Instructions for Downloading Application Information and Submitting Applications on-line.

<u>Please review these instructions thoroughly as they have changed significantly from previous years.</u>

Applications **<u>must</u>** be submitted to the AGRPC electronically on-line using the following process:

Step 1 - Download the Application files.
Step 2 - Complete the Application Cover Sheet.
Step 3 - Submit the Application, Budget and signed Application Cover Sheet.

To complete the steps above, your computer system must have the following:

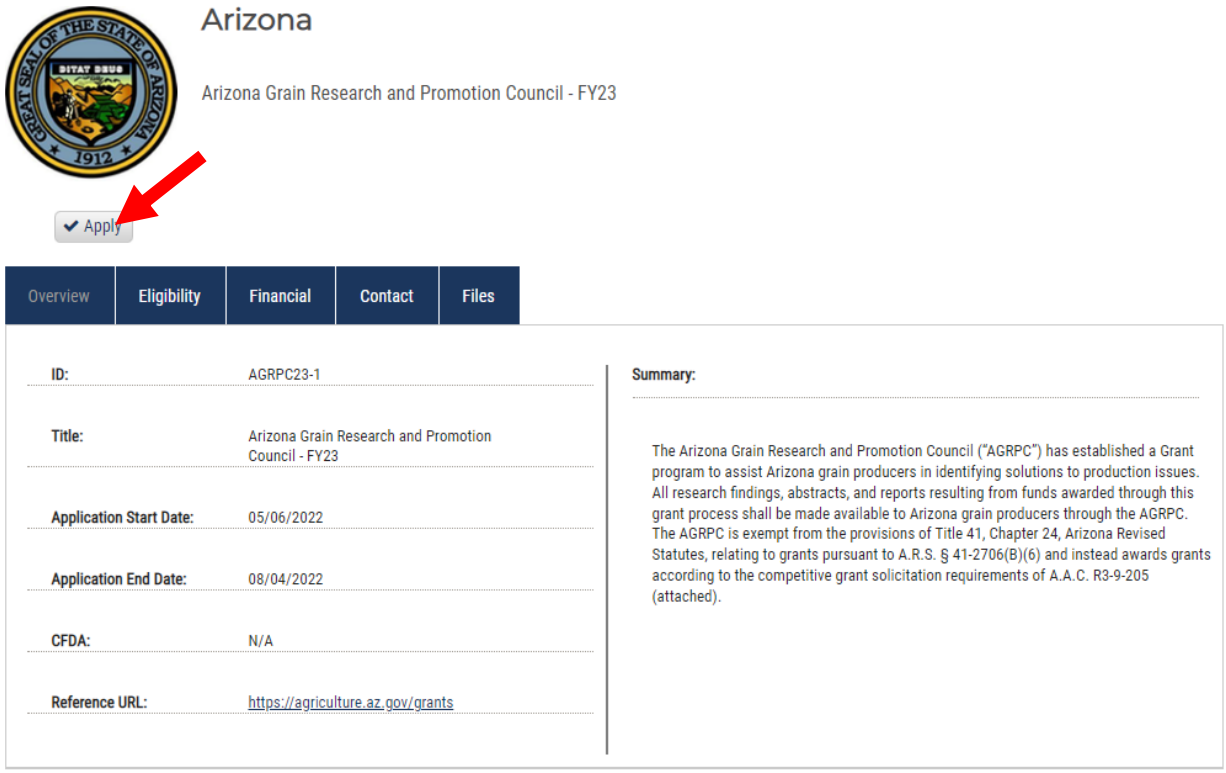
- **Internet access**
- **Adobe Acrobat Reader**

If you have technical difficulties during this process, please contact the AGRPC Administrator during regular business hours.

1. Access the AGRPC solicitation web page at:

   https://tinyurl.com/AGRPC-2022

   <u>Click on and review</u> the Overview, Eligibility, Financial, Contact and Files tabs:



Arizona

Arizona Grain Research and Promotion Council - FY23

✔ Apply

Overview | Eligibility | Financial | Contact | Files

Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

Eligibility Notes:

Eligible applicants are listed to the left.

Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-502 and 8 U.S.C. § 1621.

An applicant that is an employer must provide proof that it is registered with and participating in the e-Verify program.

Arizona

Arizona Grain Research and Promotion Council - FY23

✔ Apply

Overview | Eligibility | Financial | Contact | Files

Award Amount:	N/A (min)	N/A (max)
Number of Awards:	N/A	
Average Award Size:	N/A	
Matching Required:	No	

Financial Notes:

Funds for the AGRPC grants are available primarily from assessments on the seed of barley and wheat of all classes produced in Arizona for use as food, feed, or seed or produced for any industrial or commercial use imposed pursuant to A.R.S. § 3-587 and A.A.C. R3-9-202.

The AGRPC may award grants for multiple year projects. AGRPC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The AGRPC expects to issue Grant awards in August of 2022.

Arizona

Arizona Grain Research and Promotion Council - FY23

Apply

Overview | Eligibility | Financial | Contact | Files

Agency/Department: AHA - Agricultural Consultation and Training

Contact/Help: ljames@azda.gov

Office: N/A

Program Contact:
Lisa James
AGRPC Administrator
Arizona Department of Agriculture
1688 W. Adams
Phoenix, AZ 85007
Telephone: 602-542-3262
Fax: 602-364-0830
E-mail: ljames@azda.gov

Application Address:
Lisa James
AGRPC Administrator
Arizona Department of Agriculture
1688 W. Adams
Phoenix, AZ 85007
Telephone: 602-542-3262
Fax: 602-364-0830
E-mail: ljames@azda.gov

Contact Notes:

For questions, please contact the Council Administrator.

Arizona

Arizona Grain Research and Promotion Council - FY23

Apply

Overview | Eligibility | Financial | Contact | Files

Files:

Grant Manual: Manual2022final050622 (262.9 Kb)

Application Cover Sheet: Application Cover Sheet - fillable (12.8 Kb)

Instructions: Instructions - revised 050622 (2.1 Mb)

File Notes:

For instructions on downloading the application files, please visit our website at: https://agriculture.az.gov/grants

General Compliance

All proposed projects must comply with all applicable federal and state laws and the terms of the Grant award agreement signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date.

Note: These are general instructions based on the use of Windows 10 Professional as the operating system and Google Chrome as the browser. The use of a different operating system and/or browser other than Google Chrome, i.e. Internet Explorer or Firefox may vary the process of saving or downloading files to your computer.

At the Files tab, download and save the PDF files to your computer:

Download and save the PDF files using the following steps:

a. Click on the file link to open the file.

b. Click on the download arrow in the upper right menu bar.

Hint: Hover towards the top of the screen to un-hide the menu bar.

c. The "Save As" dialog box will open.

d. Name the file and save it to a location on your computer that you can access later.

2. Prepare the following file off-line.

Application Cover Sheet in PDF format – Completed, printed, signed and scanned into a new PDF document or digitally signed and saved as a PDF document.

3. See pages 8 and 9 of the Grant Manual for Required Application Information.

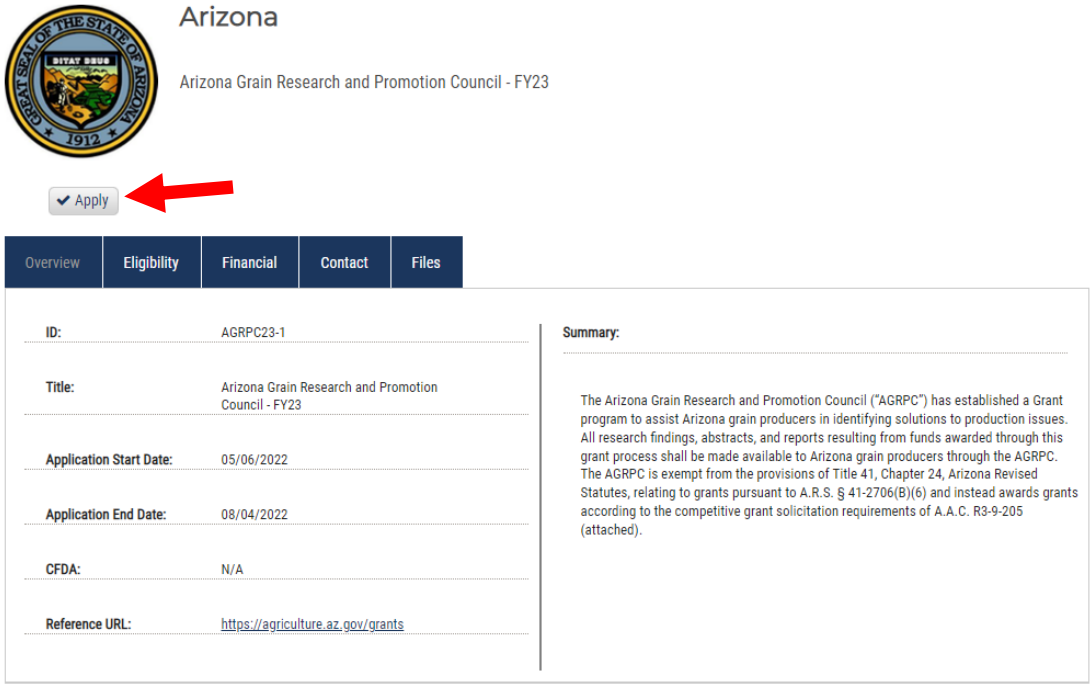
Hint: Required Application Information can be prepared in a Word document and then copied and pasted into the on-line application.

