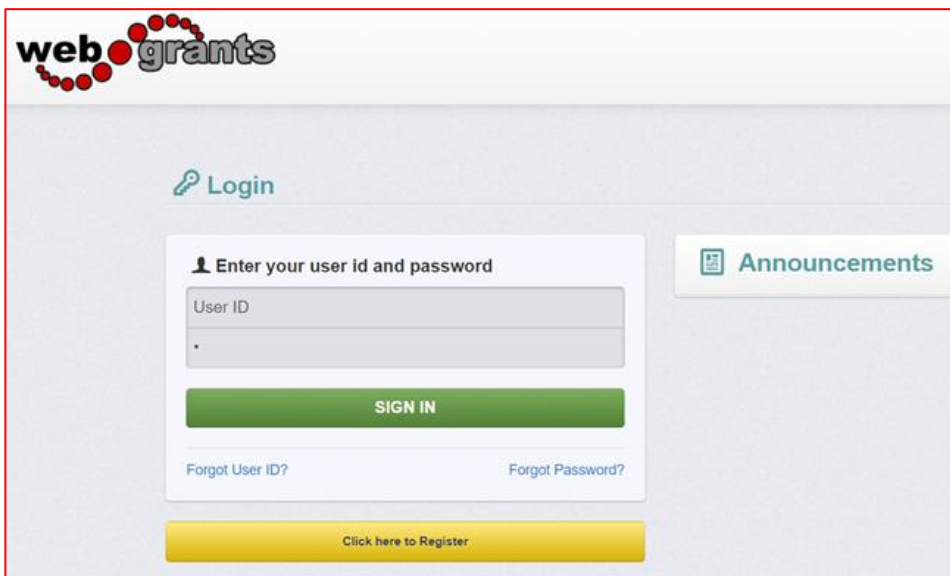


Grantee Instructions – Application Local Cooperatives

Logging into the WebGrants System <https://mtagr.webgrantscloud.com/index.do>

1. On the Login Page, click on User ID on the left side of your page under Login.
2. Enter your User ID.
3. Enter your Password.
4. Click on Sign In.



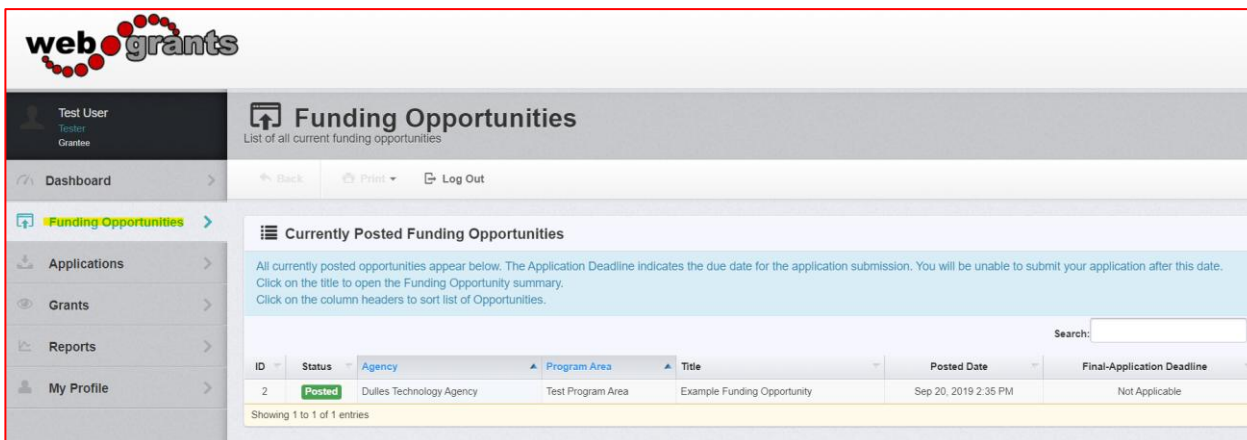
The image shows the WebGrants login interface. At the top left is the 'webgrants' logo. Below it is a 'Login' section with a key icon. A central box prompts the user to 'Enter your user id and password', containing a 'User ID' input field and a password field with a masked character. A green 'SIGN IN' button is below the fields. Links for 'Forgot User ID?' and 'Forgot Password?' are at the bottom of the box. A yellow button at the very bottom says 'Click here to Register'. To the right is an 'Announcements' section with a document icon.

Notes before you Start your application:

- Use the WebGrants Menu, not the Browser Menu.
- WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.
- Read the instructions on the screen for navigating in the system.
- Read all the instructions on the application forms. They may contain documents, links, and other resources to assist with answering questions.

