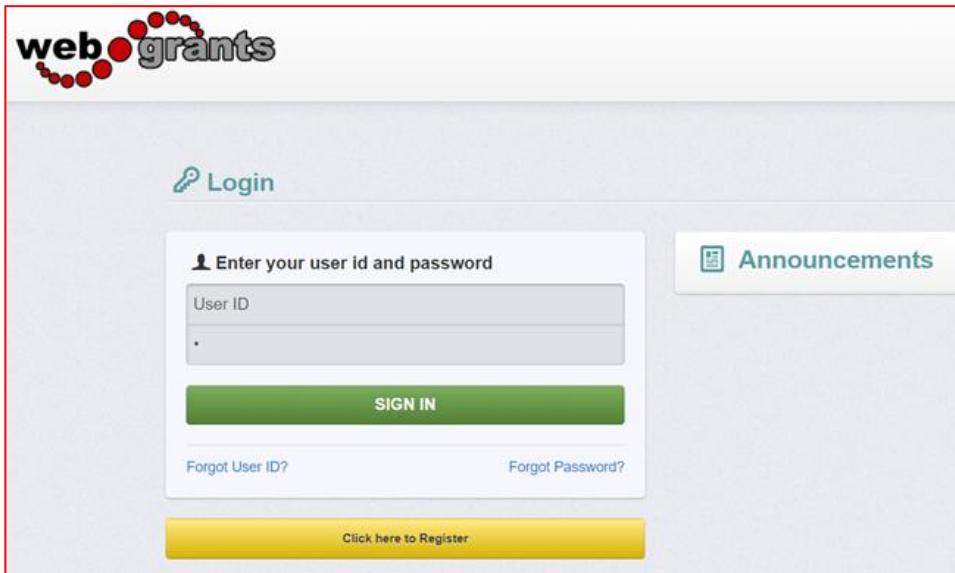


Grantee Instructions – Application Local Cooperatives

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.



web grants

Login

Enter your user id and password

User ID

SIGN IN

Forgot User ID? Forgot Password?

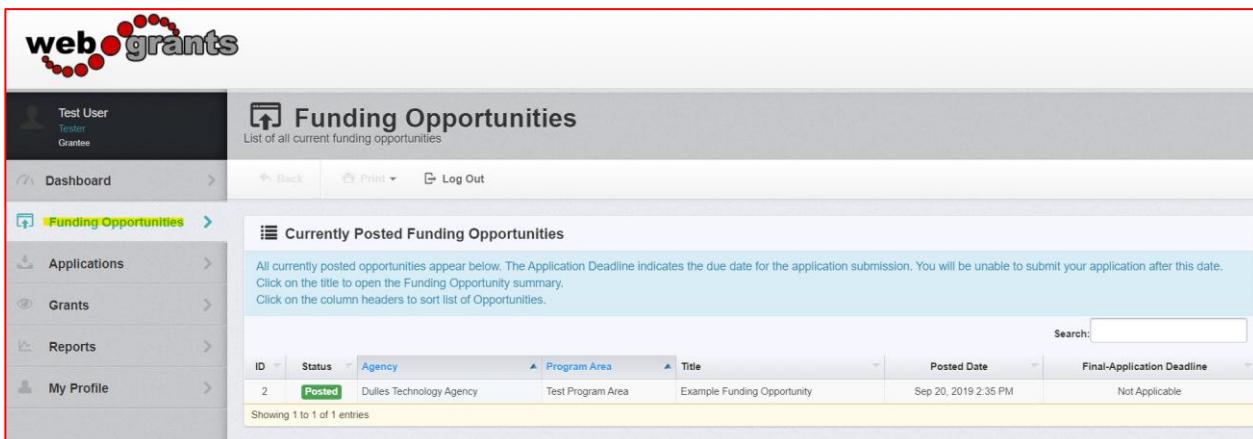
Click here to Register

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**.