4. When the Required Application Information, Budget and signed Application Cover Sheet are complete, use the following steps to submit the application on-line:

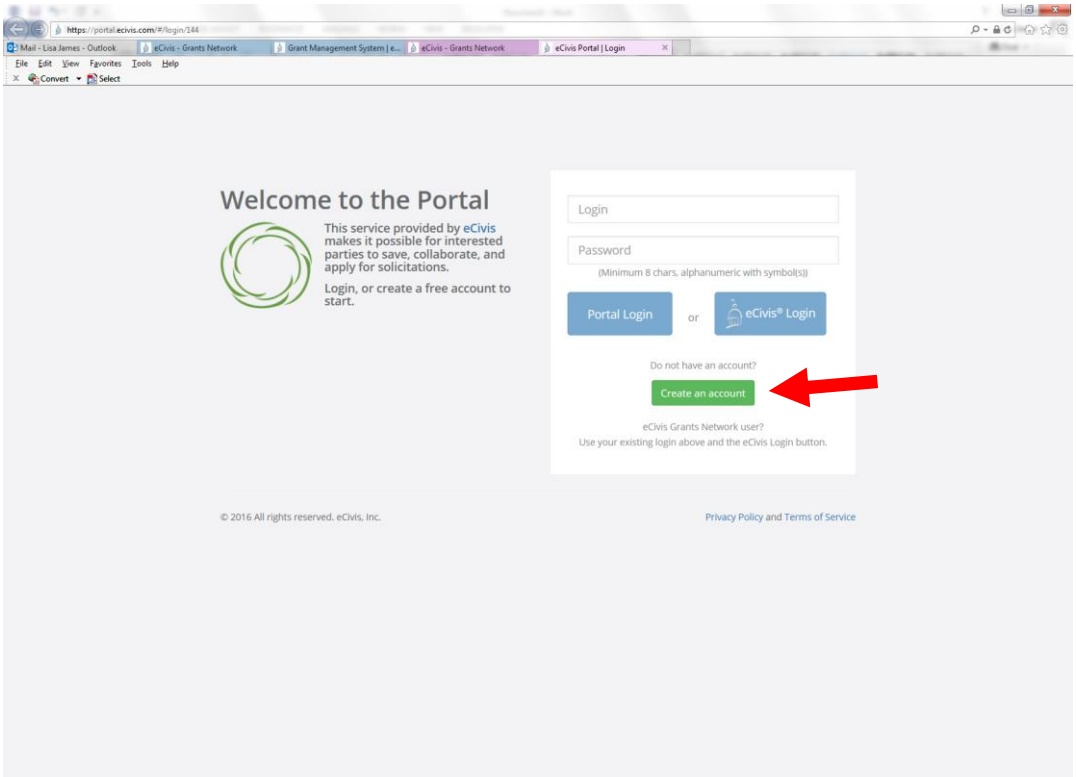
a. Return to the AGRPC solicitation web page at:

https://tinyurl.com/AGRPC-2022

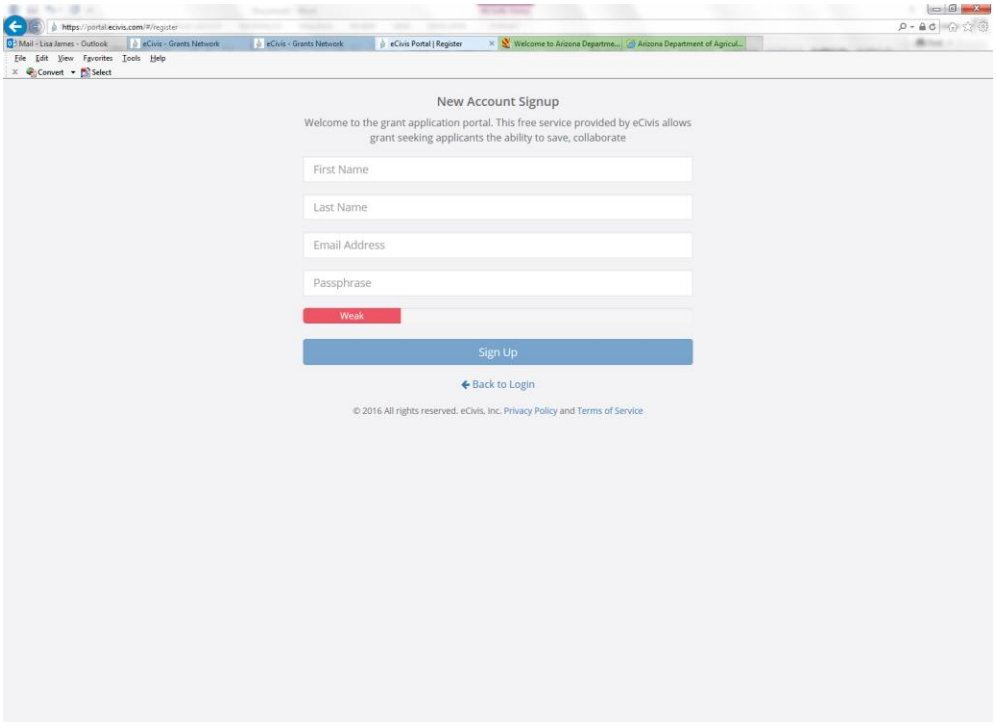
b. Click on the “Apply” button.



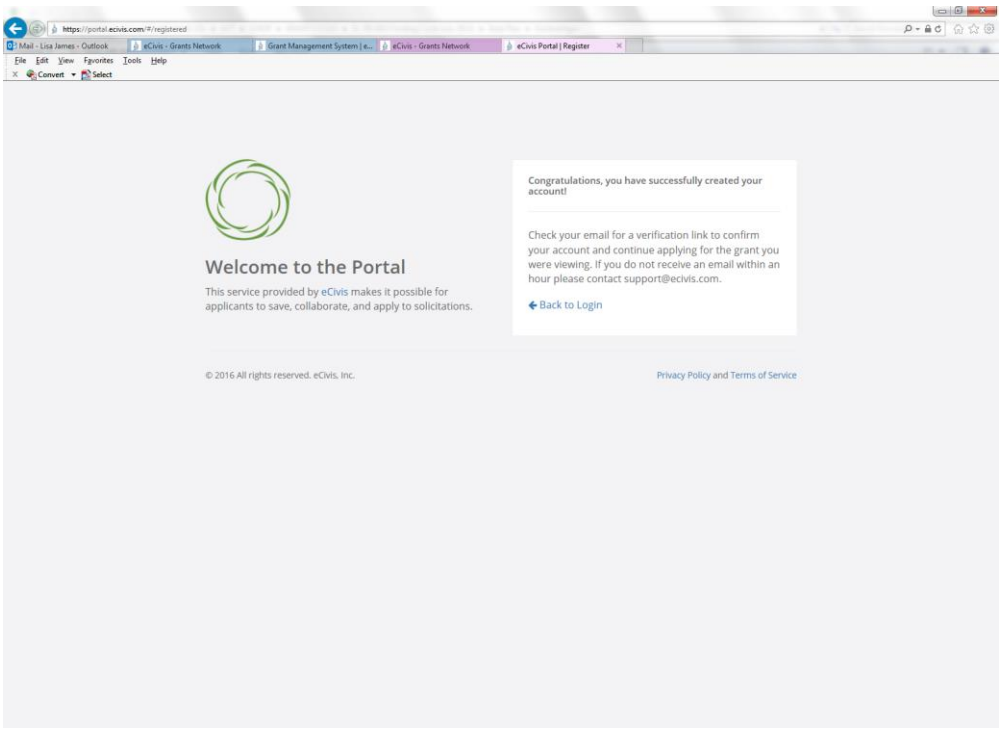
c. Either login to the eCivis “Portal” with an existing account and **skip to Step h.** or click on the “Create an account” button.



