eCivis Grants Network

Creating a Public Solicitation

User Guide

Contents:

- Step 1: Locate/Create a source of funds for the solicitation
- Step 2: Assign to a NEW project
- Step 3: Create the Public Solicitation
- Step 4: Publish the Solicitation

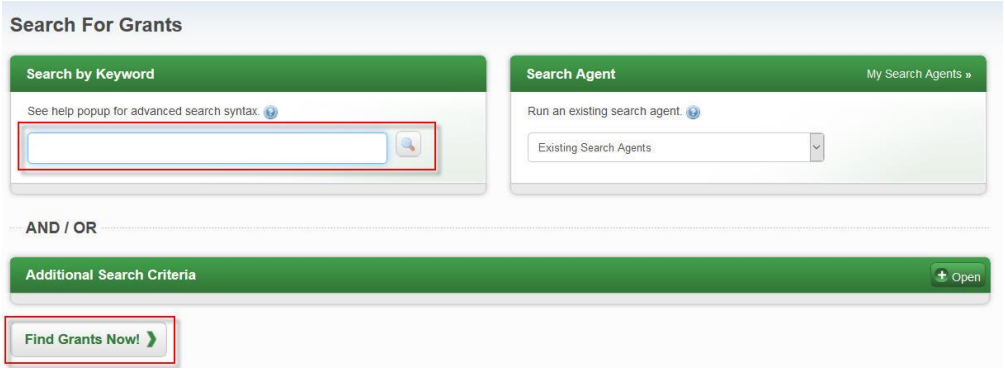
Step 1: Locate/Create a source of funds for the solicitation

The purpose of this first step is to locate or create the ***source*** of funding for the solicitation not the solicitation itself. For instance the source of funding could be a Federal grant where you are acting as the pass-through agency. Or it could be General Fund dollars from a special tax, etc.

NOTE: If the source of funds is a competitive Grant program follow instructions 1A. If the source of funds is a non-competitive grant program or non-grant funding, follow instruction 1B.

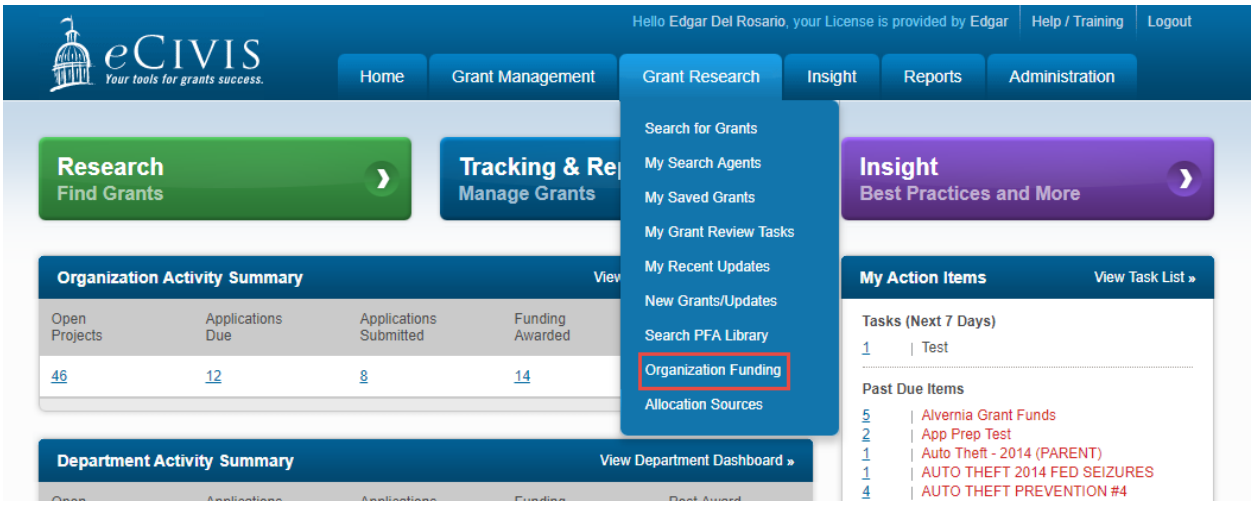
STEP 1A: Competitive grant program

A. Select the *Research* button on the top left side of the home page and locate you grant using keywords or a CFDA number for Federal grants. ***After locating your grant program, skip to Step 2.***

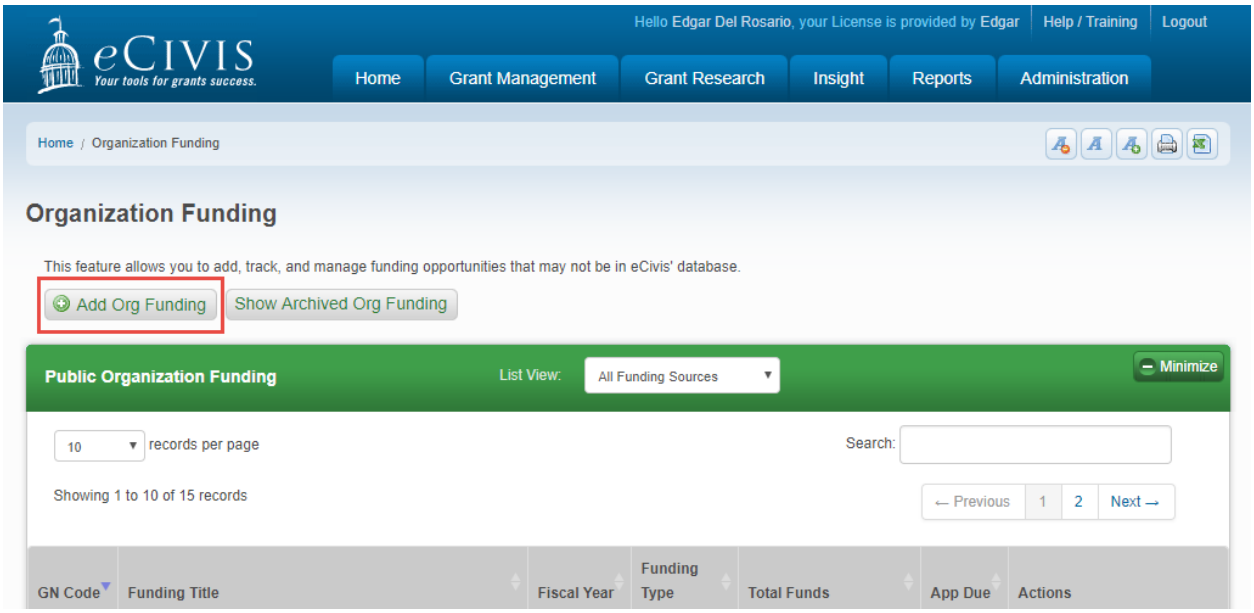


STEP 1B: Non-competitive grant program or non-grant funding

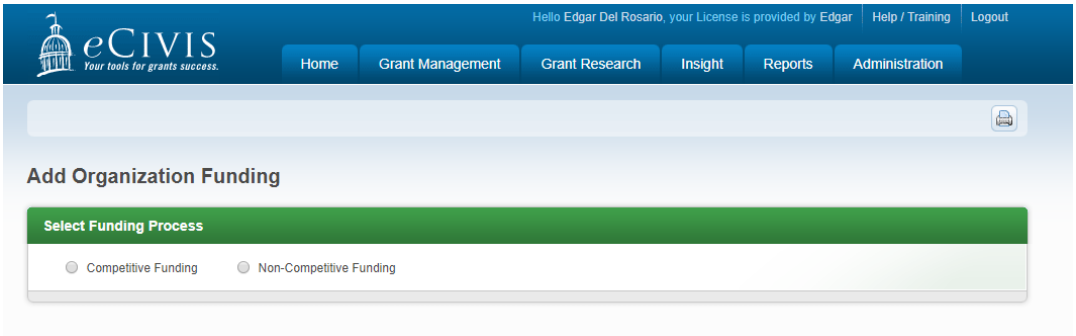
A. Click on the Grant Research Tab then Organization Funding.



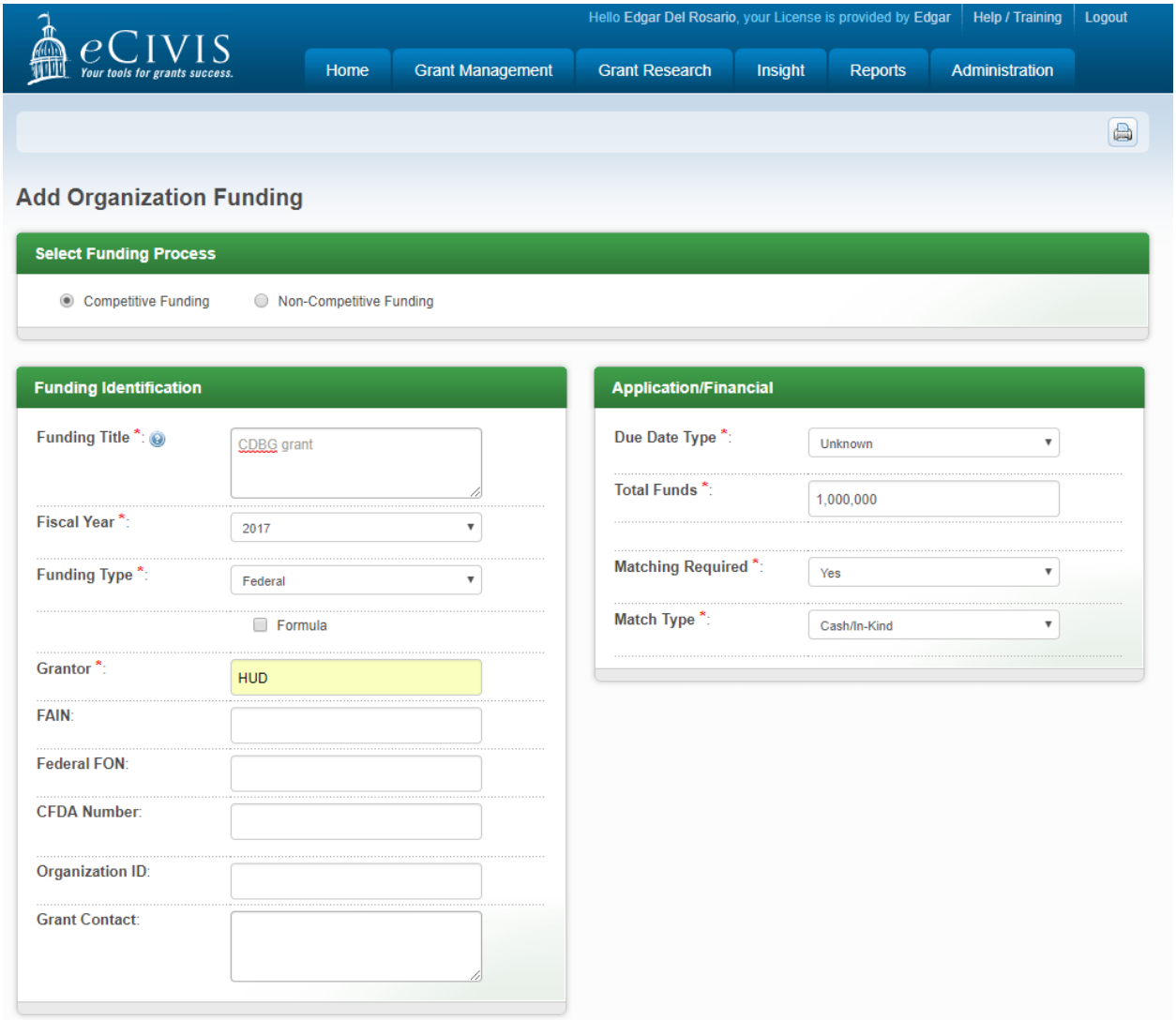
B. Click on Add Org Funding.



