# City of Seattle Webgrants System

## Quick User Guide - Applicant

**webgrants.seattle.gov**

**Technology Matching Fund**

*Last Updated: March, 2016*

Any questions or feedback? Please contact  communitytechnology@seattle.gov

# Table of Contents

**Login/Register**
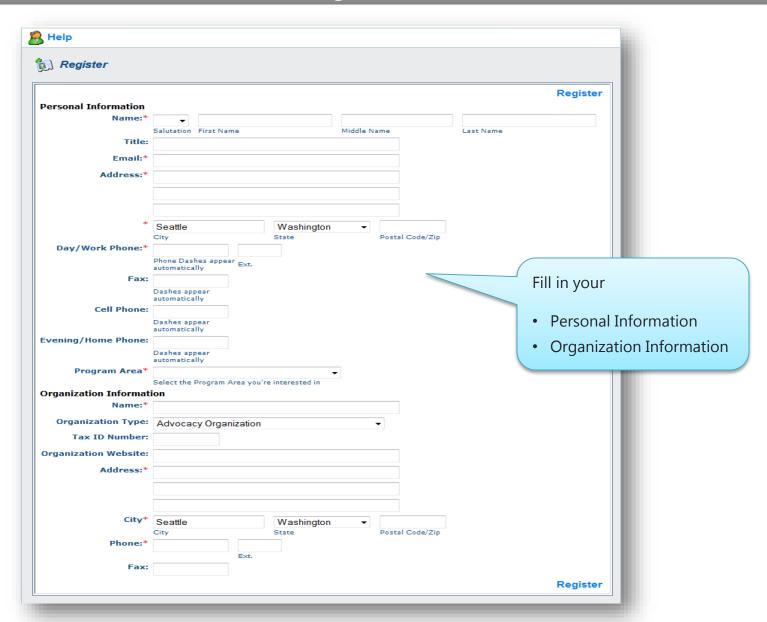


WARNING: **Password is case sensitive.** If forgot your User ID, please contact Delia Burke, delia.burke@seattle.gov , 206-233-2751.

## City of Seattle WebGrants - Approved Registration   Inbox | X

⭐ webgrants@dullestech.com Ø to me

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

Dear Lucia Turner,

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

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.

# Getting Started



After login, click Funding Opportunities to start a new application

# Select Funding Opportunity

## Funding Opportunities

### Current 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.
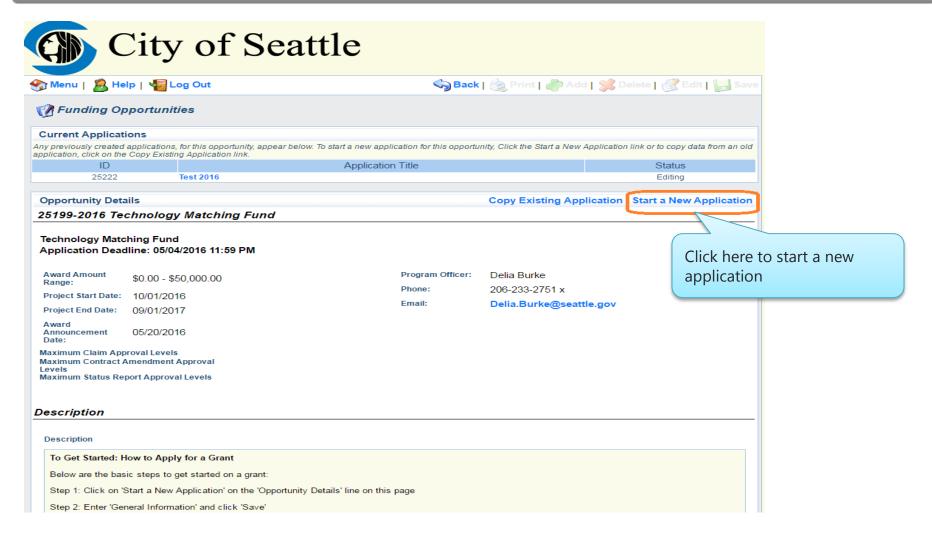
| ID | Agency | Program | Opportunity Title | Application Deadline |
|----|--------|---------|-------------------|---------------------|
| 24488 | Department of Neighborhoods | NMF Large Projects Fund | Large Project Fund Opportunity 2016 May | 05/02/2016 |
| 24480 | Department of Neighborhoods | NMF Small Sparks Fund | Small Sparks Fund Opportunity 2016 | 12/15/2016 |
| 19411 | Economic Development | Only in Seattle Initiative | 2015 Only in Seattle Initiative Request for Applications | 11/02/2014 |
| 19033 | Department of Information Technology | Technology Cable Broadband Fund | Technology Cable Broadband Program | Final Application Deadline not Applicable |
| 25199 | Department of Information Technology | Technology Matching Fund | 2016 Technology Matching Fund | 05/04/2016 |

