

Deadline Extension for Farm to School Proposals

In order to accommodate applicants and potential applicants to the Farm to School Competitive Grants Program the application period is being reopened beginning on October 26, 2015.

All proposals must be submitted through the Grants Gateway by 4:30 pm on Monday, November 2. Late proposals cannot be accepted.

Proposals that were in process and/or proposals that were submitted after the original deadline may be submitted. New proposals that were not in process may be submitted. Proposals that were submitted may be revised and resubmitted if the applicant would like to make revisions to the proposal that was submitted.

Questions on this process may be directed to Meg.Mccabe@agriculture.ny.gov.

Farm to School Competitive Grants Grants Gateway Application Instructions

1 Initial Conditions

- 1.1 **Registration:** All entities that wish to apply for grants in NY State must be registered in the Grants Gateway. This process includes filling out and mailing a signed and notarized registration form. Information about registration can be found on the [Grants Reform website](#) or in the [Grant Opportunity Portal](#).
- 1.2 **Prequalification:** All non-profit organizations applying for grants in NY State must be prequalified in the Grants Gateway prior to submitting their grant applications. Refer to the [Grants Reform website](#) for prequalification information.
- 1.3 **System Roles:** At the very least, your organization is required to have a user in the role of “Grantee Contract Signatory” who can edit the contract details and sign the approved contract.
 - 1.3.1 A user in the role of “Grantee” can also edit the contract details, and it is advised that you have the “Grantee” work on the contract “Grantee Contract Signatory” review it and submit it.
 - 1.3.2 The “Grantee Delegated Administrator” can add new accounts, but can’t work on the contract details. The “Grantee Delegated Administrator” can add new accounts by going to Organization > Organization Members > Add Members > New Member and selecting the appropriate role.
 - 1.3.3 It is acceptable for one person to have multiple roles and thus multiple accounts; you can use the same email address and same password, but the user needs a new account for each role.

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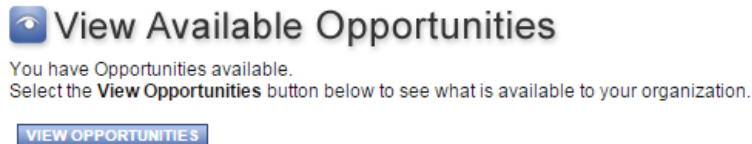
2 Search for the Grant Opportunity

2.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee
- Grantee Contract Signatory

NOTE: The “Grantee” role can only edit and submit the contract information. The “Grantee Contract Signatory” role can edit and submit contract information, and also sign the contract.

2.2 On your home page there is a section called “View Available Opportunities”. Click on the [VIEW OPPORTUNITIES] button.



2.3 Search for the Farm to School Competitive Grants opportunity by selecting Department of Agriculture and Markets as the “Funding Agency” and typing a keyword such as “School” in the “Search by Grant Opportunity Name” field.

Grant Opportunity Portal - Search for Opportunities

[Browse for Opportunities](#) | [Search for Opportunities](#)

Search for Opportunities
Enter the criteria and click the Search button.

Search by Grant Opportunity

Search by Due Date From: To:

Search by Status

Search by Eligibility

Search by Funding Agency

Search by Service Area

2.4 The search results will display the Farm to School opportunity. Click on the link to the Grant Opportunity to view it.

Search Results

Click the **Grant Opportunity Name** to view more detail on Available Opportunities.
Sort the results by clicking on a column heading (sorting by Eligibility is not an option).

Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date	Anticipated Release Date	Due Date
Department of Agriculture & Markets	Farm to School Competitive Grants	Available	Governmental Entity, Not-For-Profit, Tribal Organization	September 18, 2015	NA	October 19, 2015

2.5 Read the profile and scroll down the page. Begin your application by clicking on the [APPLY FOR GRANT OPPORTUNITY] button in the bottom left of the page.

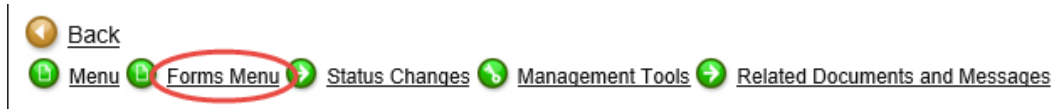
APPLY FOR GRANT OPPORTUNITY

3 Work through the Forms Menu

Everything that is required of you will be found in the “Forms Menu” of the application. The Forms Menu includes several pages of forms and documents that you must complete and save.

You will not be completing the forms in the order they are listed, but by the order below. After completing each section, click back on the Forms Menu link to return to the main list of pages.

3.1 Click on the “Forms Menu” link



3.2 System Timeouts

- 3.2.1 NOTE that the system will time you out after 20 minutes of inactivity. As you work through the Forms Menu, keep this timeout in mind. Ensure that you click the [SAVE] button every 10-15 minutes or you will lose work.

3.3 Project/Site Addresses

- 3.3.1 Fill out the name and address of your facility and click the [SAVE] button. If you have multiple locations related to this Grant, you can click the [ADD] button to add the additional locations.