Creating an application:

1. From the Side Menu click on **Funding Opportunities**.

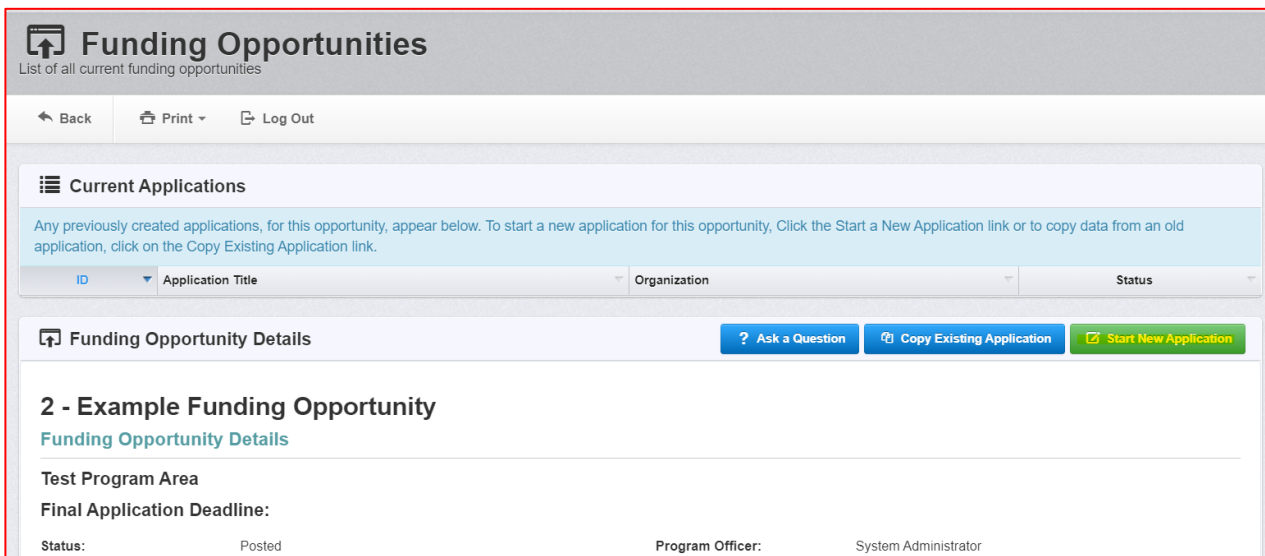


The image shows the 'Funding Opportunities' page in the WebGrants system. The top header includes the 'webgrants' logo and the title 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. A side menu on the left lists 'Dashboard', 'Funding Opportunities' (highlighted), 'Applications', 'Grants', 'Reports', and 'My Profile'. The main content area shows 'Currently Posted Funding Opportunities' with a search bar and a table. The table has columns for ID, Status, Agency, Program Area, Title, Posted Date, and Final-Application Deadline. One entry is visible with ID 2, Status 'Posted', Agency 'Dulles Technology Agency', Program Area 'Test Program Area', Title 'Example Funding Opportunity', Posted Date 'Sep 20, 2019 2:35 PM', and Final-Application Deadline 'Not Applicable'. A footer note says 'Showing 1 to 1 of 1 entries'.

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

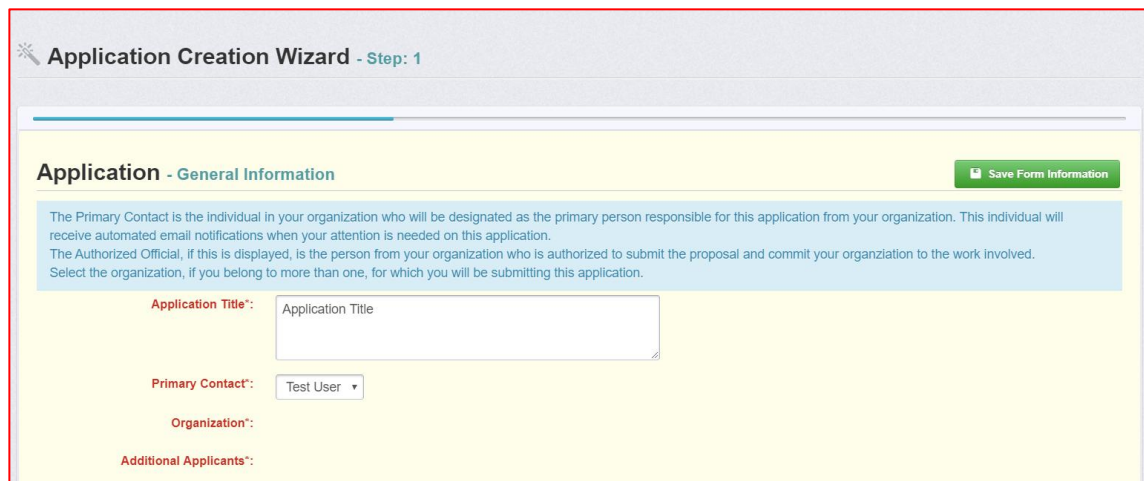
Local Cooperative Application Instructions

