

City of Seattle Webgrants System

Quick User Guide - Applicant

webgrants.seattle.gov

Bill Wright Technology Matching Fund

Last Updated: March 27th 2011

Any questions or feedback? Please contact Delia Burke | delia.burke@seattle.gov

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The screenshot shows the Seattle.gov WebGrants login and registration interface. At the top left is the Seattle.gov logo. Below it are links for 'Help' (with a person icon) and 'Log In' (with a key icon). On the right, there is a link for 'System Compatibility'. The main content area is divided into two panels. The left panel is titled 'Login' and contains a 'User ID:' field with an asterisk, a 'Password:' field with an asterisk, a 'Login' button, and a 'Forgot Password?' link. The right panel features the Seattle.gov logo, the text 'New to WebGrants?', and a 'Register Here' link. A blue callout bubble points to the 'Register Here' link with the text 'Click to Register'. A red callout bubble points to the 'Password:' field with the text 'Password is case sensitive'. At the bottom of the page, the text 'Dulles Technology Partners Inc.' is visible on both the left and right sides.



WARNING: Password is case sensitive. If forgot your User ID, please contact Delia Burke, delia.burke@seattle.gov , 206-233-2751.

 [Help](#)

 [Register](#)

Personal Information [Register](#)

Name:*
Salutation First Name Middle Name Last Name

Title:

Email:*

Address:*

Day/Work Phone:*
City State Postal Code/Zip
Phone Dashes appear automatically Ext.

Fax:
Dashes appear automatically

Cell Phone:
Dashes appear automatically

Evening/Home Phone:
Dashes appear automatically

Program Area:*
Select the Program Area you're interested in

Organization Information

Name:*

Organization Type: Advocacy Organization

Tax ID Number:

Organization Website:

Address:*

City:*
City State Postal Code/Zip

Phone:*
Ext.

Fax:

[Register](#)

Fill in your

- Personal Information
- Organization Information

City of Seattle WebGrants - Approved Registration Inbox | X

★ webgrants@dullestech.com to me

**** Do Not Respond to This Email ****

Dear Lucia Turner,

Your new registration with City of Seattle WebGrants has been approved. Your user

User id: lturner2

Password: nidggdj

You may now log into City of Seattle WebGrants at the following location: <http://webgrants.seattle.gov>

Please visit the City of Seattle website for more information about the opportunities available.

Neighborhood Matching Fund <http://www.seattle.gov/neighborhoods/nmf>

Technology Matching Fund <http://www.seattle.gov/tech/tmf>

After approval, you will receive your user ID and password.

You can change your password in "My profile" after login.

Welcome

Main Menu


Click Help above to view instructions. Go to "My Profile" to reset password.

 [Grantee Instructions](#)

 [My Profile](#)

 [Funding Opportunities](#)

 [My Applications](#)

 [My Grants](#)

After login, click Funding Opportunities to start a new application


Funding Opportunities

Current Funding Opportunities

This screen contains a brief summary of this opportunity. The deadline displays the due date of the application. You will be unable to submit an application after this date.

Click on the title to open the Funding Opportunity summary.

ID	Department	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
379	Department of Information Technology	Bill Wright Technology Matching Fund	Bill Wright Technology Matching Fund - Internal Testing		05/18/2011
321	Department of Information Technology	Bill Wright Technology Matching Fund	Bill Wright Technology Matching Fund - Test version		05/18/2011
359	Department of Neighborhoods	NMF Large Projects Fund	Large Project Fund Opportunity Test		Not Applicable
358	Department of Neighborhoods	NMF Small and Simple Projects Fund	May 2011 Small & Simple Fund Opportunity		05/09/2011
118	Department of Neighborhoods	NMF Small Sparks Fund	Small Sparks Fund Opportunity Test		Not Applicable



NOTE: Select the Bill Wright Technology Matching Fund. You can also select the funding opportunities from Department of Neighborhoods when they have an open grant round.



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Menu | Help | Log Out

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Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below

ID	Application Title	Status
No existing applications		

Opportunity Details [Copy Existing Application](#) [Start a New Application](#)

379-Bill Wright Technology Matching Fund - Internal Testing
Bill Wright Technology Matching Fund
Application Deadline: 05/18/2011 5:00 PM

Award Amount Range:	\$0 - \$20,000	Program Officer:	Delia Burke
Project Start Date:	09/01/2011	Phone:	206-233-2751 x
Project End Date:	09/01/2012	Email:	Delia.Burke@seattle.gov
Award Announcement Date:	07/01/2011		

Description

Description

The Technology Matching Fund is administered by the Community Technology Program of the City of Seattle Department of Information Technology (DoIT) and is funded with cable franchise fees. The program was established in 1997 to ensure public access to the Internet, computers and information technology, and to help support the community's efforts to close the information technology literacy gap. The fund also supports the use of these tools to address community issues and to increase access to government. The fund provides money on a reimbursement basis to Seattle neighborhood groups and organizations who can raise **community match** for their projects.

