

# Nonprofit Capacity Building

## HOW TO APPLY



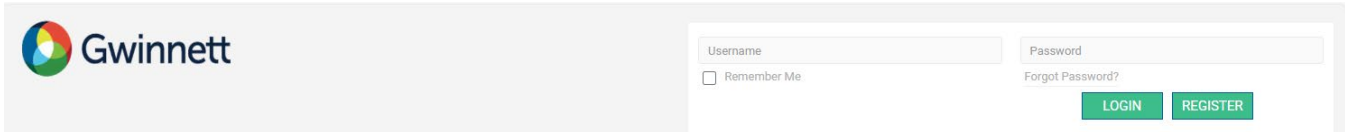
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# Section A: Opportunities

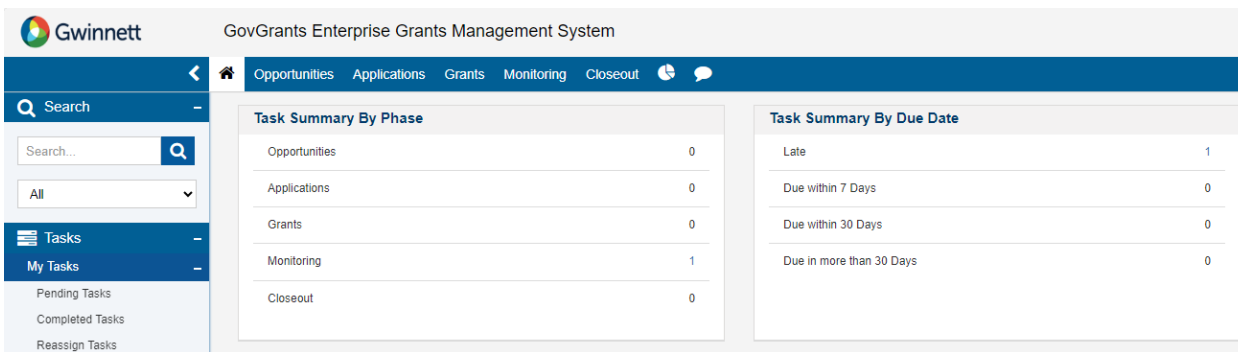
## 1. Qualifying a Lead

Log into [GovGrants](#) using your username and password. If you are having difficulty logging in, refer to the [GovGrants Subrecipient Registration](#) guide.




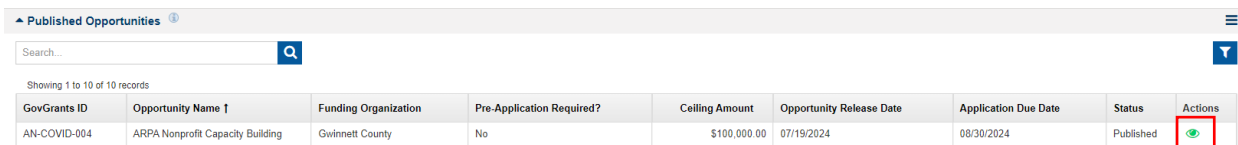
The login page features the Gwinnett logo on the left. On the right, there are input fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Forgot Password?' link. Below these are two buttons: 'LOGIN' and 'REGISTER'.

Select the Opportunities tab.




The dashboard shows the 'Opportunities' tab selected in the top navigation bar. Below the navigation bar, there are two summary tables: 'Task Summary By Phase' and 'Task Summary By Due Date'. The 'Task Summary By Phase' table shows counts for Opportunities (0), Applications (0), Grants (0), Monitoring (1), and Closeout (0). The 'Task Summary By Due Date' table shows counts for Late (1), Due within 7 Days (0), Due within 30 Days (0), and Due in more than 30 Days (0). On the left, there is a search bar and a 'My Tasks' menu with options for Pending, Completed, and Reassign Tasks.

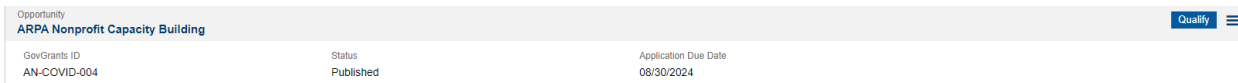
View the Published Opportunities to locate the opportunity you wish to apply for. Click the **View**  button to see the details of the opportunity.



