

Stream and Watershed Enhancement Grant Application Submission Guide

1: Initiate an Application and Create Your Login

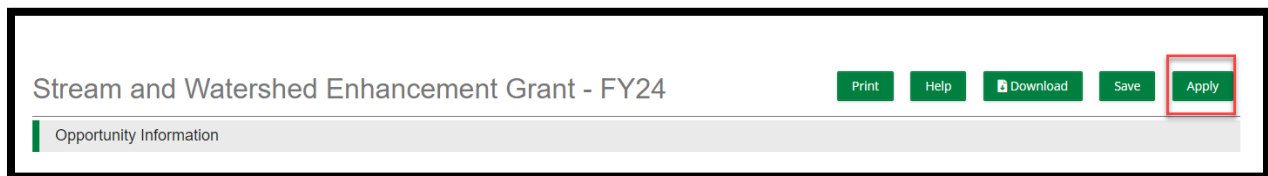
a. Access the Application Portal:

- Click on the following link:
 - <https://www.gotomygrants.com/Public/Opportunities/Details/3daae743-a907-48ee-bd40-023b5941180b>

b. Review the Opportunity Information

c. Initiate your application

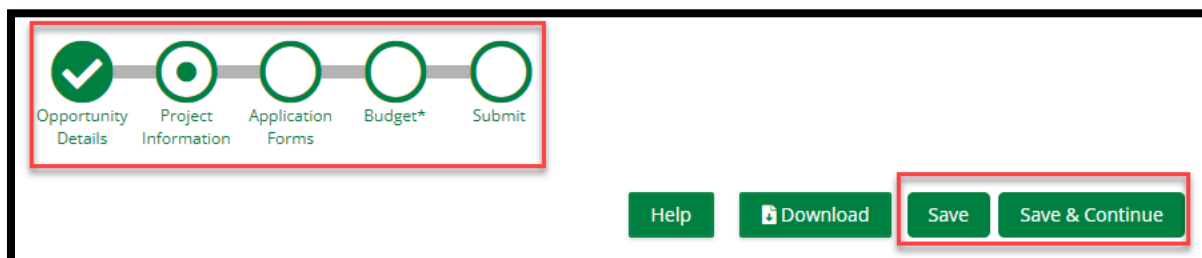
- Click "Apply" in the upper right hand corner of your screen
- Complete the Project Information and Save



2: How to Move Through Sections of the Application

Navigation Bar:

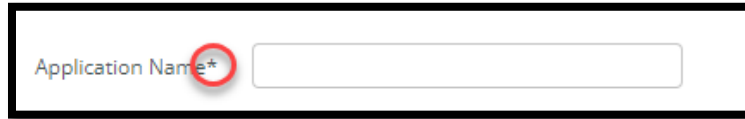
- **Purpose:** Allows you to navigate from one section of your application to another section.
- **Navigation:** Click on the section you want to open. SAVE or SAVE & CONTINUE before you leave one section and move to another.



3: How to Complete Different Types of Fields in the Application

a. Required Fields

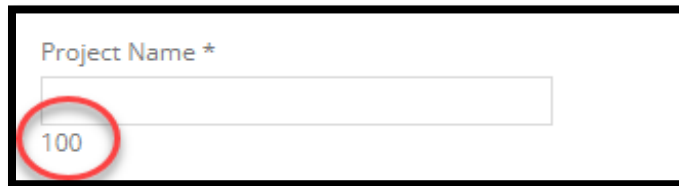
- Fields which require input are designated with a "*"



A screenshot of a text input field labeled "Application Name*". The asterisk is circled in red. The input field is empty and has a light gray border.

b. Character Limitations

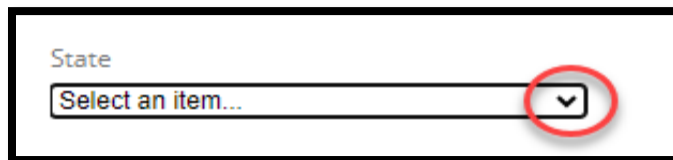
- The character limit for a field, when applicable, is shown below the input field.