Click here to start a new application

**General Information**

This page must be completed and saved before proceeding with the rest of the application process

Primary Contact:*

Project Title:
(limited to 250 characters)*


Organization:*

Click Save to
complete this
section

[Return to Top](#)

NOTE: You can add more contacts to your organization in the My Profile section. Click on the My Profile link on the Main Menu.

Fill out Each Application Form

 **Application**

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project

Program Area: Bill Wright Technology Matching Fund

Proposal Deadline: 05/18/2011

Instructions

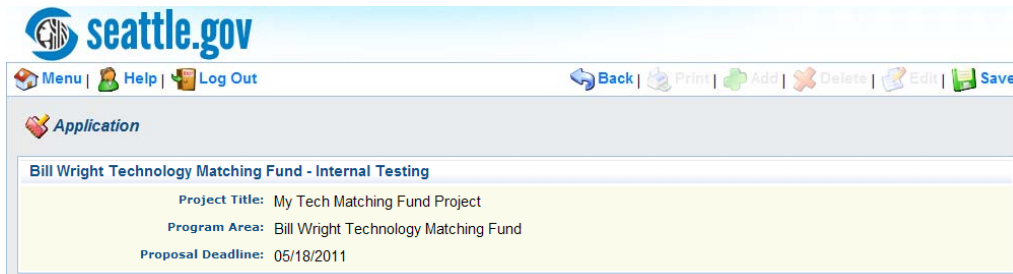
Please complete the questions in the application forms below. You must complete all the forms before you submit your application.

- Review the [2011 Bill Wright Technology Matching Fund Guidelines and Resources](#) before you submit your final application.
- Your application will be rated based on a set of six [Scoring Criteria](#).
- Your application will be given points for how well it meets each of these criteria.
- The range of possible points is indicated for each. The maximum possible rating is 100.

Note Remember to **SAVE** your work as you go. You can return to your application at any time.

Application Forms		Preview Submit
Form Name	Complete?	Last Edited
General Information	✓	04/01/2011
Organization Information		
Project Information		
Demographics		
Timeline		
Activities and Outcomes		
Narratives		
Budget		
Certification		
Attachments		

Click on each of the nine application form links to enter your grant information



seattle.gov

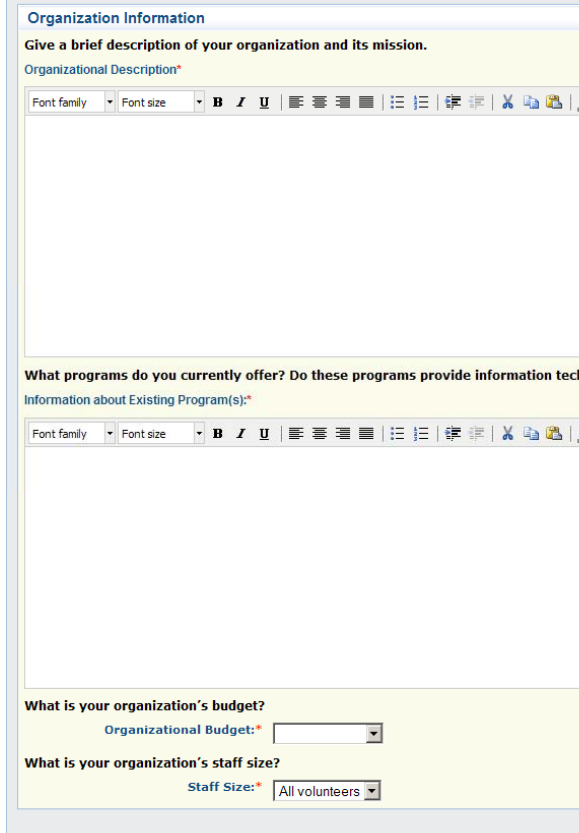
Menu | Help | Log Out

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Application

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project
 Program Area: Bill Wright Technology Matching Fund
 Proposal Deadline: 05/18/2011



seattle.gov

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Application

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project
 Program Area: Bill Wright Technology Matching Fund
 Proposal Deadline: 05/18/2011

Organization Information

Give a brief description of your organization and its mission.

