



AmeriCorps Seniors

Submitting your Application in eGrants

Recorded October 2022



**AmeriCorps
Seniors**

© 2020 AmeriCorps.

Agenda

- What is eGrants?
- Before Submitting Your Application
- Tips and Tricks
- Step-by-Step Walkthrough



Objectives:

To help AmeriCorps grant applicants:

- Submit their applications in eGrants
- Avoid common issues with eGrants
- Locate available resources related to the application process





What is eGrants?

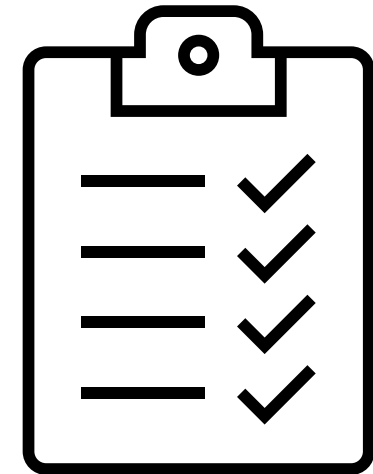
[eGrants](#) is an online system designed to automate the entire grants and project management process from application to closeout. It allows applicants to find funding opportunities, apply for grants or projects, and manage grant reporting online.





Before Submitting Your Application

- ✓ Review the following resources on the [AmeriCorps Funding Opportunities](#) website:
 - Notice of Funding Opportunity (Notice) of the grant for which you are applying including the **Work Plan Development Worksheet**
 - Grant Application Instructions
 - Best Practices in Budget Development
 - [National Performance Measurement Core Curriculum](#)
 - Frequently Asked Questions
- ✓ Create an account in [eGrants](#), if you do not already have an account.
 - For support in creating a new eGrants account, reference the grant application instructions on the Funding Opportunities page or contact the AmeriCorps Hotline.





Tips and Tricks

- Prepare to submit your application **well in advance** of the application deadline.
- Gather the following information about your organization:
 - Project Title
 - EIN Number
- Draft your application in a **word processing program** and print before submission.
- Contact the **National Service Hotline** for any problems with eGrants.
 - Phone: 1-800-942-2677, Available Monday - Friday 9:00 am - 7:00 pm ET
 - [Live Chat](#), Available Monday - Thursday 9:00 am - 7:00 pm ET
 - [Submit a question](#) form.



Step-by-Step Walkthrough

- ➔ Applicant Info
 - Application Info
 - Narratives
 - Work Plan
 - Documents
 - Budget Section 1
 - Budget Section 2
 - Funding/Demographics
 - Station Roster
 - Review
 - Authorize and Submit

- Log in to eGrants via <https://egrants.cns.gov/espan/main/login.jsp>
- Applicant Info
- Application Info
- Narratives
- Work Plan
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Step-by-Step Walkthrough: Log into eGrants



If you have an existing account, please do not open a new account. Work with the AmeriCorps Hotline to gain access to your pre-existing grantee account.



User Name ?
Password ?
 Remember me

[Forgot your password? Get help](#) ➤
[Don't have an eGrants account? Create an account](#) ➤
[View system rules of behavior](#) ➤

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#) ➤

Step-by-Step Walkthrough: Grant Applicant Types



New Applicant:

- Applicants without a current AmeriCorps Seniors (ACS) grant
- Applicants with a current ACS grant seeking a **new** type of grant or funding

Continuation Applicant:

- Current grantees for second or third years of a three-year grant
- To continue **existing** grants











Renewal Applicant:

- Current grantees for a new grant to follow a three-year grant
- To renew **existing** grants

Step-by-Step Walkthrough: Create an Application



eGRANTS MESSAGES	VIEW MY GRANTS/APPLICATIONS
Welcome Brian Welcome to eGrants!	View All
	VIEW MY AMERICORPS PORTAL
	Portal Home

Creating an Application	Managing My Account	Reporting to CNCS
 New   Continuation/Renewal  Amendment  Concept Paper 	Click on the links below to access common account functions. My Account 	Financial Report  Progress Report  Progress Report Supplement 

Step-by-Step Walkthrough: Create an Application



Welcome Brian

Start New Grant App

cancel next

Select a NOFA

Legal Applicant Info

Select a NOFA

Please select a program area and press GO. Then select a NOFA from the list provided.

