

LOI Instructions for Business Applicants

Working Lands Enterprise Initiative

1. Go to: agriculturegrants.vermont.gov

On the Main Menu:

Enter your User ID

Enter your Password

Click on Log In

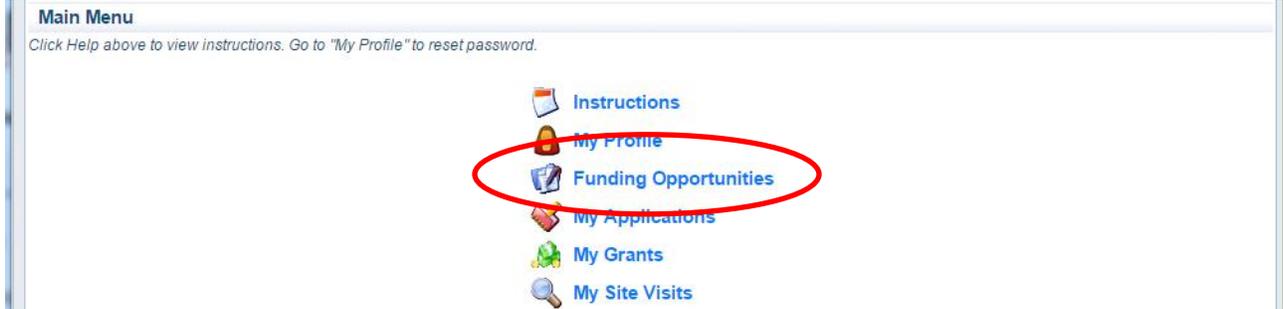
If you do not have a User ID, click “Register Here.”

<p style="text-align: center;"><i>Log In</i></p> <p>User ID:* <input type="text"/></p> <p>Password:* <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p>Forgot User Id?</p> <p>Forgot Password?</p>	 <p style="text-align: center;">VERMONT</p> <p style="text-align: center;">New to WebGrants - Vermont Agency of Agriculture, Food and Markets?</p> <p style="text-align: center;">Register Here</p>
<p style="text-align: center;"><i>Announcements</i></p> <p>Remember to turn off and disable your script, javascript, and ad blockers as well as pop-up blockers when entering the Vermont Agency of Agriculture grants site.</p>	

Please note the alert regarding pop-up blockers, script, javascript and ad blocking software. *These all must be turned off in order for the system to work for you.*

Note: You may notice the word “Pre-Application” through the online process. This is synonymous with “LOI” or “Letter of Intent”, but it was simply given a different name in our software. Do not worry that you are filling out the wrong thing.

2. From the Main Menu click on Funding Opportunities



3. Select the link that says "Business Grants"

The screenshot shows the 'Funding Opportunities' page. At the top left is a logo and the text 'Funding Opportunities'. Below this is a section titled 'Current Funding Opportunities' with a sub-header. A paragraph of text explains that the table below shows currently posted opportunities and that the application deadline indicates the due date for submission. It also notes that clicking on a title opens the opportunity summary and clicking on column headers sorts the list. Below this text is a table with the following data:

ID	Agency	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
00039	Vermont Agency of Agriculture, Food and Markets	Business Grants	Business Grants	11/06/2015	02/12/2016
00002	Vermont Agency of Agriculture, Food and Markets	Service Provider Investment	Service Provider Investment	09/25/2015	Final Application Deadline not Applicable

The 'Business Grants' link in the 'Opportunity Title' column of the first row is circled in red. At the bottom left of the page is the text 'WebGrants - Vermont Agency of Agriculture, Food and Markets'. At the bottom right is the copyright information: 'Dulles Technology Partners Inc. © 2001-2015 Dulles Technology Partners Inc. WebGrants 5.6 - All Rights Reserved.'

4. Click on Start a New Application.

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	Round	Application Title	Status
00040	Pre-Application	Buffalo Mozzarella production	Submitted
00042	Pre-Application	Really Awesome Project	Editing

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

00039-Business Grants

Business Grants
Pre-Application Deadline: 11/06/2015
Application Deadline: 02/12/2016

Award Amount Range: \$5,000.00 - \$50,000.00
Project Start Date:
Project End Date:
Award Announcement Date:

Program Officer: Noelle Sevoian
Phone: [802-585-9072](tel:802-585-9072) x
Email: noelle.sevoian@vermont.gov

Maximum Status Report Approval Levels 1

5. Fill out General Information page with project title
- Choose your Organization/Business from the drop-down.
 - Click 'Save' to save the General Information Page.

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

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

General Information

Primary Contact: Joe Hughes ▾

Project Title:
(limited to 250 characters)*

Authorized Official: Joe Hughes ▾

Organization: ▾

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Note: After clicking “save,” your project will have an application number. If you need to log out and log back in you can return to your application by clicking “My Applications” in the main menu, or by clicking on Funding Opportunities where you will see your application in the top section. Do not click on Start a New Application.

A view will show the completed form – Users have the option to click ‘edit’ and edit their information and select additional users to have access to help complete the application if they wish.