C. Select Competitive or Non-Competitive.



D. Complete the fields with asterisks.



E. Add a Summary, select the appropriate Categories and Eligibility, and Save.

Summary

Give a brief overview of the activities supported by the funding opportunity as described in the funding announcement.

Summary

Categories

- [ ] Agriculture
- [ ] Animal Welfare
- [ ] Arts & Culture
- [ ] Community Development
- [ ] Disaster Preparedness
- [ ] Domestic Prep./Homeland Security
- [ ] Economic Development
- [ ] Education
- [ ] Energy
- [ ] Environment/Natural Resources
- [ ] Fire/EMS
- [ ] Hazardous Waste/Brownfields
- [ ] Health, Prevention/Treatment
- [ ] Health, Research
- [x] Housing
- [ ] Human Services
- [ ] IT/Telecommunications
- [ ] Justice, Prevention/Correction/Rehab
- [ ] Justice, Victims
- [ ] Justice, Youth
- [ ] Law Enforcement
- [ ] Libraries
- [ ] Parks & Recreation
- [ ] Recycling & Reuse
- [ ] Rural Issues
- [ ] Science/Technology
- [ ] Senior Citizens
- [ ] Social Justice
- [ ] Solid Waste
- [ ] Tourism and Hospitality
- [ ] Training & Vocational Services
- [ ] Transportation
- [ ] Wastewater
- [ ] Water Supply/Quality

Help

Eligibility

- [x] Local Government
- [ ] Academic Institutions
- [ ] Consortia
- [ ] Native American Tribe
- [ ] Non Profits
- [ ] Other
- [ ] Private Sector
- [ ] Schools/School Districts
- [ ] State Government
- [ ] Tribal Organizations/Institutions

Attachments

Reference URL:

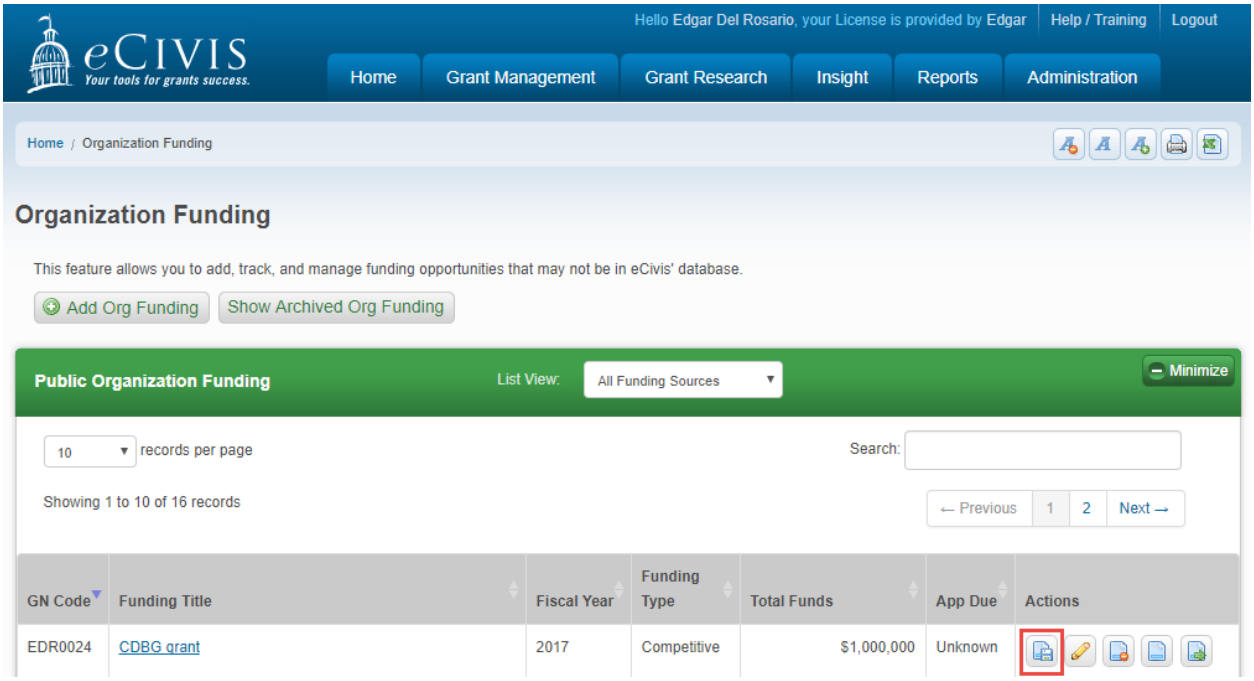
Enter the granting agency's website for future reference. For example, http://...

Attach Files:

Save ❯ Cancel ❯

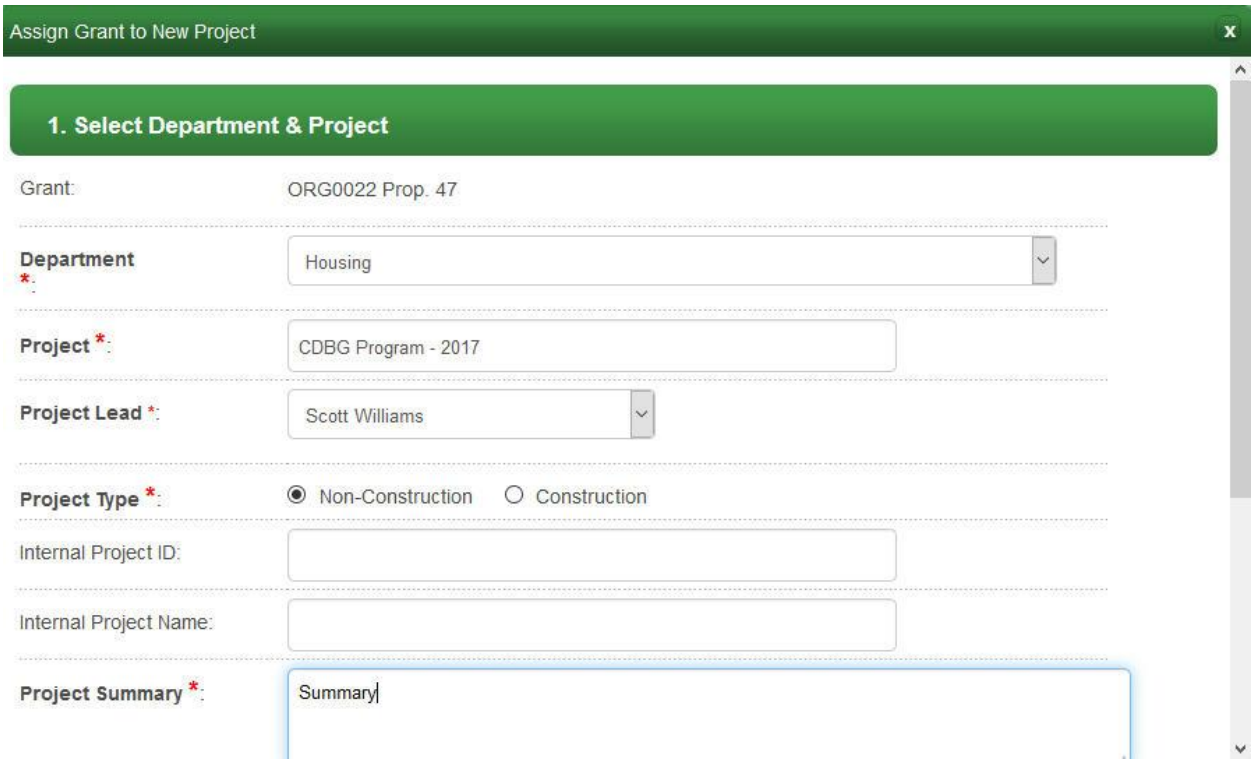
Step 2: Assign to a NEW project

A. Click on the Floppy Disk icon

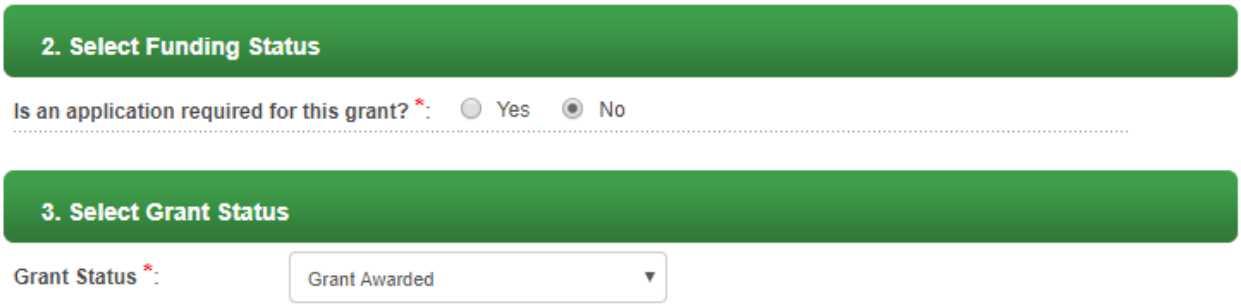


B. Select Assign grant to a new project.

C. Complete the fields with asterisks.



D. Select No and Grant Awarded.



E. Complete the fields with asterisks.

Assign Grant to New Project

4. Complete Status Form

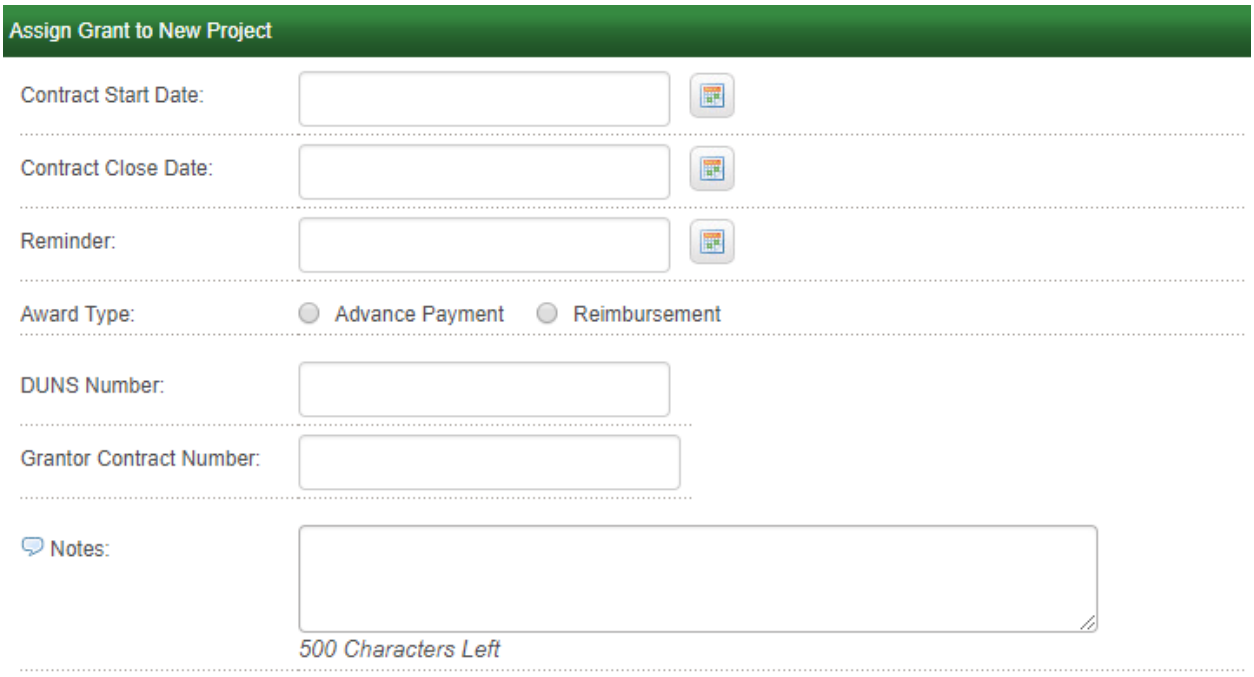
Projected Award $ *:	1,000,000.00
Is award amount known? *	Yes No
Internal Grant ID:	
Internal Grant Name:	
Do you consider this a competitive grant? *:	Yes No
Award Notification *:	12/20/2017
Awarded $ *:	1,000,000.00

F. If there's a Match Required, enter the amounts.

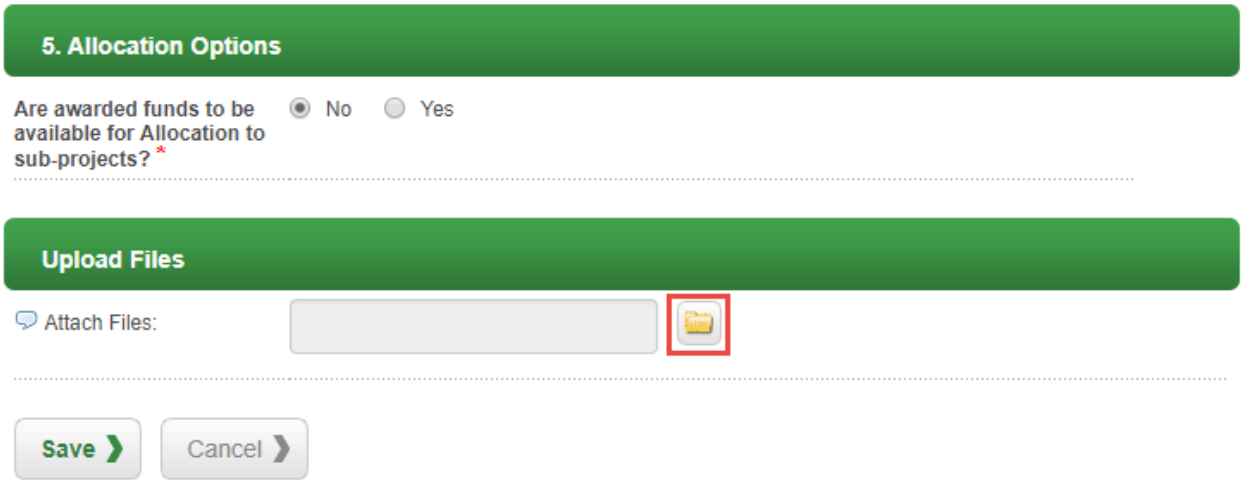
Assign Grant to New Project

Match Required:	Yes
Match Type*:	Cash/In-Kind
Cash Match $*:	100,000.00
In-Kind Value*:	100,000.00

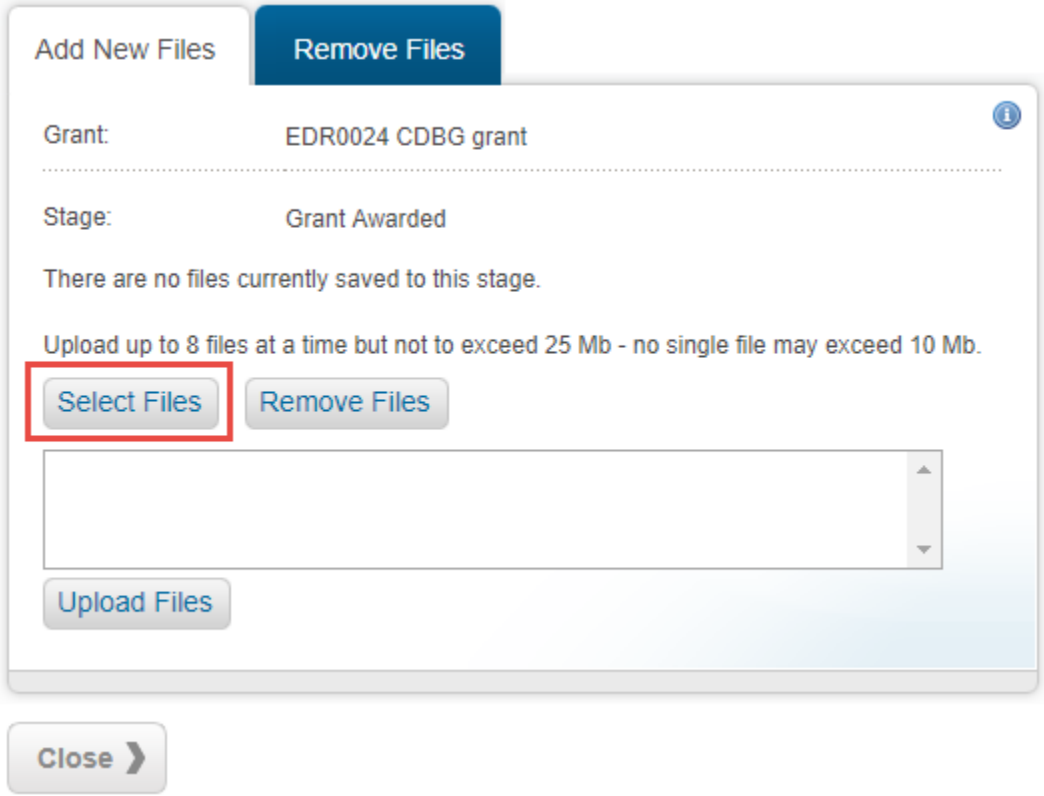
G. Complete the following fields as necessary