The 'Published Opportunities' table displays a list of opportunities. The first row is highlighted, and the 'Actions' column for this row contains an eye icon, which is highlighted with a red box.

GovGrants ID	Opportunity Name	Funding Organization	Pre-Application Required?	Ceiling Amount	Opportunity Release Date	Application Due Date	Status	Actions
AN-COVID-004	ARPA Nonprofit Capacity Building	Gwinnett County	No	\$100,000.00	07/19/2024	08/30/2024	Published	

After reviewing the details, if you would like to apply for the opportunity, select the **Qualify** button.

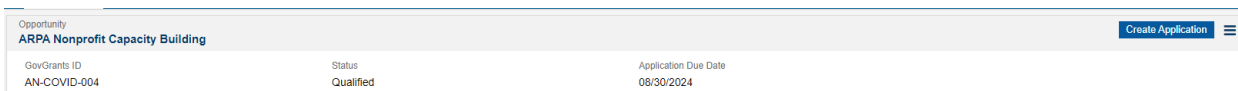


The details card for the 'ARPA Nonprofit Capacity Building' opportunity shows the 'Status' as 'Published' and the 'Application Due Date' as '08/30/2024'. A 'Qualify' button is visible in the top right corner.

GovGrants ID	Status	Application Due Date
AN-COVID-004	Published	08/30/2024


## 2. Create the Application

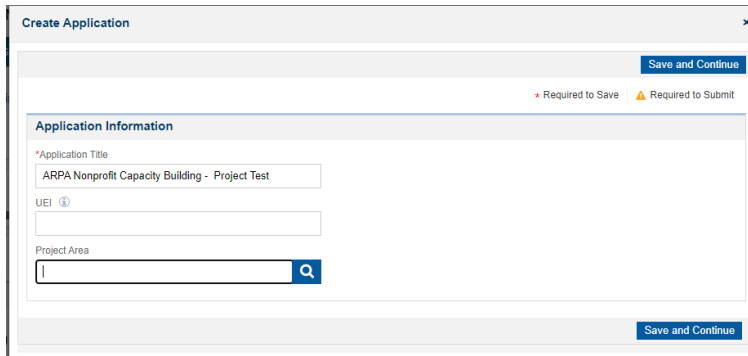
To convert the opportunity to an application, select the **Create Application** button.



The details card for the 'ARPA Nonprofit Capacity Building' opportunity shows the 'Status' as 'Qualified' and the 'Application Due Date' as '08/30/2024'. A 'Create Application' button is visible in the top right corner.

GovGrants ID	Status	Application Due Date
AN-COVID-004	Qualified	08/30/2024

The Application Title will automatically populate with the name of the opportunity. Enter a “-” then add your project name. UEI’s are not required, and this field can be left blank. Click on **Project Area** .




Create Application ✕

Required to Save Required to Submit

**Application Information**

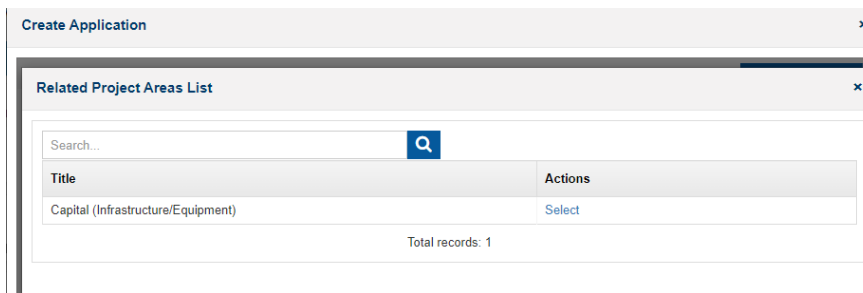
\*Application Title  
ARPA Nonprofit Capacity Building - Project Test

UEI ⓘ

Project Area 


Save and Continue

The available project areas will be displayed. Click **Select** on the appropriate Related Project Area. Please note you will see only Capital or Operational depending on the application.