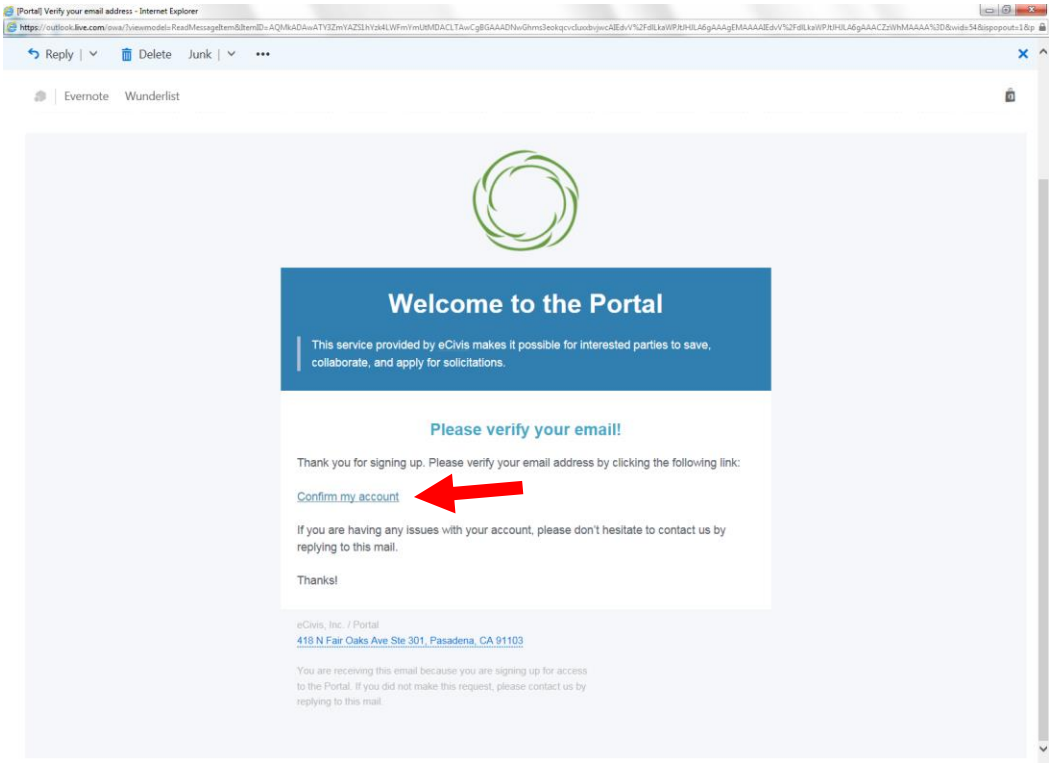
d. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.



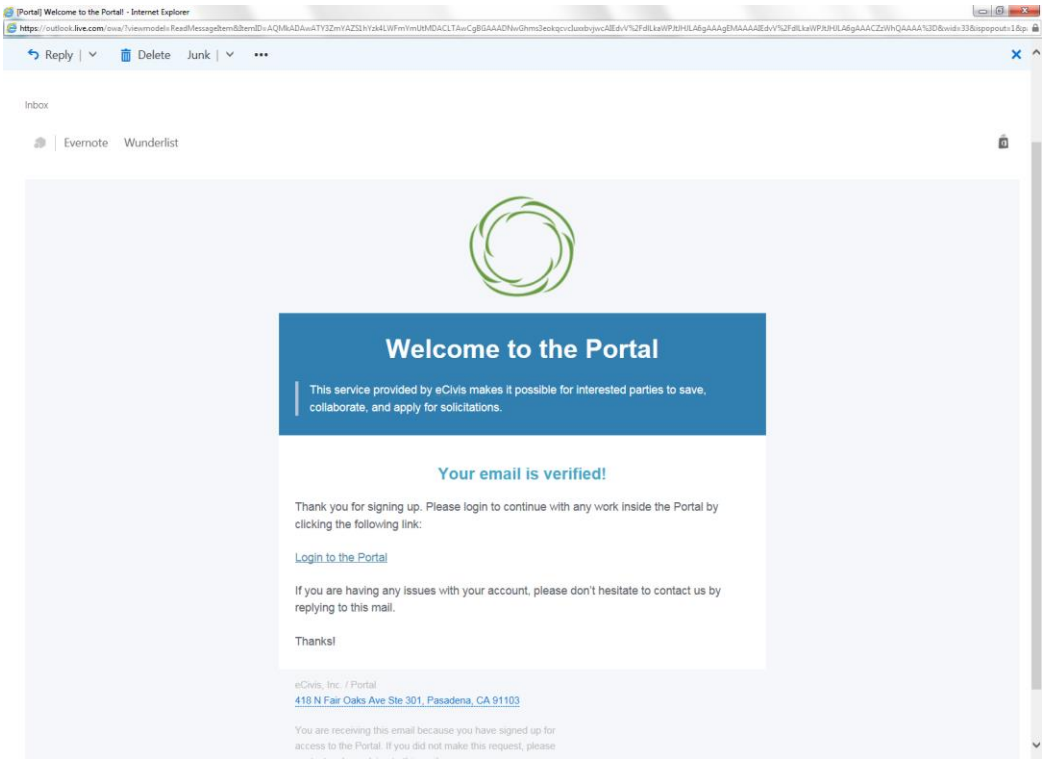
e. You will receive a message to confirm your e-mail address via an e-mail message sent to you.



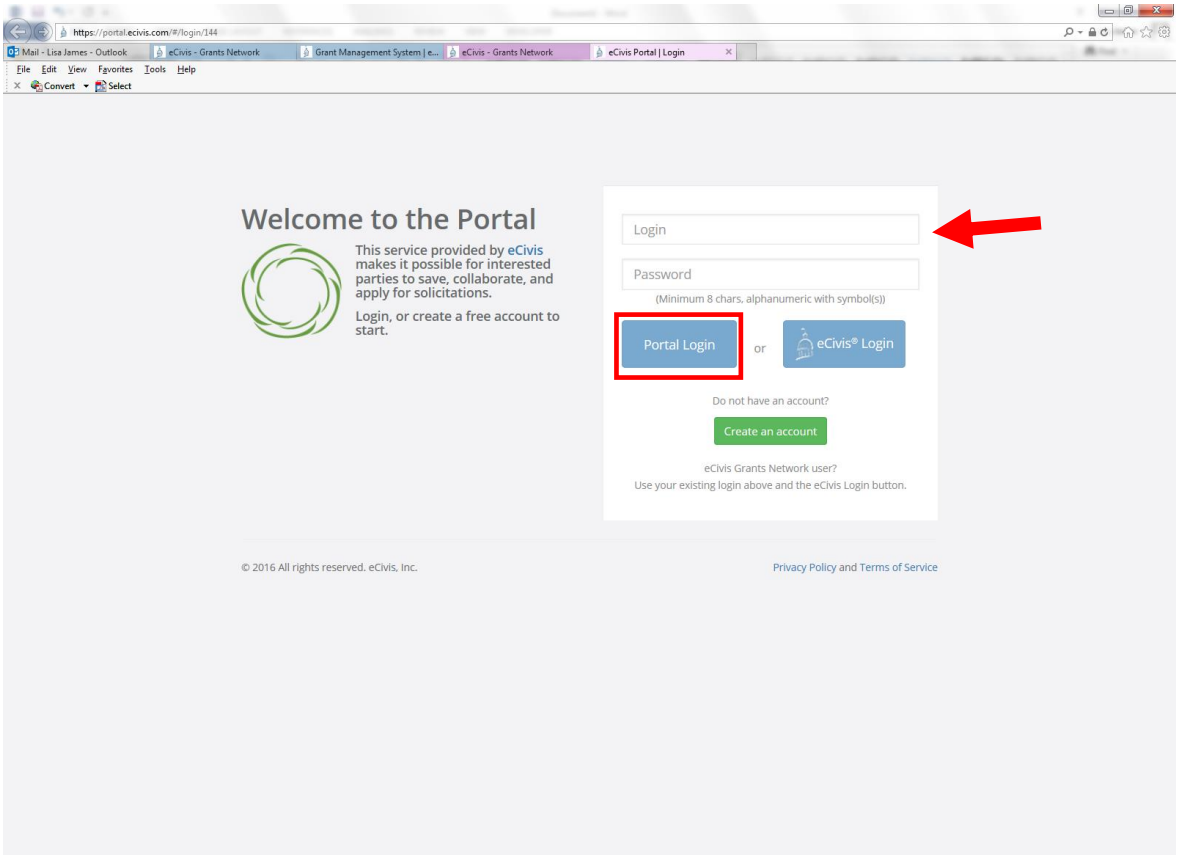
f. Confirm your account by clicking on the link provided in your e-mail message.



