

Submitting an LOI for a Working Lands Grant

“How-to” guide for applications

1. Go to agriculturegrants.vermont.gov
 - a. Enter your User ID
 - b. If you do not have a User ID, click '[Register Here](#)'
 - c. You will receive a confirmation, User ID and password by email
 - d. Return to Login screen. Enter your User ID.
 - e. Enter your Password
 - f. Click the **Log In** button

Log In

User ID:*

Password:*

[Forgot User Id?](#)

[Forgot Password?](#)

VERMONT

New to WebGrants - Vermont Agency of Agriculture, Food and Markets?

[Register Here](#)

Announcements

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.

2. This is your **Main Menu**. Select 'Funding Opportunities'

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Welcome Vermont Tester1

Main Menu

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

[Instructions](#)

[My Profile](#)

[Funding Opportunities](#)

[My Applications](#)

[My Grants](#)

You may notice the term “Pre-Application” throughout the process. This is synonymous with “Letter of Intent” or “LOI.”

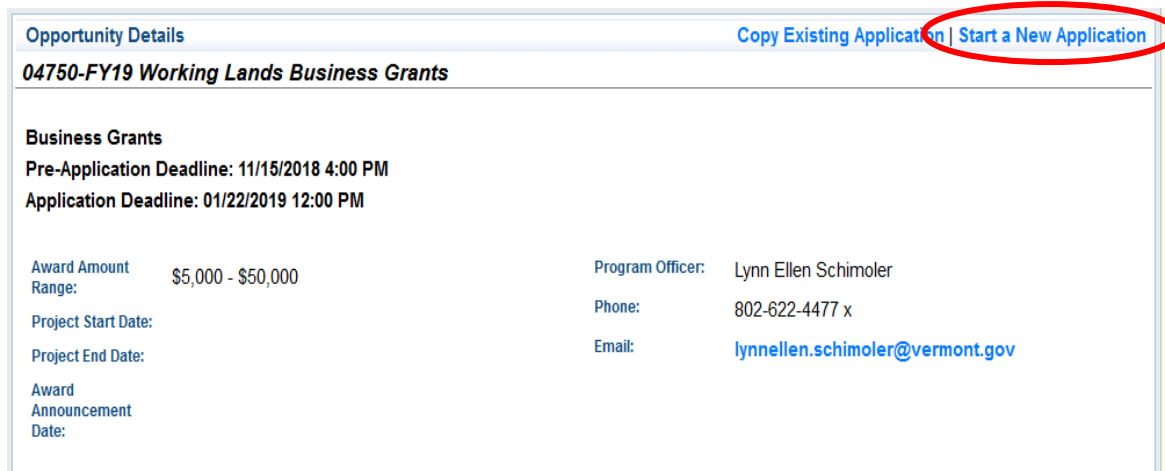
3. From the Funding Opportunities page, select **FY19 Working Lands Business Grants**

Note: these example screens show the FY18 funding opportunity



ID	Agency	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
02747	Vermont Agency of Agriculture, Food and Markets	Business Grants	FY18 Working Lands Business Grants	11/07/2017	02/09/2018
02634	Vermont Agency of Agriculture, Food and Markets	Farm to School	FY18 Farm To School Child Nutrition Grant	Pre-Application Deadline not Applicable	11/14/2017
02739	Vermont Agency of Agriculture, Food and Markets	Farm to School	FY18 Farm to School Equipment Grant	Pre-Application Deadline not Applicable	11/14/2017
02247	Vermont Agency of Agriculture, Food and Markets	Vermont Fairs	FY18 Vermont Fair and Field Day Opportunities	Pre-Application Deadline not Applicable	12/20/2017

4. Click Start a New Application.



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

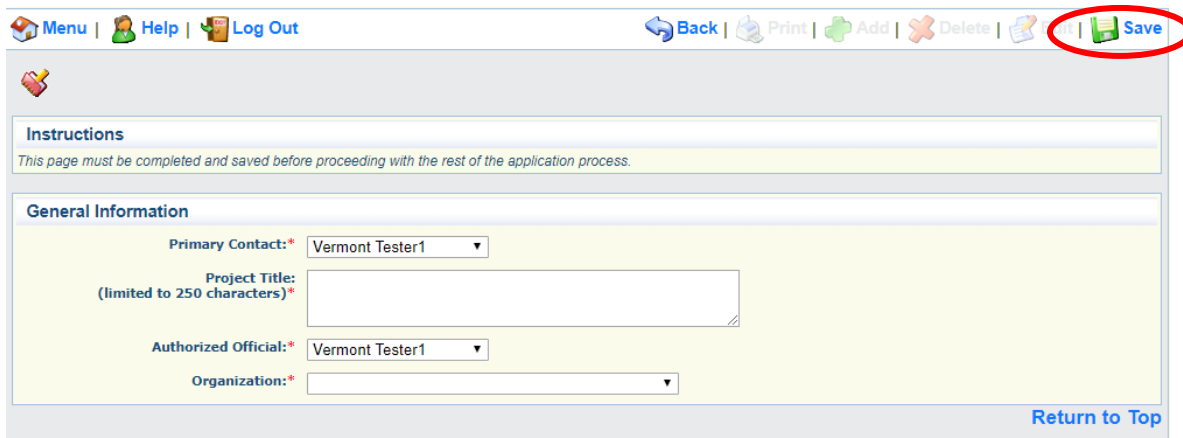
04750-FY19 Working Lands Business Grants