A screenshot of a text input field labeled "Project Name *". Below the input field, the number "100" is circled in red, indicating the character limit.

c. Dropdown Menu

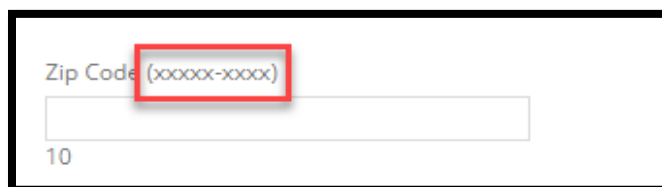
- Click on the down arrow and select from the menu.



A screenshot of a dropdown menu labeled "State". The text "Select an item..." is visible inside the dropdown box. A small downward-pointing arrow icon is circled in red on the right side of the dropdown.

d. Fields Requiring a Specific Format

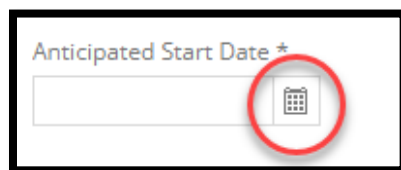
- Some fields indicate how to format your information. Please follow the required format.



A screenshot of a text input field labeled "Zip Code (xxxxx-xxxx)". The format "(xxxxx-xxxx)" is circled in red. Below the input field, the number "10" is visible, indicating the character limit.

e. Date Fields

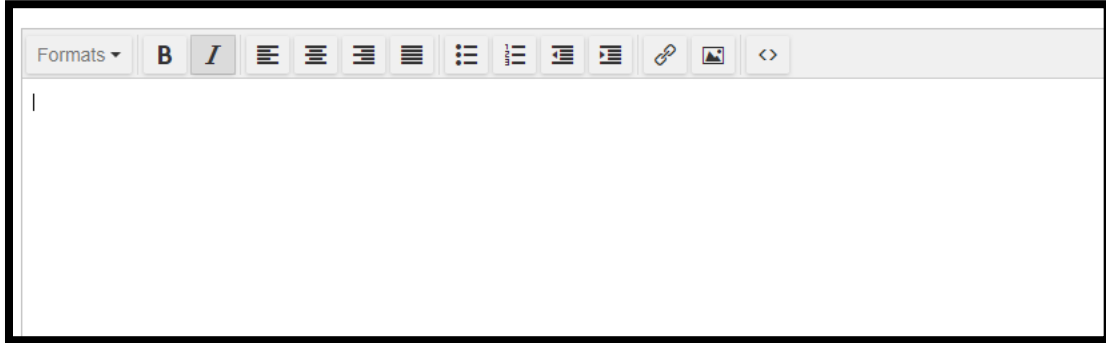
- Click on the calendar icon next to the field to select a date.



A screenshot of a date input field labeled "Anticipated Start Date *". A calendar icon is circled in red next to the input field.

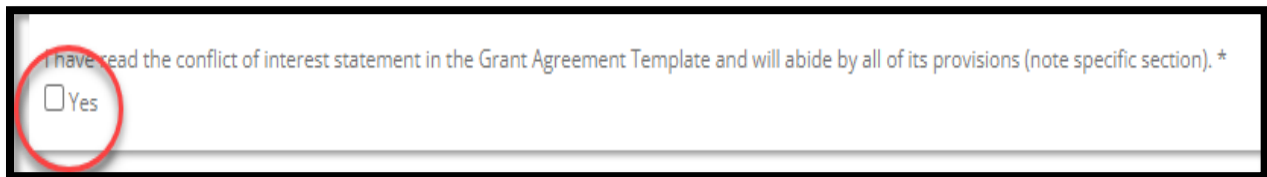
f. Text Fields

- Text fields allow you to describe aspects of your project. These also include a formatting bar so that you can use bold, italics, bullets, and other tools to format your text.



