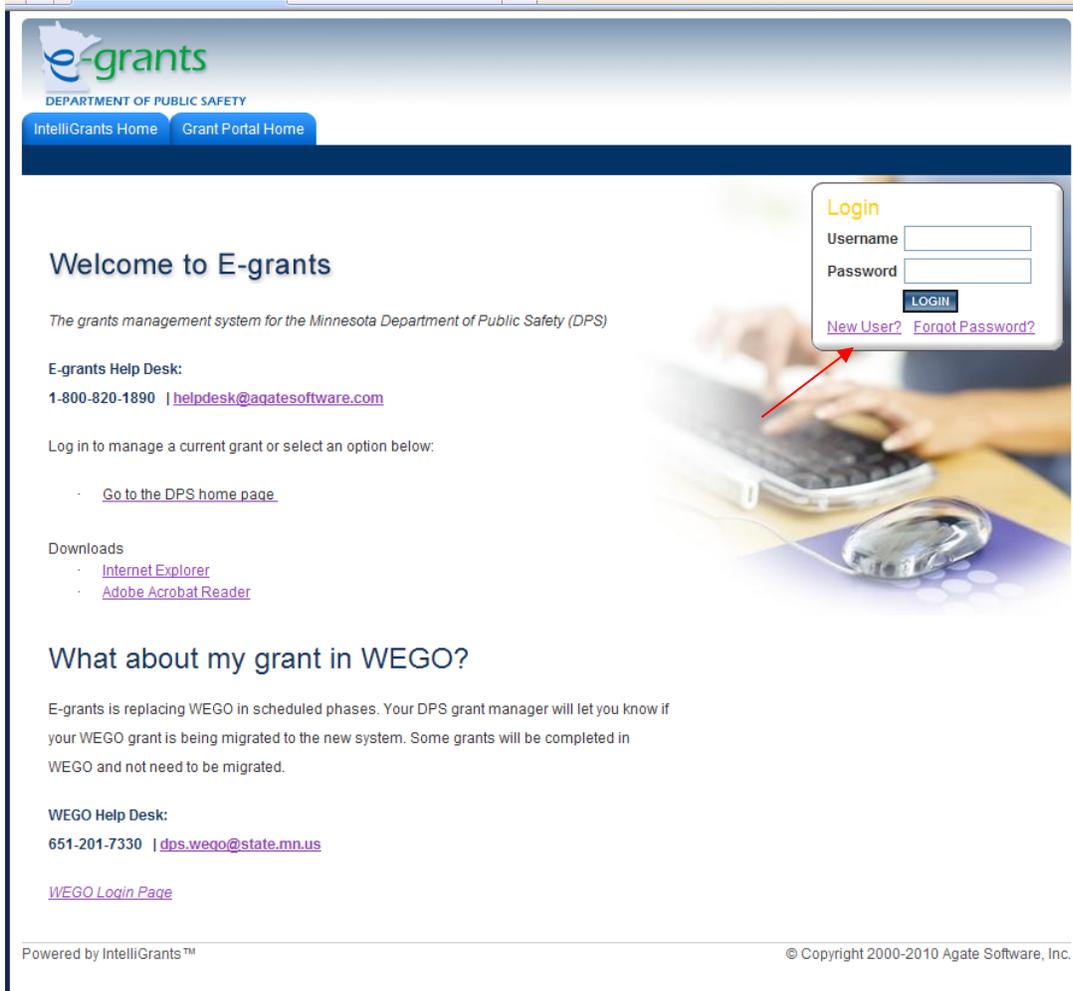


1 Apply for a Grant

E-GRANTS HELP DESK: 1-800-820-1890 OR helpdesk@agatesoftware.com

If you are a current WEGO or E-grants user, log into the E-grants system using your username and password. Your WEGO username and password works in the E-grants system.

If you have never used WEGO or E-grants, you need to apply for a username and password for the E-grants system by clicking on the New User? Link:



The screenshot shows the E-grants website interface. At the top left is the logo for 'e-grants' with 'DEPARTMENT OF PUBLIC SAFETY' underneath. Below the logo are two navigation buttons: 'IntelliGrants Home' and 'Grant Portal Home'. The main heading is 'Welcome to E-grants', followed by the subtitle 'The grants management system for the Minnesota Department of Public Safety (DPS)'. There is a section for 'E-grants Help Desk' with contact information: '1-800-820-1890 | helpdesk@agatesoftware.com'. Below this is a section for logging in to manage a current grant, with a link to 'Go to the DPS home page'. There is also a 'Downloads' section with links to 'Internet Explorer' and 'Adobe Acrobat Reader'. A section titled 'What about my grant in WEGO?' explains the migration process. At the bottom, there is a 'WEGO Help Desk' section with contact information: '651-201-7330 | dps.wego@state.mn.us' and a link to the 'WEGO Login Page'. A footer at the bottom left says 'Powered by IntelliGrants™' and the bottom right says '© Copyright 2000-2010 Agate Software, Inc.'. A red arrow points to the 'New User?' link in the login form.

