

Online Grant Application Instructions Land and Water Conservation Fund Grant Program

The Oregon Parks and Recreation Department's (OPRD's) recreation grant programs utilize an online grant application. These instructions are intended to assist with the online application process and may not address every possible scenario that could occur. For more information on how to respond to the application questions and learn more about the grant policies, refer to the relevant grant manual. Contact the individual OPRD grant coordinator for assistance.

System Requirements

The OPRD Online Grant Application requires the following software:

1. Browser:
 - o [Firefox](#) version 7 or higher.
 - o [Safari](#) version 4 or higher.
 - o [Chrome](#) version 10 or higher.
 - o Internet Explorer version **9** or higher (**WARNING:** Using Internet Explorer is not recommended. We suggest you use [Chrome](#), [Safari](#) or [Firefox](#) browsers. Click on one of these links to download the appropriate browser.)
2. Javascript must be turned **ON**.
3. Popup blockers need exceptions for this site.
4. If you are **not** receiving emails from us, please check your spam filters, some filters are intercepting application generated email messages.

Don't know what browser version you are using? The web page fmbip.com will show you which browser and browser version you are currently using.

Note: Screen shots and photos within these instructions are only samples of what an application looks like. They may vary from the application in the online system. Please see the Grant Manual for specific information on application content.

Questions?

For the Land and Water Conservation Fund (LWCF) Grant Program, contact Nohemi Enciso for assistance. nohemi.enciso@opr.oregon.gov or 503-480-9092

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Accessing the Online Grant System

1. Visit the Oregon Parks and Recreation: Grants Online site at <https://oprgrants.org/>.

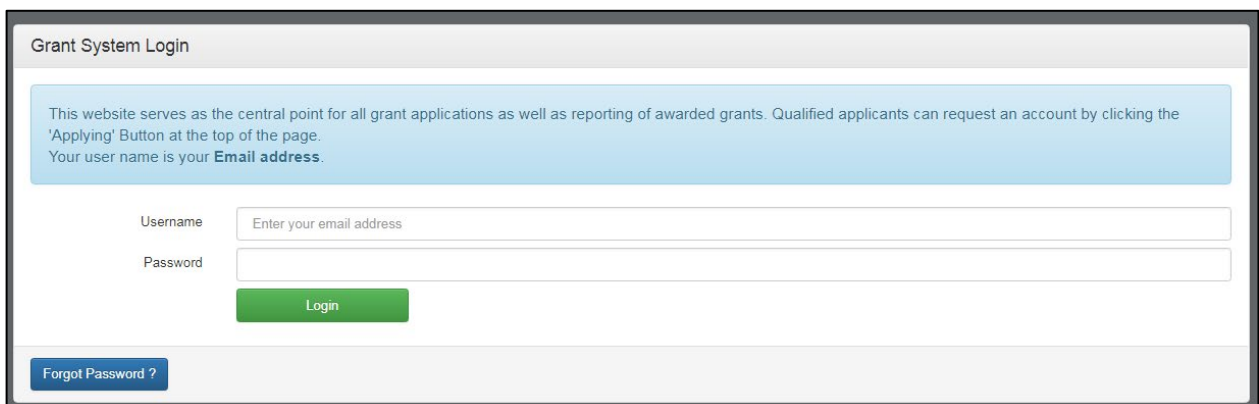


2. Login in or request an account
 - a. Existing Users: Click on "Sign in".
 - b. New Users: Request an account by clicking "this link" on the OPRD Grants home page.

IMPORTANT: Please do not share accounts. There is no limit to how many people in an organization can have an account.

2. a.: Existing Users

Your username is your email address. Your password is one set by you. Click "Forgot Password" if needed.



The screenshot shows the "Grant System Login" form. It features a light blue header with the title "Grant System Login". Below the header is a light blue box containing a message: "This website serves as the central point for all grant applications as well as reporting of awarded grants. Qualified applicants can request an account by clicking the 'Applying' Button at the top of the page. Your user name is your **Email address**." Below this message are two input fields: "Username" with a placeholder "Enter your email address" and "Password". A green "Login" button is positioned below the password field. At the bottom left of the form is a blue button labeled "Forgot Password ?".

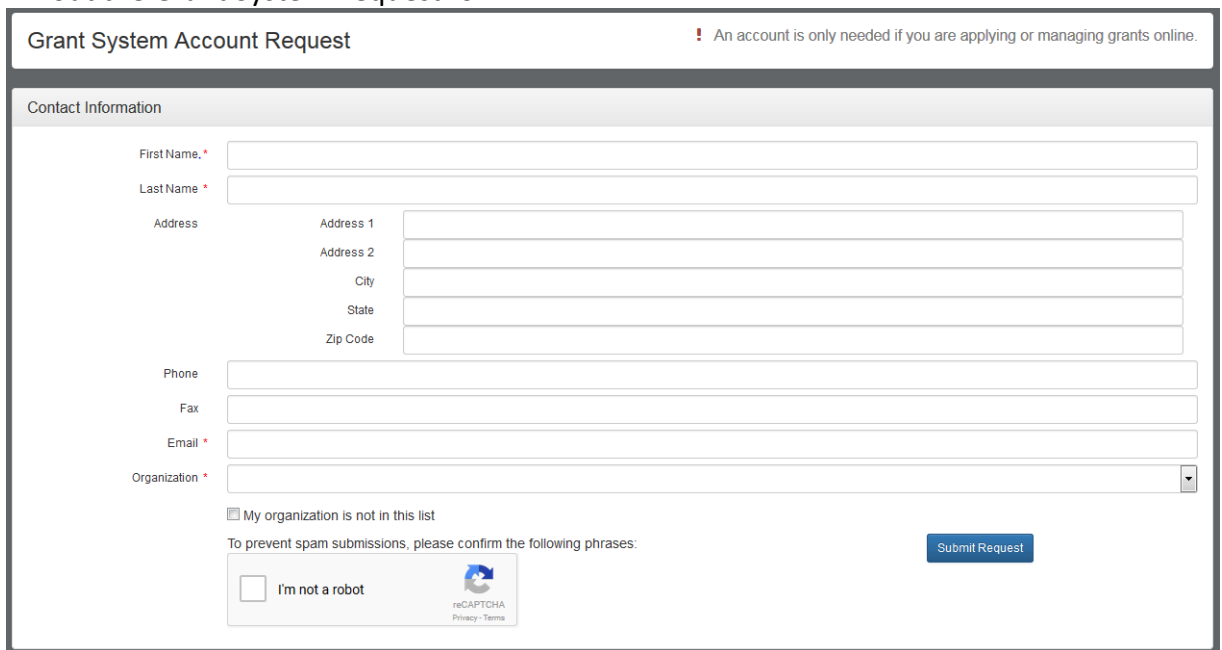
2. b.: New Users

1. Click here:



The screenshot shows the Oregon Parks and Recreation Department's Grants Online page. It features the Oregon State Parks logo and the title "Oregon Parks and Recreation: Grants Online". The text describes the department's grant programs and states that the website serves as the central point for all grant applications. A red circle highlights the phrase "this link" in the text: "This website serves as the central point for all grant applications as well as reporting of awarded grants. Qualified applicants can request an account through this link."

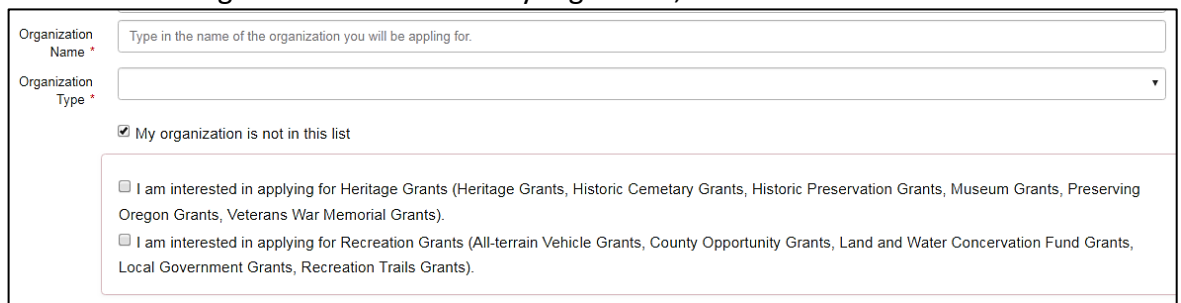
2. Fill out the Grant System Request form.



