



## NGPC Online Grant System Instructions for Applying for Grant Funding

### Create Account

If you have not already created an account, please Click on “Click Here to Register”

A screenshot of the Nebraska Game Parks online grant system login page. The page features the organization's logo at the top left. Below the logo is a "Login" section with a form for entering a user ID and password, a "SIGN IN" button, and links for "Forgot User ID?" and "Forgot Password?". To the right of the login form is an "Announcements" section. At the bottom of the login form, there is a yellow button labeled "Click here to Register", which is highlighted by a red arrow. The footer of the page contains copyright information for Dulles Technology Partners Inc. and the version number "WebGrants 7.0".

Fill out the registration form information and save registration information and click on ‘Save Registration Information’ button. Once submitted, our staff will be notified about your registration and will approve your registration within 2 business days.

A screenshot of the Nebraska Game Parks online grant system registration form. The page features the organization's logo at the top left. Below the logo is a "Registration" section with a "Save Registration Information" button. The form is titled "Personal Contact Information" and contains several fields for user information. The "Name" field is split into "Salutation", "First Name", "Middle", and "Last Name". The "Title" field is a single line. The "Email" field is a single line. The "Address" field is split into "Address 1", "Address 2", and "Address 3". The "City" field is a single line, and the "State/Province" field is a dropdown menu with "Nebraska" selected. The "Zip" field is a single line. The "Phone" field is split into "Phone" and "Ext." fields. The "Fax" field is a single line. At the bottom of the form, there is a question: "What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.?" Below this question is a dropdown menu for "Program Area of Interest" with "LWCF - Land and Water Conservation Fund" selected.

## Logging into the NGPC Grants System

Sign into NGPC Grant website

Url: <https://ngpcgrants.outdoornebraska.gov/>

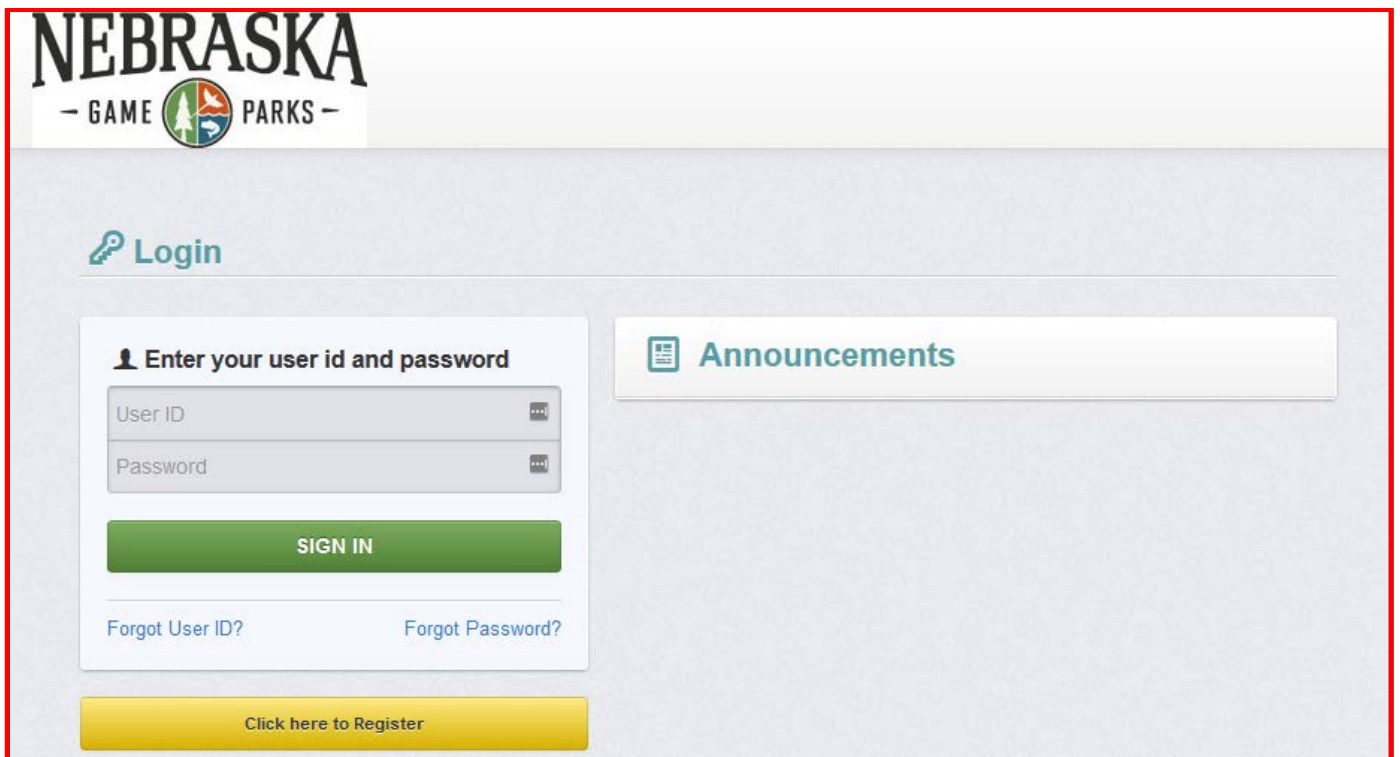
### On the Login Page:

Click on User ID on the left side of your page under Login


Enter your User ID


Enter your Password

Click on 'Sign In'



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 Login

 Enter your user id and password


User ID

Password

**SIGN IN**

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

 Announcements

**Note:** Use the WebGrants Menu, not the Browser Menu

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Read the Instructions on the screen for navigating in the system.