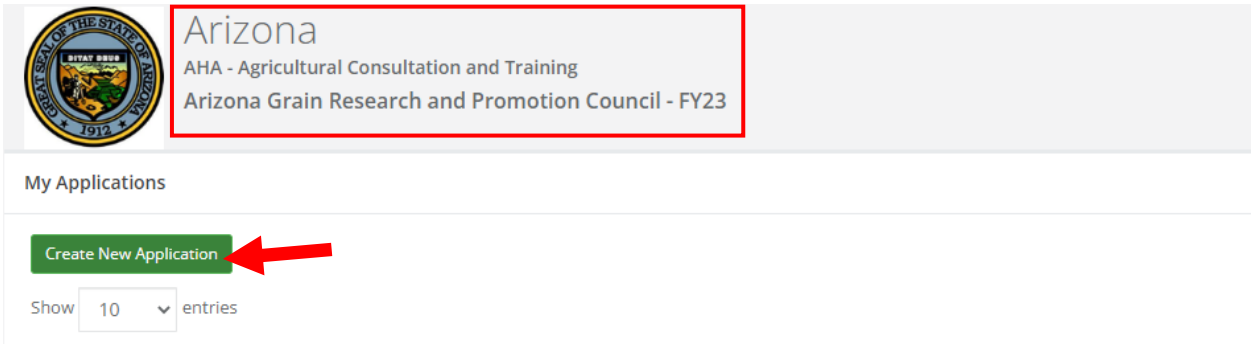
g. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



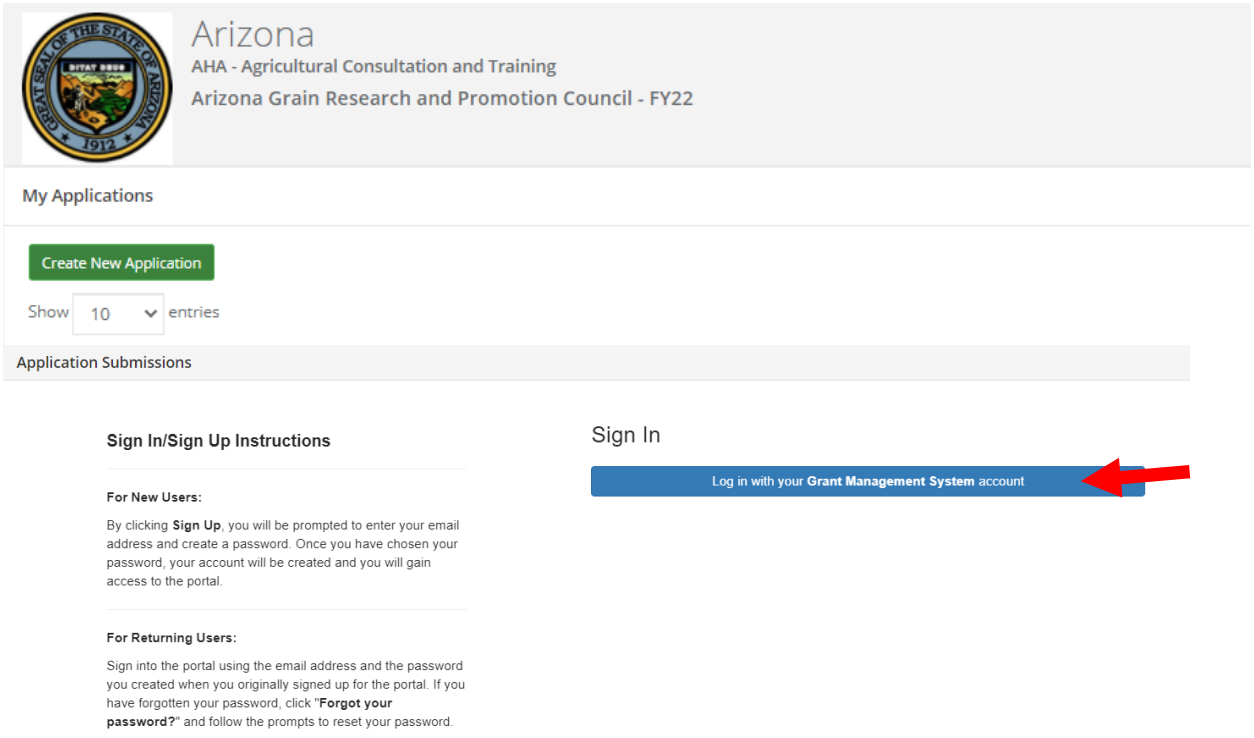
h. Login to the “Portal” with your login and password.



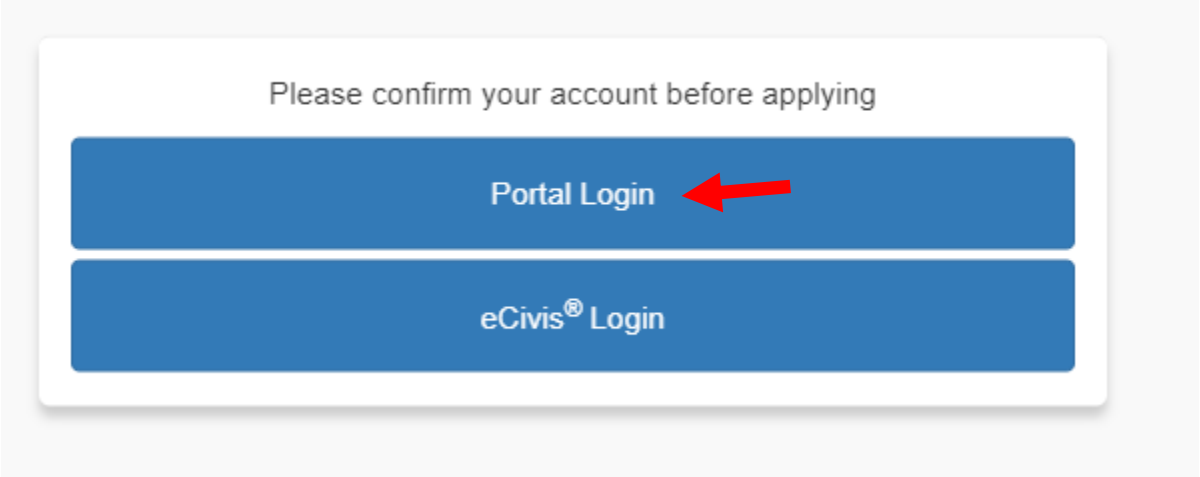
i. After logging in, verify that you are on in the correct portal then click on the green button “Create New Application”.