**NOTE:** Select the Technology Matching Fund. You may also consider applying for a free internet connection through the Technology Cable Broadband Program.

# City of Seattle

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📝 *Funding Opportunities*

## 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 | Status |
|---|---|---|
| 25222 | **Test 2016** | Editing |

## Opportunity Details                              **Copy Existing Application**   **Start a New Application**

### 25199-2016 Technology Matching Fund

**Technology Matching Fund**
**Application Deadline: 05/04/2016 11:59 PM**

| | | | |
|---|---|---|---|
| **Award Amount Range:** | $0.00 - $50,000.00 | **Program Officer:** | Delia Burke |
| **Project Start Date:** | 10/01/2016 | **Phone:** | 206-233-2751 x |
| **Project End Date:** | 09/01/2017 | **Email:** | **Delia.Burke@seattle.gov** |
| **Award Announcement Date:** | 05/20/2016 | | |

**Maximum Claim Approval Levels**
**Maximum Contract Amendment Approval Levels**
**Maximum Status Report Approval Levels**

## Description

### Description

**To Get Started: How to Apply for a Grant**

Below are the basic steps to get started on a grant:

Step 1: Click on 'Start a New Application' on the 'Opportunity Details' line on this page

Step 2: Enter 'General Information' and click 'Save'

> Click here to start a new application

# Start a New Application



**General Information**

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

**Primary Contact:** * My Grantwriter

**Project Title:**
(limited to 250 characters)* My Tech Matching Fund Project

**Organization:** * My Nonprofit

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

### Application: 25227 - Tester 2016-2

**Program Area:** Technology Matching Fund

**Funding Opportunity:** 25199 - 2016 Technology Matching Fund

**Application Deadline:** 05/04/2016

### Instructions

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

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

| Application Forms | | Application Details | Submit | Withdraw | |
| --- | --- | --- | --- |
| Form Name | | Complete? | Last Edited |
| General Information | | ✔ | 03/25/2016 |
| TMF Organizational Information | | | |
| TMF Project Overview | | | |
| TMF Demographics | | | |
| TMF Activities and Outcomes | | | |
| TMF Timeline | | | |
| TMF Project Implementation | | | |
| TMF Budget | | | |
| TMF Certification | | | |
| Attachments | | | |

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

# Fill Out Organization Information

# Fill Out Project Demographics

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### Application

**Application: 25227 - Tester 2016-2**

| | |
|---|---|
| Program Area: | Technology Matching Fund |
| Funding Opportunity: | 25199 - 2016 Technology Matching Fund |
| Application Deadline: | 05/04/2016 |

**Instructions**

Please estimate who you expect to serve (demographics of participants)?.

**Note** *You must enter a single whole number. such as* **30***, not a range like* **20-40***.*

**Total People Served**

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:*

**Age**

| Group | Number |
|---|---|
| Adults | |
| Seniors | |
| Teens | |
| Pre-teens | |

**Ethnicity**

| Ethnicity | Number |
|---|---|
| Black, African American | |
| White | |
| Asian | |
| Hispanic | |
| American Indian or Alaska Native | |
| Native Hawaiian or Pacific Islander | |
| Other | |

> **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.

# Fill Out Demographics



**seattle.gov**

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**Application**

**Application: 25227 - Tester 2016-2**

| | |
|---|---|
| Program Area: | Technology Matching Fund |
| Funding Opportunity: | 25199 - 2016 Technology Matching Fund |
| Application Deadline: | 05/04/2016 |

**Instructions**

Please estimate who you expect to serve (demographics of participants)?.