Create Application ✕

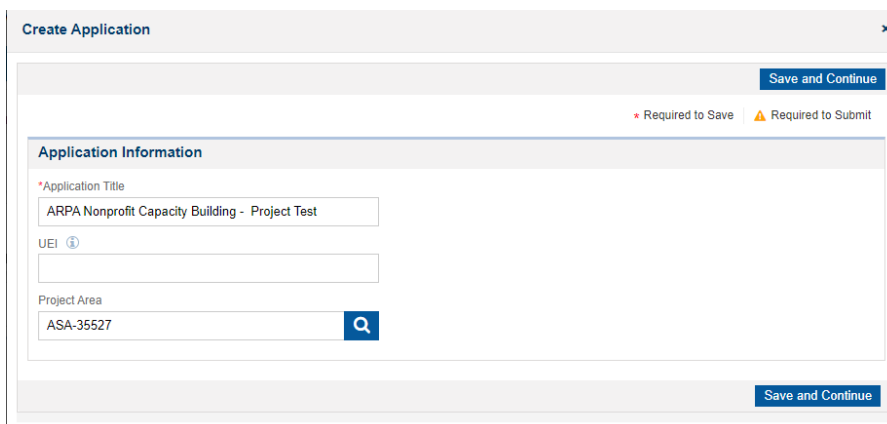
**Related Project Areas List** ✕

Search... 

Title	Actions
Capital (Infrastructure/Equipment)	Select

Total records: 1

Click **Save and Continue**.




