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"

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.

Logging into the NGPC Grants System

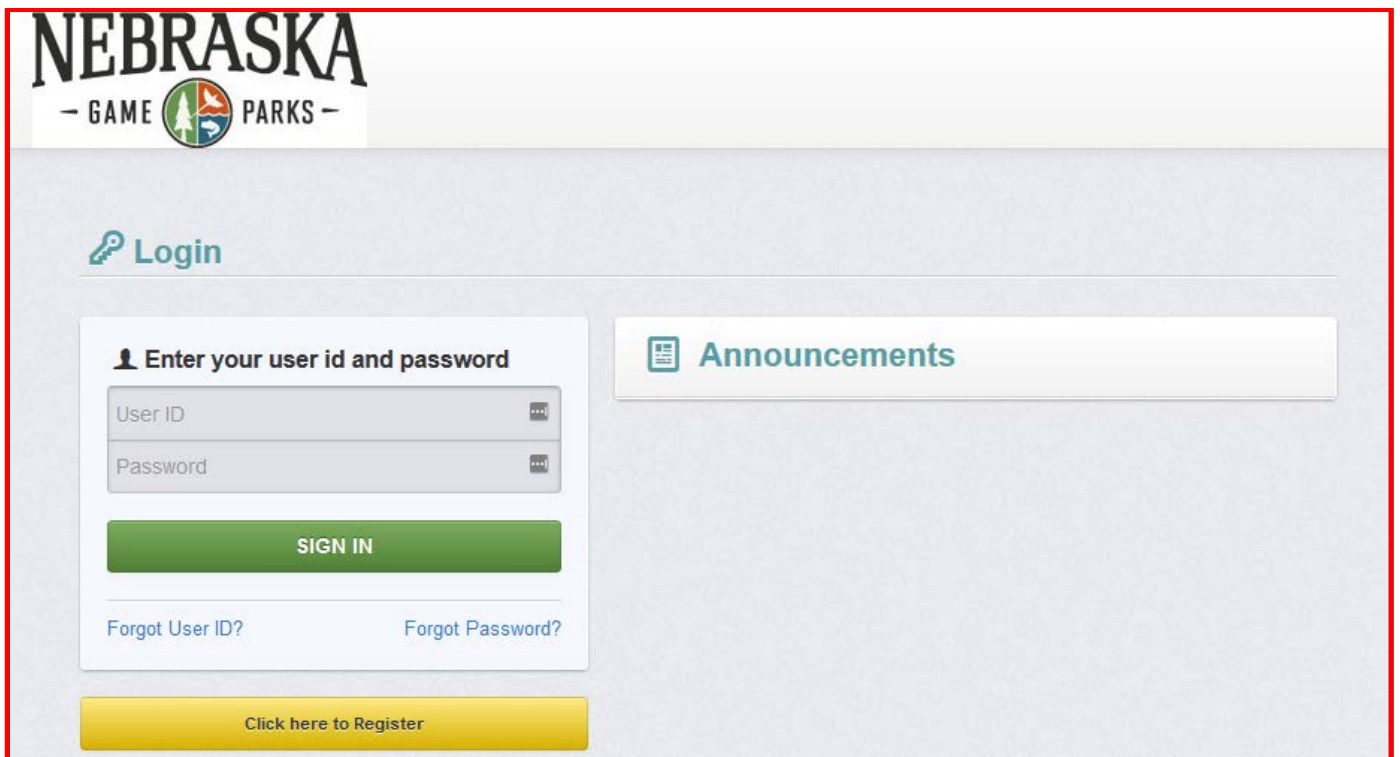Sign into NGPC Grant website
Url: https://ngpcgrants.outdoornebraska.gov/

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'

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.

Click on 'Start A New Application'.

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':

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

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':

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:

You can now begin completing the application forms designated for this partiular 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.

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