**Note** *You must enter a single whole number. such as* **30**, *not a range like* **20-40**.

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

**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:* 30

**Age**

| Group | Number |
|---|---|
| Adults | |
| Seniors | |
| Teens | |
| Pre-teens | |

**Ethnicity**

| Ethnicity | Number |
|---|---|
| Black, African American | |
| White | |
| Asian | |
| Hispanic | |
| American Indian or Alaska Native | |
| Native Hawaiian or Pacific Islander | |
| Other | |

**Gender**

| Gender | Number |
|---|---|
| Male | |
| Female | |

# Fill Out Activities and Outcomes

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### Application

**Application: 25227 - Tester 2016-2**

Program Area: Technology Matching Fund

Funding Opportunity: 25199 - 2016 Technology Matching Fund

Application Deadline: 05/04/2016

Click Add to enter your activities and outcomes

**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/Civic Skills Taught | Expected Outcomes |
|----------|-----------------|----------------|--------------------|--------------------------|-------------------|
| | | | | | Last Edited By: |

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*Application*

**Application: 25227 - Tester 2016-2**

Program Area: Technology Matching Fund
Funding Opportunity: 25199 - 2016 Technology Matching Fund
Application Deadline: 05/04/2016

**Project Timeline**                          Mark as Complete | Go to Application Forms

What are the specific steps you will take to complete this project? Please complete this project timeline. Dates should start no earlier than October, 2016 and end no later than September, 2017.

* To enter timeline steps click [Edit icon] **Edit** at the top of the page. Your project can have up to 25 steps maximum. Dates must be entered in this format **09/01/2016**.

| Step Number | Step | Responsible Person/Group | Date Done (Date Format = MM/DD/YYYY) |
|---|---|---|---|
| (Click Edit at the top of the page to enter data.) | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

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

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### Application

**Application: 25227 - Tester 2016-2**

| | |
|---|---|
| **Program Area:** | Technology Matching Fund |
| **Funding Opportunity:** | 25199 - 2016 Technology Matching Fund |
| **Application Deadline:** | 05/04/2016 |

### Instructions

Please complete the budget grid below with descriptions 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 should not exceed $50,000. Make sure that City funds are used for eligible expenses.

Community Match:
You must demonstrate a 1/2 to 1 match. 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. You should try to provide documentation to prove that your match is secure.

### 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 | $0.00 | $0.00 | $0.00 | $0.00 | |
| Software | $0.00 | $0.00 | $0.00 | $0.00 | |
| Supplies | $0.00 | $0.00 | $0.00 | $0.00 | |
| Other | $0.00 | $0.00 | $0.00 | $0.00 | |
| **Services** | | | | | |
| Internet connectivity | $0.00 | $0.00 | $0.00 | $0.00 | |
| Insurance | $0.00 | $0.00 | $0.00 | $0.00 | |
| Printing and publicity | $0.00 | $0.00 | $0.00 | $0.00 | |
| Other | $0.00 | $0.00 | $0.00 | $0.00 | |

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**Fill Out Certification**

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### Application

**Application: 25227 - Tester 2016-2**

| | |
|---|---|
| **Program Area:** | Technology Matching Fund |
| **Funding Opportunity:** | 25199 - 2016 Technology Matching Fund |
| **Application Deadline:** | 05/04/2016 |

**TMF 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:*** My none profit

**First Name:*** Derrick

**Last Name:*** Hall

**Title:*** Title

**Date:*** 03/25/2016

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# Fill Out Attachments



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### Application

**Application: 25227 - Tester 2016-2**

**Program Area:** Technology Matching Fund

**Funding Opportunity:** 25199 - 2016 Technology Matching Fund

**Application Deadline:** 05/04/2016

**Instructions**

You may include other materials to help reviewers better understand your proposal and strengthen your application. Some examp...