Organizational Description*

Font family | Font size | B | I | U | [Rich Text Editor Icons]

What programs do you currently offer? Do these programs provide information technology access and training or support civic engagement?

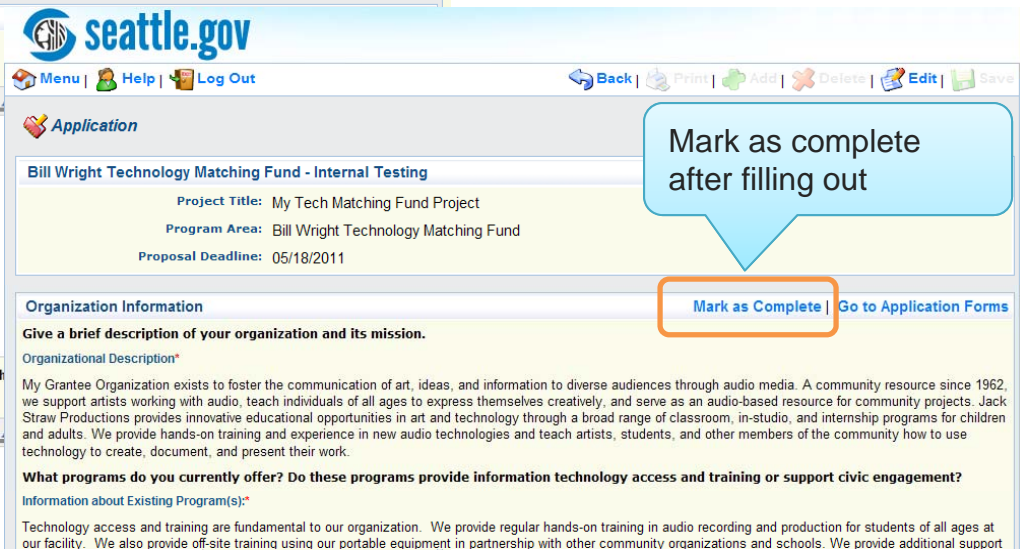
Information about Existing Program(s):*

Font family | Font size | B | I | U | [Rich Text Editor Icons]

What is your organization's budget?
 Organizational Budget:* [Dropdown]

What is your organization's staff size?
 Staff Size:* [All volunteers]

[Return to Top](#)



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Application

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project
 Program Area: Bill Wright Technology Matching Fund
 Proposal Deadline: 05/18/2011

Organization Information

Give a brief description of your organization and its mission.

Organizational Description*

My Grantee Organization exists to foster the communication of art, ideas, and information to diverse audiences through audio media. A community resource since 1962, we support artists working with audio, teach individuals of all ages to express themselves creatively, and serve as an audio-based resource for community projects. Jack Straw Productions provides innovative educational opportunities in art and technology through a broad range of classroom, in-studio, and internship programs for children and adults. We provide hands-on training and experience in new audio technologies and teach artists, students, and other members of the community how to use technology to create, document, and present their work.

What programs do you currently offer? Do these programs provide information technology access and training or support civic engagement?

Information about Existing Program(s):*

Technology access and training are fundamental to our organization. We provide regular hands-on training in audio recording and production for students of all ages at our facility. We also provide off-site training using our portable equipment in partnership with other community organizations and schools. We provide additional support

Mark as complete after filling out

Mark as Complete | Go to Application Forms

Application

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project

Program Area: Bill Wright Technology Matching Fund

Proposal Deadline: 05/18/2011

Instructions

Please complete the Project information below. Make sure your project support the grant's [Program Goals](#) .

Project Information

Where will the project be located? [View map of the districts.](#)

Project District: *

Project Location Address:



NOTE: Remember to **Save** your work as you go. Do not leave the page before you save your work. You can log out and complete your work later.

Application

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project
Program Area: Bill Wright Technology Matching Fund
Proposal Deadline: 05/18/2011

To go back to the list of application sections click on Application Forms

Instructions

Please estimate the demographic information for your project.

Total People Served

Mark as Complete | [Go to Application Forms](#)

Please estimate how many people you will serve throughout the project. We understand that this can be difficult to know before the project.