Create Application ✕

Required to Save Required to Submit

**Application Information**

\*Application Title  
ARPA Nonprofit Capacity Building - Project Test


UEI ⓘ

Project Area  
ASA-35527 

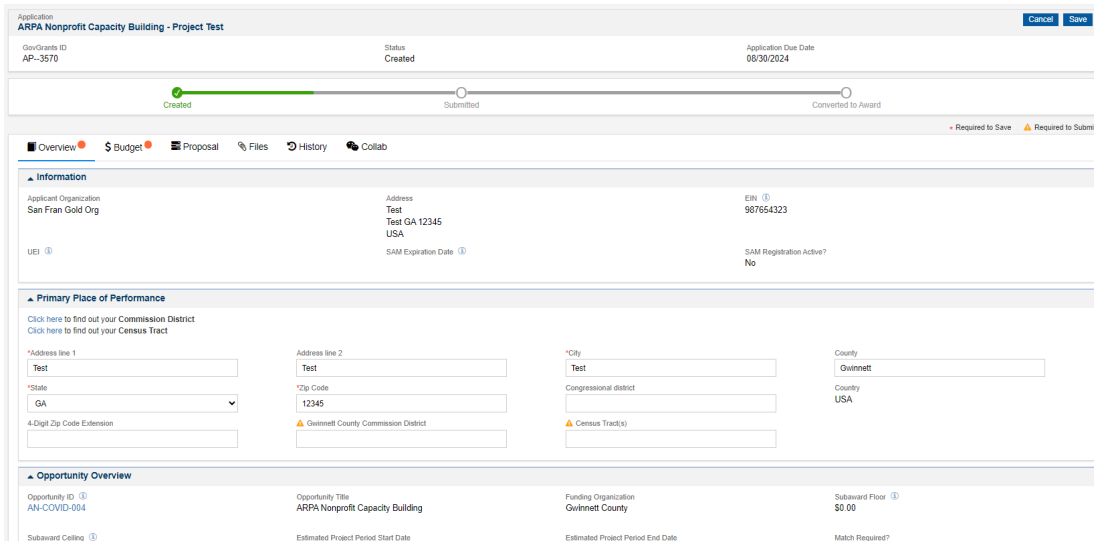
Save and Continue

# Section B: Filling Out the Application

## 1. Overview Tab

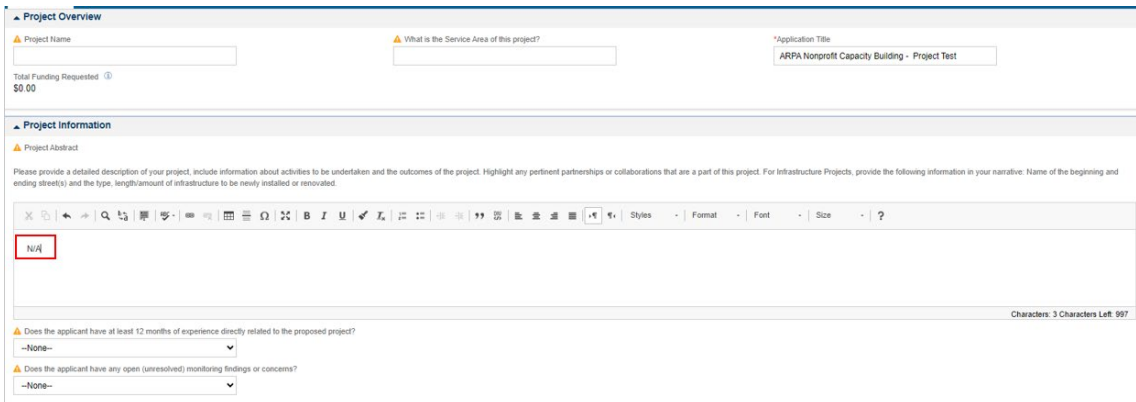
The Overview section will display your organization's Information, Primary Place of Performance and Opportunity Overview. A required field will be indicated with .

Please enter the [Gwinnett County Commission District](#) and any Census Tract(s) information for who you will be serving.



The screenshot shows the 'ARPA Nonprofit Capacity Building - Project Test' application overview. At the top, it displays the GovGrants ID (AP--3570), Status (Created), and Application Due Date (08/30/2024). A progress bar indicates the current stage is 'Created'. Below this, there are tabs for Overview, Budget, Proposal, Files, History, and Collab. The 'Information' section includes fields for Applicant Organization (San Fran Gold Org), Address (Test, Test GA 12345, USA), EIN (987654323), UEI, and SAM Registration Active? (No). The 'Primary Place of Performance' section contains fields for Address line 1 (Test), Address line 2 (Test), City (Test), County (Gwinnett), State (GA), Zip Code (12345), Congressional district, and Country (USA). There are also fields for 4 Digit Zip Code Extension, Gwinnett County Commission District, and Census Tract(s). The 'Opportunity Overview' section shows Opportunity ID (AN-COVID-004), Opportunity Title (ARPA Nonprofit Capacity Building), Funding Organization (Gwinnett County), Subaward Floor (\$0.00), Subaward Ceiling, Estimated Project Period Start Date, Estimated Project Period End Date, and Match Required?

Fill out all the information in the Project Overview and Project Information sections. Please note for Project Abstract enter "N/A".



The screenshot shows the 'Project Overview' and 'Project Information' sections. The 'Project Overview' section includes fields for Project Name, What is the Service Area of this project?, and Application Title (ARPA Nonprofit Capacity Building - Project Test). The 'Project Information' section includes a Project Abstract field with a rich text editor containing 'N/A'. Below the abstract, there are two dropdown menus for questions: 'Does the applicant have at least 12 months of experience directly related to the proposed project?' and 'Does the applicant have any open (unresolved) monitoring findings or concerns?'. Both dropdowns are currently set to 'None--'. A character count at the bottom right indicates 'Characters: 3 Characters Left: 997'.

After reviewing the information above, check **I agree** in the Acknowledgement section and press **Save**.

**Contacts**

Showing 1 to 1 of 1 records

Project Role	Name 1	Email	Is Key Contact	Is User	Actions
Project Director/Manager	Kimberly Wilson	kimberly.wilson@vopmail.com	X	✓	

Total Records: 1

**Acknowledgement**

I hereby certify that the information provided above is accurate and complete.

I Agree

Submitted By: \_\_\_\_\_ Submitted On: \_\_\_\_\_

**System Information**

Created By: Kimberly Wilson	Created Date: 8/2/2024 3:04 PM	Last Modified By: Kimberly Wilson	Last Modified Date: 8/2/2024 3:04 PM
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Cancel Save

## 2. \$ Budget Tab

Go to the \$ Budget tab and click **Edit**.

Application: ARPA Nonprofit Capacity Building - Project Test

GovGrants ID: AP-3570 Status: Created Application Due Date: 08/30/2024

Created Submitted Converted to Award

Overview **Budget** Proposal Files History Collab

Edit Submit Application

Go to the Budget Periods section and expand the budget period.