Test User

Dashboard

Funding Opportunities

Applications

Grants

Reports

My Profile

Funding Opportunities
List of all current funding opportunities

Back Print Log Out

Currently Posted Funding Opportunities

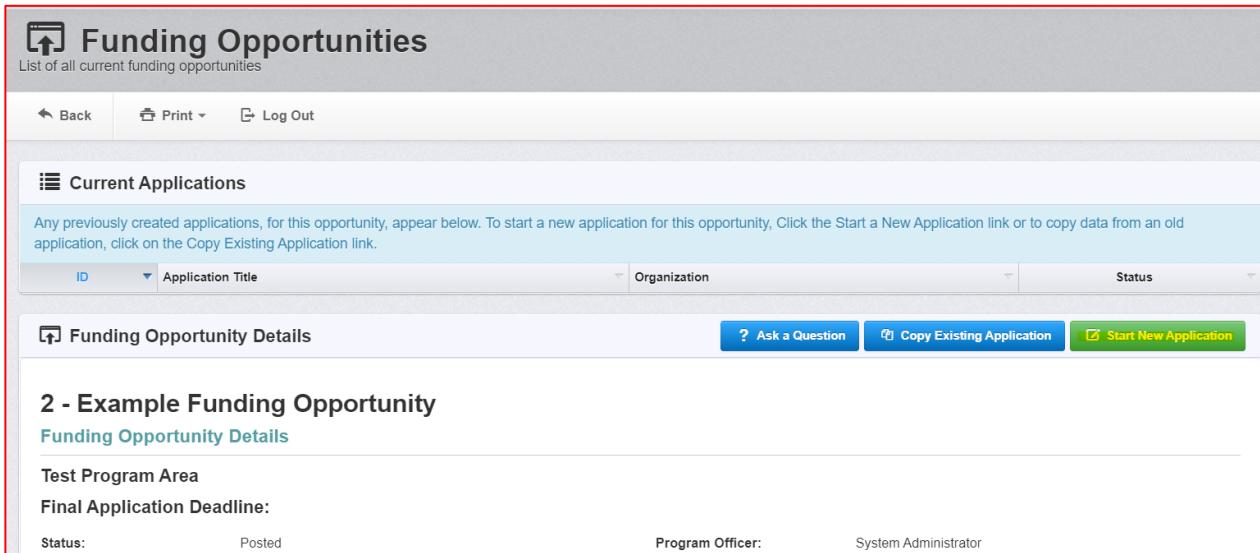
All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.

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

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**:



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

2 - Example Funding Opportunity

Funding Opportunity Details

Test Program Area

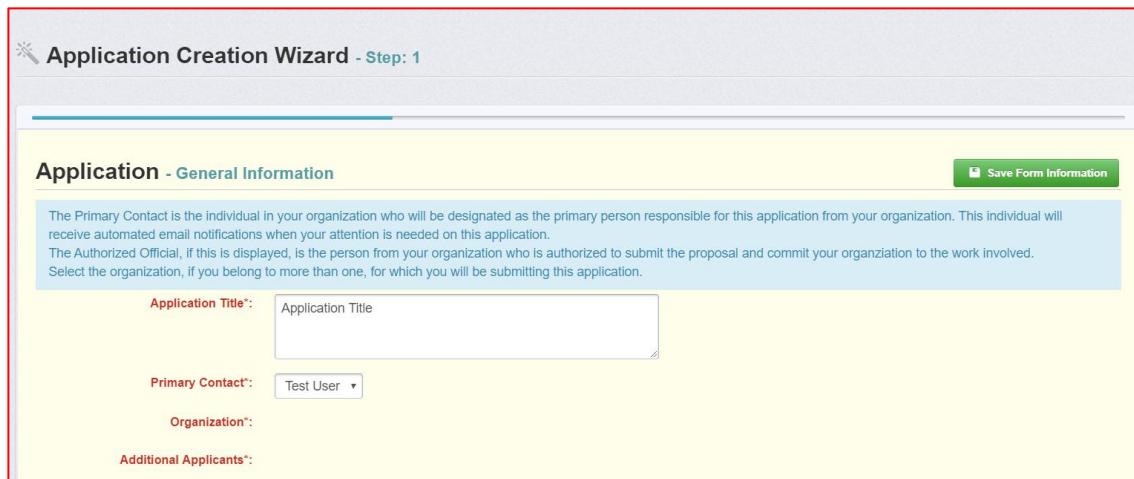
Final Application Deadline:

Status: Posted Program Officer: System Administrator

Ask a Question Copy Existing Application Start New Application

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**.