The screenshot shows the "Grant System Account Request" form. At the top right, a red exclamation mark icon is followed by the text: "An account is only needed if you are applying or managing grants online." The form is titled "Grant System Account Request" and has a "Contact Information" section. Fields include: First Name, Last Name, Address (Address 1, Address 2, City, State, Zip Code), Phone, Fax, Email, and Organization (a drop-down menu). Below the Organization field, there is a checkbox labeled "My organization is not in this list". To the right of this checkbox is a "Submit Request" button. Below the checkbox, there is a reCAPTCHA section with the text "To prevent spam submissions, please confirm the following phrases:" and a checkbox labeled "I'm not a robot".

3. First look for your organization in the Organization drop-down. If it is not on the drop-down, click the box indicating that.

a. When the organization is not already registered, fill in these additional fields:



The screenshot shows the additional fields for the Grant System Account Request form. It includes: Organization Name (a text input field with the placeholder "Type in the name of the organization you will be applying for."), Organization Type (a drop-down menu), a checked checkbox labeled "My organization is not in this list", and two unchecked checkboxes: "I am interested in applying for Heritage Grants (Heritage Grants, Historic Cemetery Grants, Historic Preservation Grants, Museum Grants, Preserving Oregon Grants, Veterans War Memorial Grants)." and "I am interested in applying for Recreation Grants (All-terrain Vehicle Grants, County Opportunity Grants, Land and Water Conservation Fund Grants, Local Government Grants, Recreation Trails Grants)."

4. Click the Submit Request button.
5. OPRD grants staff will contact you if there are any questions about your affiliation with the organization or your organization's eligibility for grant programs. Once approved, you will receive email confirmation. This e-mail will include a link which will direct you to set your password.

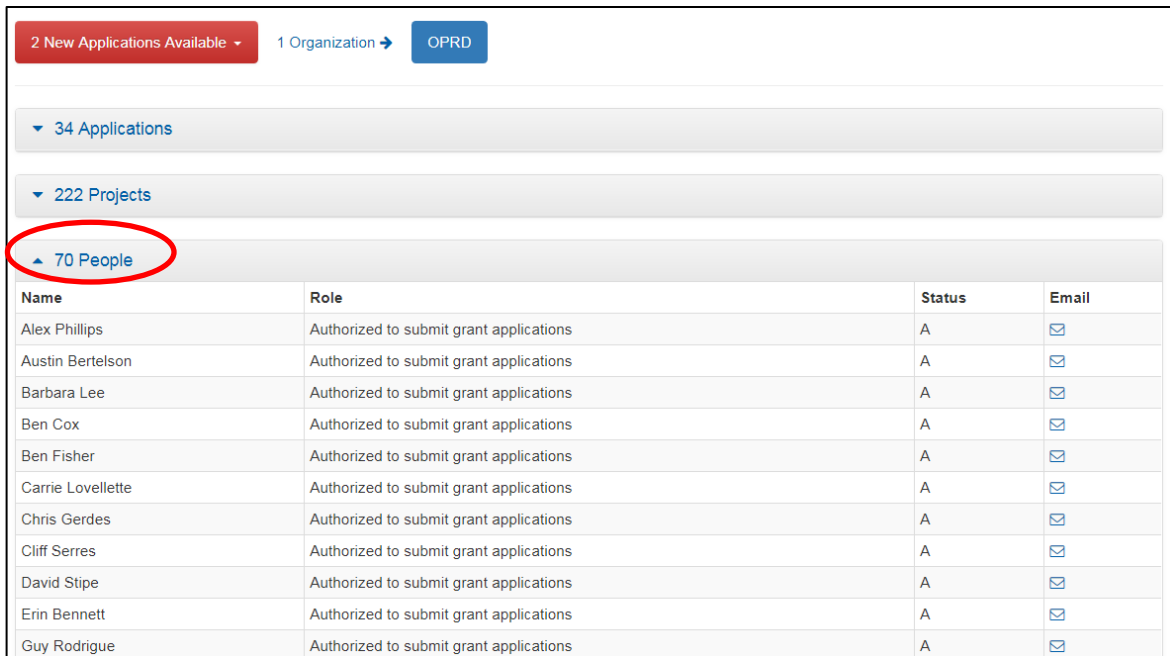
Note: The link is only valid for a limited time so please set your password immediately. If the link expires or doesn't work, follow the instructions for existing users and click "Forgot Password."

Updating Contact Information

Your contact information will display within an application and Letter of Intent but cannot be updated there.

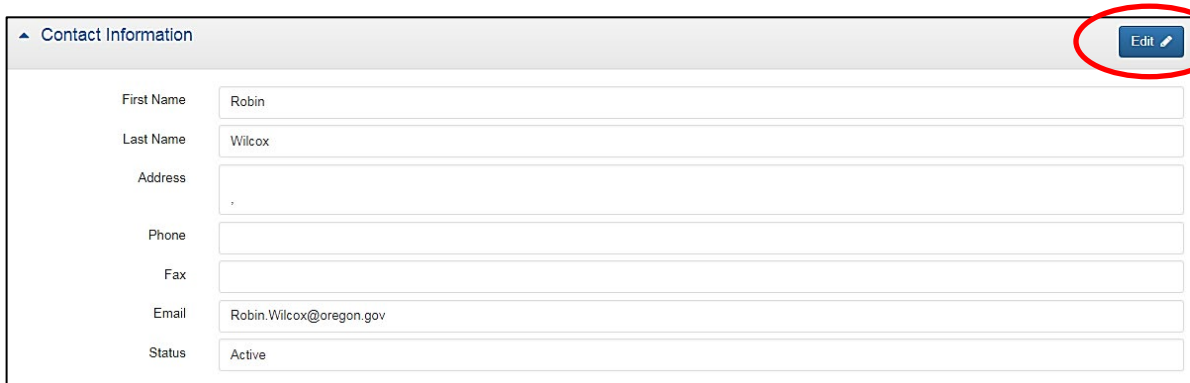
1. To update your contact information go to your home screen and expand the “People” panel. All active and inactive users associated with the organization will be listed. You can only edit your own contact information.

Note: If you see users that should no longer have access to your organization’s data, contact an OPRD grant coordinator.



Name	Role	Status	Email
Alex Phillips	Authorized to submit grant applications	A	✉
Austin Bertelson	Authorized to submit grant applications	A	✉
Barbara Lee	Authorized to submit grant applications	A	✉
Ben Cox	Authorized to submit grant applications	A	✉
Ben Fisher	Authorized to submit grant applications	A	✉
Carrie Lovellette	Authorized to submit grant applications	A	✉
Chris Gerdes	Authorized to submit grant applications	A	✉
Cliff Serres	Authorized to submit grant applications	A	✉
David Stipe	Authorized to submit grant applications	A	✉
Erin Bennett	Authorized to submit grant applications	A	✉
Guy Rodrigue	Authorized to submit grant applications	A	✉