**Budget Periods**

Showing 1 to 1 of 1 records

Budget Period #
BP01

Find the appropriate Category Name and click **Edit** to enter the value you are requesting in the Funding Requested section. Once the value has been entered, click **Save** in the Budget Periods section.

**Budget Periods**

Showing 1 to 1 of 1 records

Budget Period #	Start Date	End Date
BP01	12/01/2024	12/31/2025

**Budget Categories**

Showing 1 to 8 of 8 records

Category Name	Funding Requested	Other Leveraged Funds	Total Project Cost	Actions
Project Area : Capital (Infrastructure/Equipment)				
Construction Supervision	\$0.00	\$0.00	\$0.00	
Construction Materials	\$0.00	\$0.00	\$0.00	
Construction Labor	\$0.00	\$0.00	\$0.00	
Site Preparation	\$0.00	\$0.00	\$0.00	
Design Services (Architect/Engineer)	\$0.00	\$0.00	\$0.00	
Soft Costs	\$0.00	\$0.00	\$0.00	
Acquisition Costs	\$0.00	\$0.00	\$0.00	
Equipment	\$0,000	0	\$0.00	
	\$0.00	\$0.00	\$0.00	
Grand Total	\$0.00	\$0.00	\$0.00	

Total Records: 8

Fill out the Budget Narrative section and press **Save**. In this section you'll clarify what you are asking for and how you determined its value.

The screenshot shows a form titled "Budget Narrative". It contains two text input areas, each with a rich text editor toolbar above it. The first input area is labeled "Justification for Project Cost" and the second is labeled "Please list the amount and funding sources of all leveraged funds for this project." Both input areas show "Characters: 0 Characters Left: 1000". At the bottom right of the form, there are "Cancel" and "Save" buttons.

### 3. Proposal Tab

Go to the Proposal tab and click **Edit**.

The screenshot shows the "Proposal" tab interface. At the top, it displays "Application: ARPA Nonprofit Capacity Building - Project Test" with "Edit" and "Submit Application" buttons. Below this, it shows "GovGrants ID: AP-3570", "Status: Created", and "Application Due Date: 08/30/2024". A progress bar shows three stages: "Created" (completed), "Submitted", and "Converted to Award". At the bottom, there are navigation tabs for "Overview", "Budget", "Proposal" (selected), "Files", "History", and "Collab".

Fill out all the information in the Technical Proposal section and click **Save**.

The screenshot shows a form titled "Technical Proposal". It contains three text input areas, each with a rich text editor toolbar above it. The first input area is labeled "Approach/Methodology" with the instruction "Provide an explanation of the approach and methodology that will be used to meet the project objectives." The second input area is labeled "Capacity" with the instruction "Provide an explanation of the capacity of the organization to meet the project objectives." The third input area is labeled "Qualifications" with the instruction "Provide an explanation of the qualifications of the personnel as they relate to project objectives." Each input area shows "Characters: 0 Characters Left: 1000".

## 4. Files Tab

Click on the Files tab and select **Edit**.

Application: Nonprofit Capacity Building - Capital Support  
GovGrants ID: AP-3571  
Status: Created  
Application Due Date: 08/30/2024

Created | Submitted | Converted to Award

Overview | Budget | Proposal | **Files** | History | Collab

The Supporting Documents Checklist indicates additional information that is required with the application. There are a total of 15 documents that will appear on two pages. You can toggle between pages by using the blue arrows.

Description	Required	Status	Template Link 1	Subrecipient Document Link	Actions
COVID-19 Attestation Form	Mandatory	Active	<a href="#">View</a>	Not Applicable	
Application	Mandatory	Active	<a href="#">View</a>	Not Applicable	
Capital Support Request	Mandatory	Active	<a href="#">View</a>	Not Applicable	
IRS Determination Letter - 501(c)(3) or 501(c)(19)	Mandatory	Active	Not Applicable	Not Applicable	
Organizational Chart	Mandatory	Active	Not Applicable	Not Applicable	
Board Resolution for Application Submission	Mandatory	Active	Not Applicable	Not Applicable	
Conflict of Interest Statement	Mandatory	Active	Not Applicable	Not Applicable	
Strategic Plan	Mandatory	Active	Not Applicable	Not Applicable	
Board of Directors List	Mandatory	Active	Not Applicable	Not Applicable	
Financial Management Procedures	Mandatory	Active	Not Applicable	Not Applicable	