Business Grants
Pre-Application Deadline: 11/15/2018 4:00 PM
Application Deadline: 01/22/2019 12:00 PM

Award Amount Range: \$5,000 - \$50,000
Project Start Date:
Project End Date:
Award Announcement Date:

Program Officer: Lynn Ellen Schimoler
Phone: 802-622-4477 x
Email: lynnellen.schimoler@vermont.gov

5. Fill out the General Information form that appears. Click Save when you are done.



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

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

General Information

Primary Contact:* Vermont Tester1
Project Title: (limited to 250 characters)*
Authorized Official:* Vermont Tester1
Organization:*

[Return to Top](#)

After clicking **“Save,”** your project will have an application number [Example below].
If at any time you need to log out and come back to your application at a later time,
you will return to your application by clicking **“My Applications”** in the Main Menu.
Re-enter your application by clicking on your **Project Title**.
Do not click “Start a New Application.”

6. Click **Go to Application Forms** to begin your application.

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

General Information [Go to Application Forms](#)

System ID: 02754
Project Title: Test Grant for FY18 Working Lands
Primary Contact: Vermont Tester1
Additional Contacts: Vermont Tester1
Select any additional contacts within your organization that will also manage this grant
Organization: Vermont Agency of Agriculture, Food and Markets

Last Edited By: Vermont Tester1, 09/27/2017

7. Click on **FY19** Applicant Information (*reminder, examples here reference the FY18 screens*)

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	09/27/2017	
FY18 Applicant Information			
FY18 Project Information			
FY18 Business Description			
FY18 Project Summary			
FY18 Financial Need			
FY18 Impact			
FY18 Budget and Narrative			

8. After clicking on the **form 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**.
Click **Go to Application Forms** to return to the Application menu.

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Application

Application: 02754 - Test Grant for FY18 Working Lands

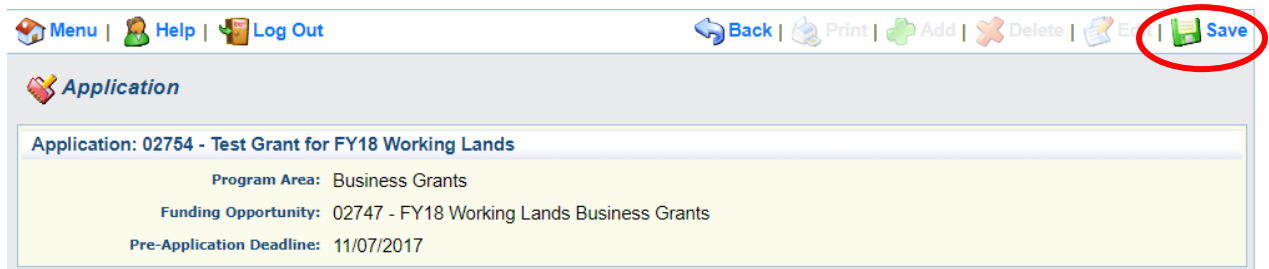
Program Area: Business Grants
Funding Opportunity: 02747 - FY18 Working Lands Business Grants
Pre-Application Deadline: 11/07/2017

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

We recommend that all entities consult with a tax accountant with any questions on how to report grant awards on business tax returns.

