Arizona Application Submission User Guide

2021 Rural Fire Capacity Grant Program Application Submission Guide

Contents

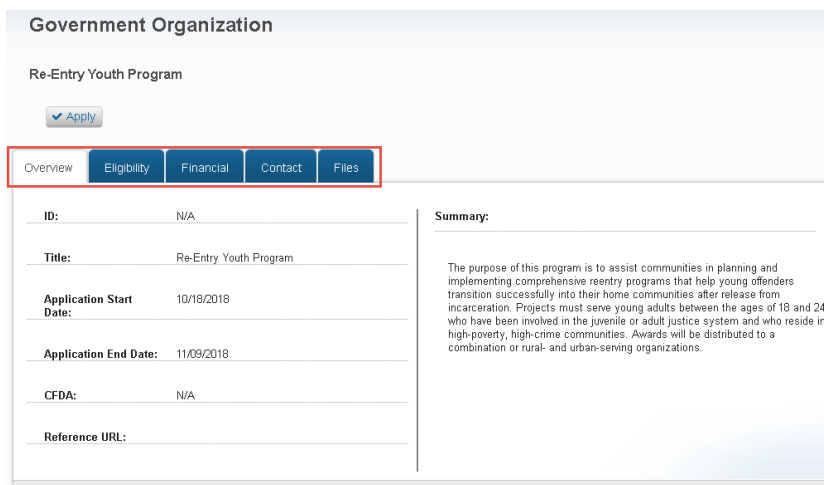# Reviewing the solicitation

The solicitation is broken up into five parts:

- Summary
- Eligibility
- Financial
- Contact
- Files

In the **Summary**, **Eligibility**, and **Financial** tabs, you can review the program requirements to determine the eligibility of your project/program. In the **Contact** tab, a program contact is listed for additional program related questions. For any technical questions on the submission portal, contact eCivis staff at support@ecivis.com. In the **Files** tab, you will find program and application submittal guidance files along with the documents you are required to complete and submit along with the application:

Downloading the required documents

Before beginning the application process it is critical that all required documents are downloaded and completed. Also, the guidance documents should be downloaded for reference during the application process.

Beginning the application process

Government Organization

Re-Entry Youth Program

✔ Apply

| Overview | Eligibility | Financial | Contact | Files |

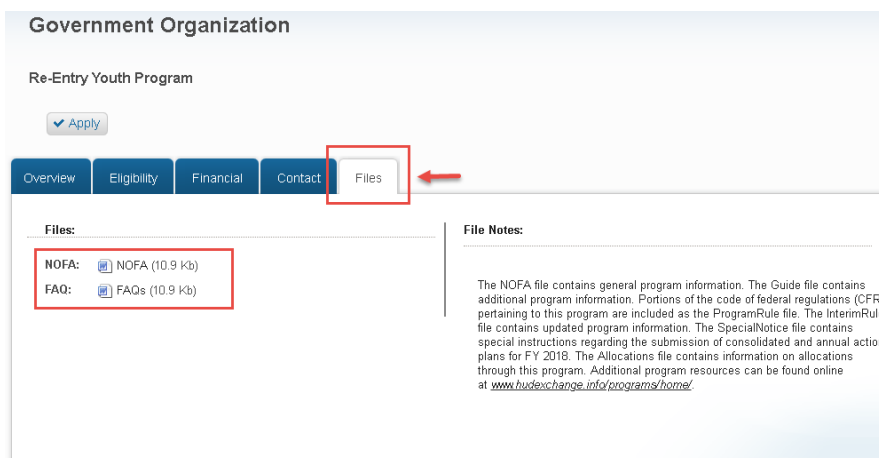|	
ID:	N/A
Title:	Re-Entry Youth Program
Application Start Date:	10/18/2018
Application End Date:	11/09/2018
CFDA:	N/A
Reference URL:	

Summary:

The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination or rural- and urban-serving organizations.

Welcome to the Portal

This service provided by **eCivis** makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login or **eCivis® Login**