Application Creation Wizard - Step: 1

Application - General 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*: Application Title

Primary Contact*: Test User

Organization*:

Additional Applicants*:

Save Form Information

- 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 Creation Wizard - Step: 2

Application - General 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*: Application Title

Primary Contact*: Test User

Organization*: Grantee Organization

Save Form Information

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

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*: Application Title

Primary Contact*: Test User

Organization*: Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants: Additional App

Save Form Information

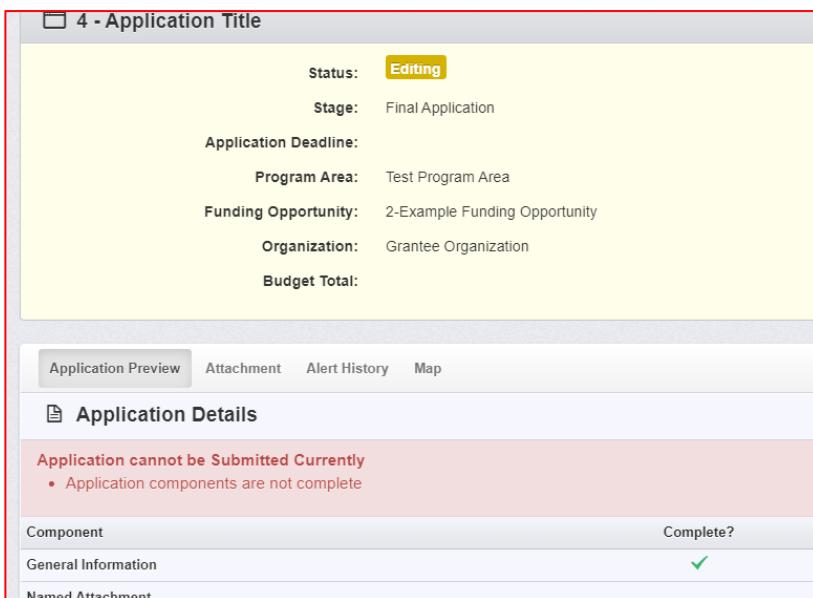
Note: The system has created and assigned the application # when you clicked **Save**. If you log out of the system at this point or any future point:

- **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

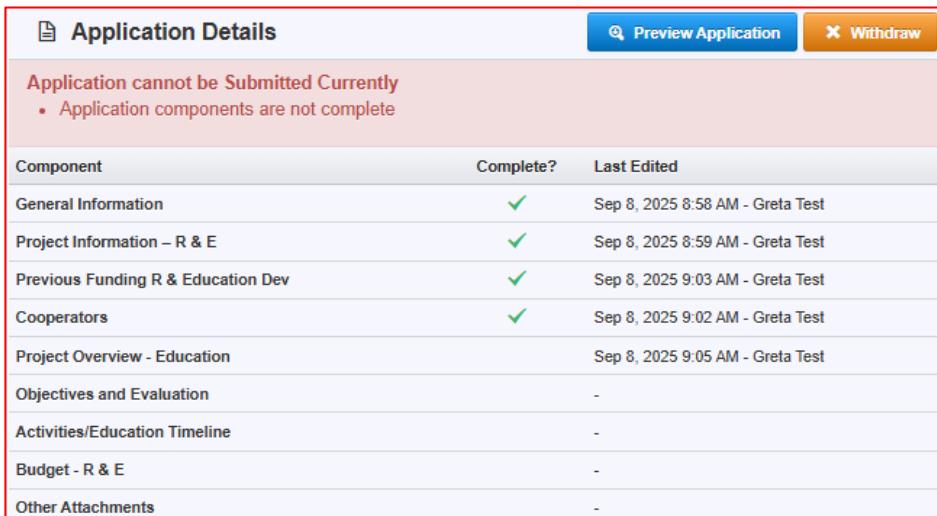
Application cannot be Submitted Currently

- 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.

