



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 is the "web grants" logo. Below it is a "Login" section with a key icon. The main content area contains a form titled "Enter your user id and password" with two input fields: "User ID" and "Password". Below these fields is a green "SIGN IN" button. To the right of the form is an "Announcements" section with a document icon. At the bottom of the page is a yellow button that says "Click here to Register".

 Login

 Enter your user id and password

User ID

Password

SIGN IN

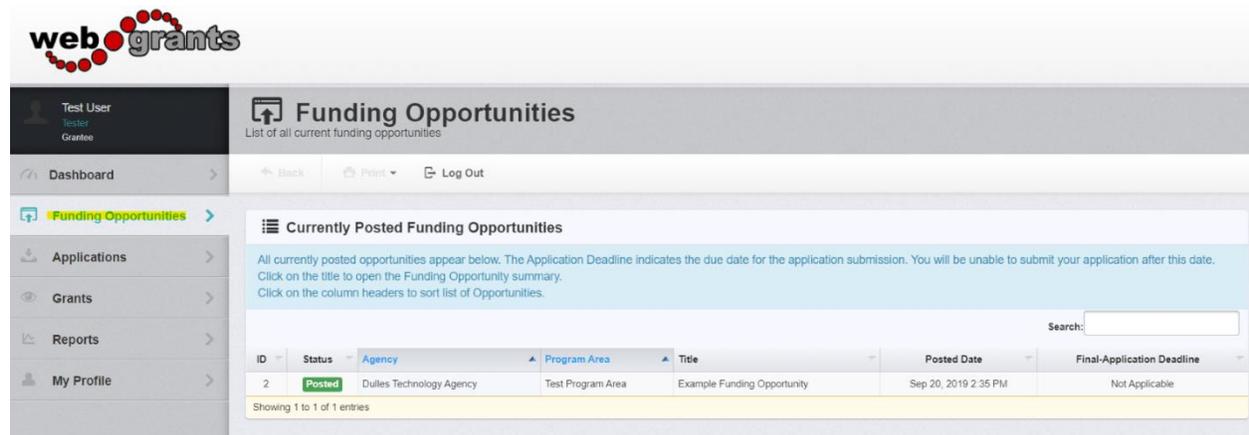
 Announcements

Click here to Register

Creating an Application

From the Side Menu:

Click on **'Funding Opportunities'**:



The screenshot shows the 'web grants' application portal. The user is logged in as 'Test User' (Tester/Grantee). The main navigation menu on the left includes Dashboard, Funding Opportunities (highlighted), Applications, Grants, Reports, and My Profile. The main content area is titled 'Funding Opportunities' and displays a list of 'Currently Posted Funding Opportunities'. A search bar is present above the table. The table contains one entry with the following details:

| 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 |
|----|-------------------|--------------|--------|
|----|-------------------|--------------|--------|

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



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 a web application interface. At the top, there is a header "4 - Application Title". Below this, a yellow box contains the following information: Status: Editing (highlighted in yellow), Stage: Final Application, Application Deadline: (blank), Program Area: Test Program Area, Funding Opportunity: 2-Example Funding Opportunity, Organization: Grantee Organization, and Budget Total: (blank). Below the yellow box is a navigation bar with tabs: Application Preview (selected), Attachment, Alert History, and Map. Underneath is a section titled "Application Details" with a pink header. The pink header contains the text "Application cannot be Submitted Currently" and a bullet point "Application components are not complete". At the bottom, there is a table with two columns: "Component" and "Complete?". The first row is "General Information" with a green checkmark in the "Complete?" column.

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 s

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 s

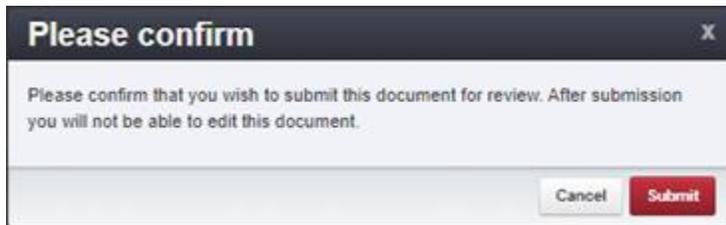
Application Preview Attachments Alert History Map

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.

Submitted Applications
List of all current submitted applications

Back Print Online Help Log Out

Current Applications Archived Applications

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

| ID | Status | Stage | Title | Organization | Program Area | Funding Opportunity | Due Date |
|-----|-----------|-------------------|-----------------|-------------------|------------------------|--|---|
| 547 | Editing | Pre-Application | Application 547 | Smith Corporation | TEST-Test Program Area | 105-Test Funding Opportunity (Posted) | Pre-Application Deadline not Applicable |
| 548 | Editing | 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 | 025-New Final App FO 3-0-20 - Casse (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.