3.4 Program Specific Questions

- 3.4.1 Return to the Forms Menu and select Program Specific Questions. This section includes six required questions that should be answered in narrative form.
- 3.4.2 Each answer can be up to 4,000 characters. You may wish to type your answers in an external program such as Microsoft Word and then paste the answers in the answer fields.

NOTE: the USDA Specialty Crop Definition document can be found in the Forms Menu under “Pre-Submission Uploads”. Refer to this document for common definitions of specialty crops.

3.5 Budget

- 3.5.1 Return to the Forms Menu and select the “Expenditure Budget” option. In this section, fill out your requested budget by entering items in the Salary, Contractual, Travel, Equipment, and/or Other sections.
- 3.5.2 Note that once you [SAVE] an entry in the budget, you can click the [ADD] button to add another entry for that same section.
- 3.5.3 Once you have entered budget requirements for each applicable section, click on the “Expenditure Summary” link in the Forms Menu to see the total amount requested and to double-check your work.
- 3.5.4 The expenditure narrative pages are not required, but you may wish to enter information on those pages as you see necessary.

3.6 Work Plan

Your application submission must include a Work Plan, which describes what your organization will do in support of this grant.

- 3.6.1 Work Plan Overview Form

Return to the Forms Menu and select the “Work Plan Overview Form” in the Work Plan section.

Work Plan Period: enter the from and to dates for your project.

Project Summary: Since this section is already answered in your Program Specific Questions, you can write “see program specific questions” as your answer here.

Organizational Capacity: Since this section is already answered in your Program Specific Questions, you can write “see program specific questions” as your answer here.

3.6.2 Objectives and Tasks

The next item in the Forms Menu is the Objectives and Tasks. Click on this link and note that there are five objectives.

For each objective there is one generic, all-encompassing task listed. You will be choosing one or more of the objectives and the task associated with that objective. For the objectives and tasks not selected, you should indicate N/A to indicate that the objective and task are “not applicable” to your proposal.

4 Review Your Application

It is strongly suggested that you review your application again before you submit it. Best practice is to have a second person do this.

Anyone at your organization with the “Grantee” or “Grantee Contract Signatory” role can search for this application and both view and edit your responses. If you would like an additional user to have this application in their “My Tasks” box, use the “Add Edit People” option under the “Management Tools” menu. Check the checkbox next to the name you want to add and click [SAVE].

You can review your application by clicking on each page in the “Forms Menu” or clicking on the “Print Application” button in the Forms Menu. This option will open a new tab in your browser and show you a one-page document with each section of your application displayed in Forms Menu order.

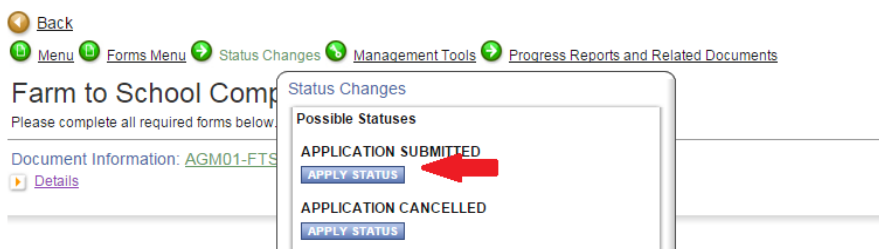
Note that the attachments will not appear in this layout. It is strongly suggested that you (or a second person) clicks on each of the attachments in the Program Specific Questions section to confirm you have uploaded the correct and complete document.

5 Sign and Submit Your Application

Once you are sure that your application is complete, it is up to the “Grantee Contract Signatory” to submit the application.

The Signatory can either locate the application themselves by searching for it in the “Applications” section, or you can assign it to them by using the “Add/Edit People” option in the “Management Tools” section of your application.

Once the Signatory has accessed the application, it can be submitted by hovering your mouse pointer over “Status Changes” and clicking the [APPLY STATUS] button under “Application Submitted” to submit your application.



The system will run global error checks and let you know if you have missed any required fields. If you have, you must click on the links to those items and complete the required fields.

Once the Global Errors check passes, you will be asked to electronically sign the application and submit it for review. Click the [I AGREE] button to submit your application.

Agreement

Please make a selection below to continue.

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

Within a few minutes, you will receive an email confirming that your application has been successfully submitted.

There will no longer be any status change options; the Current Status in the details section of the page will have changed from “Application in Process” to “Assignment of Reviewers”

6 View and Save Your Complete Application

After about 5 minutes, a PDF of your complete submitted application will be created by the system and can be accessed via the forms menu.

6.1 From the Forms Menu of your application and in the “Application Information” section, click on “Application Versions”.



6.2 You will see a link to a PDF version of your application. You can click on that link to view and save the PDF file.

APPLICATION VERSIONS

Instructions:

- Click a link below to view the version of the application.

Version	Submitted by	Role	File Link
Submission 1	Jeff Conservation	Grantee Contract Signatory	AGM01-AqNPS2-2015-00007-031215-144517.pdf 03/12/2015 02:45 PM