2. Click on your name.
3. Click “Edit.”



▲ Contact Information Edit ✎

First Name: Robin

Last Name: Wilcox

Address: ,

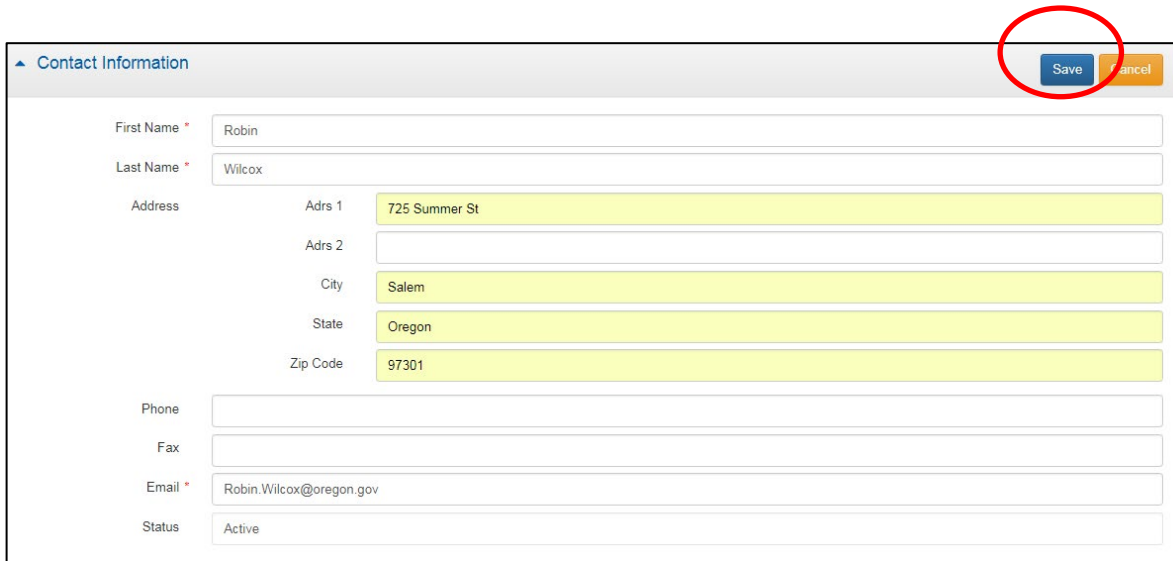
Phone:

Fax:

Email: Robin.Wilcox@oregon.gov

Status: Active

4. Update your information and click “Save.”



The screenshot shows a web form titled "Contact Information". In the top right corner, there are two buttons: "Save" (blue) and "Cancel" (orange). A red circle is drawn around the "Save" button. The form contains the following fields:

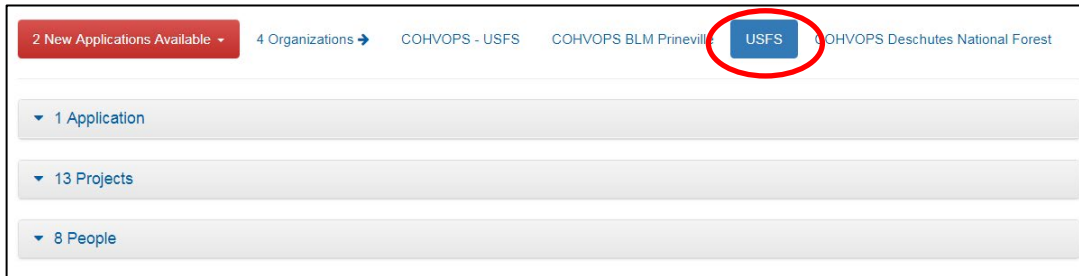
First Name *	Robin
Last Name *	Wilcox
Address	Adrs 1: 725 Summer St
	Adrs 2:
	City: Salem
	State: Oregon
	Zip Code: 97301
Phone	
Fax	
Email *	Robin.Wilcox@oregon.gov
Status	Active

Note: Your email address is your username for logging into OPRD Grants. Changing your email address here will change your OPRD Grants username.

Initiating an Application

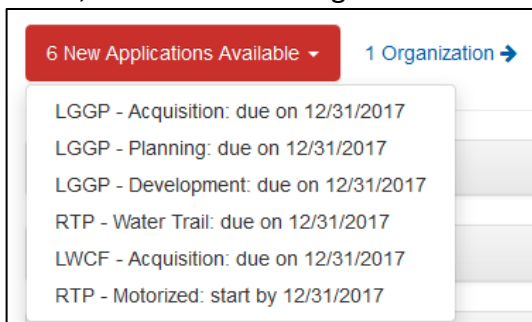
Once logged in, you may begin applying for any grant programs that are currently accepting application and that your organization is eligible for.

1. If your account is associated with multiple organizations, select the organization that will be applying for a grant. The organization you select will be highlighted in blue.



2. Click on the red drop down to initiate a new application. The list will only include programs that are currently accepting applications and that your organization is eligible for.

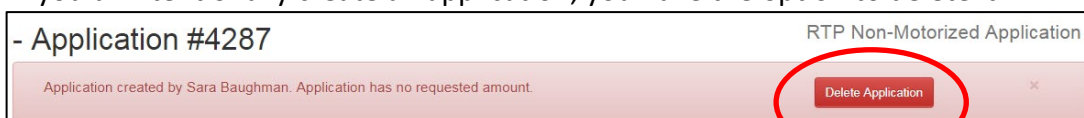
For LWCF, select a LWCF application making note of the grant types, i.e. Development, Rehabilitation, Acquisition, or Acquisition & Development. If you are not sure what to select, contact the LWCF grant coordinator.



3. Your new application will now be available in the 'Applications' panel. Click on "This is your new application click here to begin." Note: You will be able to see all past applications completed in the online grant system.

Project Name	Status	Grant Program
Coos Bay North Spit Beach: I-Beam Sign	Closed	All-terrain Vehicle
Fence repair and tree removal	Closed	Historic Cemetery Grants
2024-28 SCORP XIII	Closed	Land and Water Conservation Fund
This is your new application click here to begin	Editable	Land and Water Conservation Fund

If you unintentionally create an application, you have the option to delete it.



Completing the Application

When filling out the application, click “Save” often and keep a backup copy of your responses. Do not click ‘New Applications Available’ button to access your application as this will only add a new blank application to your Applications panel.

1. On your home screen, click on the application.

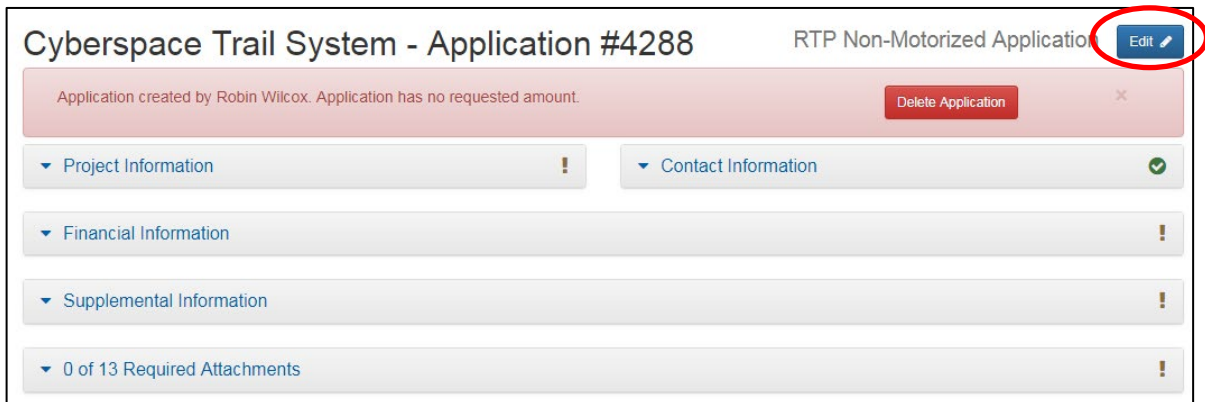


2 New Applications Available ▾ 1 Organization → OPRD

▲ 34 Applications

Project Name	Status	Grant Program	Award Year	Funds Requested
Neat Project	Editable	Museum Grants	2016	\$10,000.00
2018 N-M Test	Reviewed	Recreation Trails	2018	\$8,000.00
Non-motorized hiking trail	Editable	Recreation Trails	2018	
Cyberspace Trail System	Editable	Recreation Trails	2018	