2. Select the **AGR Noxious Weed Trust Fund 20XX Education** funding opportunity.
3. Read the Funding Opportunity description to ensure eligibility requirements.
4. Click on **Start New Application**:



The screenshot shows the 'Funding Opportunities' page. At the top, there's a header with the title 'Funding Opportunities' and a subtitle 'List of all current funding opportunities'. Below this is a navigation bar with 'Back', 'Print', and 'Log Out' links. The main content area is titled 'Current Applications' and contains a message: '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.' Below this message is a table with columns: ID, Application Title, Organization, and Status. Below the table is a section titled 'Funding Opportunity Details' with three buttons: 'Ask a Question', 'Copy Existing Application', and 'Start New Application'. Below this is a section titled '2 - Example Funding Opportunity' with a link 'Funding Opportunity Details'. Below this is a section titled 'Test Program Area' with a label 'Final Application Deadline:'. Below this is a section with labels 'Status:' and 'Program Officer:' and values 'Posted' and 'System Administrator'.

5. **General Information Page:** This is a system page that pulls from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.
 - a. **Step 1** in the Application Creation Wizard, then click **Save Form Information**.



The screenshot shows the 'Application Creation Wizard - Step 1' page. The title is 'Application - General Information'. There is a 'Save Form Information' button in the top right corner. Below the title is a message: '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.' Below this message are three input fields: 'Application Title*' with a text box containing 'Application Title', 'Primary Contact*' with a dropdown menu showing 'Test User', and 'Organization*' with a dropdown menu. Below these is a label 'Additional Applicants:'.

- b. Choose your **Organization** from the drop-down in Step 2 of the Application Creation Wizard. Then click **Save Form Information**.

Local Cooperative Application Instructions

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*:

- c. 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 contacts must be added to your organization to add them to the drop-down list. Contact your program coordinator to add people to the organization.*

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

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

Local Cooperative Application Instructions

4 - Application Title

Status: **Editing**

Stage: Final Application

Application Deadline:

Program Area: Test Program Area

Funding Opportunity: 2-Example Funding Opportunity

Organization: Grantee Organization

Budget Total:

Application Preview Attachment Alert History Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Named Attachment	-

Note: The Applications 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.

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

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 8, 2025 8:58 AM - Greta Test
Project Information – R & E	✓	Sep 8, 2025 8:59 AM - Greta Test
Previous Funding R & Education Dev	✓	Sep 8, 2025 9:03 AM - Greta Test
Cooperators	✓	Sep 8, 2025 9:02 AM - Greta Test
Project Overview - Education		Sep 8, 2025 9:05 AM - Greta Test
Objectives and Evaluation	-	
Activities/Education Timeline	-	
Budget - R & E	-	
Other Attachments	-	

- You will continue to click on each form in the Application Details listing until all forms are marked complete with a green checkmark.

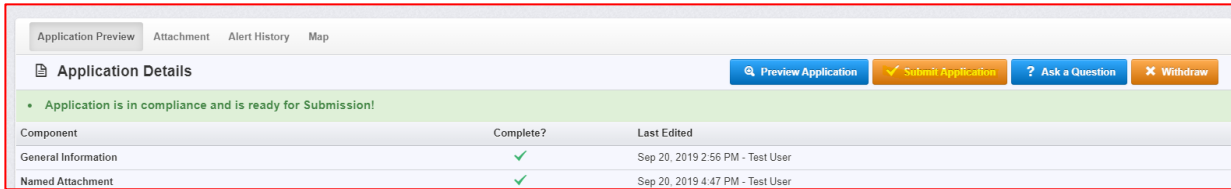
Navigating in the WebGrants System

- Most forms are editable by clicking **Edit** at the top part of the section of the form. However, multi-list sections (tables) are editable by clicking **Add** on the section. If you are completing a multi-list section, you can create as many rows as possible 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:

Local Cooperative Application Instructions

- **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.