Showing 1 to 10 of 15 records

Page 1 of 2

Total Records 15

Page 1 of 2

Templates for three of the documents have been provided and are indicated by the **View** hyperlink in the Template Link 1 column. Other documents have not been provided and are indicated as Not Applicable. To access the provided documents, select the **View** hyperlink to save the file. Once a document is ready for upload click **Attach** .

Description	Required	Status	Template Link 1	Subrecipient Document Link	Actions
COVID-19 Attestation Form	Mandatory	Active	<a href="#">View</a>	Not Applicable	
Application	Mandatory	Active	<a href="#">View</a>	Not Applicable	
Capital Support Request	Mandatory	Active	<a href="#">View</a>	Not Applicable	
IRS Determination Letter - 501(c)(3) or 501(c)(19)	Mandatory	Active	Not Applicable	Not Applicable	
Organizational Chart	Mandatory	Active	Not Applicable	Not Applicable	
Board Resolution for Application Submission	Mandatory	Active	Not Applicable	Not Applicable	
Conflict of Interest Statement	Mandatory	Active	Not Applicable	Not Applicable	
Strategic Plan	Mandatory	Active	Not Applicable	Not Applicable	
Board of Directors List	Mandatory	Active	Not Applicable	Not Applicable	
Financial Management Procedures	Mandatory	Active	Not Applicable	Not Applicable	

Showing 1 to 10 of 15 records

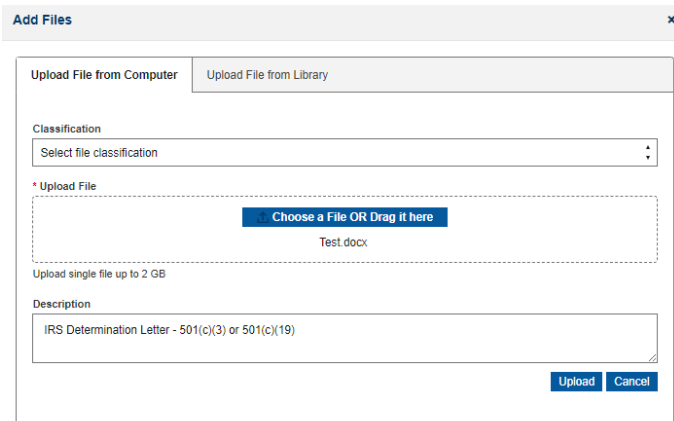
Page 1 of 2

Total Records 15

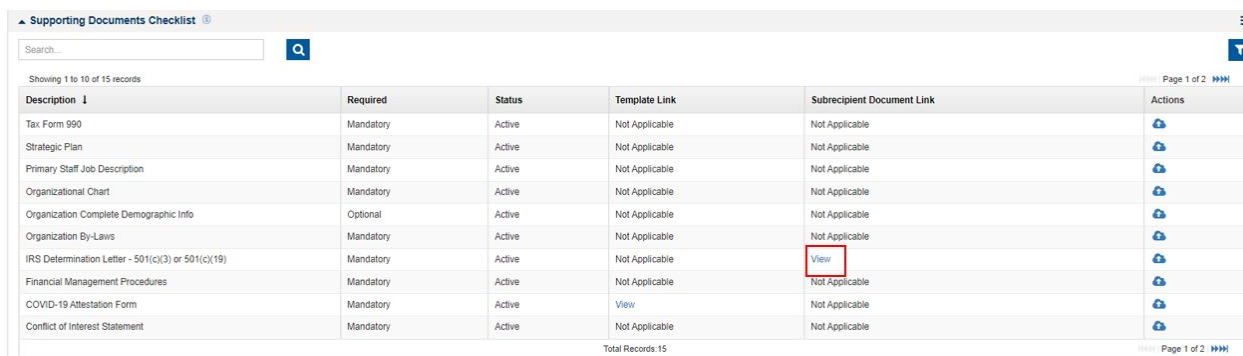
Page 1 of 2



Drag the file you would like to upload in the **Choose a File OR Drag it here** section. Add a description in the Description field and press **Upload**.