2. Click on the “Edit” button. This button will appear each time you log in until you submit the application.



Cyberspace Trail System - Application #4288 RTP Non-Motorized Application **Edit**

Application created by Robin Wilcox. Application has no requested amount. **Delete Application** ✕

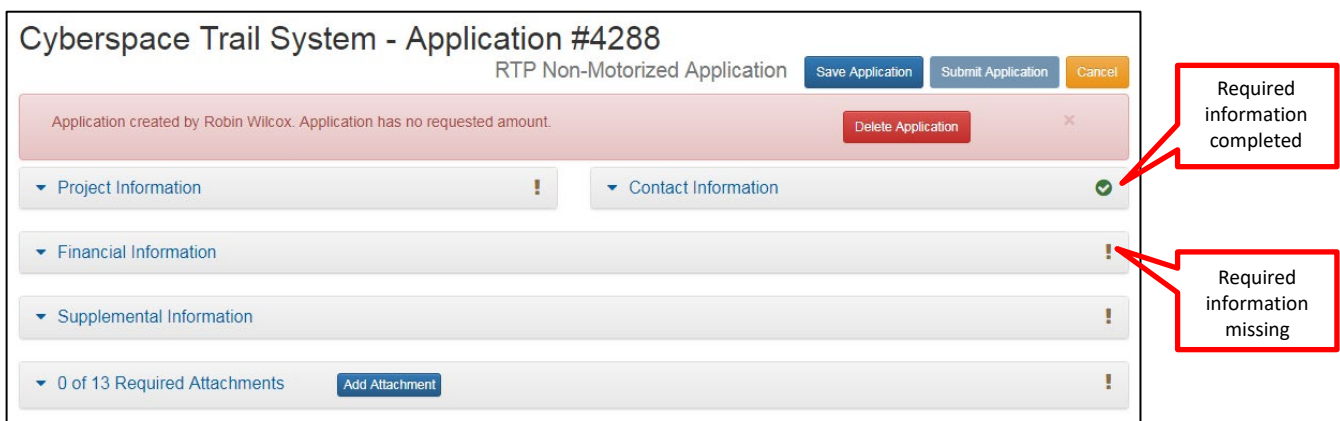
▼ Project Information ! ▼ Contact Information ✓

▼ Financial Information !

▼ Supplemental Information !

▼ 0 of 13 Required Attachments !

Once you click “Edit” you will see the options to Save, Submit, or Cancel. You cannot click “Submit Application” until all required fields are completed and required attachments uploaded.



Cyberspace Trail System - Application #4288 RTP Non-Motorized Application **Save Application** **Submit Application** **Cancel**

Application created by Robin Wilcox. Application has no requested amount. **Delete Application** ✕

▼ Project Information ! ▼ Contact Information ✓ **Required information completed**

▼ Financial Information ! **Required information missing**

▼ Supplemental Information !

▼ 0 of 13 Required Attachments **Add Attachment** !

3. Each panel is a section of the application that must be completed. You may move from panel to panel during the course of completing the application.
- You are not required to complete the entire application or all parts within a panel all at one time.
 - Click the “Save Application” button at the top of the screen after completing responses as often as you like.
 - You will need to click the “Edit” button after you save in order to enter new information into the application.
 - You may log out and log back in when you are ready to work on your application as desired. Questions with an asterisk require a response prior to final submission.

Note: Once you have filled in a Project Name in the Project informational panel, that name will appear in front of the Application # at the upper left of the screen and in the Applications panel on your home page.

It is recommended that you complete the ‘Project’ panel first.

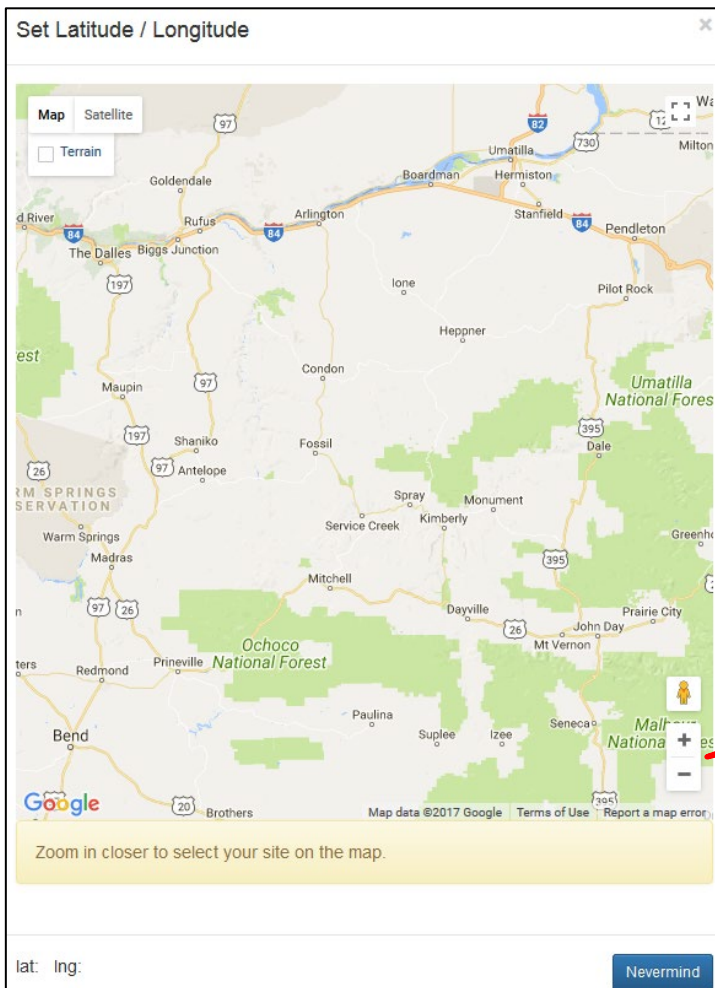
Project Information Panel:

Basic information about your project. The Project Name will carry over from the Letter of Intent and can be changed if desired. All other fields must be completed.

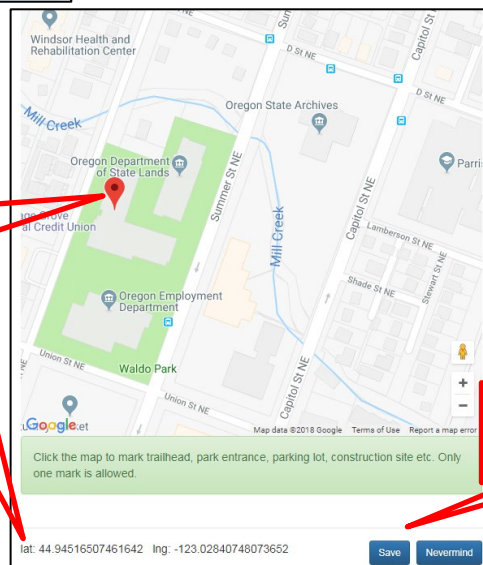
The screenshot shows two stacked panels. The top panel is titled "Project Information" and contains the following fields: "Project Name *" with the value "Cyberspace Trail System"; "Brief Project Description *" (a large text area); "Project Start Date *" (a date picker showing "mm/dd/yyyy"); "Project End Date *" (a date picker showing "mm/dd/yyyy"); "Site Name *" (a text input field); "Site City/Town/Area *" (a text input field); and "Site County *" (a dropdown menu with "Unknown" and "Baker" as options). The bottom panel contains "Site Description" (a large text area), "Site Acreage *" (a text input field), and "Find Lat/Lng" (a button) next to "Latitude *" and "Longitude *" (text input fields).

Latitude and Longitude:

Find the location of your project by clicking on the “Find Lat/Lng” button. More detailed location information will be submitted on various map attachments.