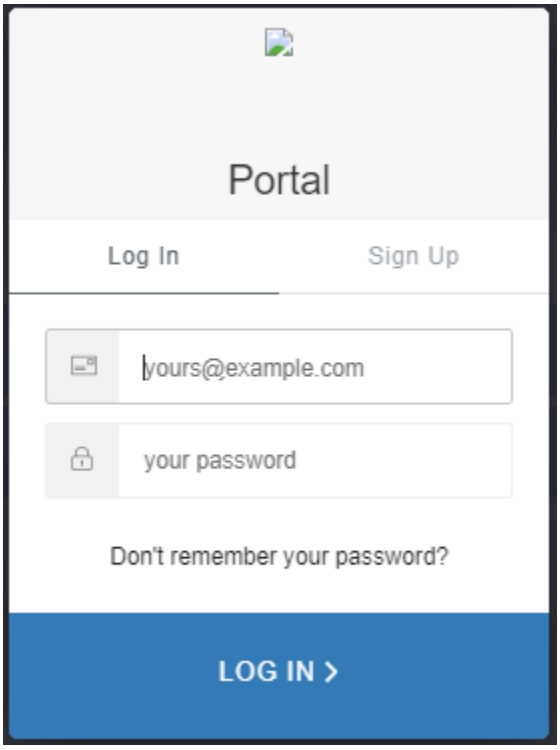
j. It may be necessary to repeat the sign-in process by clicking on the blue button. **Otherwise skip to Step l.**



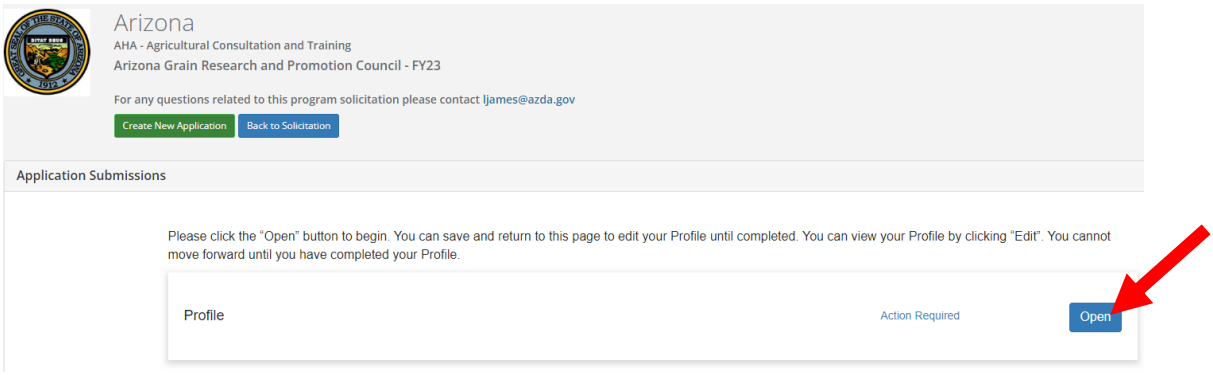
k. Always log-in using the “Portal Login” button.



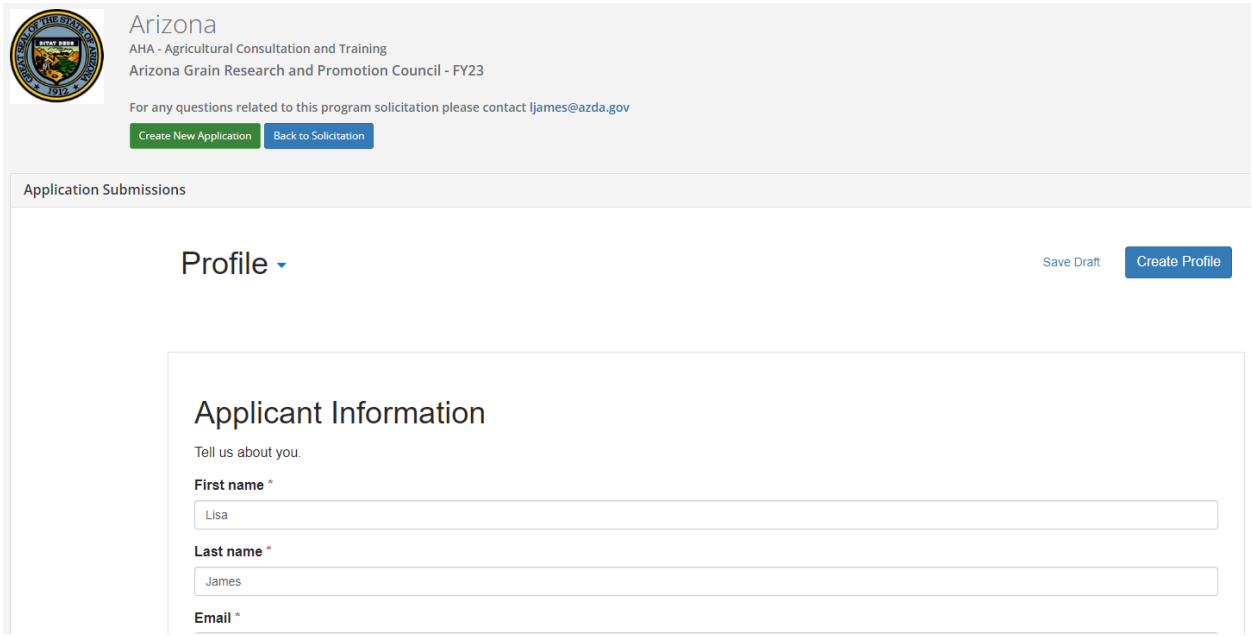
l. Login into the Portal with your e-mail and password.



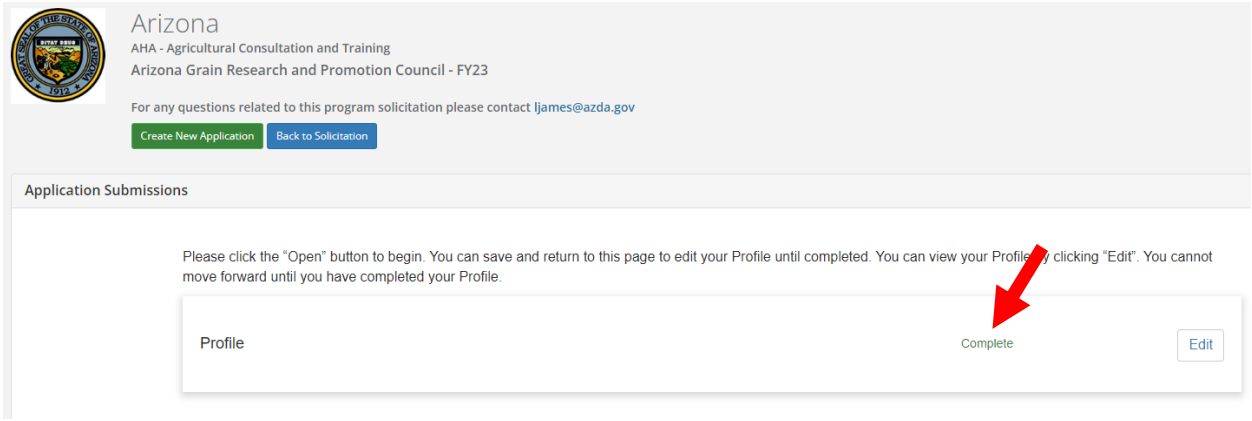
m. Click on "Open" to update your profile information if necessary.



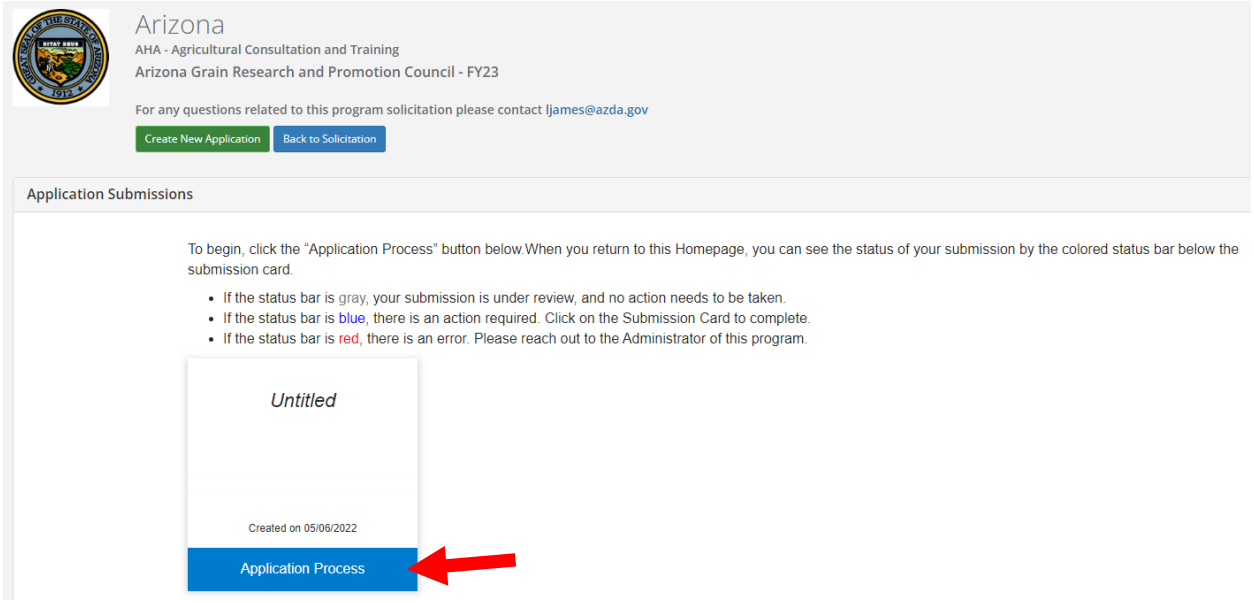
n. Enter the appropriate information on the “Profile” page and click on “Create Profile” at the bottom or top of the page.