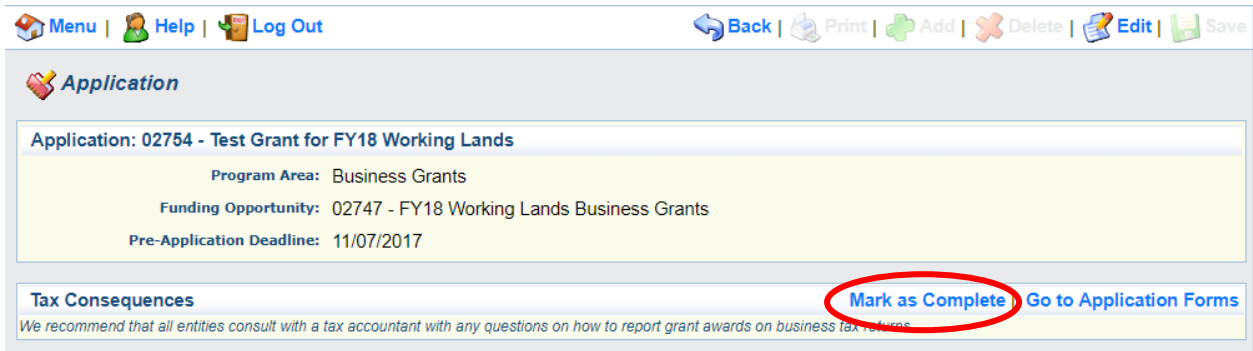
9. After completing each form, click **Save**, then **Mark as Complete**. All forms must be marked as complete before you may **Submit** your application. You may continue to edit forms after marking as complete up until you submit. *Note: if you edit a form you earlier 'marked as complete', you may need to do so again before you are allowed to **Submit**.*

*If you do not save and you back out of the form or a 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.) Be sure to answer all required questions (those marked with a red asterisk *). **You will not be able to SAVE until all required questions have been answered.** Furthermore, *you will not be able to SUBMIT if any required questions are unanswered.*



The screenshot shows the top navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The Save button is circled in red. Below the navigation bar is the 'Application' section with the following details:

- Application: 02754 - Test Grant for FY18 Working Lands
- Program Area: Business Grants
- Funding Opportunity: 02747 - FY18 Working Lands Business Grants
- Pre-Application Deadline: 11/07/2017



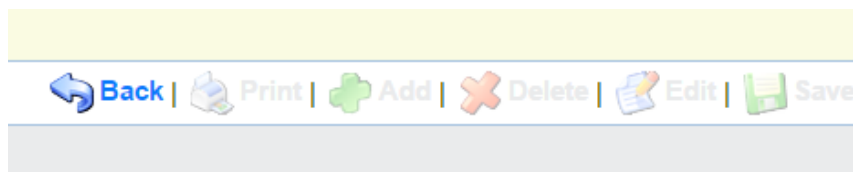
The screenshot shows the 'Tax Consequences' section of the application form. The 'Mark as Complete' button is circled in red. Below the navigation bar is the 'Application' section with the following details:

- Application: 02754 - Test Grant for FY18 Working Lands
- Program Area: Business Grants
- Funding Opportunity: 02747 - FY18 Working Lands Business Grants
- Pre-Application Deadline: 11/07/2017

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

We recommend that all entities consult with a tax accountant with any questions on how to report grant awards on business tax returns.

IMPORTANT: Use the system's Back button (see below) to navigate within the system.
Do not use your browser's back button.



The screenshot shows a close-up of the navigation bar with the following buttons: Back, Print, Add, Delete, Edit, and Save. The Back button is highlighted with a yellow background.

10. Click on the next application form, and complete steps 8 and 9 until all forms are complete.


IMPORTANT: Once all forms are complete, you must click **Submit** before the LOI deadline of 11/15/2018 at 4:00 p.m.

We strongly advise you *to not wait until the last day to submit your application.*

***NOTE:** We find it is much easier to write essay answers in a word processor such as Microsoft Word to easily catch spelling errors and monitor character counts, and then to copy and paste answers into the forms. In the word processor, make sure to check the character count, as WebGrants *counts characters rather than words* (spaces included).

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?		Last Edited
General Information	✓		09/27/2017
FY18 Applicant Information	✓		09/27/2017
FY18 Project Information	✓		09/27/2017
FY18 Business Description	✓		09/27/2017
FY18 Project Summary	✓		09/27/2017
FY18 Financial Need	✓		09/27/2017
FY18 Impact	✓		09/27/2017
FY18 Budget and Narrative	✓		09/27/2017

11. Upon submission, you will receive a Confirmation Page confirming that your pre-application (Letter of Intent) has been submitted.

 **Funding Opportunities**

Application Submitted Confirmation

You have successfully submitted your Test Grant for FY18 Working Lands Application with Application ID: 02754.

Congratulations! You have successfully submitted your LOI.

**Thank you for the time and effort put into this application.
While not everyone will be offered the opportunity to submit a full application
or receive a grant, your contributions to Vermont's working landscape
are greatly appreciated.**

For help navigating the Grants Management System, contact:

Diana Ferguson

Diana.Ferguson@vermont.gov

802-622-4094

For questions related to Working Lands Grants, requirements, or the application, please contact:

Lynn Ellen Schimoler

LynnEllen.Schimoler@Vermont.Gov

802-662-0327