Use the zoom function to locate your project area. Once zoomed in close enough, you can pinpoint the site.



The pin and lat/long coordinates indicate that your location has been selected.

Click “Save” when done

Financial Information Panel

Information about your project finance including the estimated cost of project elements and source of match. There are a few things to keep in mind when you begin:

Before you begin this section, you should already have a project budget established. It is recommended you work from a budget you have created from collecting information including cost estimates, quotes, and other research. You may want to have a spreadsheet or other document with your finances established to work from when you begin this section.

This section will auto-fill as you enter worksheet line items and click "Save":

▲ Financial Information

i Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount *	\$0.00
Match Amount *	\$0.00
Total Project Cost *	\$0.00
Grant %	0 %
Match %	0 %

▲ Financial Information

i Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount *	\$0.00
Match Amount *	\$0.00
Total Project Cost *	\$0.00
Grant %	0 %
Match %	0 %

▲ Project Budget Worksheet Add Worksheet Item

Project Budget Worksheet

Source of Funding Worksheet

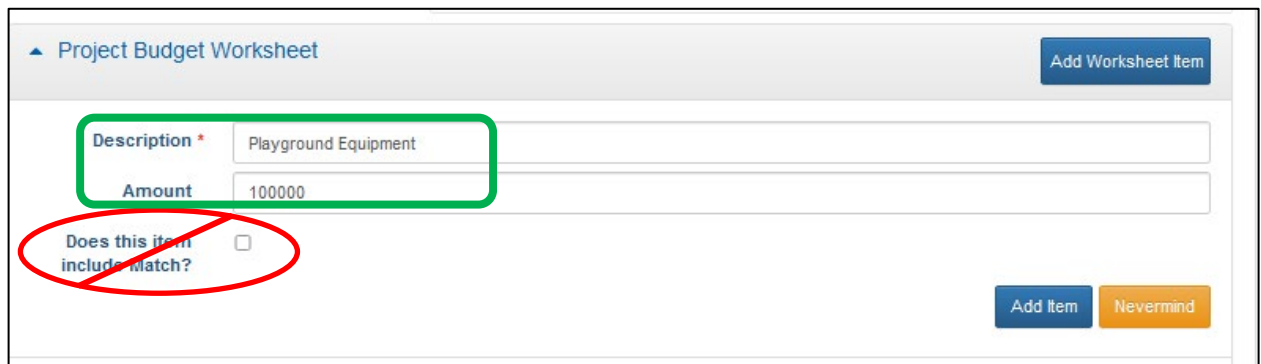
Total Project Cost	\$0.00
Total Match from Sponsor	\$0.00
Grant Funds Requested	\$0.00

1. **Add Project Items to the Project Budget Worksheet:**

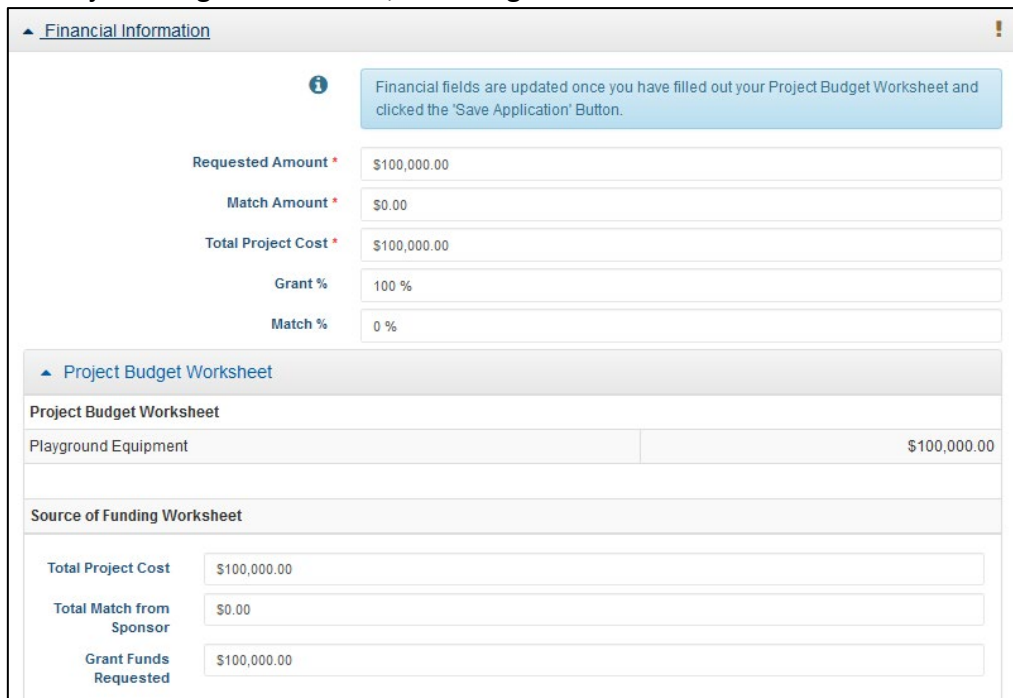
- a. Once you have clicked “Edit” on the main application screen, click “Add Worksheet Item.”



- b. Enter the description of the budget item you wish to enter, then enter the value of that item in the Amount box, then click “Add Item”. **Do not select the box “Does this item include Match” while entering the project items, i.e. materials, equipment, supplies, etc.**

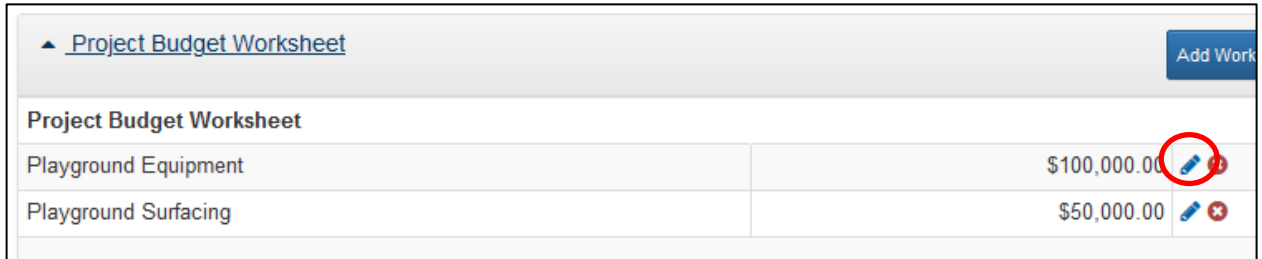


- c. After clicking “Add Item”, your Financial Information Section will look similar to the example below. Note that the Requested Amount and Total Project Cost reflect only the item(s) entered so far. That is how it should look until you complete the entire Project Budget Worksheet, including Match.






d. Continue to add all the project elements repeating step 1a.-1c. above. Check to make sure that entries are accurate.

e. To edit an item, click the edit symbol.





The screenshot shows a table titled "Project Budget Worksheet" with two rows. The first row is "Playground Equipment" with an amount of "\$100,000.00" and a blue pencil icon circled in red. The second row is "Playground Surfacing" with an amount of "\$50,000.00" and a blue pencil icon and a red 'x' icon, both circled in red.

Project Budget Worksheet		Add Worksheet Item
Playground Equipment	\$100,000.00	
Playground Surfacing	\$50,000.00	 

f. Make the change and click "Update Item."



The screenshot shows the "Project Budget Worksheet" form. The "Description" field contains "Playground Surfacing" and the "Amount" field contains "50,000.00". There is a checkbox for "Does this item include Match?". At the bottom right, the "Update Item" button is circled in red, along with the "Nevermind" button.

Project Budget Worksheet		Add Worksheet Item
Description *	Playground Surfacing	
Amount	50,000.00	
Does this item include Match?	<input type="checkbox"/>	
		 

g. To delete an item, click the delete symbol.

Note: The item will be deleted right away. You will not be prompted to make sure you want to delete it. Reenter the item if it was deleted by mistake.



