APPLYING FOR APH FUNDED OPPORTUNITY

PART 1 - THRESHOLD REVIEW

PARTNERGRANTS TRAINING

PURPOSE:

The purpose of this training is to assist a non-profit organization through the first of two application stages for available Austin Public Health funding within the PartnerGrants on-line contract management system.

The first step when applying for available APH managed funds is establishing an agency's organizational capacity to enter into a contract with Austin Public Health and the City of Austin.

If an organization demonstrates that essential non-profit organization standards will be met, the applicant will then be notified by email to return to the PartnerGrants system to complete the remainder of the application process. Should this occur, please review the instructions on Applying for an **APH-Funded Opportunity Part 2-RFGA Application** of this training.

REGISTERING AS A VENDOR:

All non-profit agencies need to be registered as a potential vendor with the City of Austin, if that has not already been done, the first step is to create a vendor account through the City of Austin's Financial Online system:

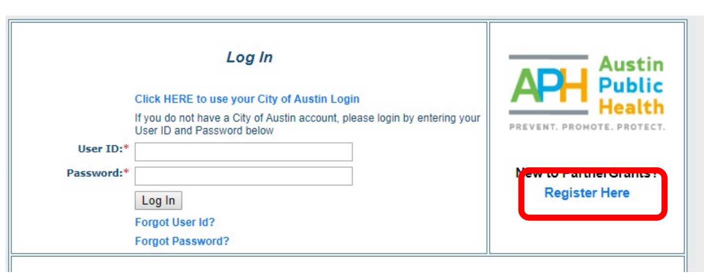
If you run into any challenges while completing the registration information for finance office, you can contact the City's Vendor Registration office at (512) 974 2018 for assistance. Once the process has been completed, please make note of your organization's assigned vendor code as this will be required once you return to register in the PartnerGrants system.

If you are unsure if your agency is already a registered vendor, you can search for the agency's legal name through the Registered Vendor Search website.

USING PARTNERGRANTS TO APPLY FOR A FUNDING OPPORTUNITY:

Log-in to the PartnerGrants system website.

If you have not already registered in PartnerGrants, select the option to Register Here and complete the required steps.



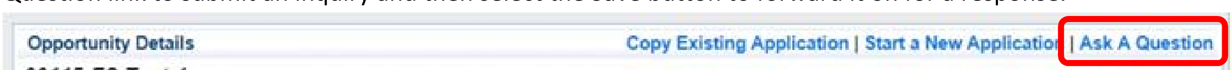
LOCATING THE FUNDING OPPORTUNITY:

Once logged-in, from the Main Menu, select Opportunity to bring up a listing of all available funding opportunities. From this listing you can select the posted Funded Opportunity title that you intend to apply for, if more than one posted opportunity is available, you are premitted to apply for each seperately.

NOTE: SINCE EACH FUNDED OPPORTUNITY CONTAINS DISTINCT DOCUMENTS, DEADLINES, OBJECTIVES, GOALS, ELIGIBILITY REQUIREMENTS, AND/OR EVALUATIVE CRITERIA, EACH IS TREATED INDEPENDANTLY FROM ANOTHER.

Once you have selected the posted Funded Opportunity Title you intend to apply for , review and keep track of all Opportunity details, deadlines, attachments, and links. These will be necessary to help your agency prepare its application and manage its time wisely.

If you have a question during the Funded Opportunity's question submission period, you can select the Ask A Question link to submit an inquiry and then select the Save button to forward it on for a response.