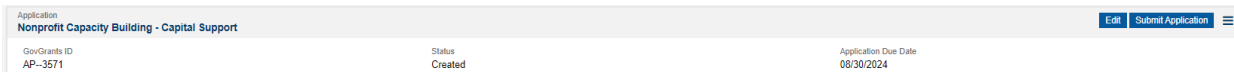
You can see the document that was uploaded by clicking the **View** hyperlink in the Subrecipient Document Link section. Repeat these steps for all required documents. Click **Save** once complete.



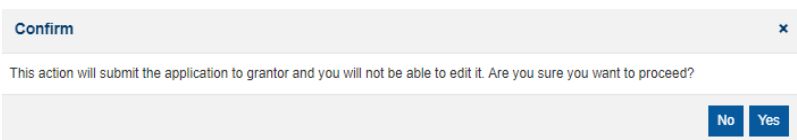
Description	Required	Status	Template Link	Subrecipient Document Link	Actions
Tax Form 990	Mandatory	Active	Not Applicable	Not Applicable	
Strategic Plan	Mandatory	Active	Not Applicable	Not Applicable	
Primary Staff Job Description	Mandatory	Active	Not Applicable	Not Applicable	
Organizational Chart	Mandatory	Active	Not Applicable	Not Applicable	
Organization Complete Demographic Info	Optional	Active	Not Applicable	Not Applicable	
Organization By-Laws	Mandatory	Active	Not Applicable	Not Applicable	
IRS Determination Letter - 501(c)(3) or 501(c)(19)	Mandatory	Active	Not Applicable	<a href="#">View</a>	
Financial Management Procedures	Mandatory	Active	Not Applicable	Not Applicable	
COVID-19 Attestation Form	Mandatory	Active	<a href="#">View</a>	Not Applicable	
Conflict of Interest Statement	Mandatory	Active	Not Applicable	Not Applicable	

## 5. Submitting the Application

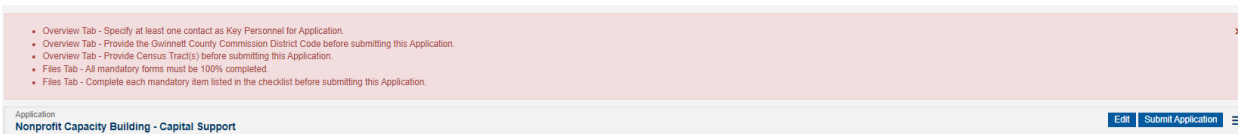
To submit the application click **Submit Application**.



If you are ready to proceed with submitting your application press **Yes**.



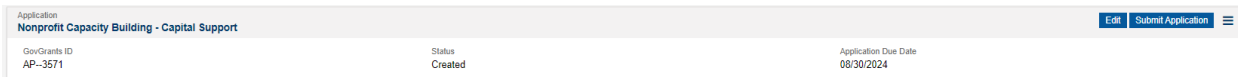
The GovGrants system will do a validation of the application and provide an error message with outstanding required items. Click **Edit** and complete the required information.



The screenshot shows a top navigation bar with the application name "Nonprofit Capacity Building - Capital Support" and buttons for "Edit" and "Submit Application". Below this is a red banner with a close button (X) containing the following text:

- Overview Tab - Specify at least one contact as Key Personnel for Application.
- Overview Tab - Provide the Gwinnett County Commission District Code before submitting this Application.
- Overview Tab - Provide Census Tract(s) before submitting this Application.
- Files Tab - All mandatory forms must be 100% completed.
- Files Tab - Complete each mandatory item listed in the checklist before submitting this Application.

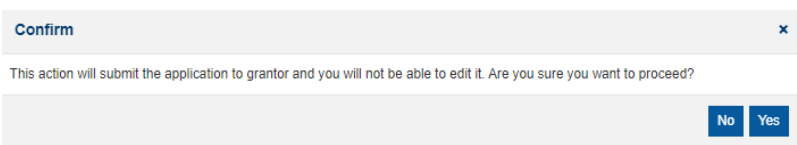
When you are ready to submit the application click **Submit Application**.