Do not have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

3. On the *Create an account page,* enter basic information:

    a. First name
    b. Last name
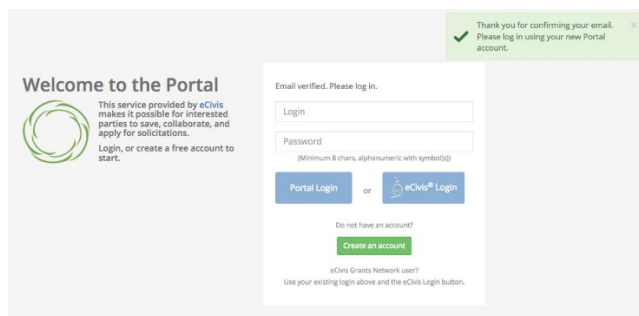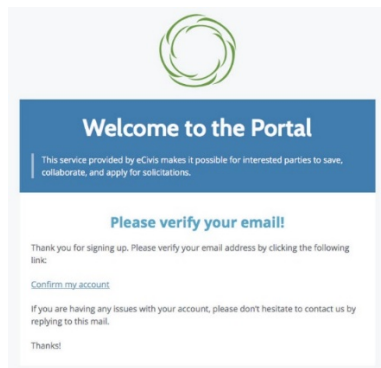   c. Email address
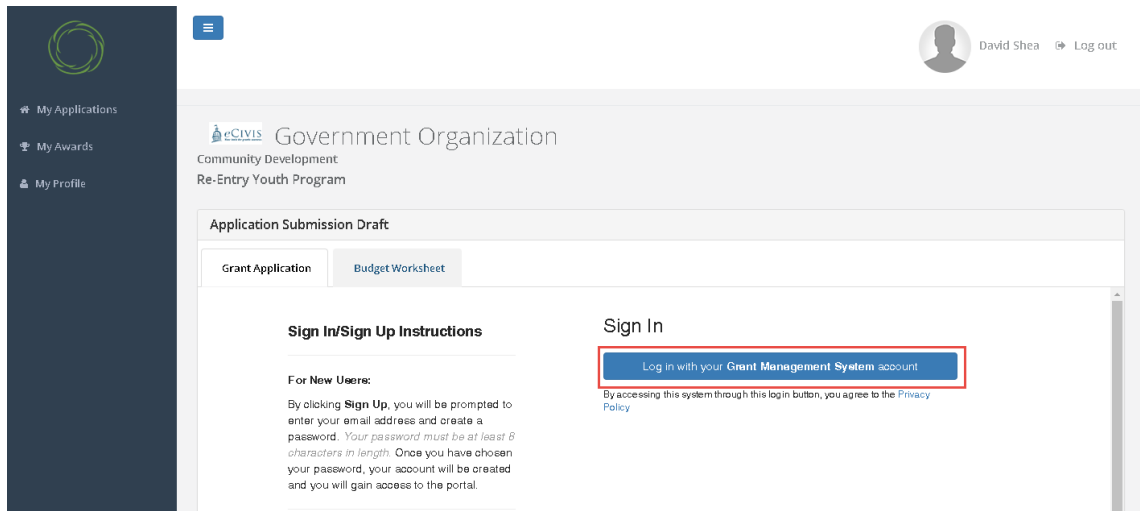   d. Password

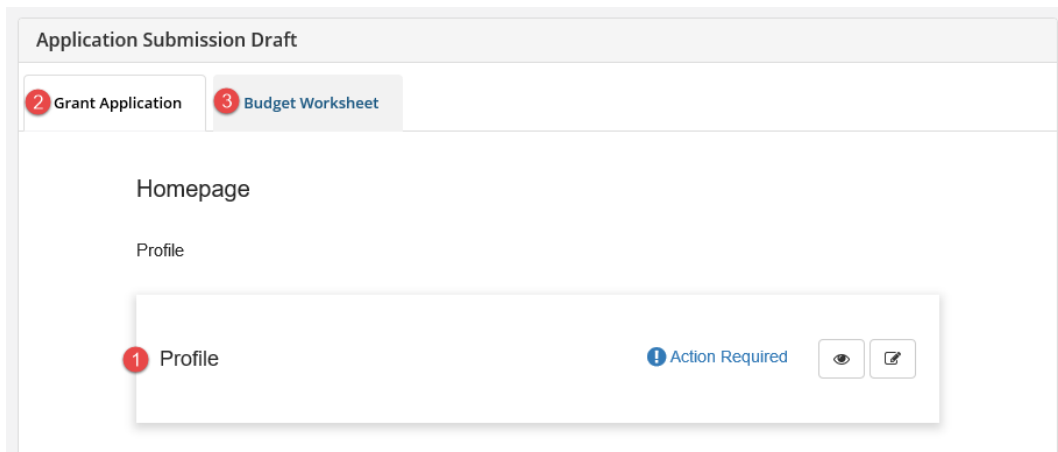4. After clicking *Sign up* you will be sent an email confirming your email address to complete the process:

Application Components

Open any program guidance files and use this to reference how each section of the application should be completed.

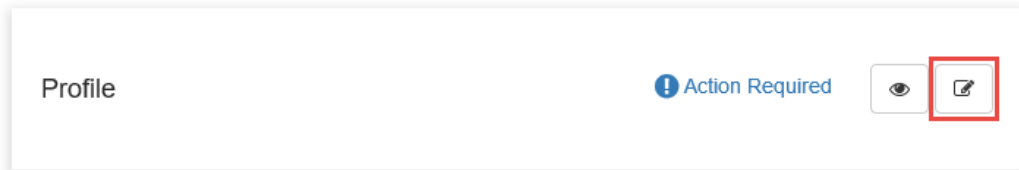There are three primary sections to the application:

1. **Profile**
2. **Application**
3. **Budget Worksheet**
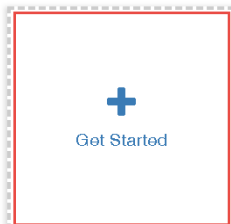
Completing your profile

Starting the Application

After you have completed your profile, the application will be available. The two main sections of your submission is the Application Tab and the Budget Tab.