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

Select a program area ... GO

- AmeriCorps
- Learn and Serve America
- Other
- Senior Corps

cancel next

508 Approved | Contact Help Desk | disable the pictures

Release version: 6.10

Step-by-Step Walkthrough: Narratives



Welcome Brian

Start New Grant Application

back next

Start New

- Applicant Info
- Application Info
- Narratives**
- Work Plan
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Grant Application Info

Narratives

Please Enter or edit the Narrative for each category as appropriate ?

narrative entered ? narrative not entered ?

<input type="checkbox"/> Executive Summary	view/edit narrative
<input type="checkbox"/> Strengthening Communities	view/edit narrative
<input type="checkbox"/> Recruitment and Development	view/edit narrative
<input type="checkbox"/> Program Management	view/edit narrative
<input type="checkbox"/> Organizational Capability	view/edit narrative
<input type="checkbox"/> Other	view/edit narrative
<input type="checkbox"/> PNS Amendment (if applicable)	view/edit narrative

Information about completing each narrative section is included in the Notice.

Step-by-Step Walkthrough: Work Plan



Applicant Info

Application Info

Narratives

→ Work Plan

Documents

Budget Section 1

Budget Section 2

Funding/Demographics

Station Roster

Review

Authorize and Submit

Add New Performance Measures



Begin

Edit Volunteer Allocation

Edit Volunteer Allocation

Delete or Edit Performance Measures Created

Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	# of Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
-----------	----	----------------	------------------	--------	---------------	---------	----------------	------------------------	------------------------------	-------------------

There are currently no performance measure created for this application.

Add New Performance Measures

Related Resources:

- [National Performance Measurement Core Curriculum](#)
- Work Plan Development Worksheet (found in the Grant Application Instructions)

Step-by-Step Walkthrough: Work Plan, Focus Areas



- Applicant Info
- Application Info
- Narratives
- Work Plan**
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Home Page **Objective** Performance Measure Target Summary

Screen Instructions

On this screen you will select all objectives for your project.

*** Focus Areas** ?

- ▶ Economic Opportunity
- ▼ Education
 - Objectives** ?
 - K-12 Success
 - School Readiness
 - Other Education
- ▶ Healthy Futures
- ▶ Other Community Priorities

Save

Step-by-Step Walkthrough: Work Plan, Performance Measures



- Applicant Info
- Application Info
- Narratives
- Work Plan**
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Home Page Objective **Performance Measure** Target Summary

Summary of Performance Measures

Objective	ID	Category Title	Service Activities	Output	Outcome	Complete	Delete	Edit
There are currently no Performance measures created for this application.								

Screen Instructions

This tab allows you to create sets of aligned performance measures for all the grant activities you will measure.

- Begin by selecting a category title.
- Select an objective for your aligned performance measure.
- Provide a brief description of the need your project will address in this performance measure.
- Select the output you wish to measure in this set of workplans.
- Select the outcome you wish to measure in this set of workplans.

Performance Measures

- * Select Category Title
- * Select Objective
- * Enter Community Need
- * Select Output
- * Select Instrument * Enter Instrument Description
- Select Outcome
- Select Instrument Enter Instrument Description
- * Select Service Activities

Service Activities	Description
No records found.	

Save **1** Reset Add PM Back Next **2**

Related Resources:

- Grant Application Instructions
- Work Plan Development Worksheet (found in the Notice)



Step-by-step Walkthrough: Work Plan, Targets

Performance Measure **Target** Summary

Volunteer Calculator

Total # of Unduplicated Volunteers	Primary Focus Areas	Community Priorities
My project's total # of unduplicated volunteers is: <input type="text" value="0"/>	Minimum # I must place: 0.	Maximum # I may place: 0.
Total placed so far: 0.	# placed so far: 0.	# placed so far: 0.
# I still have to place: 0.	# I still have to place: 0.	# I still have available to place: 0.

Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	# of Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
Financial Literacy	1.1	Primary Focus Area	Financial Fraud Prevention	O1A	<input type="text" value="0"/>	O21	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
K-12 Success	2.1	Other Focus Areas	Family Involvement	ED1A	<input type="text" value="0"/>	ED27C	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Employment	3.1	Primary Focus Area	Job Training	O1A	<input type="text" value="0"/>	O10	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Housing	4.1	Primary Focus Area	Housing Unit Development	O4	<input type="text" value="0"/>	O20	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>

By default, the total number of unduplicated volunteers is set to zero and the fields are locked.

Performance Measure **Target** Summary

Volunteer Calculator

Total # of Unduplicated Volunteers	Primary Focus Areas	Community Priorities
My project's total # of unduplicated volunteers is: <input type="text" value="100"/>	Minimum # I must place: 0.	Maximum # I may place: 100.
Total placed so far: 0.	# placed so far: 0.	# placed so far: 0.
# I still have to place: 100.	# I still have to place: 0.	# I still have available to place: 0.

Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	# of Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
Financial Literacy	1.1	Primary Focus Area	Financial Fraud Prevention	O1A	<input type="text" value="0"/>	O21	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
K-12 Success	2.1	Other Focus Areas	Family Involvement	ED1A	<input type="text" value="0"/>	ED27C	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Employment	3.1	Primary Focus Area	Job Training	O1A	<input type="text" value="0"/>	O10	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Housing	4.1	Primary Focus Area	Housing Unit Development	O4	<input type="text" value="0"/>	O20	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>

Once you enter in your total number of unduplicated volunteers, the fields will be unlocked.

Step-by-step Walkthrough: Work Plan, Summary



- Applicant Info
- Application Info
- Narratives
- Work Plan**
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

home back to eGrants application my account help log out

Grant application ID:
NOFA:
Type:
Status:
Submitted:
Legal Applicant Name:

Performance Measures

Performance Measure Target Summary

• Success: All Performance Measures are valid. Please exit the performance measures section and go back to the main application

Unduplicated Volunteers by Focus Areas	Unduplicated Volunteers by Objective	Unduplicated Volunteers by Category Title	% of Unduplicated Volunteers working on/not working on Results tied to Outcome
<p>75% 25%</p>	<p>25% 25% 25% 25%</p>	<p>75% 25%</p>	<p>100%</p>

Print PDF for all Performance Measures

PM 1.1-Financial Fraud Prevention

Applicant Organization: eGrants Example Period Covered Starting: Ending:

Community Need to be

Back Validate Performance Measures



Step-by-Step Walkthrough, Documents



- Applicant Info
- Application Info
- Narratives
- Work Plan
- Documents**
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

View New Grant Application

[← back](#) [next →](#)

Documents

Please select the appropriate status for each document.

Document Status List: ?

status entered status not entered

Document Name	Document Status	delete
<input type="checkbox"/> Applicant Operational and Financial Management Survey (OFMS)	Not Sent <input type="button" value="v"/>	
<input type="checkbox"/> Cost share or matching fund verification letters	Not Sent <input type="button" value="v"/>	
<input type="checkbox"/> Tribal organization eligibility documentation (see Section C.1. Eligible Applicants)	Not Sent <input type="button" value="v"/>	



Step-by-Step Walkthrough, Budget Section (New Applicants)



- Applicant Info
- Application Info
- Narratives
- Work Plan
- Documents
- Budget Section 1**
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit
- Applicant Info
- Application Info
- Narratives
- Work Plan
- Documents
- Budget Section 1
- Budget Section 2**
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Project Personnel Expenses add a new budget item ?

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
Subtotal									

Other Volunteer Support Costs add a new budget item ?