The screenshot shows a table with one row: "Playground Surfacing" with an amount of "\$50,000.00" and a red 'x' icon circled in red.

Playground Surfacing	\$50,000.00	
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2. Add Match Source(s) of Funding

a. Click "Add Worksheet Item."



The screenshot shows the "Project Budget Worksheet" form. The "Add Worksheet Item" button is circled in red.

Project Budget Worksheet		Add Worksheet Item
Project Budget Worksheet		

b. Enter the description of the budget item you wish to enter, then enter the value of that item in the Amount box, then click "Add Item". **Select the box "Does this item include Match"**. Enter the description of match, i.e. budgeted funds, donations, volunteer labor, etc.

When you are adding Match, enter 0 (zero) in the “Amount” field below the “Description” field. **Add the value of match in the “Match Amount” field.**

Continue adding the match items until complete.

The screenshot shows a 'Project Budget Worksheet' form. A red circle highlights the 'Amount' field (0.00) and the 'Match Amount' field (70,000.00). The 'Description' field contains 'Budgeted funds'. The 'Does this item include Match?' checkbox is checked. The 'Source of Funding' field contains 'SDCs'. There are 'Update Item' and 'Nevermind' buttons at the bottom right.

- c. If a match item includes a grant, you will need to check the box indicating your match is from another grant source (do not enter the LWCF grant you are applying for here). Click “Add Item” button.

The screenshot shows a 'Project Budget Worksheet' form. A red circle highlights the 'Check here if the source of your funds is from another Grant?' checkbox, which is checked. The 'Description' field contains 'Playtime Grant'. The 'Amount' field contains '0.00'. The 'Match Amount' field contains '5000'. The 'Source of Funding' field contains 'Grant award'. Below the highlighted checkbox are fields for 'Grant Name' (Playtime for Kids), 'Grant Type' (Private), 'Granting Agency' (Playtime Equipment), and 'Grant Status' (Approved). There are 'Add Item' and 'Nevermind' buttons at the bottom right.

- d. Once all worksheet items have been entered, verify the cumulative amounts are correct and that the match percentage meets the LWCF minimum (50%). Below is an example of what the screen will look like after adding your project items and match source(s):

▲ Financial Information ✓

Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount * \$75,000.00

Match Amount * \$75,000.00





Total Project Cost * \$150,000.00

Grant % 50 %





Match % 50 %

▲ Project Budget Worksheet Add Worksheet Item

Project Budget Worksheet

Playground Equipment	\$100,000.00	 
Playground Surfacing	\$50,000.00	 

Source of Funding Worksheet

Budgeted funds (SDCs)	\$70,000.00	 
Playtime Grant (Grant - Playtime for Kids Playtime Equipment Private(approved))	\$5,000.00	 

Total Project Cost \$150,000.00

Total Match from Sponsor \$75,000.00

Grant Funds Requested \$75,000.00

Don't forget to click "Save Application" located in the upper right-hand corner of the application periodically!

Save Application	Submit Application	Cancel
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Supplemental Information Panel

This section is where the majority of the detailed questions in the application are located. Questions may consist of yes/no, multiple choice, or a short or long answer. There are several narrative questions in this section. Brief, clear, and concise answers are encouraged.

Respond to all relevant questions in this section. While only some questions are marked as required (*), all responses are used to inform reviewers and LWCF Grant Advisory Committee members to either determine eligibility or score the application.

▲ Supplemental Information

1. PROJECT NARRATIVE (Please limit each answer to 400 words)

Describe all elements of the project. What will this project do? What new facilities will be constructed? What existing facilities will be renovated or removed? Describe present development on the site and how the proposed project fits in with current and future development.

Why is this project a priority? What needs will be met by this project? How will these needs be met?

Who will do the project work? Who will provide project supervision?

Who and how many people will benefit from this project?

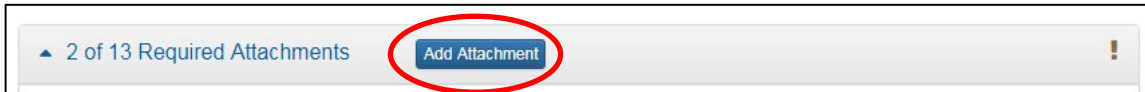
Some questions are directly related to a scoring category. Refer to the LWCF grant manual for more information about evaluation criteria used by the LWCF Grant Advisory Committee.

2. SCORP CRITERIA: CONSISTENCY WITH STATEWIDE PRIORITIES (0-20 points)

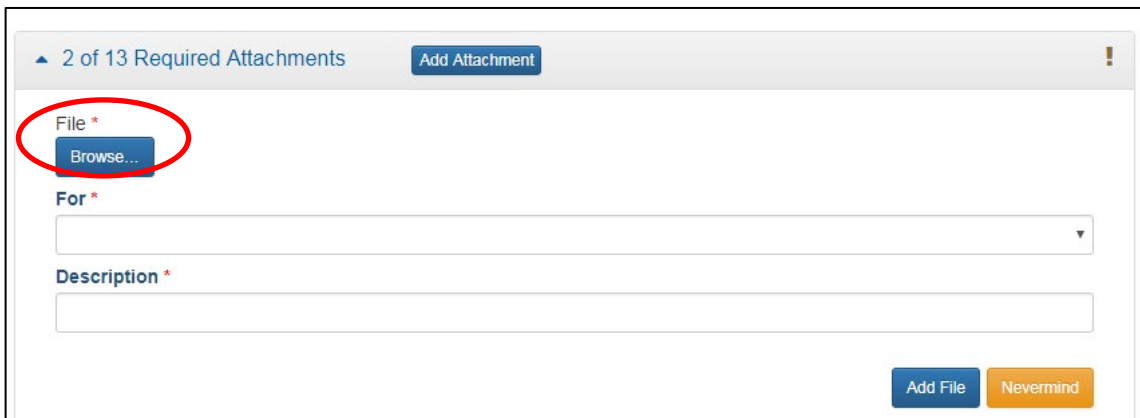
Attachments Panel

This is where you will upload required documents or any other documentation relevant to your application. Refer to the LWCF grant manual for more information or instructions for completing specific forms.

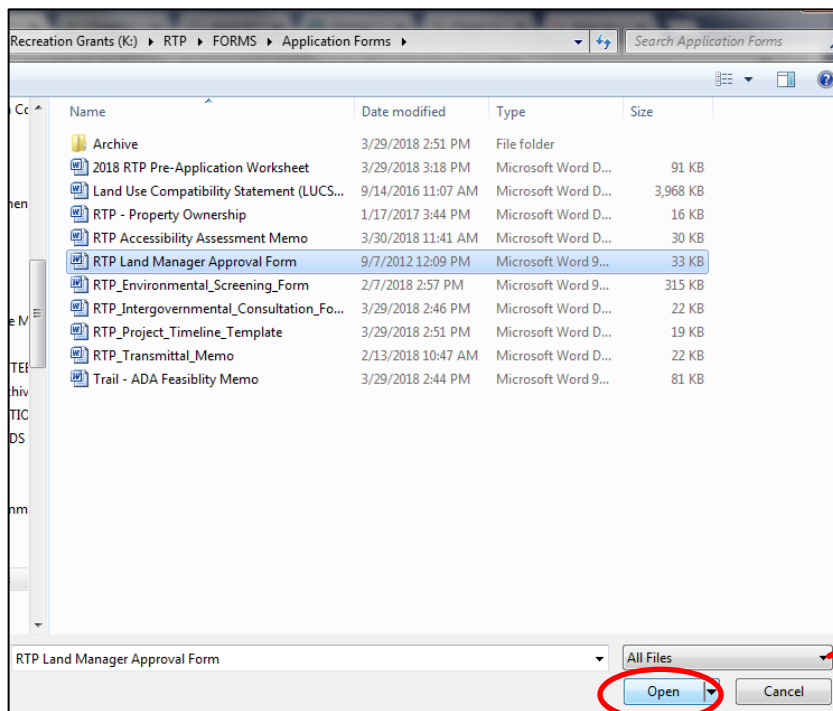
1. Make sure all documents are saved on your computer. Uploaded attachments can be photos, Word documents, spreadsheets, PDF, KMZ, etc.
2. To upload files under the relevant categories, click “Add Attachment.”