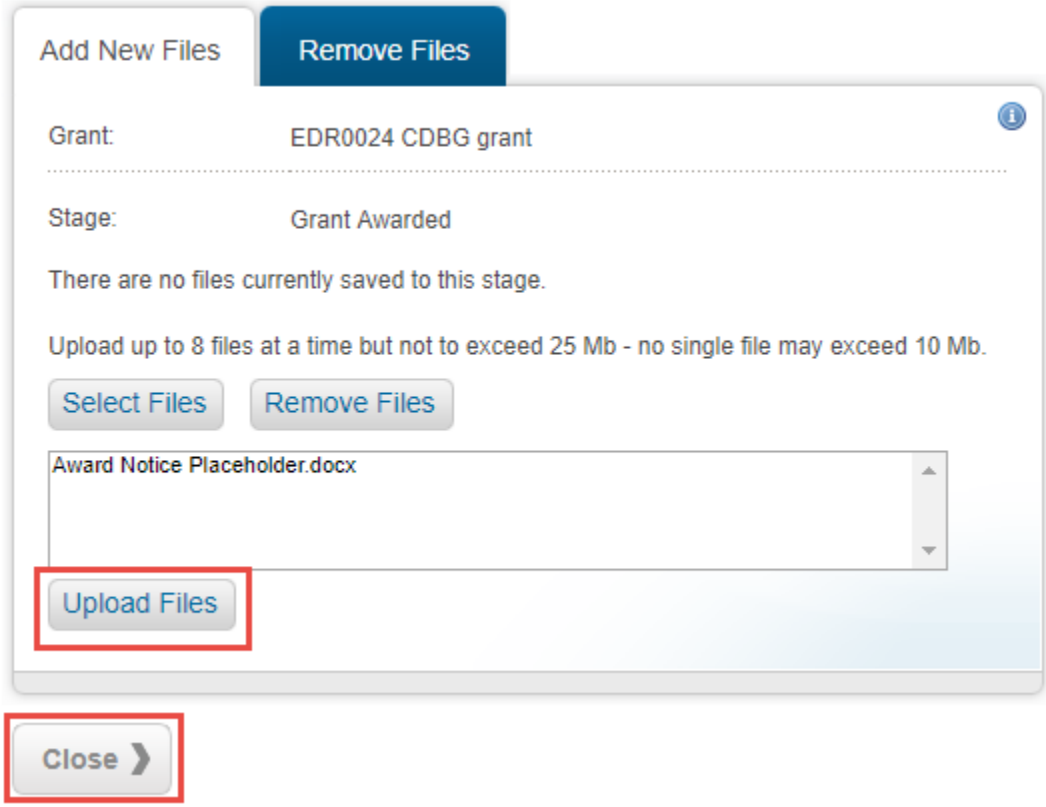
H. Select No and click the Folders icon to attach a file associated to the grant (if needed)



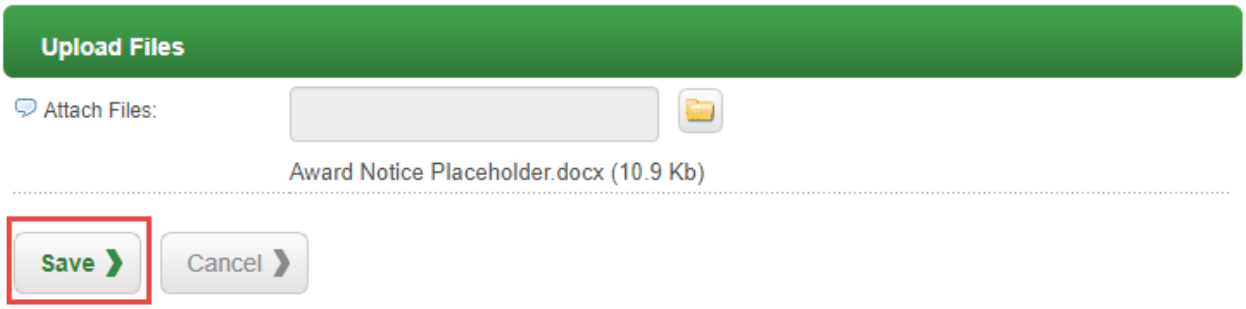
I. Click Select Files to upload any application files (not required)