After clicking on the New User? Link, fill out the information on the screen and click “save.” Your information will be stored in the system and reviewed and approved by a state staff member before you can access the system.

e-grants
DEPARTMENT OF PUBLIC SAFETY

[IntelliGrants Home](#) [Grant Portal Home](#)

[SAVE](#)

[Back](#)

Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name: Prefix [v], First [Marco], Middle [], Last [Polo], Suffix [v]

Organization: City of West Overshoe *

Title: []

Address: 555 NorthoffNowhere *

City: Overshoe *, State: Minnesota [v] *, Zipcode: 55555 *

County: Dakota County [v] *

Phone #1: 6515555555 *, Phone #2: []

Fax: [], Cell Phone: []

Email: myemail@gmail.com *

Website: []

Username: mpolo *

Password: [] *, Confirm Password: [] *

Once you are successfully logged in, your home page will show available opportunities to apply for grants based on the type of agency you represent. Click on “View Opportunities” to view information about these open Request for Proposals (RFPs).

e-grants
DEPARTMENT OF PUBLIC SAFETY

[Home](#) [Search Applications](#) [Search Progress Reports](#) [Search Financial Status Reports](#)

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[SHOW HELP](#)

Welcome Mike
Program Admin
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Mike, please choose an option below.

[View Available Opportunities](#)

You have 10 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

Scroll down until you see the RFP you want to apply for and click “apply now.” This one says “Anoka County” because I’m logged in as a member of that agency – your screen will show the agency you represent.

Title V Juvenile Justice 2012 for Anoka County

Offered By:
Office of Justice Programs Domain

OJP Application Period:

04/05/2011-06/03/2011

Description:

Only local units of government in Minnesota are eligible to apply.

[APPLY NOW](#)

You will be asked whether or not you want to apply. Click “I agree” to start an application or click “I do not agree” to go back to the main menu.

Agreement

Please make a selection below to continue.

Are you sure you want to apply?

[I AGREE](#) [I DO NOT AGREE](#)

If you click “I Agree” to start an application, you will see this page below. Click on “View Forms” to begin filling in the required RFP forms.

[Back](#)

OJP Application Menu

Document Information: [A-T5-2012-ANOKACO-00013](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Application	Anoka County	Program Admin	Application In Process	04/05/2011 - 06/03/2011 06/03/2011 4:00PM EST

[View, Edit and Complete Forms](#)
Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

[Change the Status](#)
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

[Access Management Tools](#)
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

This is your Application number, and if you receive the grant, it will also be your Grant number.

Each RFP created by the Department of Public Safety may contain slightly different required forms, collecting different information.

4 Apply for a Grant

Click on the first form to read instructions about this RFP.

Forms

Status	Page Name	Note	Created By	Last Modified By
	Application			
	Program Overview and General Instructions			
	Grant Program Guidelines			
	Purpose Areas			
	Budget Summary			
	Budget			
	Program Information			
	Project Information Sheet			
	Service Areas			
	Work Plan			
	Prevention Policy List			
	Terms and Conditions			

Fill out each form and click “SAVE.” **VERY IMPORTANT!** If you don’t click “SAVE,” your information will be lost as you navigate to the next form. After you click “SAVE,” you can navigate to other forms by using the navigation links below the form you are viewing.

Training Materials | Organization(s) | Profile | Logout

SAVE ADD NOTE CHECK GLOBAL ERRORS

Page Information
The information has been saved.

Back
Document Information: [TZD-2012-BELTRASO-00012](#)
Details

PROGRAM OVERVIEW AND GENERAL INSTRUCTIONS

Instructions:

Please complete this page, then click the Save button. Required fields are marked with an *.

Please review the [Program Overview and General Instructions](#).

I have read and understand the [Program Overview and General Instructions](#).

Signature: Date:

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Program Overview and General Instructions		Chief Dep. Mike Bakke 4/27/2011 5:52:30 PM	
	Eligibility Form			
	Work Plan - Part 1 - Organization and Community Background			
	Work Plan - Part 2 - Coalition and Fiscal Review			

Under Created by, the system shows who saved the document and when. The icon also changes for saved documents.

You may go back and revise any forms at any time until the application is submitted. You may log out and log back on as many times as you wish.

You can also allow other users to fill out forms in your application or print out a full print version of your application. First, navigate to the application main menu by clicking on the application number.

[Back](#)

OJP Application Menu - Forms

Please complete all required forms below.