### From the Side Menu:

Click on 'Funding Opportunities':

Select the 'Opportunity Title' you want to apply for.

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Test User  
Tester  
Tester Role

### Funding Opportunities

List of all current funding opportunities

Dashboard > **Funding Opportunities** > Applications > Grants > My Profile >

Back Print Help Log Out

#### Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Deadline
1	Test	Nebraska Games and Parks Commission	Land and Water Conservation Fund	Land and Water Conservation Fund Grant FY2020		Sep 11, 2020 5:00 PM
2	Test	Nebraska Games and Parks Commission	Recreational Trails Program	Recreational Trails Program 2021 Application (FY22)		Sep 11, 2020 11:59 PM

Showing 1 to 2 of 2 entries

Click on 'Start A New Application'.

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Test User  
Tester  
Tester Role

### Funding Opportunity Details

Ask a Question Start New Application

#### 1 - Land and Water Conservation Fund Grant FY2020

##### Funding Opportunity Details

**Land and Water Conservation Fund**  
**Final Application Deadline: Sep 11, 2020 5:00 PM**

Status:	Test	Program Officer:	Schuyler Sampson
Award Amount Range:	\$50,000.00 - \$325,000.00	Phone:	(402) 471-5283 x
Project Dates:	-	Email:	schuyler.sampson@nebraska.gov

Award Announcement Date:

Description

### General Information Page

This is a system page that pulls information from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

Complete Step 1 in the Application Creation Wizard, then click 'Save Form Information':

**Application Creation Wizard - Step: 1**

### Application - General Information

[Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application Title:**

**Primary Contact:**

**Organization:**

**Additional Applicants:**

Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click 'Save Form Information':

**Application Creation Wizard - Step: 2**

### Application - General Information

[Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID:** 4

**Program Area:** Test Program Area

**Funding Opportunity:** 2-Example Funding Opportunity

**Application Stage:** Final Application

**Application Status:** Editing

**Application Title:**

**Primary Contact:** Test User

**Organization:**

If you would like to add any 'Additional Applicants' from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click 'Save Form Information':

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.  
 Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID:** 4

**Program Area:** Test Program Area

**Funding Opportunity:** 2-Example Funding Opportunity

**Application Stage:** Final Application

**Application Status:** Editing

**Application Title:**

**Primary Contact:** Test User

**Organization:** Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

**Additional Applicants:**

**Note:** The system has created an application # as soon as you clicked 'Save'. If you log out of the system at this point or any future point: YOU DO NOT CLICK ON START A NEW APPLICATION.

You can click on 'Applications' from the Side Menu or;

Click on Funding Opportunities and you will see your application in the top section.

Once the General Information has been completed, you will be returned to the Application Details:

**4 - Application Title**

**Status:** Editing

**Stage:** Final Application

**Application Deadline:**

**Program Area:** Test Program Area

**Funding Opportunity:** 2-Example Funding Opportunity

**Organization:** Grantee Organization

**Budget Total:**

Application Preview Attachment Alert History Map

**Application Details**

**Application cannot be Submitted Currently**

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	

You can now begin completing the application forms designated for this particular Funding Opportunity.

This is a complete listing of all application forms that are to be completed by the applicant in order to submit into the WebGrants System.

**Note:** All forms can be edited and saved as often as necessary. The system will require that **ALL fields marked as required MUST have entries and EVERY form must be 'Marked as Complete' to submit the entire application.** Applicants will receive a pop-up message notifying them of this if they try to submit without completing these steps. Please save information in the forms often, to ensure you do not lose your information upon being auto logged out of the system, due to inactivity of using the browser window.

Component	Complete?	Last Edited
General Information	✓	Dec 9, 2019 2:00 PM - Test User
Summary	-	
Proposal Overview	-	
NEW Budget Sheet	-	
LWCF Proposal	-	
SHPO Review	-	
Required Attachments	-	
Resolution	-	
Previous Environmental Review	-	
Environmental Screening Form (ESF) - ENVIRONMENTAL RESOURCES	-	
Environmental Screening Form (ESF) - MANDATORY CRITERIA	-	
Additional Attachments	-	
Application Risk Assessment Questionnaire	-	
Certification	-	

You will continue to click on each form in the Application Details listing.

**Note:** Most forms are editable by clicking 'Edit' at the top part of the section. However, multi-list sections are editable by clicking 'Add' on the section.

All information must be saved by clicking 'Save' on the forms. If you do not click 'save' and you back out of the form or section of the form, your information will be lost. *Please save your information frequently.*

Once you have filled out all required fields and you have marked the form complete, you will now be able to submit your application. **All application components must be marked as Complete with a green check mark before you will be able to officially submit your application.** If any application component section is not able to "Mark As Complete", there is information or documents that are not included, which is required for the applicant to officially submit their application.

### Application Details

[Preview Application](#) [Submit Application](#) [Ask a Question](#) [Withdraw](#)

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User