



WebGrants Instructions for Applying for Funding

Logging into the WebGrants System

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'

A screenshot of the WebGrants login page. At the top left, there is a "Login" link with a key icon. Below it is a white box containing the text "Enter your user id and password" with a user icon. Inside this box are two input fields: "User ID" and "Password". Below the input fields is a green "SIGN IN" button. To the right of the login box is a grey box with a document icon and the text "Announcements". At the bottom of the page is a yellow button with the text "Click here to Register".

[Login](#)

Enter your user id and password

User ID

Password

SIGN IN

Announcements

[Click here to Register](#)



Creating an Application

From the Side Menu:

Click on **'Funding Opportunities'**:

The screenshot shows the 'webgrants' application interface. At the top left is the 'webgrants' logo. Below it is a sidebar menu with options: 'Test User' (Tester, Grantee), 'Dashboard', 'Funding Opportunities' (highlighted), 'Applications', 'Grants', 'Reports', and 'My Profile'. The main content area is titled 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. It includes a 'Back' button, a 'Print' button, and a 'Log Out' button. Below this is a section titled 'Currently Posted Funding Opportunities' with a search bar. A table lists the opportunities:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Deadline
2	Posted	Dulles Technology Agency	Test Program Area	Example Funding Opportunity	Sep 20, 2019 2:35 PM	Not Applicable

Showing 1 to 1 of 1 entries



Select the Opportunity Title '**VFRG - Virginia Farm Recovery Block Grant**'.

Read the Funding Opportunity description to ensure eligibility requirements.

Click on '**Start A New Application**':

**Funding Opportunities**
List of all current funding opportunities

[Back](#) | [Print](#) | [Log Out](#)

 **Current Applications**

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Organization	Status
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 **Funding Opportunity Details**

[? Ask a Question](#) [Copy Existing Application](#) [Start New Application](#)

2 - Example Funding Opportunity

Funding Opportunity Details

Test Program Area

Final Application Deadline:

Status:	Posted	Program Officer:	System Administrator
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General Information Page

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 (this is the Organization/Business information you used when you registered your account in WebGrants). 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'**:

Note: Additional Applicants are business partners or employees.

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 and assigned the application # when you clicked 'Save'. If you log out of the system at this point or any future point: **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.

Completing an Application

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

A screenshot of the "Application Details" page. At the top, there's a header "4 - Application Title". Below it, a yellow box contains application details: Status: Editing (in a yellow box), Stage: Final Application, Application Deadline: (empty), Program Area: Test Program Area, Funding Opportunity: 2-Example Funding Opportunity, Organization: Grantee Organization, and Budget Total: (empty). Below the yellow box is a navigation bar with tabs: Application Preview (selected), Attachment, Alert History, and Map. Under the "Application Details" heading, a pink banner states "Application cannot be Submitted Currently" with a bullet point "Application components are not complete". At the bottom, a table shows the completion status of components. The table has two columns: "Component" and "Complete?". The first row, "General Information", has a green checkmark in the "Complete?" column.

Component	Complete?
General Information	✓

Note: The Application Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.



The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the WebGrants System. Click on the next form listed underneath the General Information which you just completed.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help"

Application Preview Attachments Alert History Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Business Information	
Property Information	
Timber Loss	
Infrastructure Loss	
Aquaculture Infrastructure Loss	
Above Ground Irrigation Loss	
Future Economic Loss	
Loss of Market	
Plasticulture Loss	
Review, Acknowledge and Submit	

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

Navigating in the WebGrants System

Most forms are editable by clicking **'Edit'** at the top part of the section of the form. However, multi-list sections are editable by clicking **'Add'** on the section. If you are completing a multi-list section, you can create as many rows necessary to complete the section. If you want to delete a row, you will click on the row and click **'Delete'**.



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.

Reminder: If you log out of the system at this point or any future point: **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 you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this :

Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Submit Application](#)

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jul 31, 2025 9:46 AM - Hiranya Tester
Business Information	✓	Jul 31, 2025 2:27 PM - Hiranya Tester
Property Information	✓	Jul 31, 2025 2:28 PM - Hiranya Tester
Timber Loss	✓	Jul 31, 2025 2:30 PM - Hiranya Tester
Infrastructure Loss	✓	Jul 31, 2025 2:28 PM - Hiranya Tester
Aquaculture Infrastructure Loss	✓	Jul 31, 2025 2:28 PM - Hiranya Tester
Above Ground Irrigation Loss	✓	Jul 31, 2025 2:28 PM - Hiranya Tester
Future Economic Loss	✓	Jul 31, 2025 2:29 PM - Hiranya Tester
Loss of Market	✓	Jul 31, 2025 2:29 PM - Hiranya Tester
Plasticulture Loss	✓	Jul 31, 2025 2:29 PM - Hiranya Tester
Review, Acknowledge and Submit	✓	Jul 31, 2025 4:18 PM - Hiranya Tester

Submitting the Completed Application

Click the **'Submit Application' button**.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this :

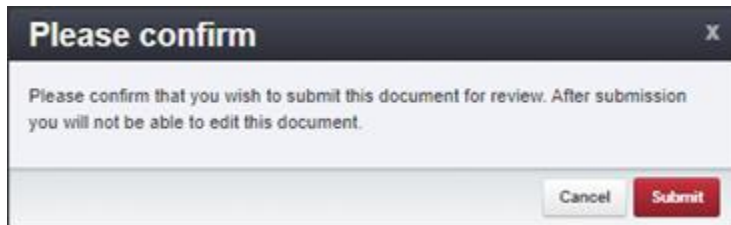
Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Submit Application](#)

• Application is in compliance and is ready for Submission!



You will receive a pop-up confirmation informing you that once you click '**Submit**' the system will no longer let you edit the application.



If ready, click '**Submit**'.

The system will take you back to your Current Applications listing and will show you your submitted application.

The screenshot shows the "Submitted Applications" page. It includes a search bar, tabs for "Current Applications" and "Archived Applications", and a table of application details. The table has columns for ID, Status, Stage, Title, Organization, Program Area, Funding Opportunity, and Due Date. Three applications are listed, all with a status of "Submitted".

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Submitted	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	105-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Submitted	Pre-Application	Application	Smith Corporation	TEST-Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST-Test Program Area	525-New Final App FO 3-6-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

Showing 1 to 3 of 3 entries

Optional step: Printing the Submitted Application

Click on your application in '**Submitted**' status.

Click '**Print**' on your top menu and select '**Send to Printer**'



When finished, click on **‘Log Out’**.

For additional help with each required form, please refer to the individual applicant instruction documents. Forms may be completed in any order, depending on your specific situation.