Document Information: [A-T5-2012-ANOKACO-00013](#) ←

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
	Program Overview and General Instructions			
	Grant Program Guidelines			
	Purpose Areas			
	Budget Summary			
	Budget			
	Program Information			
	Project Information Sheet			
	Service Areas			
	Work Plan			
	Prevention Policy List			
	Terms and Conditions			

At the application main menu, click on “View Management Tools.”

[Back](#)

OJP Application Menu

Document Information: [A-T5-2012-ANOKACO-00013](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Application	Anoka County	Program Admin	Application In Process	04/05/2011 - 06/03/2011 06/03/2011 4:00PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#) ←

To print out your application, click on “Create Full Print Version.” This will print everything EXCEPT attachments. To add or remove people having access to your application, click on “Add/Edit People.”

[Back](#)

OJP Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Document Information: [A-T5-2012-ANOKACO-00013](#)

[Details](#)

Management Tools

[CREATE FULL PRINT VERSION](#) Select the link above to create a printable version of the document.

[ADD/EDIT PEOPLE](#) Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

[STATUS HISTORY](#) Select the link above to view the status history of this document.

[CHECK FOR ERRORS](#) Select the link above to check the entire document for errors.

[VIEW MODIFICATION HISTORY](#) Select the link above to view various modifications that people have made to specific pages in the document.

VERY IMPORTANT! When you are completely done filling out all the information required in your application, you need to submit your application. Your application may not be considered for funding if you don't submit it! After you submit it, you will no longer be able to edit the information, so make sure you have completed the information required. E-grants will error check the application to make sure all required fields are completed.

To submit your application, a user must be the Authorized Representative listed on the application. The Authorized Representative can navigate to the main application menu by clicking on the application number. Then click on "View Status Options."

[Back](#)

OJP Application Menu

Document Information: [A-T5-2012-ANOKACO-00013](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Application	Anoka County	Program Admin	Application In Process	04/05/2011 - 06/03/2011 06/03/2011 4:00PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

7 Apply for a Grant

Click “Apply Status” under Application Submitted to submit the application for DPS review. You also have the choice to cancel your application if you do not want to apply for the grant.

The screenshot shows a web interface titled "OTS Application Menu - Status Options". At the top left is a "Back" button with a left-pointing arrow. Below the title is a sub-header: "Select a button below to execute the appropriate status push." A horizontal line separates this from the "Document Information" section, which displays "TZD-2012-BELTRASO-00012" and a "Details" link with a right-pointing arrow. Another horizontal line follows. The "Possible Statuses" section contains two options: "APPLICATION SUBMITTED" with the description "This will submit the application to DPS for review." and a blue "APPLY STATUS" button; and "APPLICATION CANCELLED" with the description "This will cancel the application." and a blue "APPLY STATUS" button. A red arrow points to the "APPLY STATUS" button for the "APPLICATION SUBMITTED" option.

The next screen just verifies your desire to submit your application. You can also add notes in the note field. Then click “I Agree.” E-grants will then return to the main application menu.

The screenshot shows a web interface titled "Agreement". Below the title is the instruction "Please make a selection below to continue." A horizontal line separates this from the main content. The main content asks "Are you sure you want to submit your application?" and "If you would like to include notes about this status change, please supply them below." Below this is a large text input field with a character count "0 of 2000" at the bottom left. At the bottom of the input field are two blue buttons: "I AGREE" and "I DO NOT AGREE". A red arrow points to the "I AGREE" button. At the bottom of the page, there is a footer with "Powered by IntelliGrants™" on the left and "© Copyright 2000-2010 Agate Software, Inc." on the right.

In the future there will be an “application submitted” message. Until that time, you can verify that your application was submitted by returning to your home screen by clicking on the “Home” tab. Open your Inbox and you will see an e-mail in E-grants verifying that your application has been received by the system.



The navigation bar features the 'e-grants' logo and 'DEPARTMENT OF PUBLIC SAFETY' text. Below this, there are four main menu items: 'Home', 'Search Applications', 'Search Progress Reports', and 'Search Financial Status Reports'. On the right side, there are links for 'Training Materials', 'Organization(s)', 'Profile', and 'Logout'. A 'SHOW HELP' button is located at the bottom right of the navigation bar.



A user profile card for 'Mike', a Program Admin. It includes a silhouette icon, the name 'Welcome Mike', the title 'Program Admin', and a 'Change Picture' link.

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Mike, please choose an option below.

View Available Opportunities

You have **11** Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

View My Inbox

You have **1** new messages.
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

View My Inbox

Sort inbox messages by: | [View All System Messages](#)

[Inbox](#)

<input type="checkbox"/>	Priority	Sender	Subject	Date/Time
<input type="checkbox"/>		System_Grant	Application submission received	4/28/2011 11:21:16 AM