J. Find the file(s) to upload, click on Upload Files, and then Close

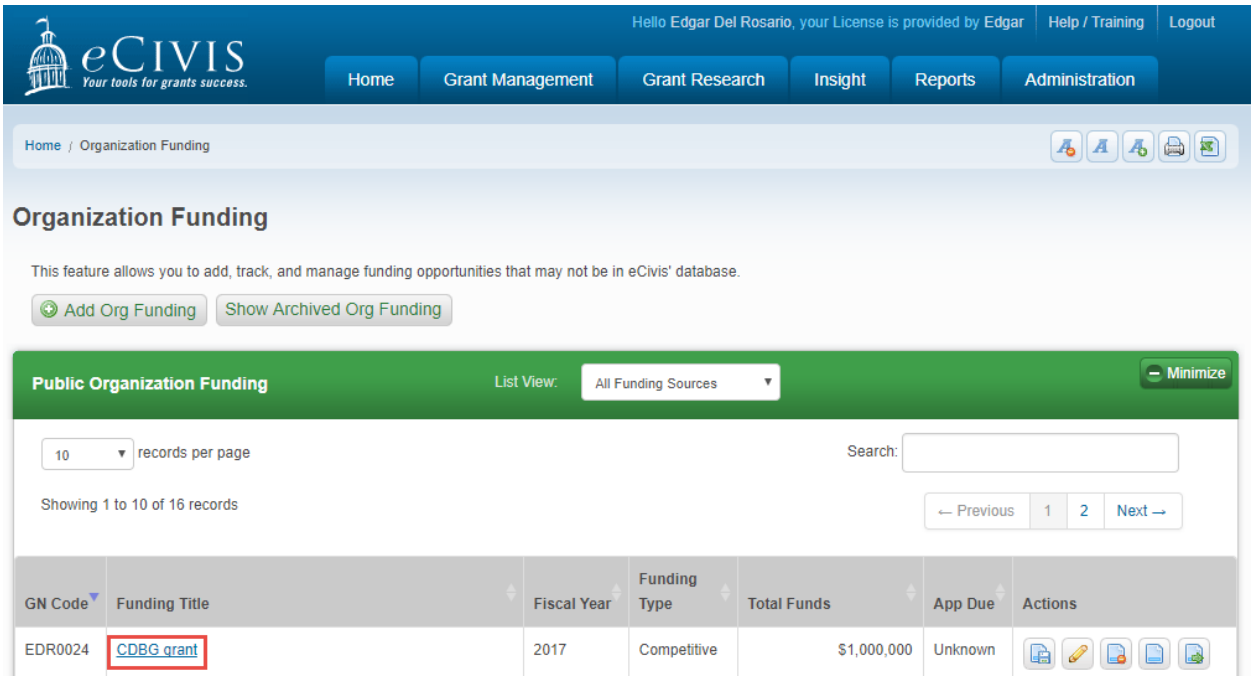


K. Click on Save

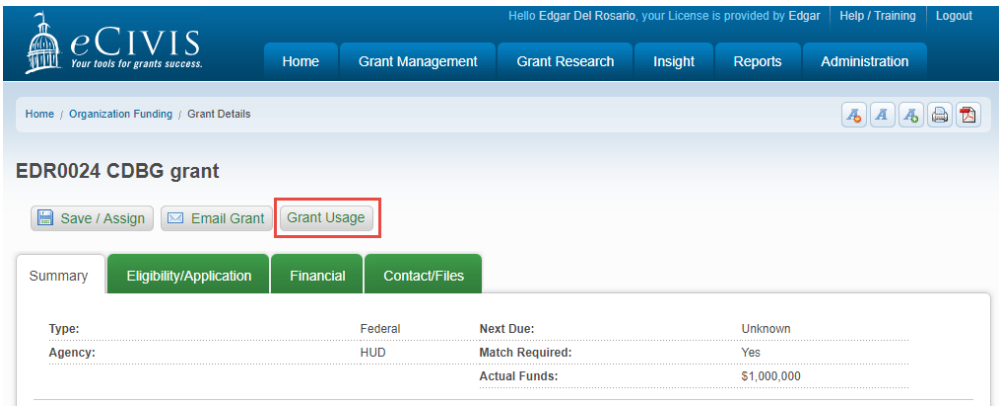


Step 3: Create the Public Solicitation

A. Click on the funding source you established

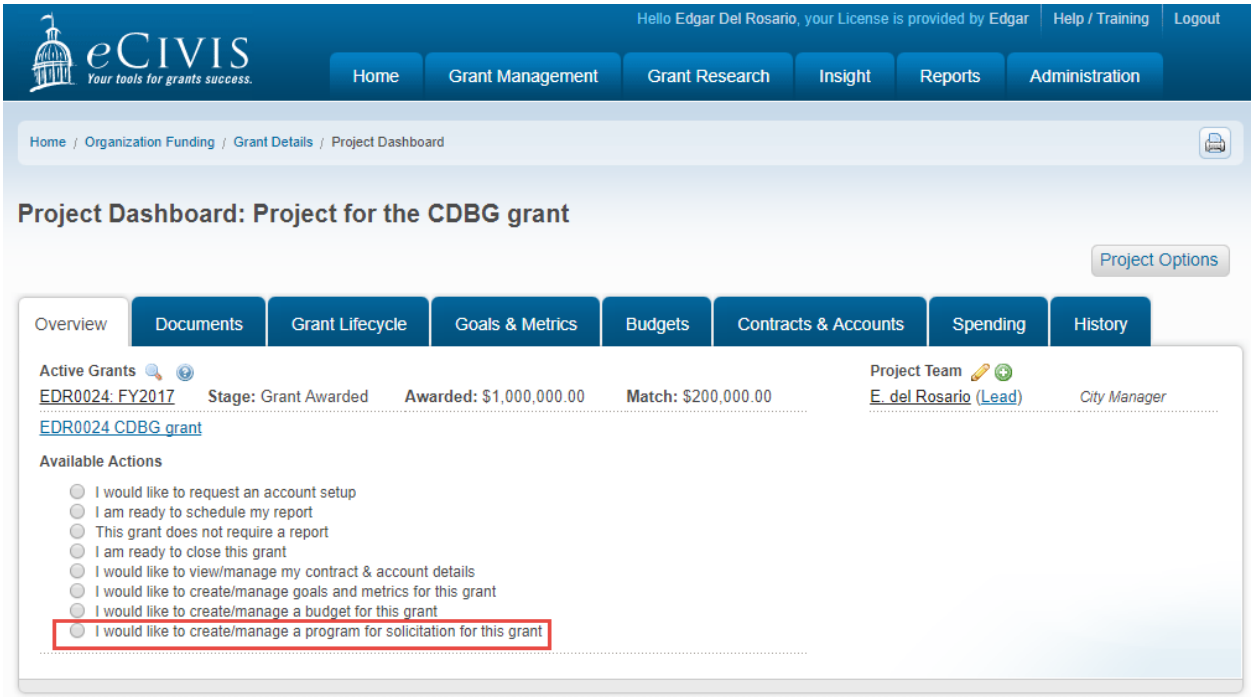


B. Click on Grant Usage.

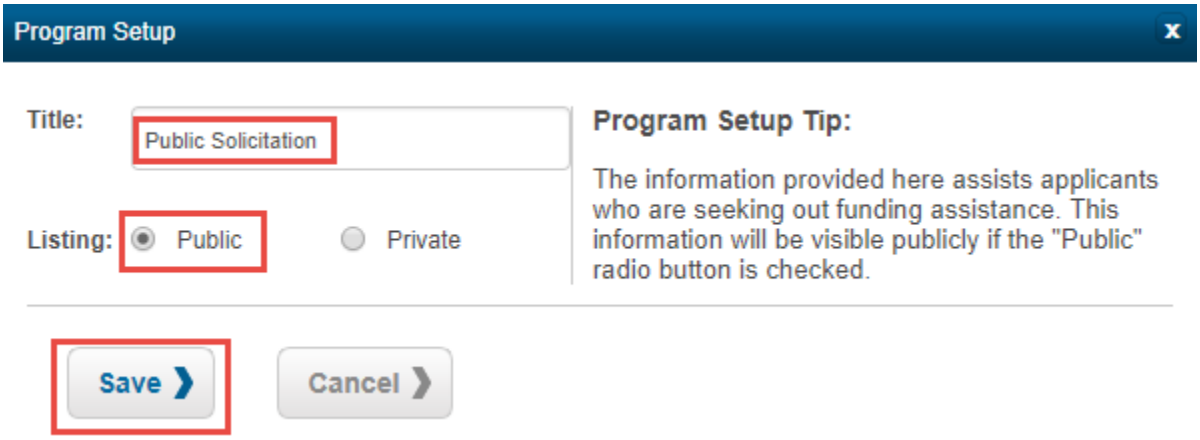


C. Click on the Project you created for the grant.

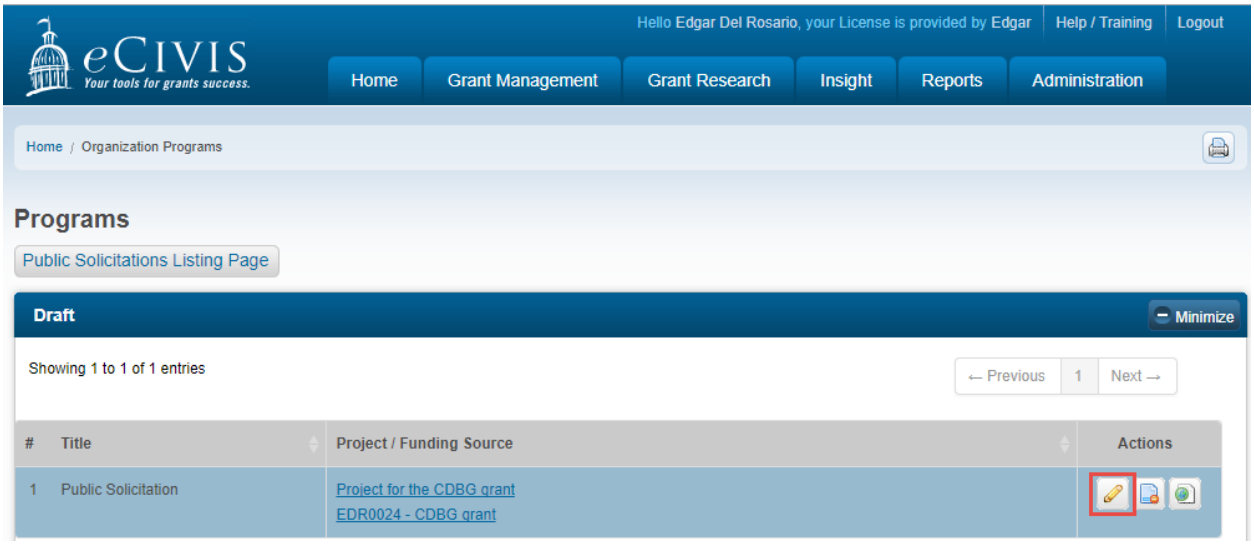
D. Select I would like to create/manage a program for solicitation for this grant.



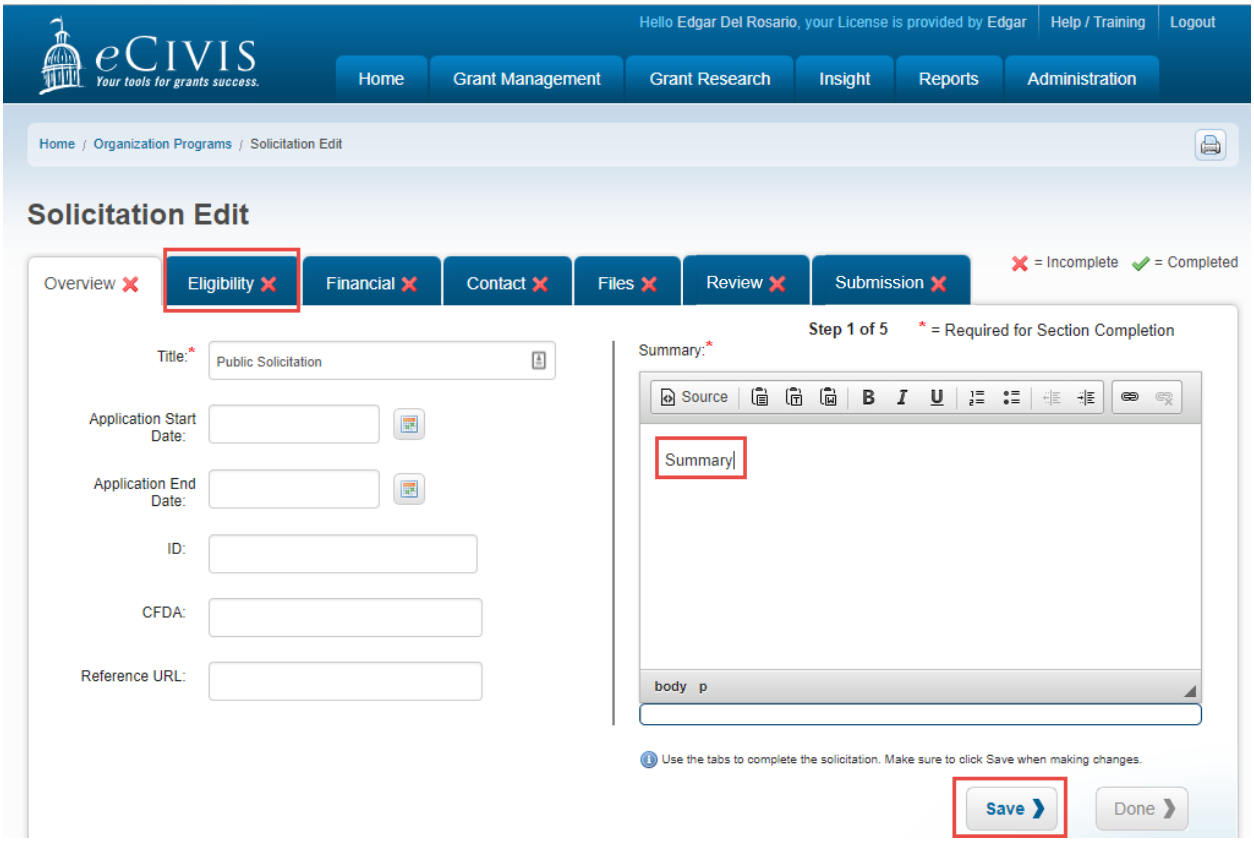
E. Enter the title of the Public Solicitation, select Public or Private, and then Save