Total People to be Served: 75

Age

Group	Number
Adults	
Seniors	
Teens	75
Pre-teens	

Ethnicity

Ethnicity	Number
-----------	--------

Fill Out Timeline

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project

Program Area: Bill Wright Technology Matching Fund

Proposal Deadline: 05/18/2011

Instructions


View [Project Timeline Example](#)

Project Timeline

[Mark as Complete](#) | [Go to Application Forms](#)

What are the specific steps you will take to complete this project? Dates should start no earlier than September, 2011 and end no later than October, 2012.

* To enter timeline steps click  **Edit** at the top of the page. Your project can have up to 25 steps maximum. Dates must be entered in this format **01012011**.

Step Number	Step	Responsible Person/Group	Date Done
(Click Edit  at the top of the page to enter data.)			
1			
2			
3			
4			
5			
6			



WARNING: Date format must be 01/01/2011. A system error message will display if you enter in 01/1/2011.

Application

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project

Program Area: Bill Wright Technology Matching Fund

Proposal Deadline: 05/18/2011

Click Add to enter your activities and outcomes

Instructions

View [Project Activities and Outcome Example](#)

Project Activities & Outcomes

[Mark as Complete](#) | [Go to Application Forms](#)

What will you do to accomplish your goals? Please add your project activities & outcomes below.

* To add your activities & outcomes click **Add** at the top of the page.

Activity	Target Audience	# to be Served	Tech Skills Taught	Life Skills Taught	Expected Outcomes
----------	-----------------	----------------	--------------------	--------------------	-------------------

Last Edited By:

 **Application****Bill Wright Technology Matching Fund - Internal Testing**

Project Title: My Tech Matching Fund Project

Program Area: Bill Wright Technology Matching Fund

Proposal Deadline: 05/18/2011

Narratives**Community Benefit**

Describe what will be left in place as a result of your project? (technology, programs, organizational capacity, community capacity)*

Font family | Font size | **B** | *I* | U | [List icons] | [Link icon] | [Image icon] | [Table icon] | [Save icon]



WARNING: Your session will time out after 30 minutes of inactivity. Remember to save your work often. You can log back in to complete your work.

 **Application**

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project

Program Area: Bill Wright Technology Matching Fund

Proposal Deadline: 05/18/2011

Instructions

Please complete the budget for each item. Be sure to note the rate and number of hours used in your personnel calculations.

City Funds:

The total amount you are requesting is \$0.000. Make sure that City funds are used for **Eligible Expenses** and not **Ineligible Expenses**.

Community Match:

The match must be equal or greater than the amount you are requesting. Your match can include items from any combination of **In-Kind Match**, **Volunteer Match**, or **Cash Match**. Your match does not need to be in the same category as the money you are requesting. Your match must not violate the **Match Restrictions** or come from **Ineligible Match** sources. Though, you may choose to include some ineligible match items as **Sources not counted as match**. You should try to provide documentation to prove that your match is secure.

View [Budget Example](#)

Click on Budget Example to view a sample budget

Budget

Category	City Funds	In-kind or Cash Match	Volunteer Match	Sources not counted as Match	Description (Max 200 Characters)
Supplies, Material, and Equipment					
Hardware	\$0	\$0	\$0	\$0	
Software	\$0	\$0	\$0	\$0	

 **Application****Bill Wright Technology Matching Fund - Internal Testing**

Project Title: My Tech Matching Fund Project

Program Area: Bill Wright Technology Matching Fund

Proposal Deadline: 05/18/2011

Certification

I agree that checking this box is equivalent to the elected chairperson/president's signature on this application. It certifies that a majority of members of the organization's governing board has voted to undertake this project, that any funds received as a result of the application will be used only for purposes set forth herein, that I am authorized to submit it on behalf of the organization, and that the statements herein are true, complete and accurate to the best of my knowledge.

Certification:* Yes No

Organization:*

First Name:*

Last Name:*

Title:*


Application

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project

Program Area: Bill Wright Technology Matching Fund

Proposal Deadline: 05/18/2011

Instructions

You may include other materials to help reviewers better understand your proposal and strengthen your application. This is optional. Attachments you may include:

1. Community support letters
2. Volunteer pledge sheets
3. Current program schedule of classes
4. List of existing equipment
5. Equipment purchases showing budget research
6. Brochures, flyers or other promotional materials

Remember to "Mark as Complete" even if you don't include attachments

* To upload attachments click **Add** at the top of the page. If there are none, you must still mark this section as complete.