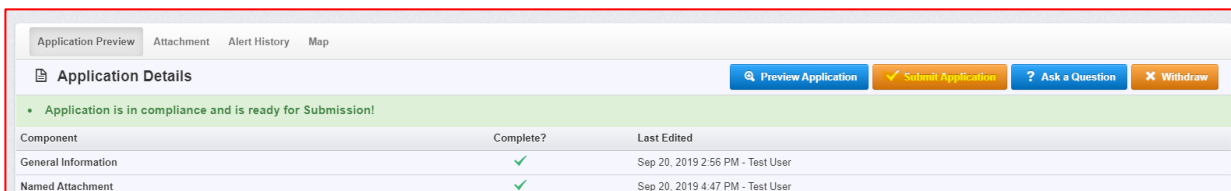


The screenshot shows the 'Application Details' page. At the top, there are tabs for 'Application Preview', 'Attachment', 'Alert History', and 'Map'. Below the tabs, there is a green header bar with the text 'Application is in compliance and is ready for Submission!'. To the right of this bar are four buttons: 'Preview Application', 'Submit Application' (highlighted in orange), 'Ask a Question', and 'Withdraw'. Below the header bar is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

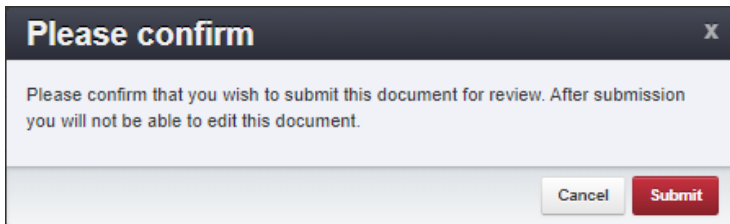
Submitting the Completed Application

1. Click the **Submit Application** button.



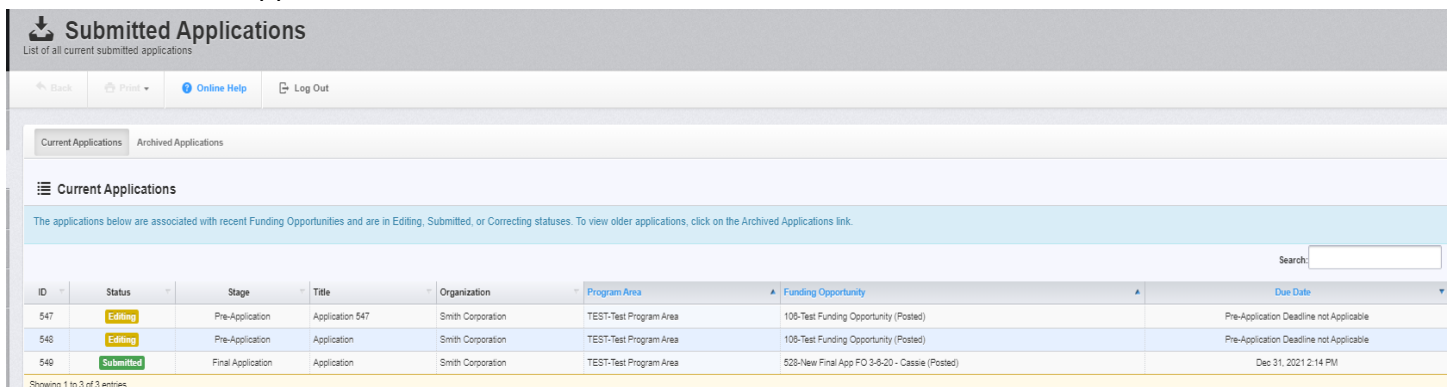
This screenshot is identical to the one above, showing the 'Application Details' page with the green header and the table of components.

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



The screenshot shows a 'Please confirm' pop-up dialog box. The text inside reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom right, there are two buttons: 'Cancel' and 'Submit' (highlighted in red).

3. If ready, click **Submit**.
4. 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. At the top, there is a header bar with the text 'Submitted Applications' and a sub-header 'List of all current submitted applications'. Below this, there are tabs for 'Current Applications' and 'Archived Applications'. The 'Current Applications' tab is selected. Below the tabs, there is a table with columns: 'ID', 'Status', 'Stage', 'Title', 'Organization', 'Program Area', 'Funding Opportunity', and 'Due Date'.

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	105-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 3-9-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

Showing 1 to 3 of 3 entries

Printing the Submitted Application

1. Click on your application in **Submitted** status.
2. Click **Print** on your top menu and select **Send to Printer**.
3. When finished, click on **Log Out**.