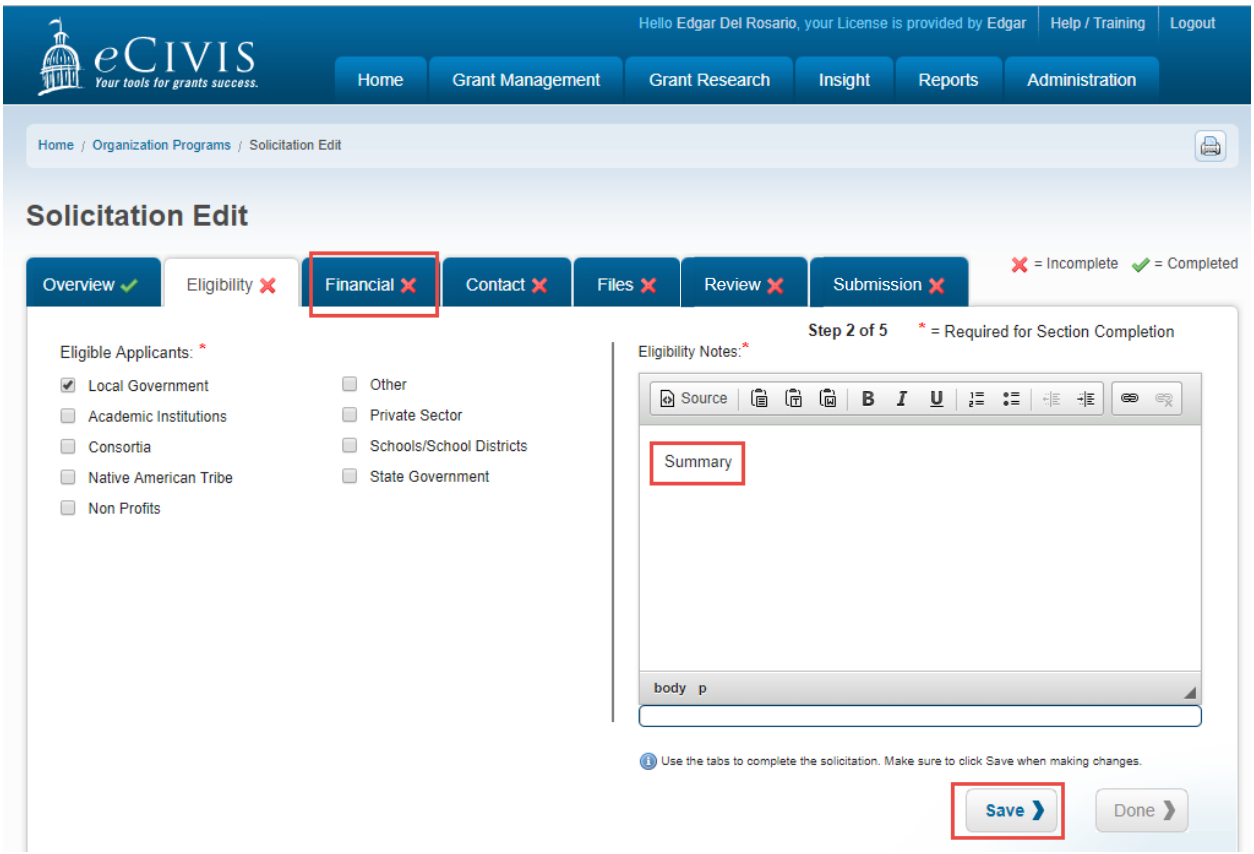
F. Click on the Pencil icon.



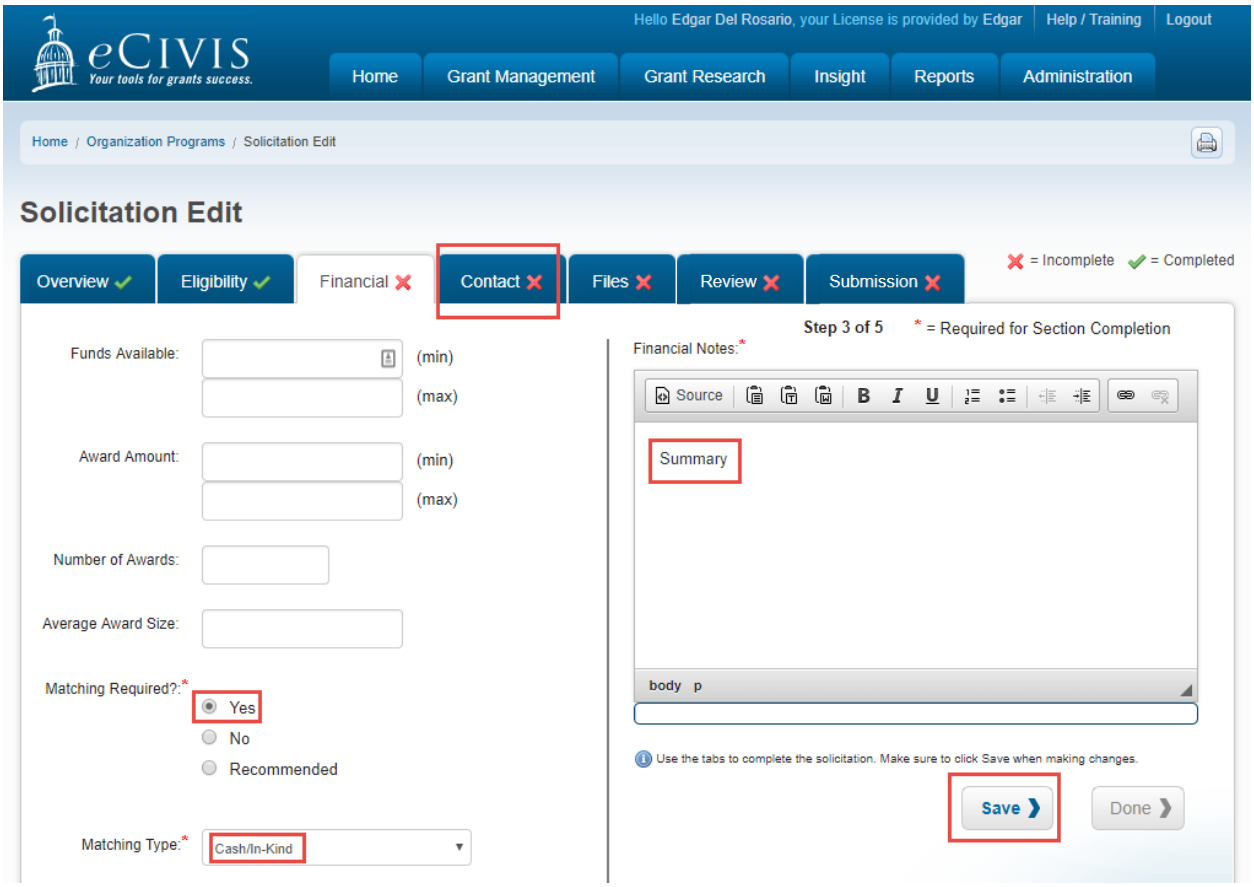
G. Under the Overview tab, complete the fields with asterisks and the others as necessary. A summary is required. Click Save, then the Eligibility tab.



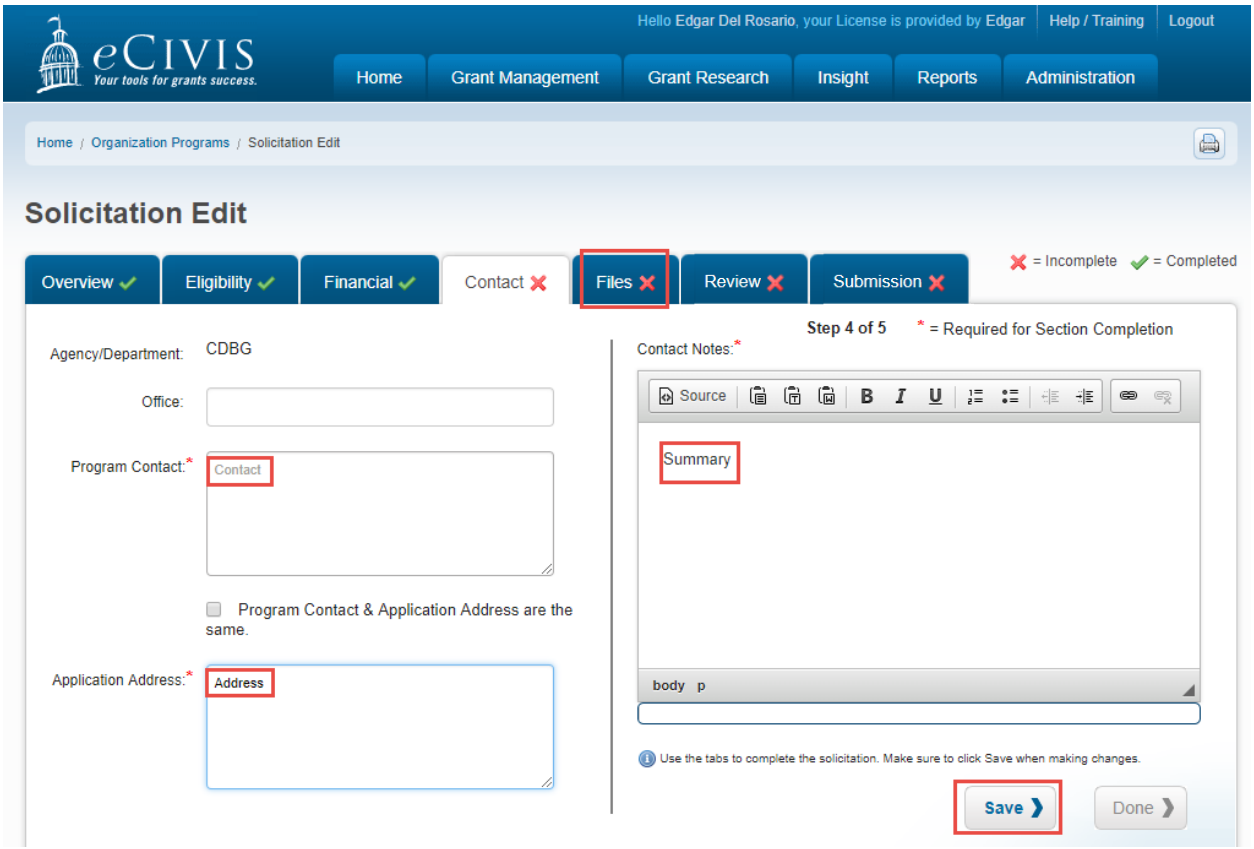
H. Under the Eligibility tab, complete the fields with asterisks. A summary is required. Click Save, then the Financial tab.