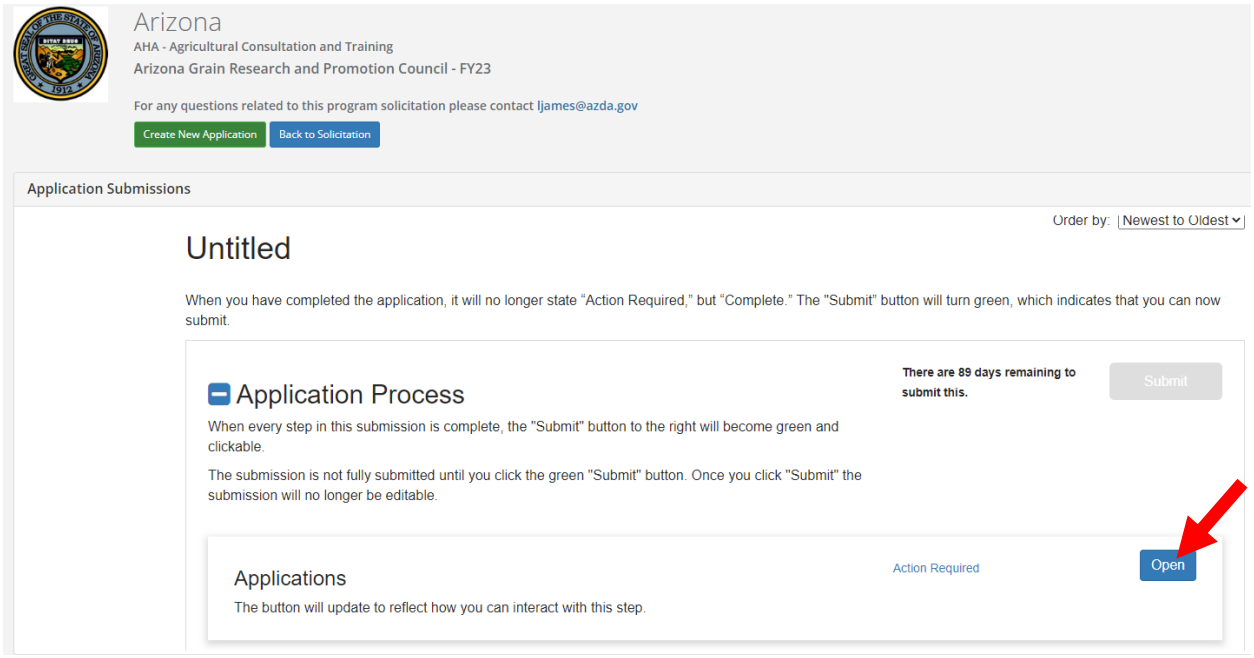
o. Confirm that the “Profile” step is checked as “Complete”.



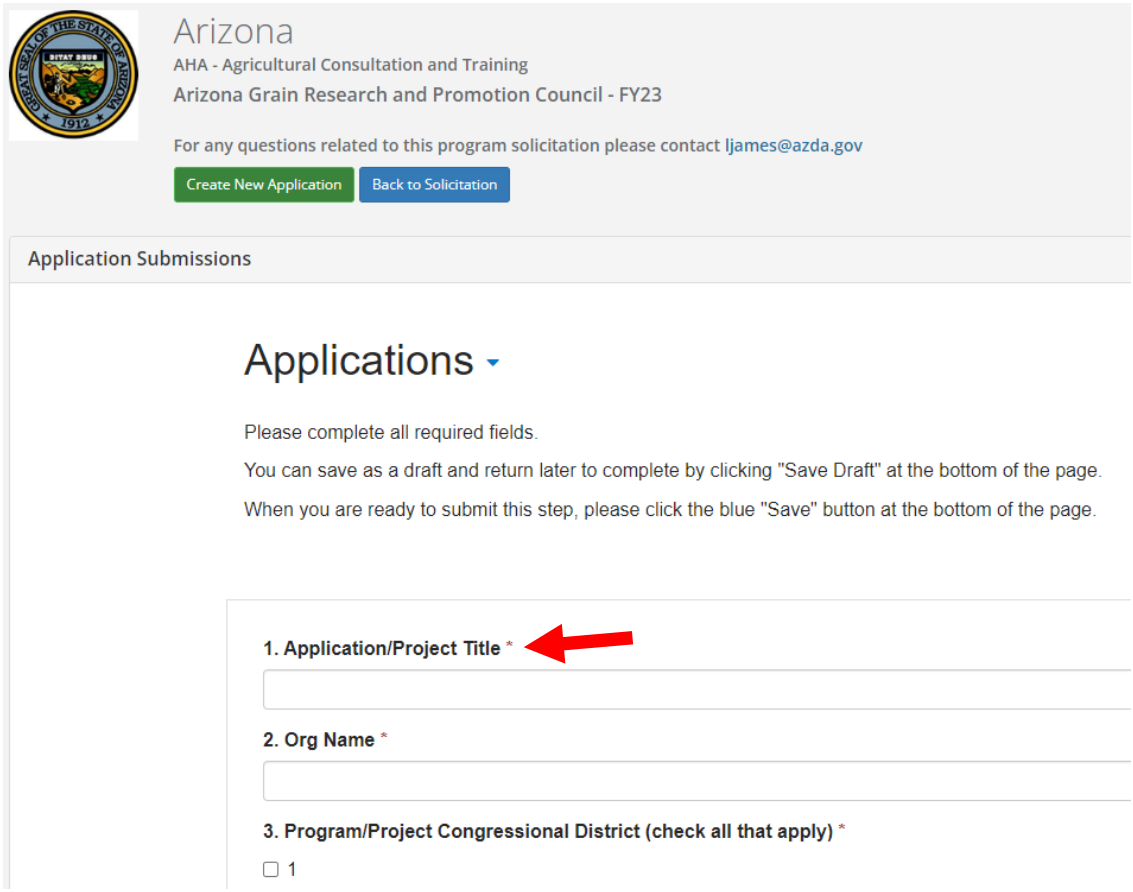
p. To start the application, click in the “Application Process” section of the “Untitled” box. *Hint: You may have to scroll down within the area to reveal it.*



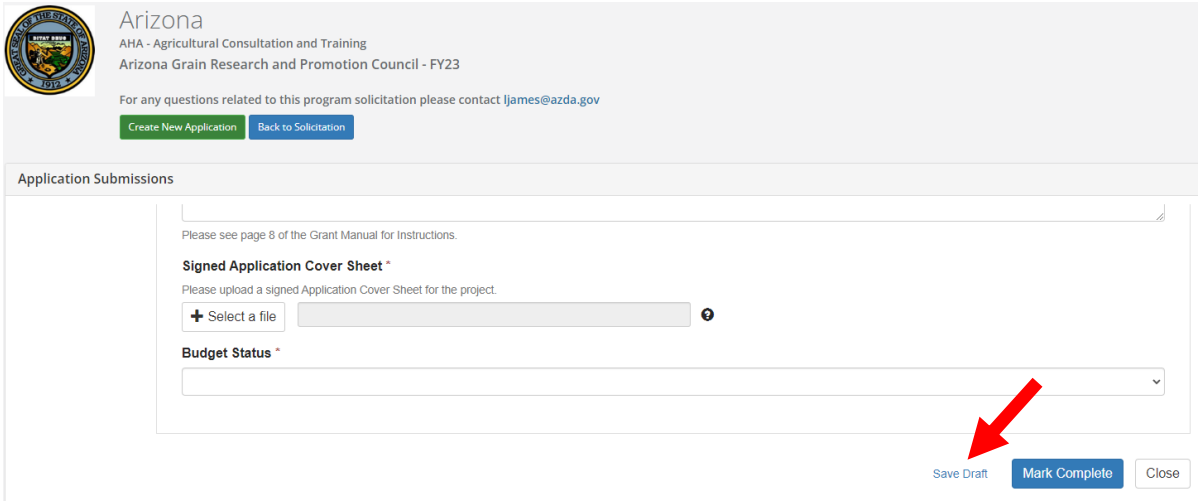
q. Click on "Open" to enter the application information.



