Using the Online Grant Application and Reporting System

2017-2018 Chesapeake Bay Land and Water Initiative Grant Program

FREQUENTLY ASKED QUESTIONS:

1. Do I need to create a new account? How do I find my login information?

If you have already used the system to apply for a Land and Water Initiative grant or to submit a report for a previously awarded grant on behalf of your organization, then chance are you already have an account.

To access your account, enter your username (email address) and your password and click login. If you have forgotten your password, click on "Forgot your Password?" and follow the instructions to reset.

If you have not used the system previously you will need to create a new account.

2. Do I have access to previous applications and reports my land trust has submitted?

If you already had an account in the system and have used it to submit an application or report previously then you still have access to these documents when you log in. However, the system is organized by user accounts, not organization accounts, and you will only be able to access what you submitted.

If another individual at the organization will also be working on the application or report, you will need to share your username and password with them for them to have access.

3. How often do I need to save a document I am working on? Does the system time out?

Yes, system does time out. We strongly recommend that you save your work at least every 15 minutes. The save button is at the bottom of the screen, next to the submit button.

4. I want to work on my application or report offline. Can I download the questions into a Word document?

Grant application questions can be downloaded and saved as a PDF by clicking on the "Question List" next to the PDF icon at the top of the application form. If you work on the application or report offline in a Word document, you can then copy and paste your application information directly into the online system.

5. What if I upload the wrong attachment? Can I change it?

Yes. Click delete, then upload and select a new file to attach.

6. What if I need to upload more than one document to answer a particular question?

For some questions you will be given more than one upload box. One document can be uploaded per box. If you find you have more documents than upload boxes, you will need to merge documents together and then upload as one attachment. If you try to upload more than one document per upload box, the first document will simply be replaced by the second one you try to upload.

If you are unsure how to combine documents into one file in order to attach them, there are several ways to do this:

- Print out all the documents you wish to attach, then scan them together into one document (Word/PDF)
- Put all documents into a single zip file, and attach the zip file
- If you have Adobe Acrobat, you can merge your documents together (PDF)
- For additional assistance, please contact Katrina Howey in the Northeast Office, khowey@lta.org, (518) 587-0774.

7. Where is the submit button?

It is at the very end of the online application page (scroll all the way down).

Once you submit your final application, further edits can't be made. If you have made a mistake or forgotten to attach something, please contact Katrina Howey in the Northeast Office, at khowey@lta.org or (518) 587-0774.

8. How do I print a copy of my application or report?

Click on "Application Packet" at the top of the screen. Be sure to save a copy of this PDF for your files!