Item	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit
Criminal Background Check	\$0	\$0	\$0	\$0	edit

Budget Section II. Volunteer Expenses Enter Source of matching funds ?

Please enter the necessary budget information for your project.

Please enter the source of matching funds in the textbox below.

Source of Matching Funds (Max. 1000 chars)

Description:

* **Total Amount:** \$.

* **CNCS Share:** \$.

* **Grantee Share:** \$.

* **Excess Amount:** \$.

Related Resources:

- Best Practices in Budget Development
- Budget Compliance Checklist (in Grant Application Instructions)

eGrants: Step-by-Step Walkthrough, Funding/Demographics



- Applicant Info
- Application Info
- Narratives
- Work Plan
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics**
- Station Roster
- Review
- Authorize and Submit

Estimated Funding

Total	
Total Amount	\$732,319.00
Federal Share	
Amount	\$656,026.00
Applicant Share	
Amount	\$76,293.00
Applicant Share Breakdown	
Please breakdown the applicant share into the following sources. The sum of the source amounts must add up to \$76,293.00.	
Local:	\$ 76293 .00
State:	\$ 0 .00
Other:	\$ 0 .00
Income:	\$ 0 .00
<input checked="" type="checkbox"/> Please check the box if your organization is funded by CNCS	

Demographics

of Unduplicated Volunteers:

Pre-populated by eGrants

eGrants: Step-by-Step Walkthrough, Station Roster



- Applicant Info
- Application Info
- Narratives
- Work Plan
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster**
- Review
- Authorize and Submit

Volunteer Stations [add a new](#)

Volunteer Station	City	Number of Volunteers	Number of Unduplicated Volunteers	Active	view/edit
Placeholder		3	5	Y	view/edit

Volunteer Station Information

[cancel](#) [save & close](#)

Please enter volunteer station information.

* Volunteer Station Name

* Volunteer Station Supervisor First Name

* Volunteer Station Supervisor Last Name

* Street Address Line 1

Street Address Line 2

* City

* State

* Zip code -

* Area Code and Phone Number: . . ext.

* Email Address

* Station Type

* Number of Unduplicated Volunteers

* Number of Volunteers

* Veterans

* Focus Areas and Objectives [add a new](#)

Focus Area and Objective	delete
----- Select Focus Area and Objective -----	<input type="button" value="delete"/>

Active MOU

Active

[cancel](#) [save & close](#)

eGrants: Step-by-Step Walkthrough, Review



- Applicant Info
- Application Info
- Narratives
- Work Plan
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review**
- Authorize and Submit

- Carefully review each section of your grant application.
- Include financial staff in your review.
- Print your application and review prior to eGrants submission.

eGrants: Step-by-Step Walkthrough, Authorize and Submit



Applicant Info

Application Info

Narratives

Work Plan

Documents


Budget Section 1

Budget Section 2

Funding/Demographics

Station Roster

Review

 Authorize and Submit

Authorize and Submit

Please read the authorization, assurances and certifications below. If your name appears, please click on "I Agree." You must view or print the assurances/certifications before you can click on each "I Agree" for assurance or certification.

If your name does not appear, but you are the appropriate person for that section, you may click on it anyway.

If a section has already been agreed on by someone else, you can click on it yourself to override.

Authorization:

To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Authorized by:

I Agree

Assurances: [view/print certification](#)

I Will comply with relevant statutes as referenced in the assurances and will meet the requirements of the grant award and have the legal authority to apply for federal assistance.

Authorized by:

I Agree

Certifications: [view/print certification](#)

By selecting "I Agree", you certify that you agree to perform all actions and support all intentions in the Certification sections of this Grant Application.

Authorized Certifying Official:

I Agree

Verify this Grant Application:

When an application is submitted, eGrants checks to make sure all the required information has been entered. You can optionally run this check before submitting by clicking this link. If there are errors in your application, a box will be displayed explaining each error.

[Verify this Grant Application](#) 



Thank You



We appreciate your feedback

<https://bit.ly/3SJPuzU>