The screenshot shows the application overview page with the following details:

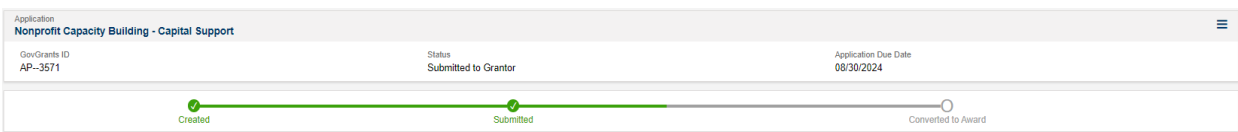
GovGrants ID	Status	Application Due Date
AP-3571	Created	08/30/2024

If you are ready to proceed with submitting your application press **Yes**.



The screenshot shows a "Confirm" dialog box with a close button (X). The text inside reads: "This action will submit the application to grantor and you will not be able to edit it. Are you sure you want to proceed?" At the bottom right, there are two buttons: "No" and "Yes".

If there are no outstanding issues your application has been Submitted.

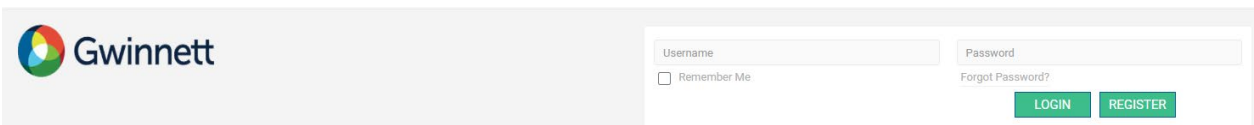


The screenshot shows the application overview page with the status updated to "Submitted to Grantor" and the due date "08/30/2024". Below the table is a progress bar with three stages: "Created" (completed), "Submitted" (completed), and "Converted to Award" (pending).

## Section C: Accessing My Draft Application

### 1. My Draft Application

Log into [GovGrants](#) using your username and password. If you are having difficulty logging in, refer to the [GovGrants Subrecipient Registration](#) guide.



The screenshot shows the GovGrants login page. On the left is the Gwinnett logo. On the right, there are input fields for "Username" and "Password", a "Remember Me" checkbox, and a "Forgot Password?" link. At the bottom right, there are "LOGIN" and "REGISTER" buttons.


Go to the Applications tab.

**Task Summary By Phase**

Opportunities	0
Applications	0
Grants	0
Monitoring	1
Closeout	0

**Task Summary By Due Date**

Late	1
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	0

View the Applications – Draft to see all applications in a draft status. Click the **View**  button to see the application.

Applications - Draft

Showing 1 to 1 of 1 records

GovGrants ID	Application Title	Funding Opportunity Title	Funding Organization	Application Due Date	Submitted On	Owner	Status	Actions
AP-3568	Nonprofit Capacity Building - Capital Support as Test NP	Nonprofit Capacity Building - Capital Support	Gwinnett County	08/30/2024		Mary Sims	Created	 

Total Records: 1

## Section D: Accessing My Submitted Application

### 1. My Submitted Application

Log into [GovGrants](#) using your username and password. If you are having difficulty logging in, refer to the [GovGrants Subrecipient Registration](#) guide.

Gwinnett

Username

Password

Remember Me

[Forgot Password?](#)


Go to the Applications tab.



**Task Summary By Phase**



Opportunities	0
Applications	0
Grants	0
Monitoring	1
Closeout	0

**Task Summary By Due Date**


Late	1
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	0

View the Applications – Submitted to see all applications that have been submitted. Click the **View**  button to see the application.

Applications - Submitted  

Search...  

Showing 1 to 1 of 1 records

GovGrants ID	Application Title	Funding Opportunity Title	Funding Organization	Application Due Date	Submitted On ↓	Owner	Status	Actions
AP-3568	Nonprofit Capacity Building - Capital Support as Test NP	Nonprofit Capacity Building - Capital Support	Gwinnett County	08/30/2024	08/04/2024 12:47 PM	Mary Sims	Submitted to Grantor	

Total Records: 1