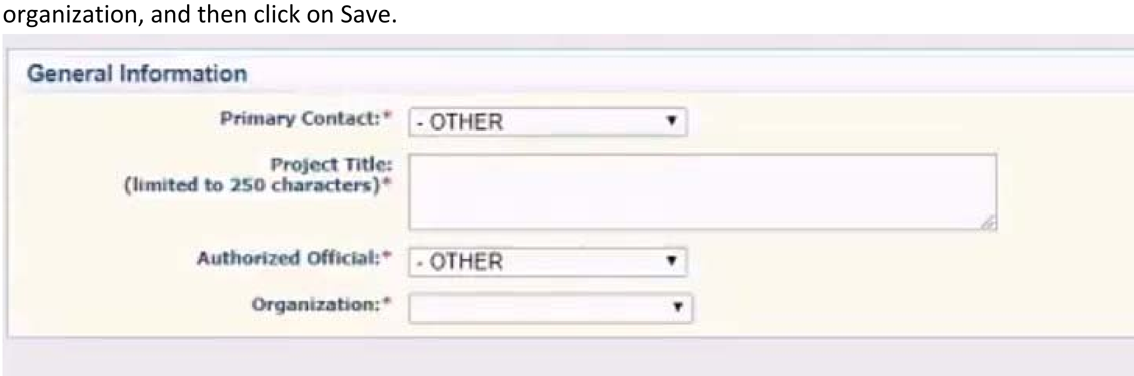


For the sake of fairness, once each question has been moderated, the question and response will be viewable for all other applicants to see.

STARTING THE APPLICATION:

If you are returning to complete an application you have already started, it will appear in the Current Application section. To continue editing, select your profile's application title. Otherwise, select the Start a New Application button.

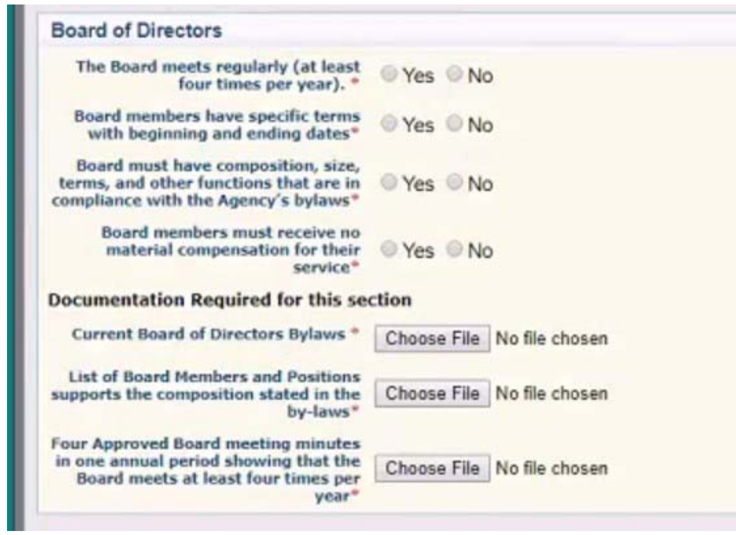
In the General Information Form, complete all fields, including a Project Title for your Application, select your organization, and then click on Save.



Select Go to Application Forms to open the Application Form page and then select the Pre-Application Threshold Checklist link and review the instructions for the form.

COMPLETING THE PRE-APPLICATION THRESHOLD CHECKLIST:

The first section to complete is for the Board of Directors, all information should be completed and the required documents uploaded via the Choose File buttons.



Once all Board of Director information and required documents have been uploaded, scroll down to the Agency Administration section and complete the required information – including uploading the required documents again using the Choose File buttons.

The final portion is the Agency Certification form, carefully read through the options and select the appropriate answers, use the Choose File buttons to upload the required Board Meeting information and the Signed Application Threshold Checklist, scroll to the top of the screen and select the Save option, and then select Mark as Complete to return to the Application Forms window.

Make sure that all sections have now been marked as complete and then select the Submit button to finish. You will be shown an Application ID that should be written down for future reference.

Form Name	Complete?	Last Edited
General Information	✓	12/12/2019
Pre-Application Threshold Checklist	✓	12/12/2019

APPLYING FOR APH FUNDED OPPORTUNITY-

PART 2 - RFGA APPLICATION

PARTNER GRANTS INSTRUCTIONS

PURPOSE:

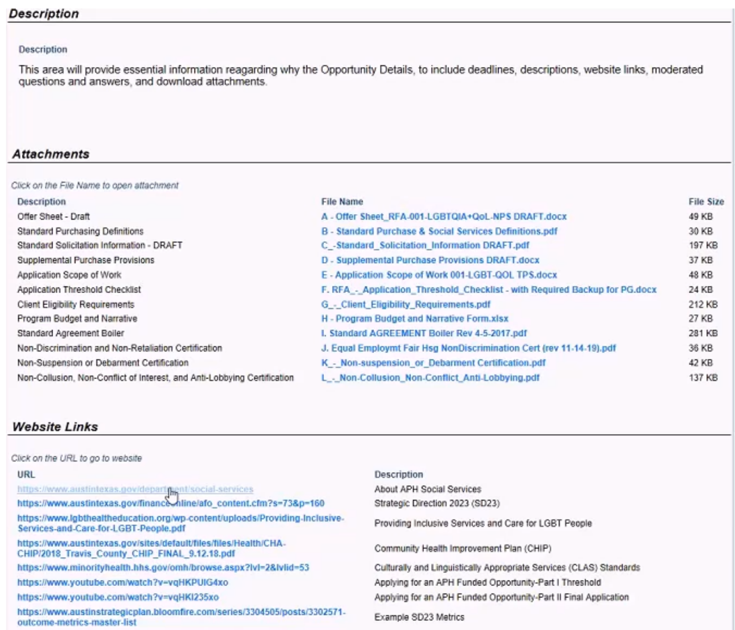
To assist a non-profit organization through the final application stage for available APH funding within the PartnerGrants web system

Note: this is the second of a two-part series. If you have not reviewed or completed the first of the application phases, and the posted funded opportunity's pre-application deadline has not yet elapsed, stop now and see the **Applying for an APH Funded Opportunity Part 1 – Threshold – Training.**

INSTRUCTIONS:

1. To begin, in the internet browser of your choice, in the URL, enter https://partnergrants.austintexas.gov
2. Log in with your authorized user id and password.
3. From Main Menu, Select Opportunity.

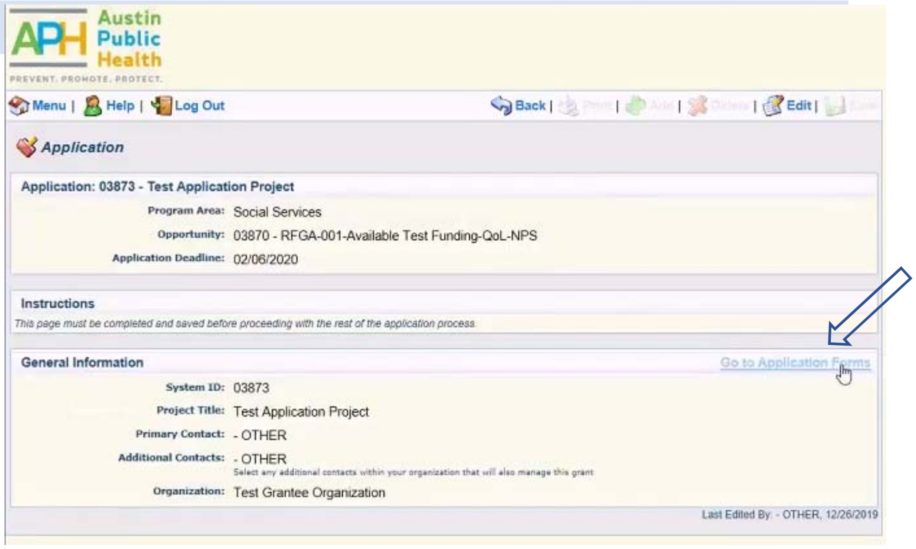
4. Select the funded Opportunity Title you are applying for.