Attachments

[Mark as Complete](#)
[Go to Application Forms](#)

Description	File Name	Delete?
Letters of Support from Partners	Letters of Support from My Partners.docx	
My Computer Lab Schedule	My Computer Lab Schedule.docx	
My Volunteer Match Documentation	My volunteer support letters.docx	

Application

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project

Program Area: Bill Wright Technology Matching Fund

Proposal Deadline: 05/18/2011

Instructions

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- The range of possible points is indicated for each. The maximum possible rating is 100.

Note Remember to **SAVE** your work as you go. You can logout and return to edit your application at any time.

Application Forms

[Preview](#) [Submit](#)

Form Name	Complete?	Last Edited
General Information	✓	04/01/2011
Organization Information	✓	04/01/2011
Project Information	✓	04/01/2011
Demographics	✓	04/01/2011
Timeline	✓	04/01/2011

Submit Your Application

Application

Bill Wright Technology Matching Fund - Internal Testing

Project Title: My Tech Matching Fund Project

Program Area: Bill Wright Technology Matching Fund

Proposal Deadline: 05/18/2011

Instructions

Please complete the questions in the application forms below. You must complete all the forms before you submit your application.

- Review the [2011 Bill Wright Technology Matching Fund Guidelines and Resources](#) before you submit your final application.
- Your application will be rated based on a set of six [Scoring Criteria](#).
- Your application will be given points for how well it meets each of these criteria.
- The range of possible points is indicated for each. The maximum possible rating is 100.

Note Remember to **SAVE** your work as you go. You can logout and return to edit your application at any time.

Submit after all forms are marked as Complete

Application Forms

[Preview](#) [Submit](#)

Form Name	Complete?	Last Edited
General Information	✓	04/01/2011
Organization Information	✓	04/01/2011
Project Information	✓	04/01/2011
Demographics	✓	04/01/2011
Timeline	✓	04/01/2011
Activities and Outcomes	✓	04/01/2011
Narratives	✓	04/01/2011
Budget	✓	04/01/2011
Certification	✓	04/01/2011
Attachments	✓	04/01/2011

 **Funding Opportunities****Application Submitted Confirmation**

You have successfully submitted your My Tech Matching Fund Project Application with Application ID [439]. Grantor has received your application for evaluation.



CONGRATULATIONS! Well done! Next, you will receive email notification about your application status. If you have any questions, please contact the Technology Matching Fund Project Manager.

 **Welcome**

Main Menu


Click Help above to view instructions. Go to "My Profile" to reset password.

 **Grantee Instructions**

 **My Profile**

 **Funding Opportunities**

 **My Applications**

 **My Grants**

Click My Profile to add more primary contacts

 **My Profile**
My Profile
[Reset Password](#)

Name: * Ms. My Grantwriter
Salutation First Name Middle Name Last Name
Title: Executive Director
Email: grantwriter@mynoprofit.org
Address: 123 Main Street

City: * Seattle Washington **Postal Code/Zip:** 98118
City State Postal Code/Zip
Day/Work Phone: * 206-123-1234 **Ext.:**
Phone
Fax:
Cell Phone:

Click name of associated organization

[Grant Technology Matching Fund](#)
Program Area you're interested in

Last Edited By: My Grantwriter,

Associated Organizations

Name	Type	Website	Phone	City	State
My Nonprofit	Non-Profit	www.mynonprofit.org	206-123-1234	Seattle	Washington



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 **My Profile**

My Nonprofit

Organization Information

Name: My Nonprofit

Organization Type: Non-Profit

Tax ID Number: 91-8888888

Organization Website: www.mynonprofit.org

Address: 123 Main Street

City* Seattle Washington 98118
City State Postal Code/Zip

Phone:* 206-123-1234

Fax:

Add

Last Edited By: My Grantwriter, 04/11/2011

Registered Users

Name	Email	Phone	City	State
My Grantwriter	grantwriter@mynoprofit.org	206-123-1234	Seattle	Washington

Click Add

My Profile

My Profile

Name:*
Salutation First Name Middle Name Last Name

Title:

Email:*

Address:*

City State Postal Code/Zip

Day/Work Phone:*
Phone Ext.

Fax:

Cell Phone:

Evening/Home Phone:

Program Area*
Select the Program Area you're interested in

1. Fill out the form and click Save
2. Now you can see the name in the dropdown list when creating an application

1. Get started early! Don't wait to the last minute to submit your application.
2. Remember to save your work often.
3. Add the email webgrants@seattle.gov to your email address book to avoid future communications getting stuck in your spam filter.
4. Your User Id and Password are case sensitive.
5. Your session will time-out automatically after 30 minutes of no activity.
6. Read the grant guidelines thoroughly before starting your application.