2. 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

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		-

3. 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

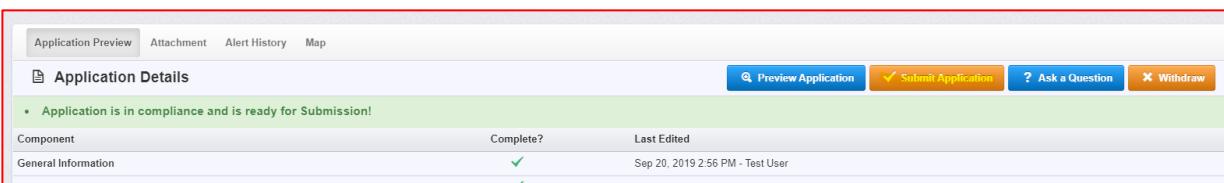
- **DO NOT CLICK ON START A NEW APPLICATION.**
- You can click on **Applications** from the Side Menu or;
- Click on '**Funding Opportunities**' and you will see your application in the top section.
- Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.



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

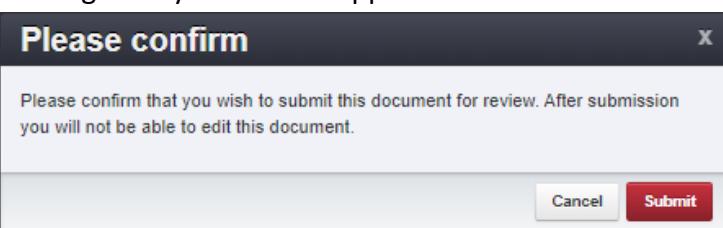
Submitting the Completed Application

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

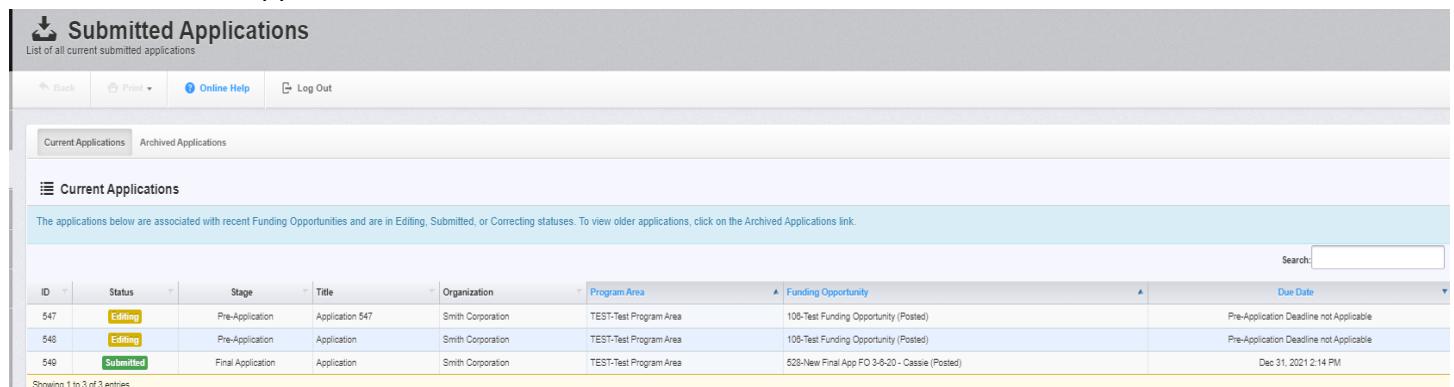


Component	Complete?	Last Edited
General Information	✓	Sep 20, 2019 2:56 PM - Test User
Named Attachment	✓	Sep 20, 2019 4:47 PM - Test User

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.



3. If ready, click **Submit**.
4. The system will take you back to your Current Applications listing and will show you your submitted application.



ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	106-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	528-New Final App FO 3-8-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

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**.