

Grant Application Instructions

STOP!!!!!!

Prior to starting the application process please contact your local NRA Field Representative for any state specific instructions. Contact information may be accessed using the Field Staff Contact Information link at the top of this page.

ONLINE APPLICATION FORM

Complete the following (all items marked with a red asterisk must be completed or an error will be received and the application will not be submitted - see Review and submit below.) Please click on "Next" at the bottom of each page to go to the next page. Clicking "Save and Finish Later" at the end of the page will close the application. The applicant will need to log back in to access the application again. Only choose "Save and Finish Later" at the end of the application if it is not being submitted immediately.

- Applicant organization/contact information

- Project Description

- Funding/Recognition/Evaluation

- Budget worksheet - The detailed budget worksheet can be accessed via the link at the top of the online application form. Please complete this form and save it to your directory. Transfer the totals to the online budget worksheet in the application. Attach the detailed budget worksheet to the application prior to submission. (see Submission of attachments below)

- Provide all required attachments (see Submission of attachments below)

SUBMISSION OF ATTACHMENTS

The W9 form and the Detailed Budget Worksheet will need to be downloaded by applicant, saved to the applicant's computer, completed and then attached to the application on the Attachments page. All other attachments will be information that is unique to the applicant organization and therefore no forms are provided for those items (bylaws, financial statement, list of board members, 501(c)(3) letter, articles of incorporation).

- W-9 Form (link provided at top of online application)

- Detailed budget worksheet (link provided at top of online application. After completing the budget worksheet and saving it to your computer USE THE BACK ARROW to return to the application form. If you close this screen the application will also close and any unsaved information will be lost.)

- Bylaws / Rules of Conduct

- Financial Statement

- List of Board Members or Officers

- Copy of 501 (c)(3) IRS Determination Letter (if applicable)

- Articles of Incorporation (if applicable)

REVIEW AND SUBMIT APPLICATION

- Once all attachments have been completed, the applicant will need to click on the "Review and Submit" button at the bottom of the page. The applicant will then be taken back to the beginning of the application and will be able to scroll through its entirety to check for any errors and for completeness. Once the application is successfully submitted no changes may be made online.

- If applicant has failed to answer any of the required fields (indicated by red asterisk) there will be a red arrow next to the incomplete field, highlighting it for the applicant. All required fields must be completed or the application cannot be submitted.

- Once all errors have been corrected, the applicant will have the option to press the "Submit" button at the very end of the application. Once the application is successfully submitted the applicant will no longer be able to change any information. If the applicant would rather not submit at this time they may choose "Save and Finish Later". The login and password created at the beginning of the application process will be needed to access the application if this option is chosen.

**YOU MAY REFER BACK TO THESE INSTRUCTIONS AT ANY TIME BY
CLICKING ON PAGE 2 AT THE TOP OF THE PAGE**

If you need further assistance you may click the Contact Us link at the top of the page to contact a Grant Program Specialist.