2. Your application can also appear as an Untitled application. Click on the yellow box titled *Application Process* to access your application:

Profile | ⊘ Complete | 👁 | ✎

Untitled

Created on 11/07/2018

Application Process

Profile

Profile | ⊘ Complete | 👁 | ✎

➕

Add Another
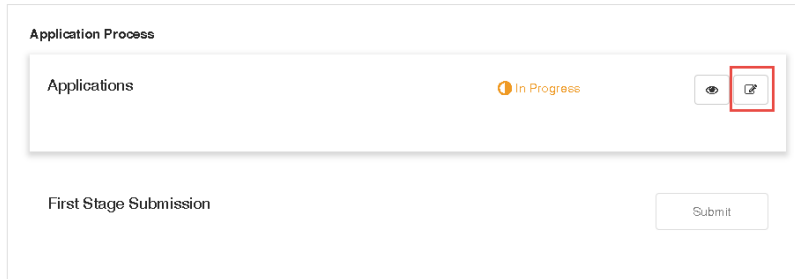
Untitled

Created on 03/08/2019

Application Process

Completing the Application

The *Application* section contains 6 standard narrative fields, 3 program specific narrative fields, and additional required file uploads (if applicable). Refer to your program specific guidance on the appropriate content for each field.

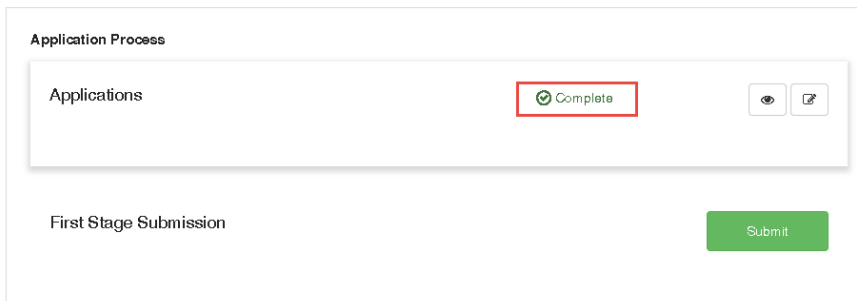1. Click on the Writing icon to begin completing your application:

2. Complete all required fields. At the bottom of the page select *Save Draft* to save your work and complete at a later time. To complete your full application select *Save*:

3. Now let's work on the Budget portion of your submission **<u>BEFORE</u>** clicking on Submit.

Completing the Budget

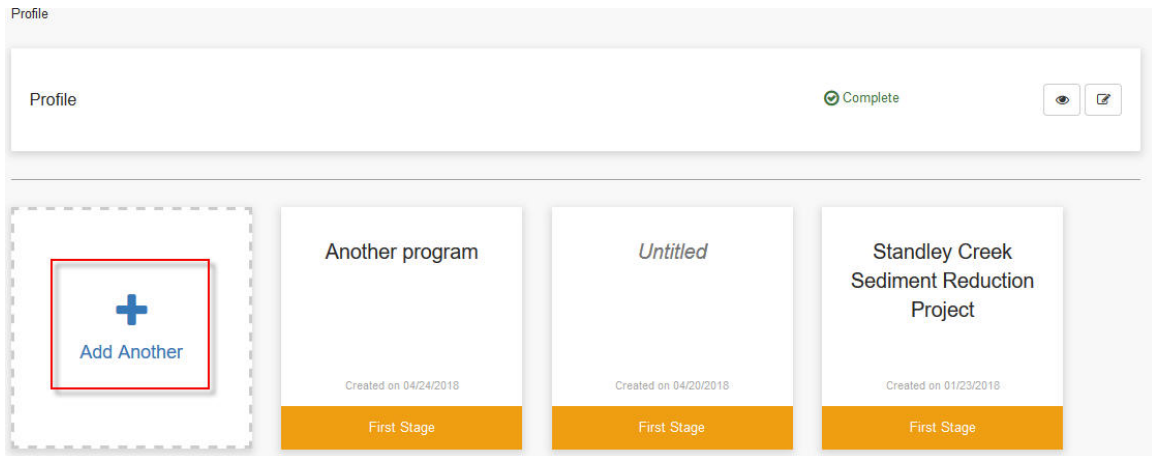The Budget Worksheet can be located under the "Files" tab on the solicitation webpage:

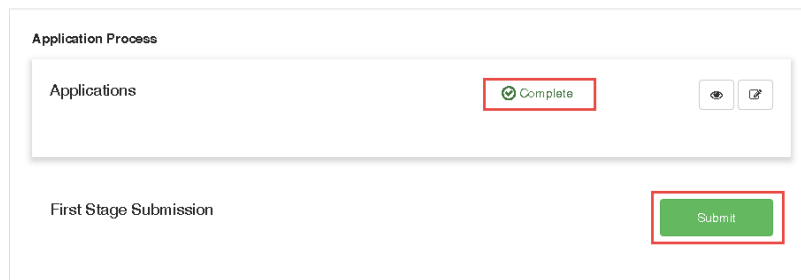Please complete the Budget Worksheet and upload the document with your application.

Add another Application

For programs allowing multiple applications from the same organization, you will see the option to *Add Another* on the Homepage.

Submitting your application