1. Letters documenting partner commitment
2. Volunteer pledge sheets
3. Curriculum overview
4. Current program schedule
5. List of current technology
6. Cost quotes on hardware, software or other items showing budget research
7. Brochures, flyers or other promotional materials

\* 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 | File Size | Date Uploaded | Delete? |
|---|---|---|---|---|

Last Edited By:

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

**Preview Your Application**

# City of Seattle

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🖌 *Application*

**Application: 25222 - Test 2016**

| | |
|---:|:---|
| **Program Area:** | Technology Matching Fund |
| **Funding Opportunity:** | 25199 - 2016 Technology Matching Fund |
| **Application Deadline:** | 05/04/2016 |

**Instructions**

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

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

**Application Forms**                                         **Application Details** | **Submit** | **Withdraw**

| Form Name | Complete? | Last Edited |
|---|:---:|:---:|
| General Information | ✔ | 03/23/2016 |
| TMF Organizational Information | ✔ | 03/23/2016 |
| TMF Project Overview | ✔ | 03/25/2016 |
| TMF Demographics | ✔ | 03/23/2016 |
| TMF Activities and Outcomes | ✔ | 03/23/2016 |
| TMF Timeline | ✔ | 03/23/2016 |
| TMF Project Implementation | ✔ | 03/23/2016 |
| TMF Budget | ✔ | 03/23/2016 |
| TMF Certification | ✔ | 03/23/2016 |
| Attachments | | |

# Submit Your Application

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🖌 *Application*

**Application: 25222 - Test 2016**

**Program Area:** Technology Matching Fund

**Funding Opportunity:** 25199 - 2016 Technology Matching Fund

**Application Deadline:** 05/04/2016

Submit after all forms are marked as Complete

**Instructions**

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

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

**Application Forms**                                    **Application Details** | **Submit** | **Withdraw**

| Form Name | Complete? | Last Edited |
|---|---|---|
| General Information | ✔ | 03/23/2016 |
| TMF Organizational Information | ✔ | 03/23/2016 |
| TMF Project Overview | ✔ | 03/25/2016 |
| TMF Demographics | ✔ | 03/23/2016 |
| TMF Activities and Outcomes | ✔ | 03/23/2016 |
| TMF Timeline | ✔ | 03/23/2016 |
| TMF Project Implementation | ✔ | 03/23/2016 |
| TMF Budget | ✔ | 03/23/2016 |
| TMF Certification | ✔ | 03/23/2016 |
| Attachments | | |

# Successfully Submitted

## 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.
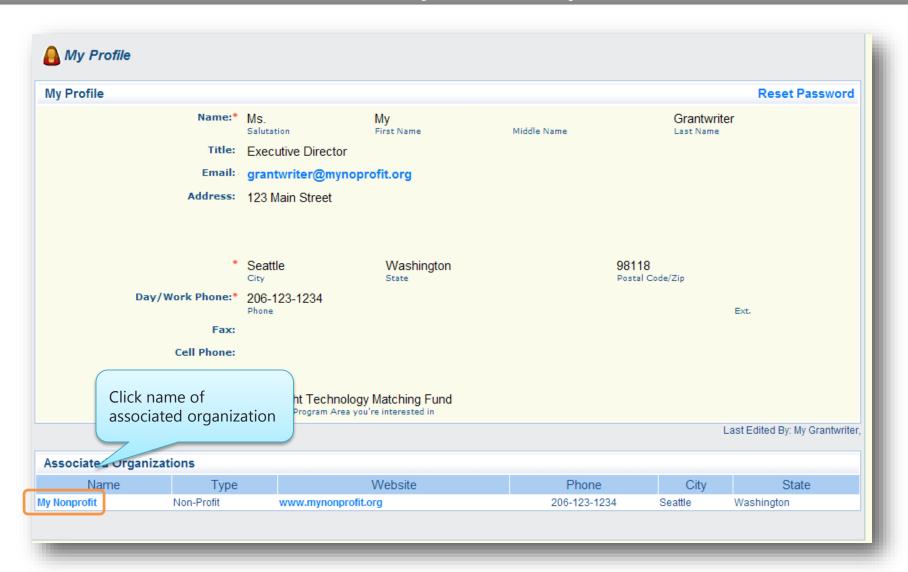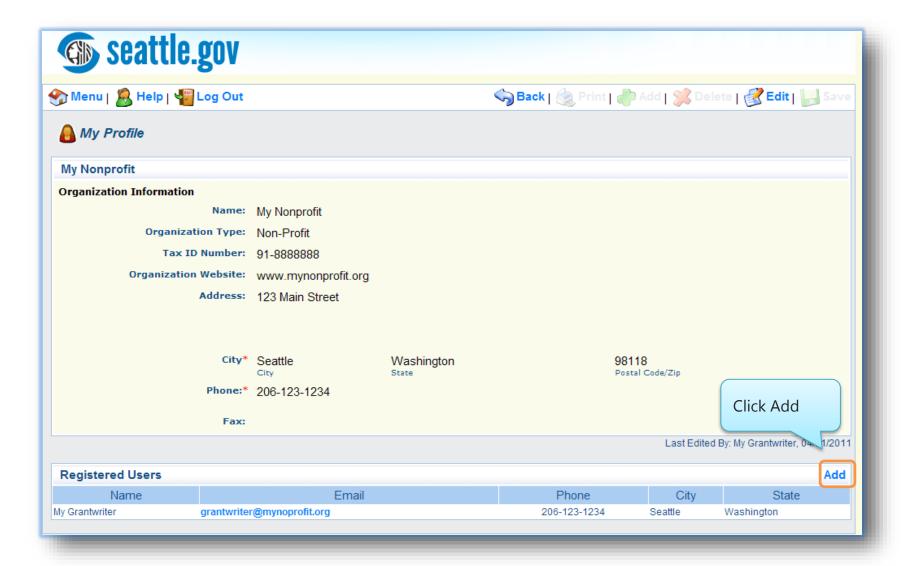
**Add More Primary Contacts**