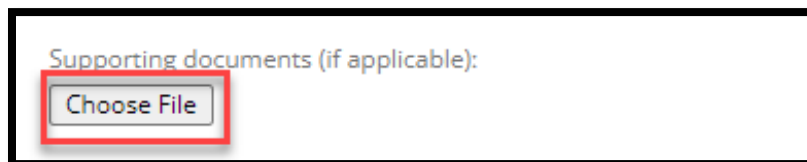
g. Application Attestations

- Acknowledge agreement with these statements by clicking the box next to "Yes".



h. Supporting Documents

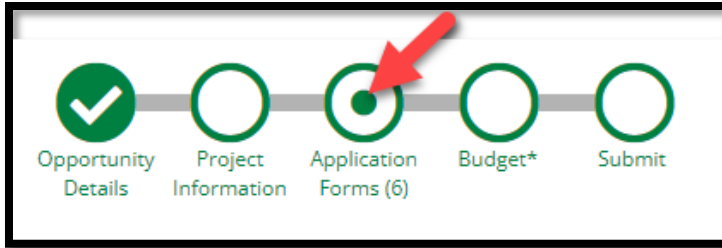
- These are not required. If you would like to upload supporting documents, click on "Choose File" and navigate to your file(s).



4: Completing the Application Forms:

a. Access the Application Forms

- Click on "Application Forms" in the Navigation Bar.



- Your screen will now show you all the forms that are required to be completed before you submit your application.

b. Open a form in the application by clicking on the "Name"

- For example, clicking on the name indicated below by the red arrow will open up the "Applicant Contact Information" form of your application.

Forms	
Name	Status
Applicant Information	In Progress
Applicant Contact Information	New
Project Information	New
Budget	New
Project Partners (if Applicable)	Complete
Application Attestations	New

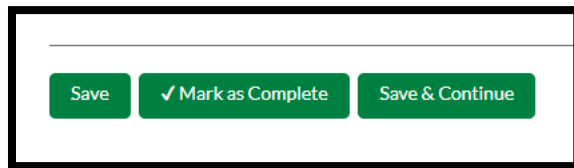
c. Status of sections of your application

- The "Status" column indicates the stages of completion of each form in your application. The "Status" must be COMPLETE on all forms before you can submit your application.

Forms	
Name	Status
Applicant Information	In Progress
Applicant Contact Information	New
Project Information	New
Budget	New
Project Partners (if Applicable)	Complete
Application Attestations	New

d. Saving and completing forms in your application.

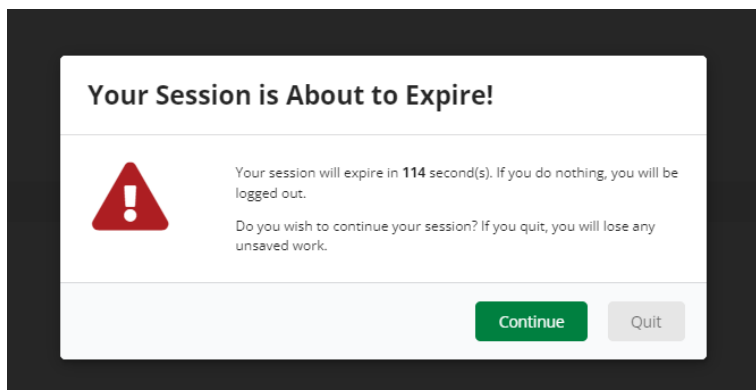
- As you work to complete your application, you can save your work and come back to it later.
- Selecting SAVE & CONTINUE will save your work and move you to the next section of the application. Click SAVE & CONTINUE if you are not finished with the section and want to come back to it later.
- When all items in a section are completed to your satisfaction, select MARK as COMPLETE.



- If you do not complete a field that is required (designated with an *), the field will be highlighted with red text. You can "Save" your application, but you cannot submit it until all required fields are completed.