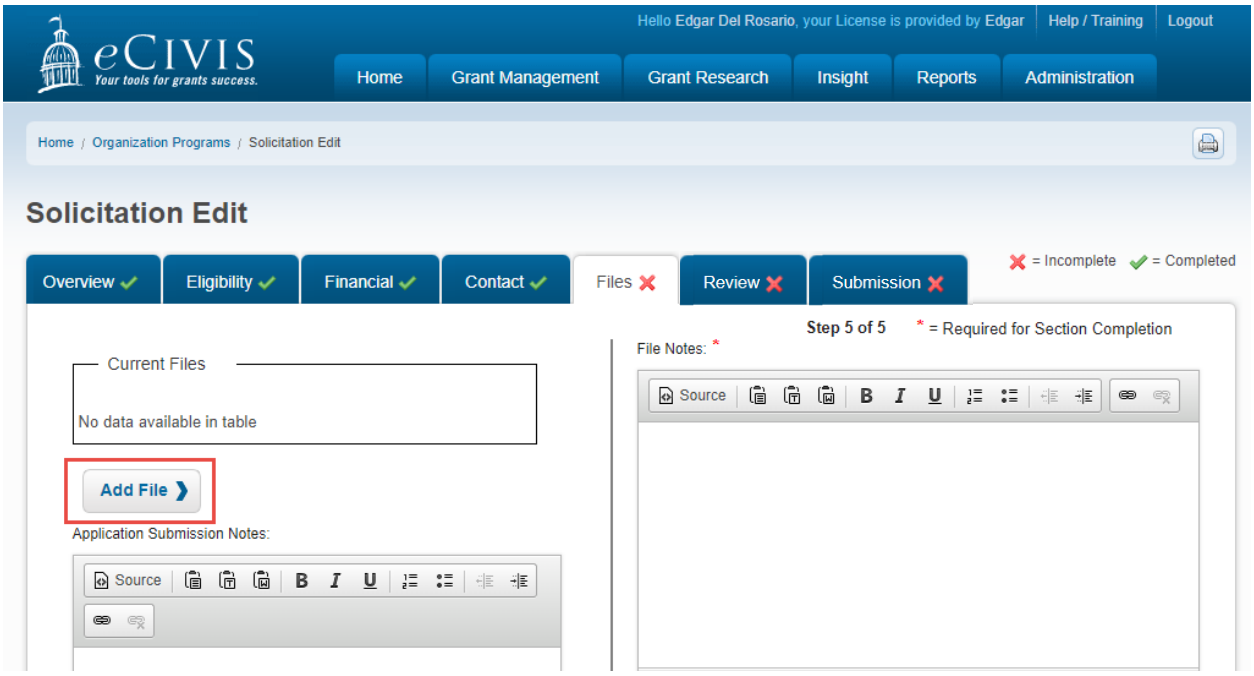
I. Under the Financial tab, complete the fields with asterisks and the others as necessary. A summary is required. Click Save, then the Contact tab.



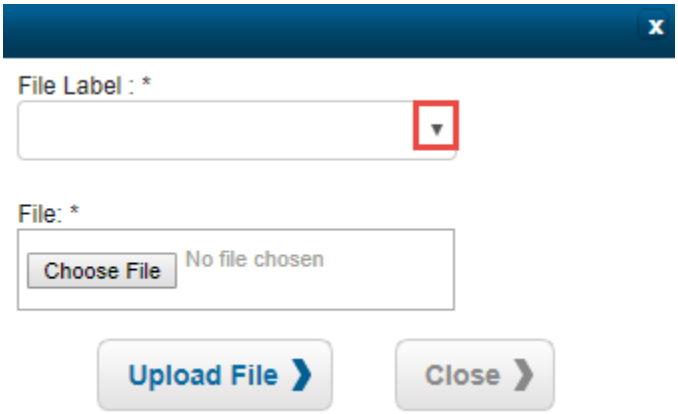
J. Under the Contact tab, complete the fields with asterisks and the others as necessary. A summary is required. Click Save, then the Files tab.



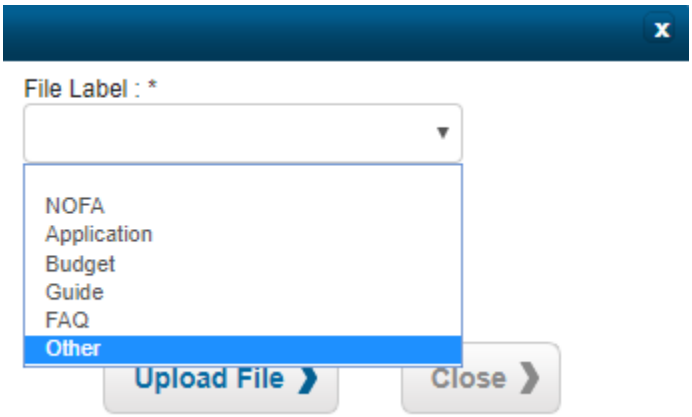
K. Under the Files tab, click on Add File.



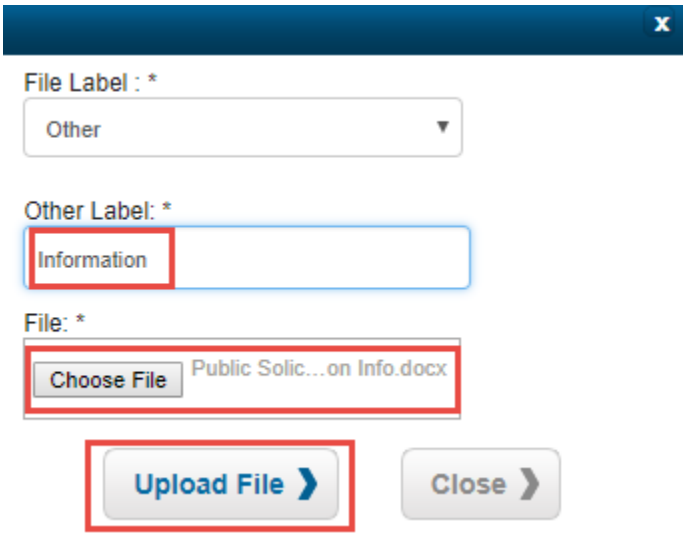
L. Click on the Dropdown arrow.



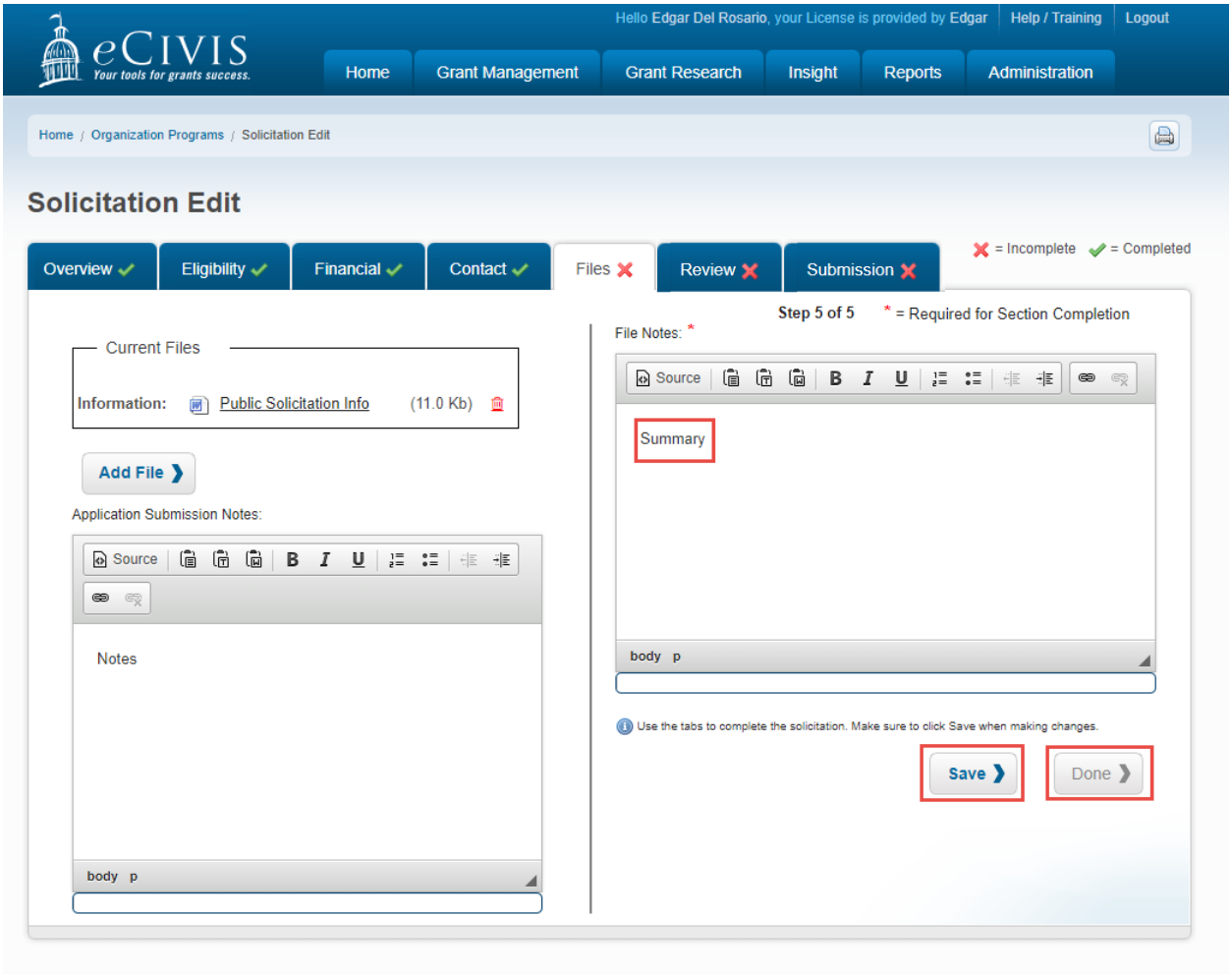
M. Select the type of file to upload.