The screenshot shows a web application interface for an application form. At the top, there is a navigation bar with 'Menu | Help | Log Out' on the left and 'Back | Print | Add | Delete | Edit | Save' on the right. The 'Edit' button is circled in red. Below the navigation bar, the page title is 'Application'. The main content area is divided into sections: 'Application: 00008 - Test_Application Forms 5/20/15' with sub-fields for 'Program Area: Test Program Area', 'Funding Opportunity: 00000 - Test HUD Funding Opportunity', and 'Application Deadline: Final Application Deadline not Applicable'. Below this is an 'Instructions' section with the text 'This page must be completed and saved before proceeding with the rest of the application process'. The 'General Information' section includes 'System ID: 00008', 'Project Title: Test_Application Forms 5/20/15', 'Primary Contact: Joe Hughes', and 'Organization: Grantee Organization'. A blue link 'Go to Application Forms' is located to the right of the 'General Information' section. At the bottom right, it says 'Last Edited By: Joe Hughes, 05/20/2015'.

6. Click on ‘Go to Application Forms’ to start completing the application forms designated for this funding opportunity.

This screenshot is identical to the one above, but the 'Go to Application Forms' link in the 'General Information' section is circled in red.

This view is a complete listing of all application forms that you need to complete in order to submit your LOI.

Note: All forms can be edited and saved as often as necessary but the system will require that ALL fields marked as required (with an asterisk) MUST have entries and EVERY form must be ‘Marked as Complete’ to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.

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Application

Application: 00042 - Really Awesome Project

Program Area: Business Grants
Funding Opportunity: 00039 - Business Grants
Pre-Application Deadline: 11/06/2015

Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms		Application Details Submit Withdraw	
	Form Name	Complete?	Last Edited
General Information		✓	09/28/2015
Applicant Information			09/28/2015
Project Information			
Narrative Questions			
Budget			10/01/2015

7. You will continue to click on each form in the Application Forms listing.

All information must be saved by clicking 'Save' on the forms. If you do not click 'save' and you back out of the form or section of the form, your information will be lost. (You will receive a pop-up notifying you that you will lose the information if you back out before saving)

Note: Most forms are editable by clicking "Edit" at the top part of the page, however, multi-list sections are editable by clicking "Add" on the section OR at the top of the page.

7.a. Applicant Information and Project Information

After clicking on the form's name, click "Edit" in the top right hand corner to add your information. When finished (or if you need to pause and walk away) click "Save" then "Mark as Complete." Click "Go to Application Forms" to return to the menu.

7.b. Narrative Questions

We find it is much easier to write your essays answers in a word processor such as Microsoft Word to easily catch spelling errors and word counts and then copying and pasting your answers into the form. In the word processor make sure to check the character count, as our grants management system counts characters rather than words (spaces included).

When you are finished, first click “Save” and then “Mark as Complete” at the top of the page

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Application

Application: 00042 - Really Awesome Project

Program Area: Business Grants
Funding Opportunity: 00039 - Business Grants
Pre-Application Deadline: 11/06/2015

Instructions

A Letter of Intent (LOI) is required in order to be considered for the submission of a full application. Not all applicants will be invited to submit a full application.

Note: all businesses selected to submit a full application will be required to attach a business plan. If you do not currently have a business plan, there is a business planning template, as well as a list of technical assistance resources, online at: <http://agriculture.vermont.gov/>

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

Business name: *
Contact name:

7.c. Budget

In order to edit the budget template, you first need to scroll to the top of the screen and click “Edit.”

Budget

Project Sources and Uses	Working Lands Request	Applicant Contribution - Cash Match	Applicant Contribution - In-Kind Match	Match Source	Details/Purpose
DIRECT COSTS					
Personnel	5000	5000		Donations	Demonstrators
Fringe Benefits	\$0.00	0.00	\$0.00		
Travel	\$0.00	\$0.00	\$0.00		
Machinery/Equipment	\$10000	\$0.00	10000	Personnel labor	A new refrigeration unit
Supplies	\$0.00	\$0.00	\$0.00		
Contractual	\$0.00	\$0.00	\$0.00		
Permits/ Fees	\$0.00	\$0.00	\$0.00		
Other Direct Costs	\$0.00	\$0.00	\$0.00		
INDIRECT COSTS					
Indirect Costs	0.00	0.00	\$0.00		
OTHER					
Other	\$0.00	\$0.00	\$0.00		

For the budget narrative, we again recommend editing in a word processor and then copying and pasting them into your application.

The Match Percent Calculator must demonstrate at least a 100% match before you are able to mark this section as complete. Click “Save” and “Mark as Complete” when finished.

8. Submit your application

When all forms have been marked as complete, you may return to your application page by either clicking “Go to Application Forms” or from the main menu. If everything looks good, click on “Submit.” If any fields have been missed, you will not be able to submit your application.

Upon submission, you will receive a Confirmation Page confirming your pre-application has been submitted.

Application Submitted Confirmation

You have successfully submitted your Pre-Application for Testing Process Application with Application ID [40504].
Grantor has received your application for evaluation.