3. Click “Browse.”

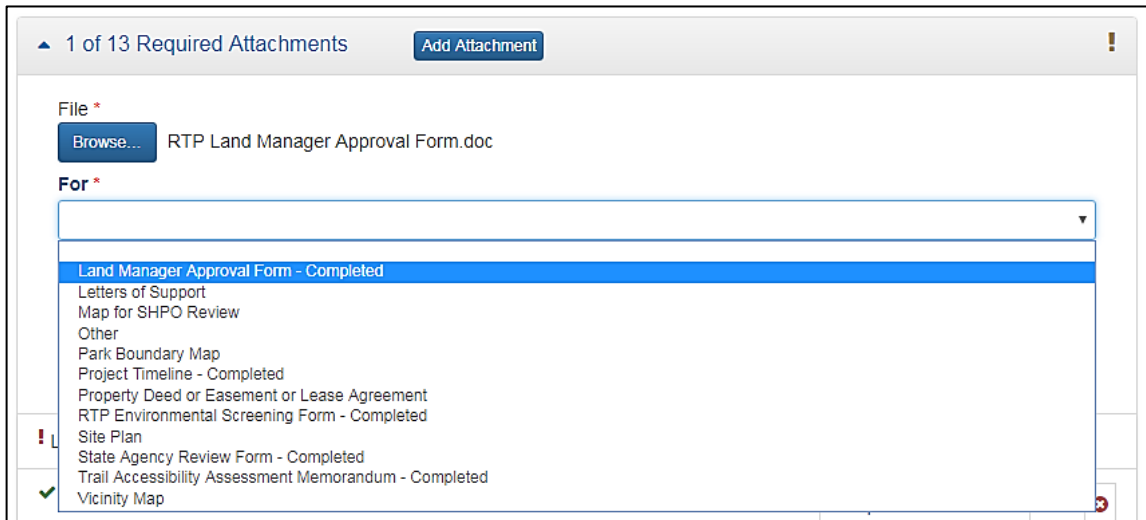


4. Select your file and click “Open.”

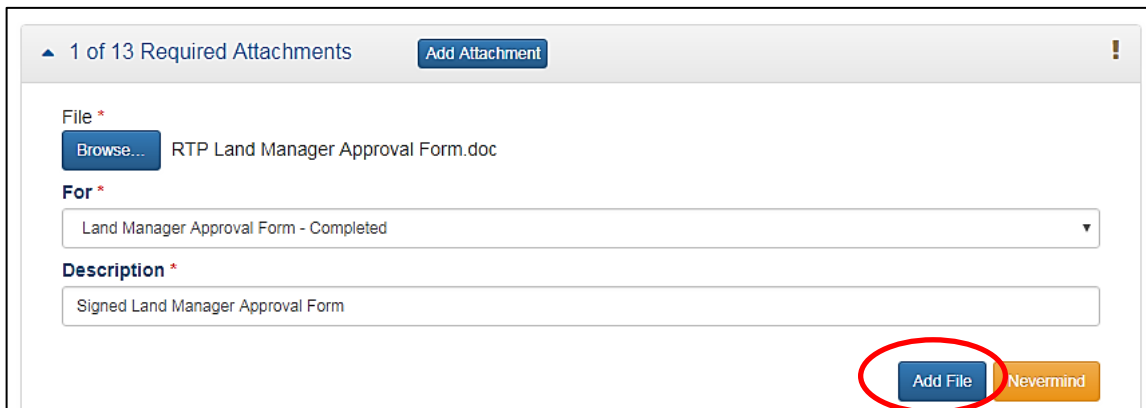


Don't see your file?
Select "All Files" from
this drop down.

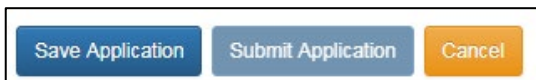
5. Select the category to upload the file under. If it is outside of the required categories, use “Other” or “Additional Attachment”.



6. Enter a file description and click “Add File.”

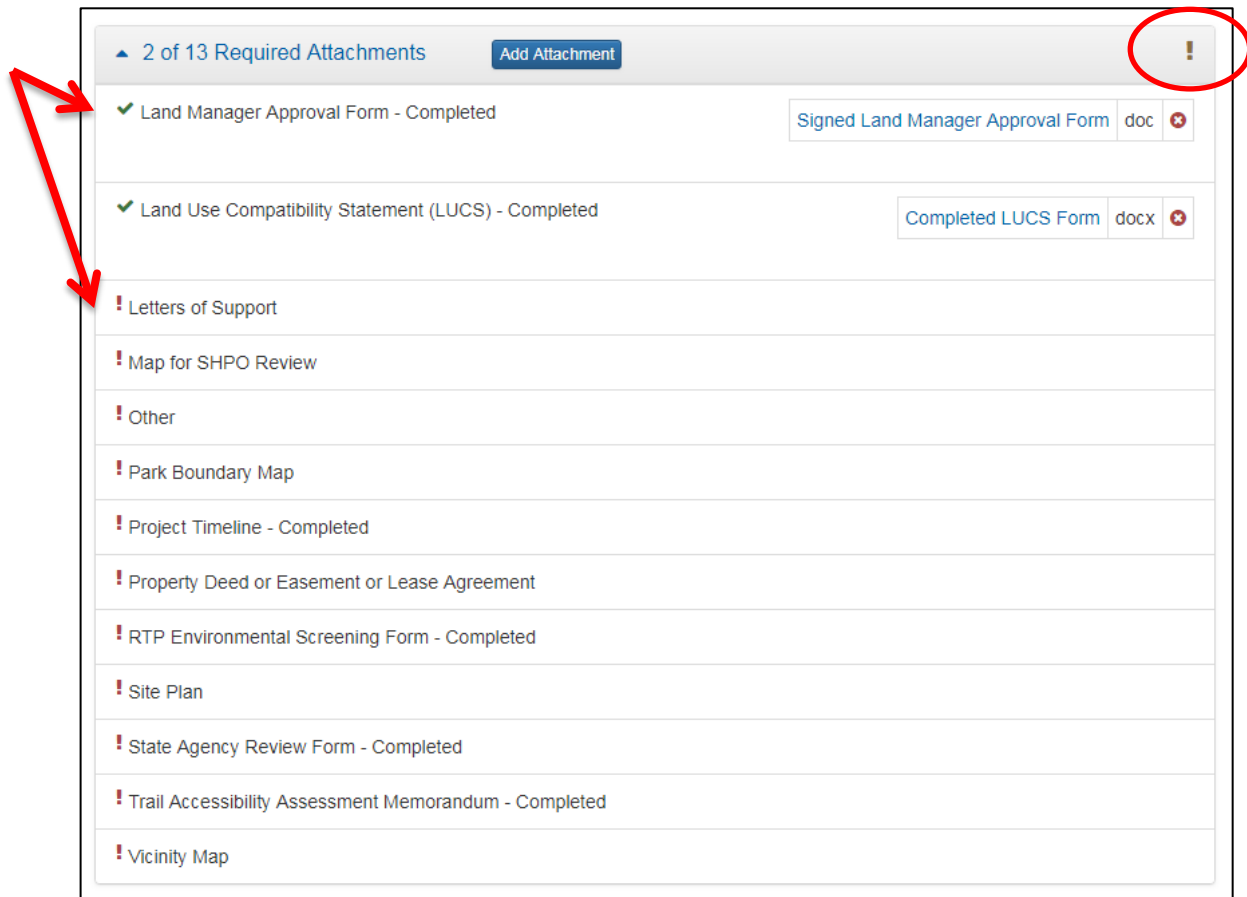


7. Click the “Save Application” button located in the upper right-hand corner of the application. Repeat this until all required attachments have been uploaded.



