

Submitting an LOI for Working Lands Grant

“How-to” guide for applications

1. Go to agriculturegrants.vermont.gov
 - a. Enter your User ID
 - b. Enter your Password
 - c. Click Log InIf you do not have a User ID, click Register Here

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. From the Main Menu, click 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 FY18 Working Lands Business Grants

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

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
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.

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

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
No existing applications			

Opportunity Details Copy Existing Application | **Start a New Application**

02747-FY18 Working Lands Business Grants

Business Grants
Pre-Application Deadline: 11/07/2017 4:00 AM
Application Deadline: 02/09/2018 12:00 PM

Award Amount Range:	\$5,000 - \$50,000	Program Officer:	Noelle Sevoian
Project Start Date:		Phone:	802-585-9072 x
Project End Date:		Email:	noelle.sevoian@vermont.gov
Award Announcement Date:			

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

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:* 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. 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 Funding Opportunities, where you will see your application in the top section. 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 FY18 Applicant Information

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'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. Click Go to Application Forms to return to the menu.

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

Application

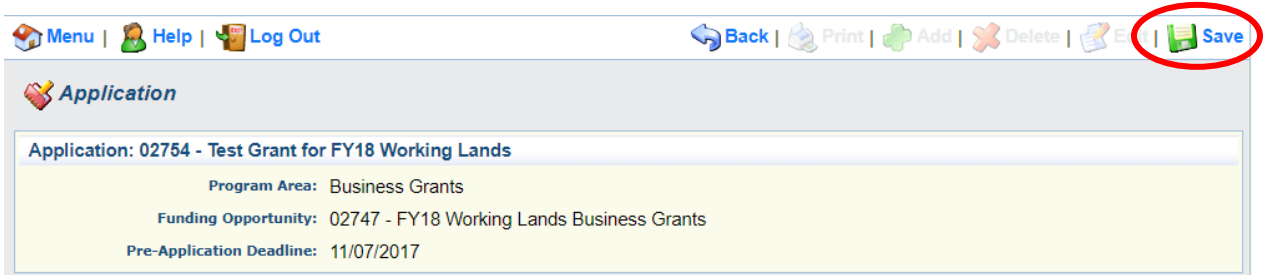
Application: 02754 - Test Grant for FY18 Working Lands

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.

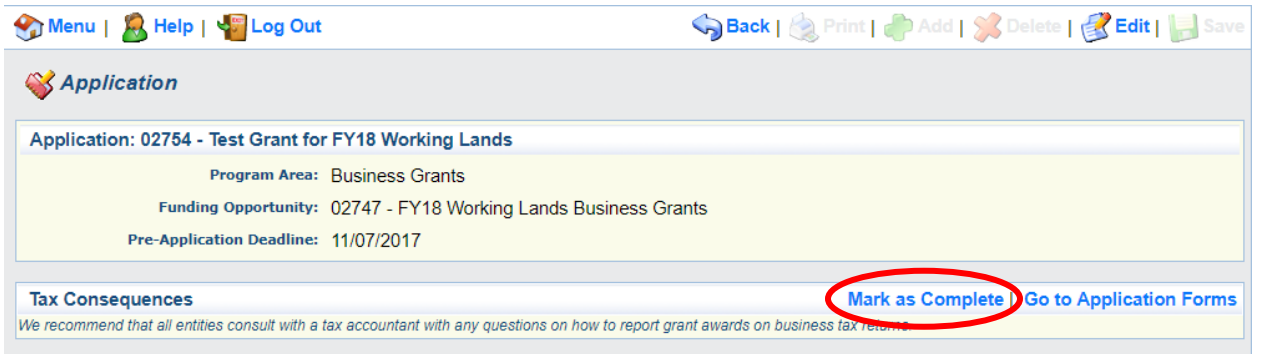
9. After completing each form, click Save, then Mark as Complete. All forms must be marked as complete before you may submit your application. You can continue to edit forms after marking as complete up until you submit.

*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.) **Also, be sure to answer all required questions. You will not be able to save without doing so.**



The screenshot shows the top navigation bar with links for Menu, Help, and Log Out on the left, and Back, Print, Add, Delete, Edit, and Save on the right. The 'Save' button is circled in red. Below the navigation bar is a section titled 'Application' containing 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

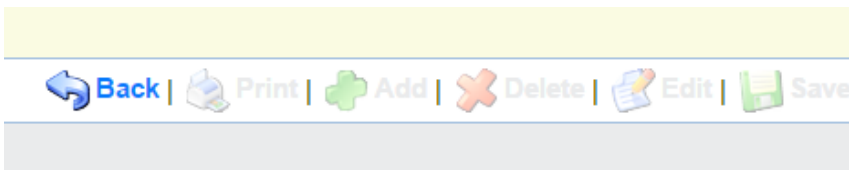


This screenshot is similar to the one above but includes a 'Tax Consequences' section at the bottom. The 'Mark as Complete' button in this section is circled in red. The details in the 'Application' section are identical to the previous screenshot.

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.

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



A close-up of the navigation bar showing the 'Back' button, which is a blue arrow pointing left, circled in yellow. Other buttons visible include Print, Add, Delete, Edit, and Save.


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

IMPORTANT: Once all forms are complete. Be sure to click Submit before the LOI deadline on 11/7/2017 at 4pm. We highly recommend that you do not wait until the last day to submit your application.

*We find it is much easier to write your essay answers in a word processor such as Microsoft Word to easily catch spelling errors and word counts and then copy and paste your 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 can 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, please contact:

Tori Managan

Victoria.Managan@Vermont.Gov

802-622-4094

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

Noelle Sevoian

Noelle.Sevoian@Vermont.Gov

802-585-9072