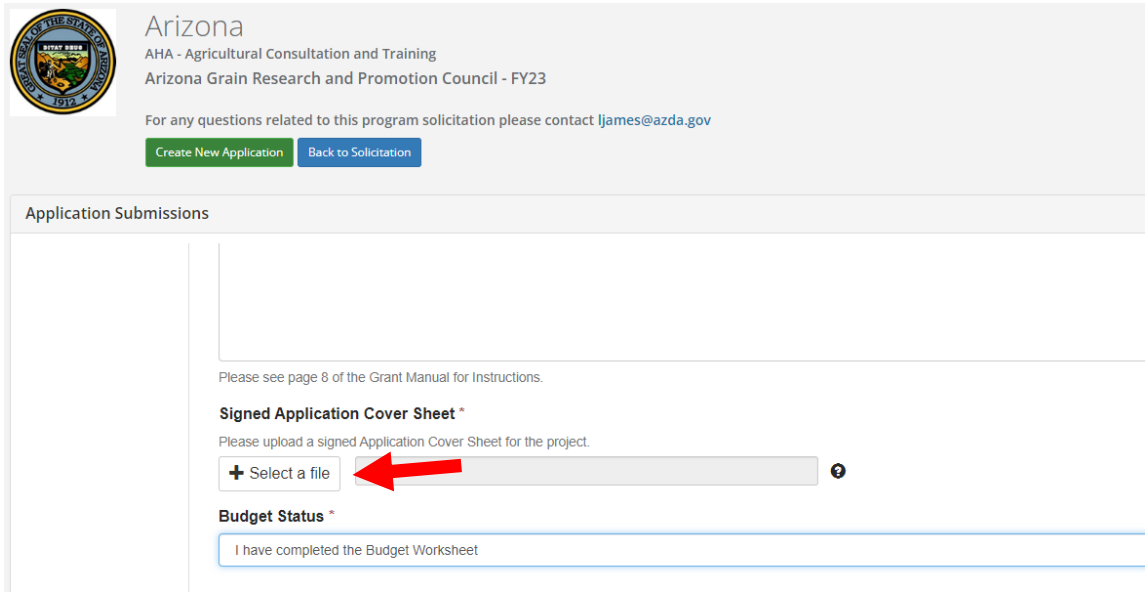
r. Enter all “required” information indicated with an asterisk. **Please see page 8 of the Grant Manual.**



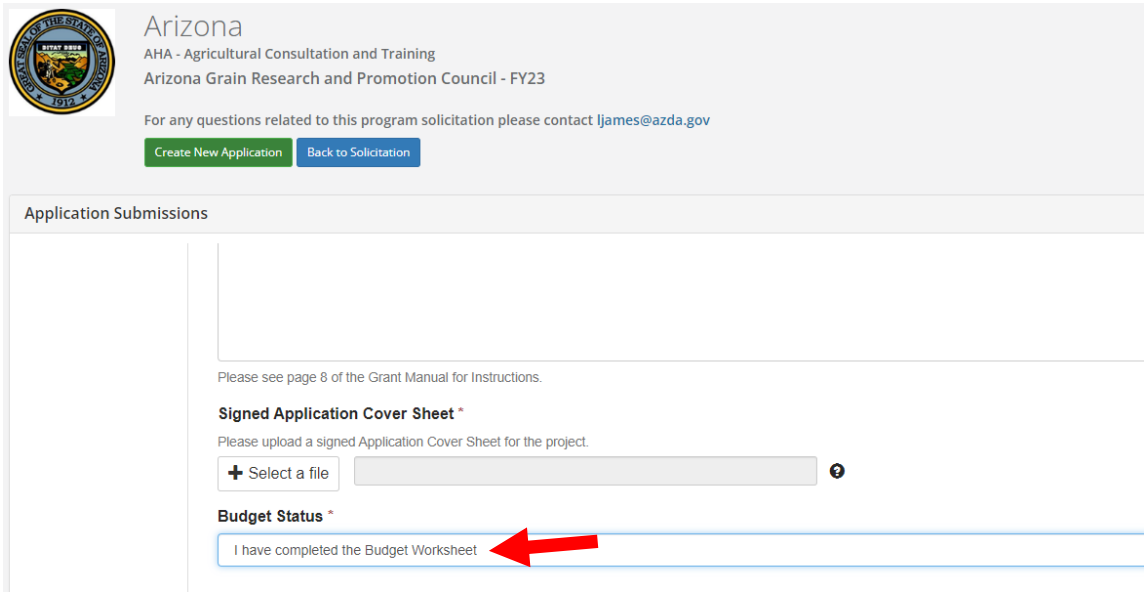
s. Click on “Save Draft” at the bottom or top of the page to return to the application at a later time.



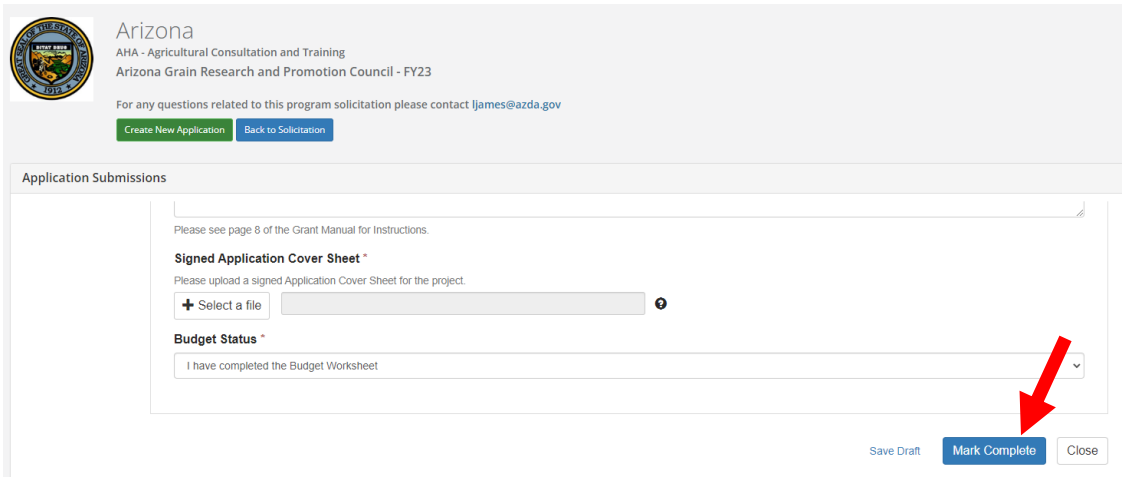
t. Click “+ Select a file” to upload the completed and signed Application Cover Sheet.