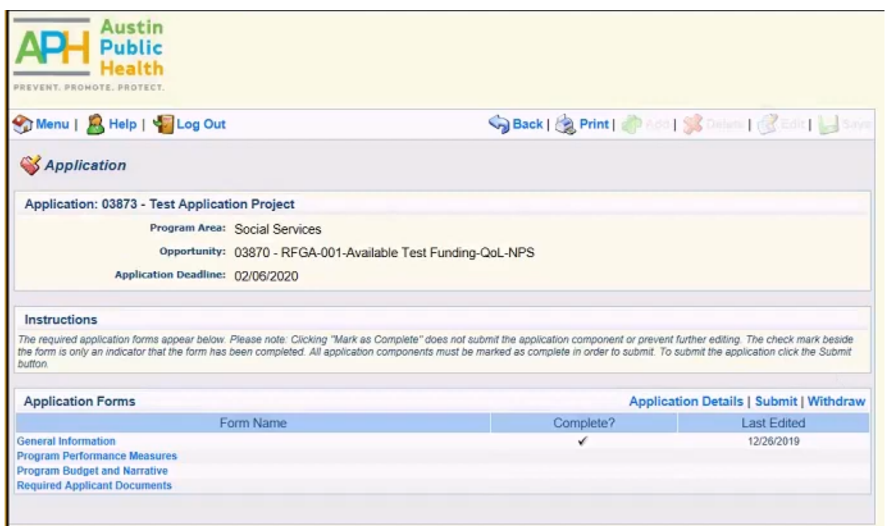
   a. Be sure you have reviewed all Opportunity Details, to include deadlines, descriptions, website links, moderated questions and answers, and download attachments.
   b. Though most funding opportunities will require some combination therein, each attachment will necessitate one of the following:
      1. Be for informational use only
      2. Require your review, completion, signature, and reattachment in an upload field
      3. Require field data-entry within an actual application form
5. Select “Apply Final” link to the far right of the Application Title you are returning to complete.

6. Complete fields. Click “Save”

FILLING OUT THE APPLICATION:



- Select "Go to Application Forms"
    - Since each funded opportunity contains its own set of application forms to complete, the number and type of forms shown may vary greatly.
- You must select and complete each form separately and repeat until all displayed forms are marked as complete.



- If you as Primary Contact would like to assign other people from your organization to assist in the preparation of the application, each must be registered within the system first, then assigned by you against the application's workflow.
- To register additional agency users, return to the "Main Menu", go to "My Profile," scroll down and select your associated organization's name, scroll down to "Register Users" and examine this list. Select "Add" to complete the form for each person needing access that is not yet listed. The system will send each their own user id and temporary password, once you select Save.
- Once registered, select the "General Information" form within the application itself and then "Edit"
- In the "Additional Contacts" field, press "Ctrl" key and mouse click to highlight up to three additional registered organizational users. Then click "Save".

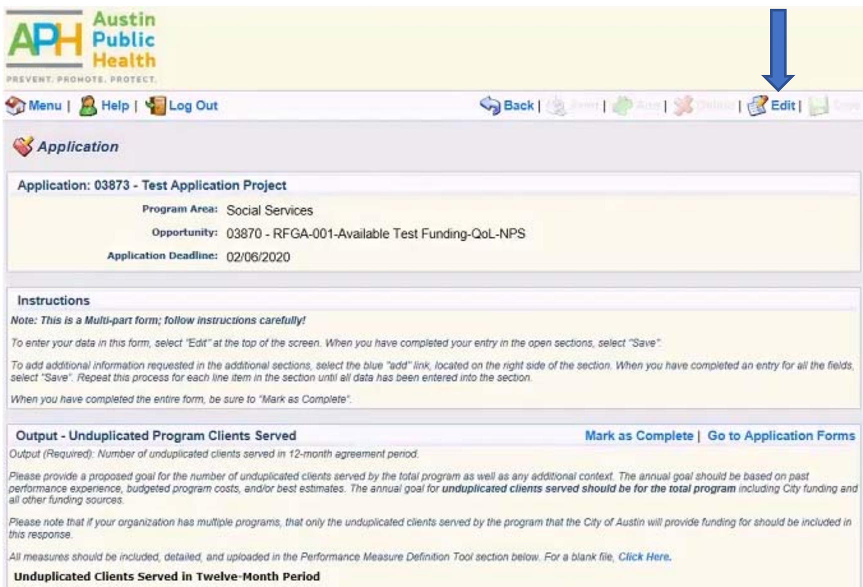
FORM EDITING:

There are a few things to consider when completing forms throughout the PartnerGrants system:

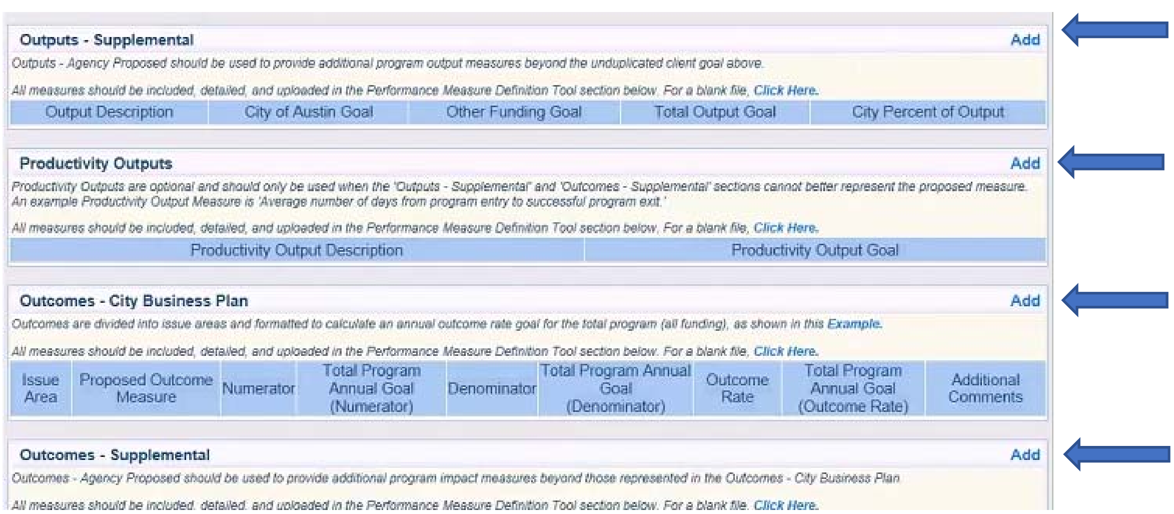
Be sure to review any instructions provided at the top of each form before completing a form, as it contains important information that can help complete the form.

Further, form editing is enabled at each section level:

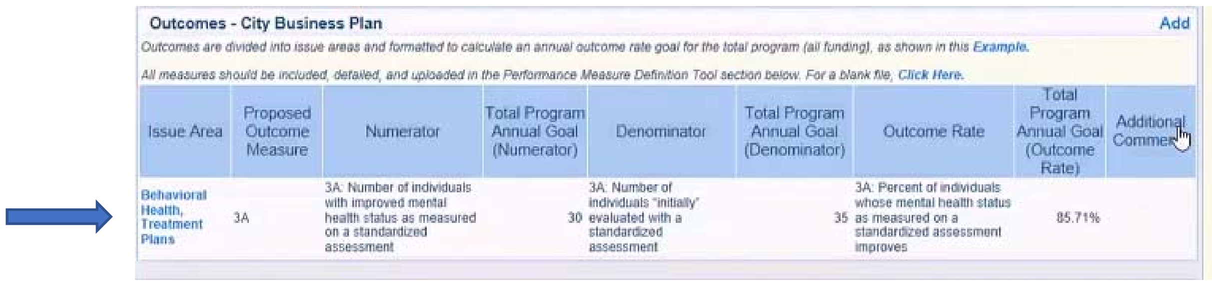
For sections containing single response questions or upload fields, select “Edit” at top of page.



To create a new item in a multi-response section, select “Add”



To edit an existing item in a multi-response section, select the item's enabled blue field on left side of the screen.



Also, calculations in PartnerGrants are performed each time a record is Saved, not before. Be sure to check and save your work as you go along. If values were entered incorrectly, return to that section and item's edit screen.

SUBMITTING THE APPLICATION:

- All forms will need to be "Marked as Complete" manually, once finalized.
- Repeat for each displayed form. If an Application Form does not apply, you must still select it, indicate it does not apply, Save, and mark it as complete. Doing so acknowledges that your organization considered every available form in its response and did not overlook something inadvertently.
- Only after all forms are Marked as complete, then select "Submit" to send the package on for review.
    - Plan your time wisely. Your application cannot be reviewed, if your organization does not Submit it. And the ability to submit is disabled once a deadline has elapsed.
- Once you have successfully submitted your application, you may log out.
    - Your application will undergo additional review, which may take several weeks or months. Your organization will be notified by email of its result.