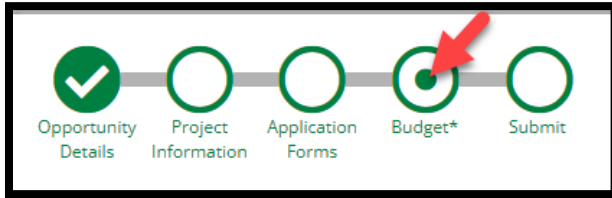


- *If your application is open and you do not work on it for more than 15 minutes, you will get a warning that your session is about to expire. Hit "Continue" and "Save" to avoid losing any work.*



5: Completing Your Budget:

To complete your expense budget, click on "Budget" from the Navigation Bar at the top of your screen.



- Select an expense category by clicking on the "+" sign to the left of the category name.

Category	Grant Funded	Total Budgeted
+ Equipment	\$0.00	\$0.00
+ Construction	\$0.00	\$0.00
+ Event Costs	\$0.00	\$0.00
+ Other	\$0.00	\$0.00
+ Supplies/Materials	\$0.00	\$0.00
+ Create New Category		
Total Expense Budget Cost	\$0.00	\$0.00

- Clicking on the "+" sign will open up a Budget Item Information window. Complete the NAME and DIRECT COST fields and provide a brief description of the expense in the NARRATIVE box. Then hit the CREATE button at the bottom of the screen.

Budget Item Information

Category: Supplies/Materials

Item Type: Non-Personnel

Name*

Direct Cost*

Total Budgeted \$0.00

Narrative

- The Total of your Overall Budget must equal the “Total Amount of Award Requested” in the “Opportunity Information” of your application. In the example below, the Total Revenue (amount input in the Project Information section) is \$5,000. The Total Overall Budget Cost equals \$2,000, which indicates that \$2,000, which indicates that an additional \$2,000 must be added to the Expense Budget detail. When the Total Overall Budget cost equals \$0 the budget is complete.

Total Revenue Budget Cost	(\$5,000.00)
Total Overall Budget Cost	(\$2,000.00)
The Total Overall Budget Cost must be \$0.00	

6: Submitting Your Application:

DO NOT SUBMIT YOUR APPLICATION UNTIL IT IS COMPLETE. SUBMITTED APPLICATIONS CANNOT BE UPDATED.

- a. [Review your application.](#)

You can review your application by selecting “Submit” from the Navigation Toolbar and then selecting the “Review” button. This will generate a zip file of your application. If you have not completed all required fields, the system will indicate this in red font.

You are about to submit your application, **Paxton Creek Watershed Project**, to **Susquehanna River Basin Commission**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms containing required fields which have not been completed!

- b. [Review your application forms](#)

Fields that are incomplete will be in sections that are not marked as “Complete”. In the example below, you should review the Project Information and Budget sections of your application and complete all required fields.

Forms	
Name	Status
Applicant Information	Complete
Applicant Contact Information	Complete
Project Information	In Progress
Budget	New
Project Partners (if Applicable)	Complete
Application Attestations	Complete

25 items per page

c. [Submit your application.](#)

When all sections of your application are complete, the Navigation Toolbar on your "Submit" screen will have all parts marked with a green check mark. You can now submit your application by clicking on the green "Submit" button at the bottom of the page.

Stream and Watershed Enhancement Grant - FY24

You are about to submit your application, **Paxton Creek Watershed Project**, to **Susquehanna River Basin Commission**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

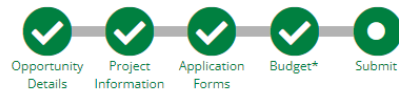
When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

Review
Submit

d. [Download a copy of your final application.](#)

If you want a copy of your completed application, select the "Application" button at the bottom of the page. This will create a zip file with your application and budget. If you have trouble opening the file(s), copy file(s) to your desktop first.

Stream and Watershed Enhancement Grant - FY24



Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.



CONGRATULATIONS on submitting your application!