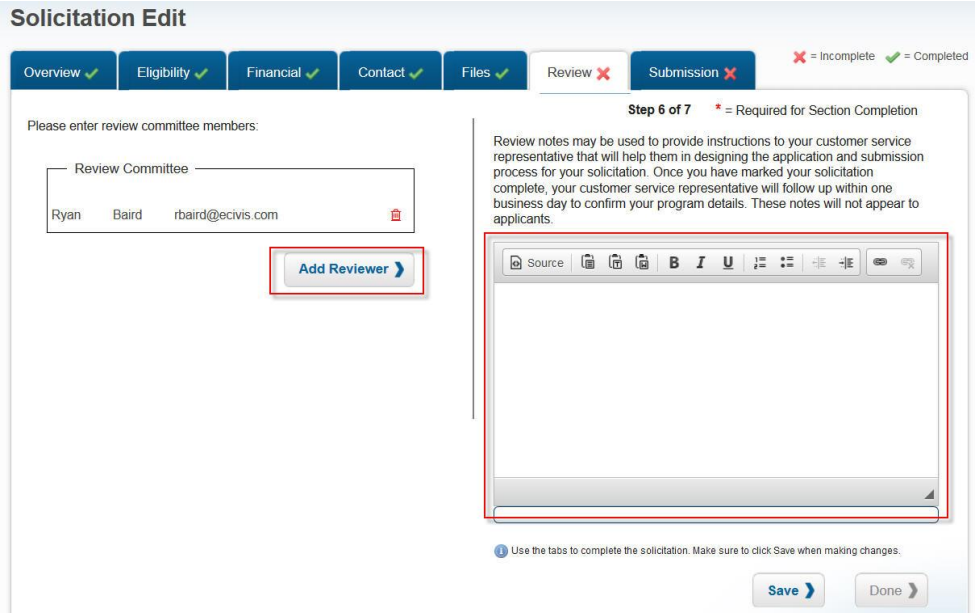
N. Add other info as necessary. Choose the file to upload and click on Upload File.



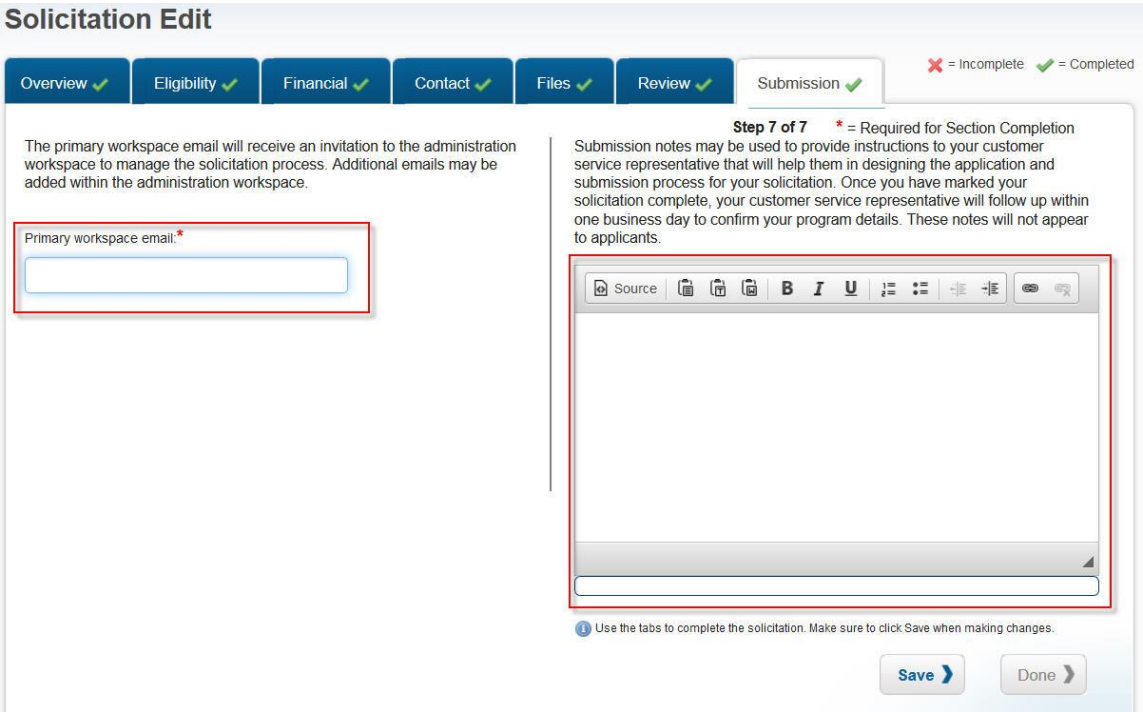
O. Add Application notes as necessary. A summary is required. Click Save, then Done.



P. Click on the Review tab. Enter the name of all individuals who will perform a review of submitted applications. By default, all reviewers will review all applications. Use the notes section to indicate any special instructions for the review process. For instance if reviewers should be randomly assigned to applications, or if reviewers are assigned to specific programs areas.

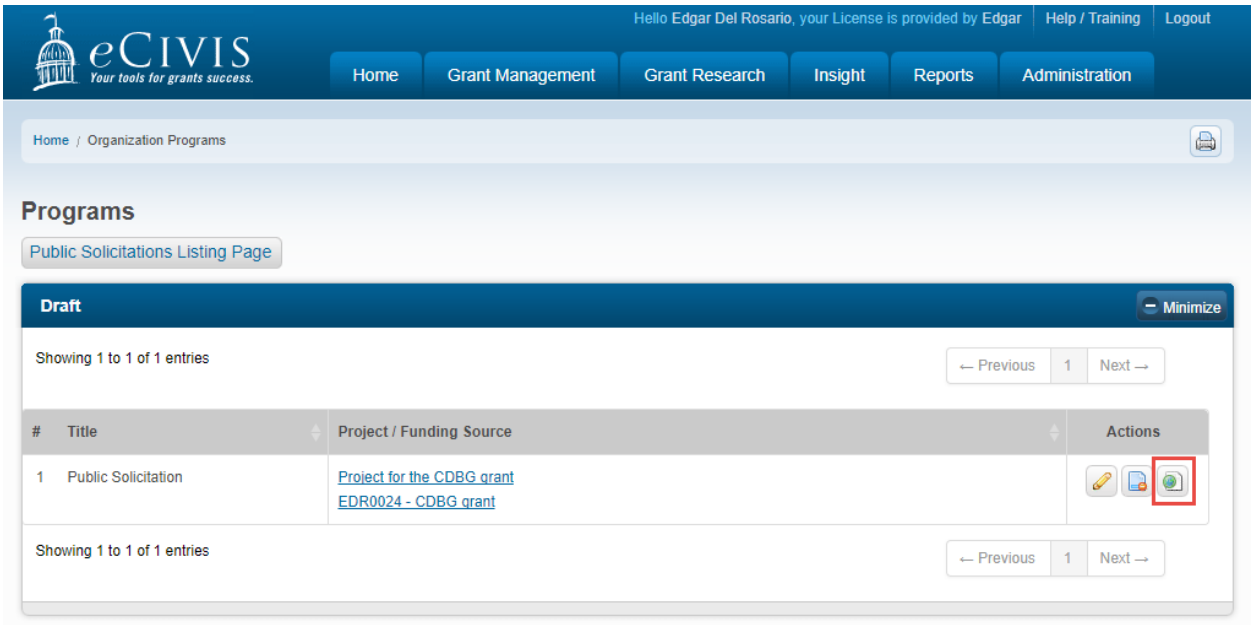


Q. Click on the “Submission” tab. Enter the email address for the Primary Workspace Owner who will administrate the application and review process. By default the application will include Applicant Profile, the Standard Arizona application and Standard Budget. Use the submission notes to indicate any special instructions regarding the application such as a file upload for letters of support or other required documents.

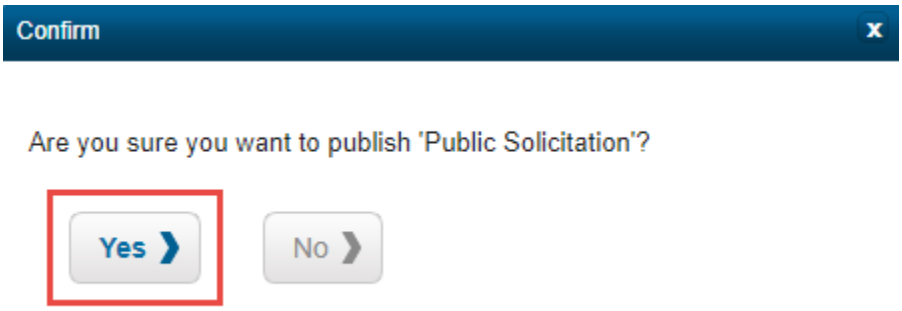


Step 4: Publish the Solicitation

A. Click on the Globe icon.



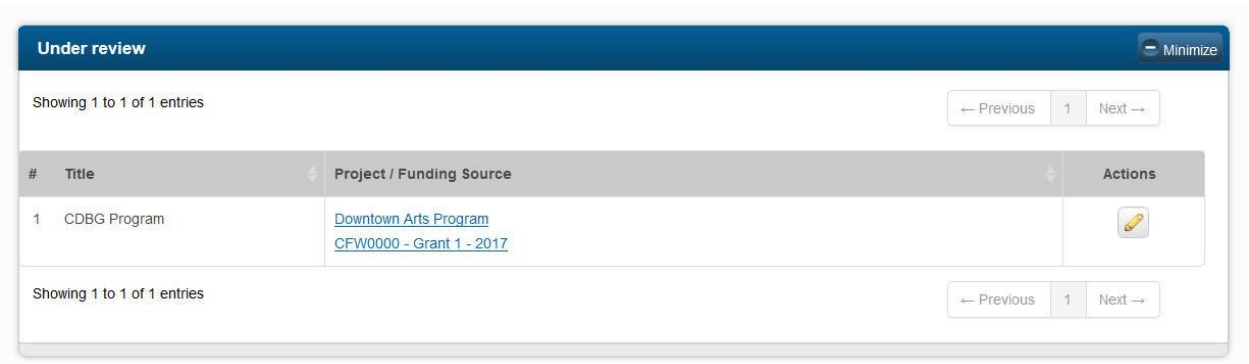
B. Click Yes.



C. The solicitation is Under Review. The Primary Workspace Owner will receive an email invitation to the applicant administration portal. Once the application and review process has been finalized notify eCivis at support@ecivis.com that you are ready for you solicitation to be published. In the email please include

Subject:

- Application/Review Complete for [name of program]

Body:

- Name
- Department
- Desired publish date