Tip: If you have multiple documents to upload under one category (ex: Letters of Support), consider combining them into a single PDF and uploading as one file. This will ease the review process for staff and Committee members. You are encouraged to use a cover page indicating that multiple letters or other documents are included in the file.

8. Make sure that something is uploaded under each required category. You will see a green check mark in the “Required Attachments” panel heading and next to each item. This screen shot shows two items uploaded and others that are needed.



9. If you decide to delete the attachment, click the red X next to the attachment name.



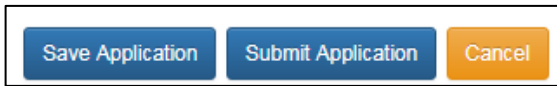
Note:

- The “Files” panel contains forms that are required to be download and completed prior to uploading to the application. Forms are also found on the OPRD Grant Programs website.
- If you would like to upload an attachment that is not specifically defined on the list, use the “Additional Attachment” label to upload your document(s). If you do NOT have any ‘Additional Attachments’, upload a Word document marked as “N/A” in its place.
- ALL attachments on the list must be uploaded. If you do not have attachments for a specific category, you must upload a document under that attachment title that explains why you are not submitting anything in that category. For example, if you do not have

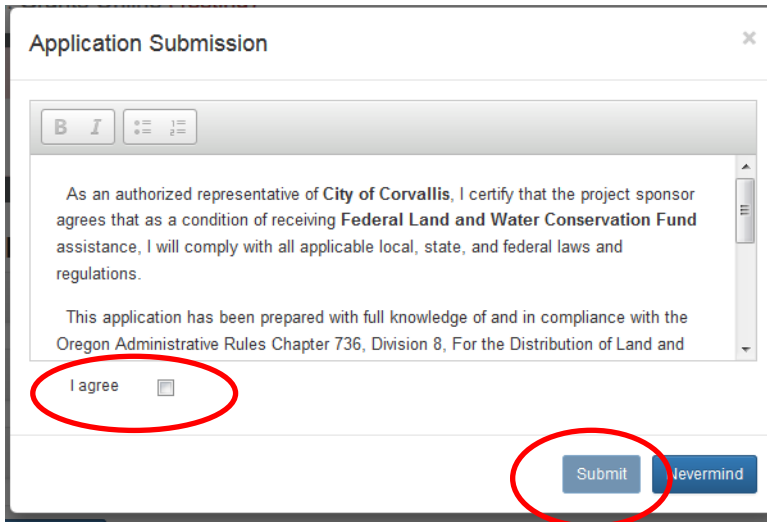
any “Photos”, upload a Word document that explains why you do not have any photos. Doing this will allow the check box for that attachment title to be checked off and you will be able to submit a complete application. Keep in mind, most attachments are mandatory, so an explanation letter will not suffice in meeting the grant application requirements.

Submitting the Application

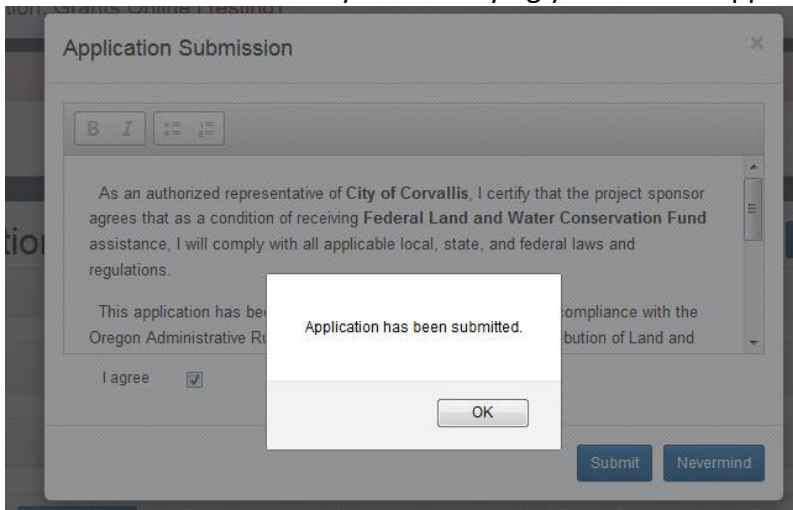
1. Once all required questions are answered and documents uploaded, you will have the option to click “Submit Application.”



2. After click “Submit Application”, read the statement that pops up. If you agree with the statement check the “I agree” box and click the “Submit” button.



You will see another pop up stating that the application has been submitted. You will also receive an from the system notifying you that the application has been received.



3. On your home screen, you can check the status of your application.

Status	Grant Program	Award Year	Funds Requested
Submitted	Recreation Trails	2018	\$10,000.00

Application Status

OPRD grants staff will contact you during the technical review process if any edits are needed. If edits are needed, they will change the status back to Editable and you will re-submit until completed. When the application is made available to the LWCF Grant Advisory Committee you will see the status change to “Reviewed.”

Status	Grant Program	Award Year	Funds Requested
Reviewed	Recreation Trails	2018	\$10,000.00

1. You may log on to <https://oprgrants.org/> at any point to check the status of the application by opening the “Applications” panel.
2. The application will be in ‘Editable’ status while it is still being completed by the applicant and prior to it being submitted.
3. Once submitted, the application status will change to “Submitted”. Please check to make sure the application is in “Submitted” status the by grant application deadline. If the application is not submitted by the deadline, it will be disqualified and will not be considered for funding.
4. After submitted, OPRD staff will conduct a technical review of the application. If the application is complete and does not require further attention, the status will be changed from ‘Submitted’ to ‘Reviewed’. When the application is in ‘Reviewed’ status you will not need to do anything unless contacted by OPRD staff.
5. If the application requires updates or changes after staff technical review, you will be contacted via e-mail explaining what changes need to be made. The application status will be changed back from ‘Submitted’ to ‘Editable’ until the updates are reviewed by staff. Staff will work with the applicant until the application is corrected. After all corrections are approved the status will then change

Application Tips & Troubleshooting

- Log out of the site if you need to leave your computer for more than half an hour. The system may become unresponsive if you stop working on the application for long periods of time without logging out.
- Be sure to click 'Save Application' often while working on the application. If you are working on a panel with many questions, you shouldn't work on more than a couple of questions at a time before saving your answers. You should always save immediately after answering a long narrative question.
- If you are having problems with the application, check to make sure you are using a browser that meets the system requirements outlined on the first page of these instructions. Avoid using Internet Explorer.
- If you are using an acceptable browser and are having problems, try clearing your web browser's cache. If you do not know how to do this, search your browser's help menu for "clear cache" or call OPRD Grant Program staff for assistance. After clearing your browser's cache, exit your browser completely before attempting to access the site again. You should periodically clear the cache to allow your browser to function more efficiently.
- Have budgets and documents you will need ready when you log in to begin your application. The application isn't intended to be a place to work out your budget, this should already be figured out when you go to enter it in the application.
- If you are working on a narrative answer that will take a lot of time and editing, you should prepare and save that answer in a Word document. You then can cut and paste your answer into the application. An application worksheet is provided in the "Files" panel in the online application, or on the OPRD LWCF website at: <https://www.oregon.gov/oprd/GRA/Pages/GRA-lwcf.aspx>
- Always save immediately after answering a question that you have put a great deal of time into completing. It is a good idea to double check that your narrative has actually saved by leaving that panel and coming back to see if the answer is there.
- If you see a message pop up that indicates there was a problem saving, likely your answer did not save. The best thing to do at this point would be to log out, log back in and try again. If you don't log first, this could cause more saving problems with rest of the questions on that panel.
- Complete the application well before the application deadline date. Applications will be accepted until the 11:59 PM on the deadline date.