

LOI Instructions for Service Provider 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

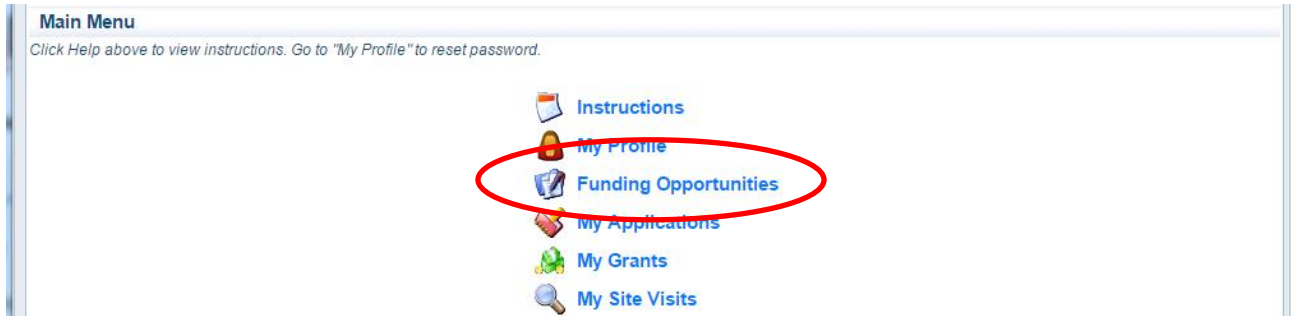
If you do not have a User ID, click “Register Here.”

<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? 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 "Service Provider Investment"

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	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 (circled in red)	09/25/2015	Final Application Deadline not Applicable

WebGrants - Vermont Agency of Agriculture, Food and Markets

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4. Click on Start a New Application.

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
00041	Pre-Application	TA for Rice producers	Editing

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

00002-Service Provider Investment

Service Provider Investment
Pre-Application Deadline: 12/04/2015
Application Deadline: 03/04/2016

Award Amount Range:	\$15,000.00 - \$75,000.00	Program Officer:	Noelle Sevoian
Project Start Date:		Phone:	802-585-9072 x
Project End Date:		Email:	noelle.sevoian@vermont.gov
Award Announcement Date:	10/01/2015		

Maximum Status Report Approval Levels

Description

5. Fill out General Information page with project title
 - Choose your Organization 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* ▾

[Return to Top](#)

WebGrants - Vermont Dept of Agriculture

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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.

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Application

Application: 00008 - Test_Application Forms 5/20/15

Program Area: Test Program Area

Funding Opportunity: 00000 - Test HUD Funding Opportunity

Application Deadline: Final Application Deadline not Applicable

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: 00008

Project Title: Test_Application Forms 5/20/15

Primary Contact: Joe Hughes

Organization: Grantee Organization

Last Edited By: Joe Hughes, 05/20/2015

6. Click on 'Go to Application Forms' to start completing the pre-application forms designated for this funding opportunity.

The screenshot shows a web application interface for an application form. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the title 'Application' with a red heart icon. The main content area is divided into sections: 'Application: 00008 - Test_Application Forms 5/20/15', '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 contains the following details: System ID: 00008, Project Title: Test_Application Forms 5/20/15, Primary Contact: Joe Hughes, and Organization: Grantee Organization. A blue link labeled 'Go to Application Forms' is circled in red in the bottom right corner of the 'General Information' section. At the bottom right, it says 'Last Edited By: Joe Hughes, 05/20/2015'.

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.

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

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Application

Application: 00043 - Best Project Ever

Program Area: Service Provider Investment
Funding Opportunity: 00002 - Service Provider Grants
Pre-Application Deadline: 12/04/2015

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		
Service Providers Budget		

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: 00043 - Best Project Ever

Program Area: Service Provider Investment
Funding Opportunity: 00002 - Service Provider Investment
Pre-Application Deadline: 12/04/2015

Instructions

The LOI process allows the Working Lands Enterprise Board to narrow the volume of applications and focus on proposals most in line with the mission and goals of the program. The process also allows Working Lands staff to make connections between LOI applicants that may have similar project focus for greater impact.

Below is the information requested in the LOI. All LOIs must be electronically submitted online at agriculturegrants.vermont.gov. You may find that it is helpful to create your LOI as a Word document and then copy and paste into the agriculturegrants.vermont.gov system.

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

Organization 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.