Click My Profile to add more primary contacts
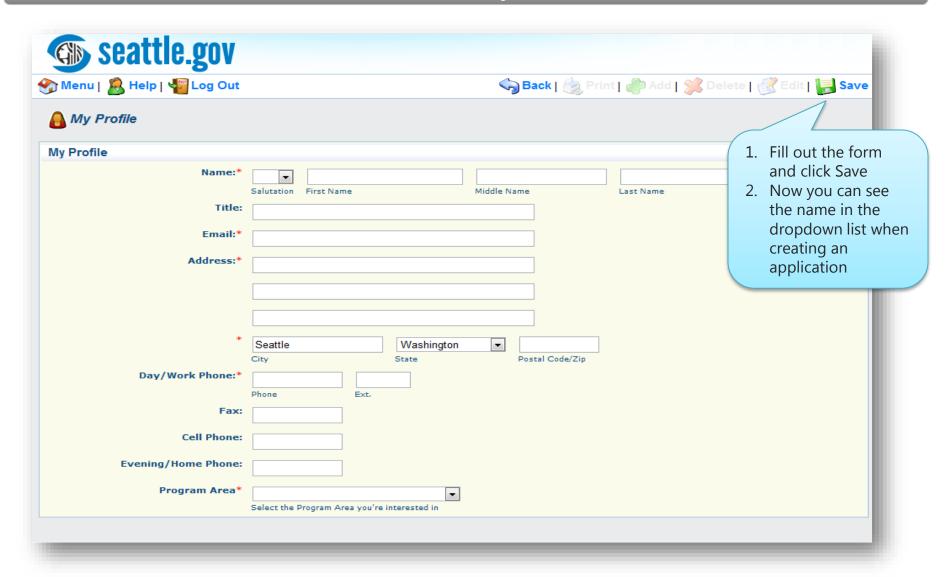
# Add More Primary Contacts – My Profile

## 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

* Seattle              Washington                     98118
  City                 State                          Postal Code/Zip

**Day/Work Phone:*** 206-123-1234
                     Phone                                              Ext.

**Fax:**

**Cell Phone:**

> Click name of associated organization

nt 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 |

# Add More Primary Contacts – Associated Organization

## seattle.gov

**Menu** | **Help** | **Log Out**          **Back** | **Print** | **Add** | **Delete** | **Edit** | **Save**

### 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
City

Washington
State

98118
Postal Code/Zip

**Phone:** * 206-123-1234

**Fax:**

Click Add

Last Edited By: My Grantwriter, 04/ /2011

**Registered Users**                                           **Add**

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

# Add More Primary Contacts

# WebGrants Quick Reminders

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](mailto: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.