the **“Pre-Submission Uploads”** section of the application. Click the blue, underlined link called **“Pre-Submission Uploads”**
- a. This webpage contains documents for your reference. You are not required to upload anything.
23. **How to Submit your application!**
- a. You cannot be logged in as someone who is a “Grantee” and must log out and re-log back in as someone who is identified in the system as a “Grantee Contract Signatory”
 - i. As the grantee, you can add people onto your application to make it easier for them to find it.
 1. Locate the **“Management Tools”** link at the top of the webpage and click **“Add/Edit People”**
 2. Find the person you’d like to add and check the box next to their name. Click **“Save”** in the blue bar at the top of the webpage.
 - b. The individual who is registered as a “Grantee Contract Signatory” must log in to submit the application. On the home page, navigate to **“My Tasks”** and click **“Open Tasks”**
 - i. This is where the application the grantee was working on will appear as long as they have added this individual as a “Grantee Contract Signatory”
 - ii. Click the blue, underlined link under “Name”. It will be a series of letters and numbers.
 - c. Navigate to the **“Status Changes”** page and under “Application Submitted” click “Apply Status”
 - i. If anything in any section of the application is missing, an error will appear directing you to the issue with your application.