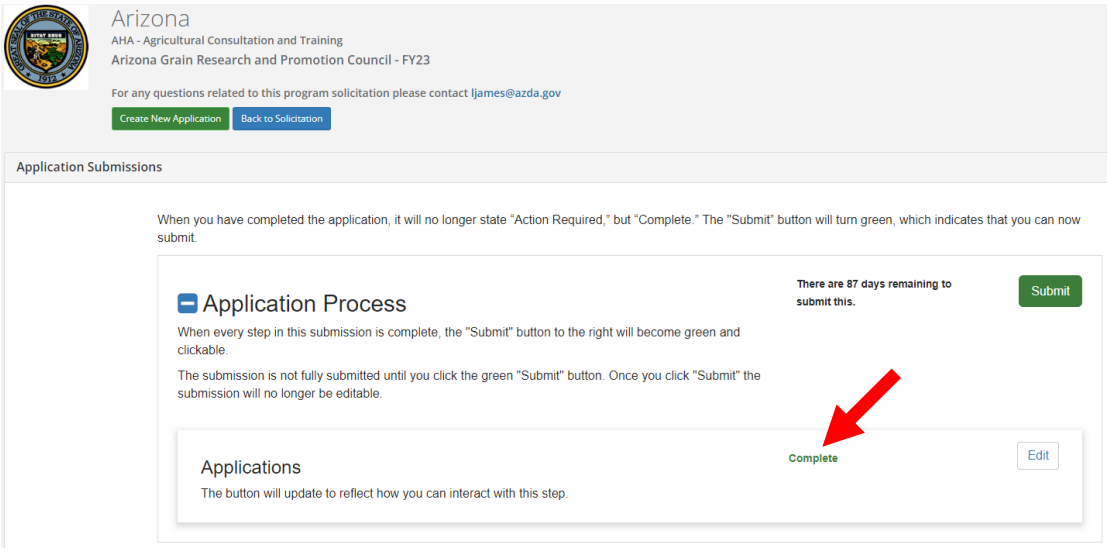
u. From the dropdown list in the Budget Status field, choose, “I have completed the Budget Worksheet”.



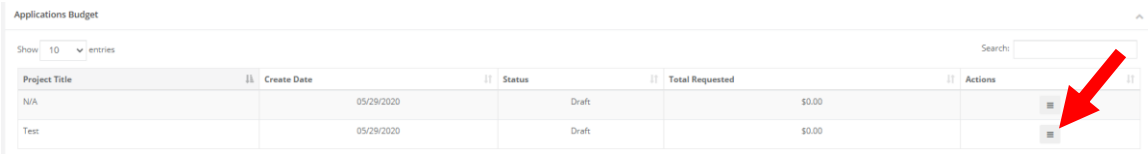
v. When all required fields are completed, click on “Mark Complete”.



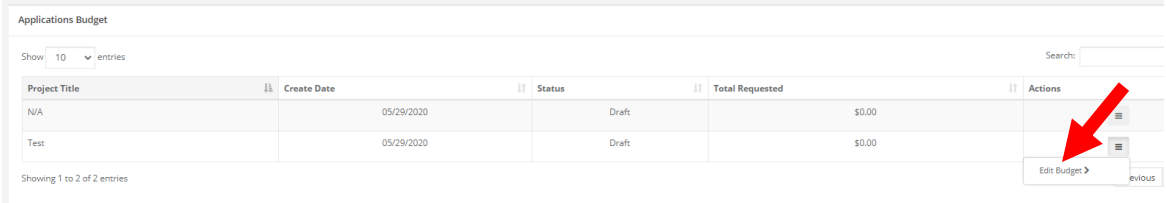
w. Confirm that the Applications step is checked “Complete”.



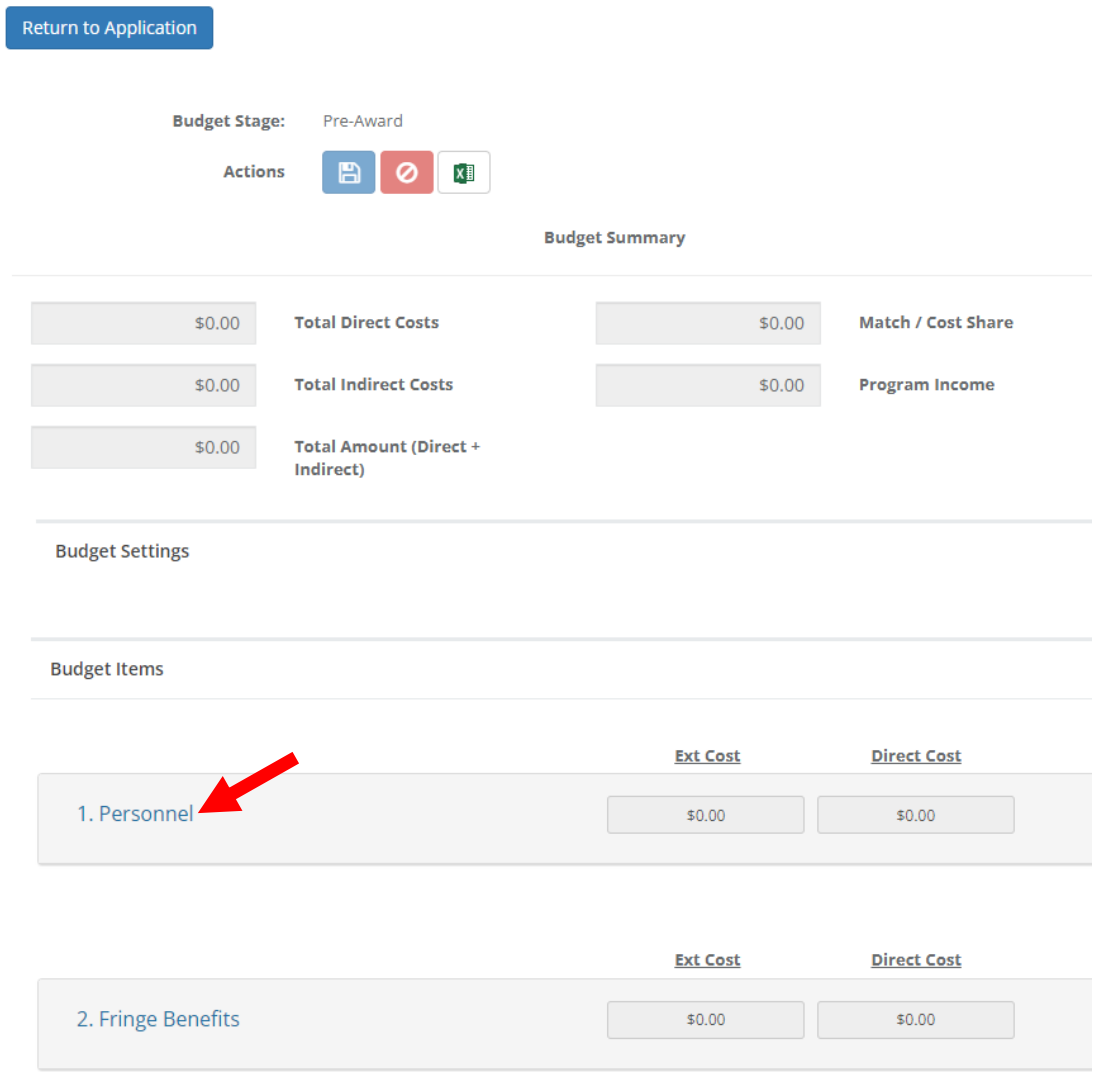
x. Click on the “Actions” button of the line with the applicable Project Title to enter the project budget.



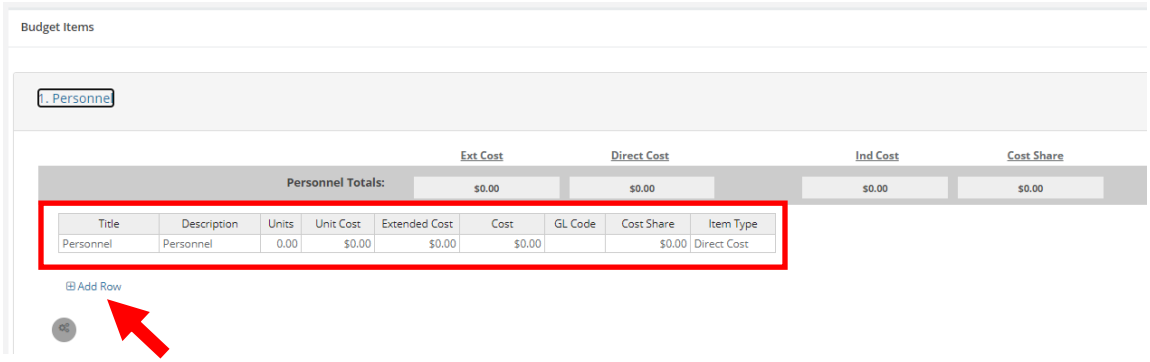
y. Click on “Edit Budget”.



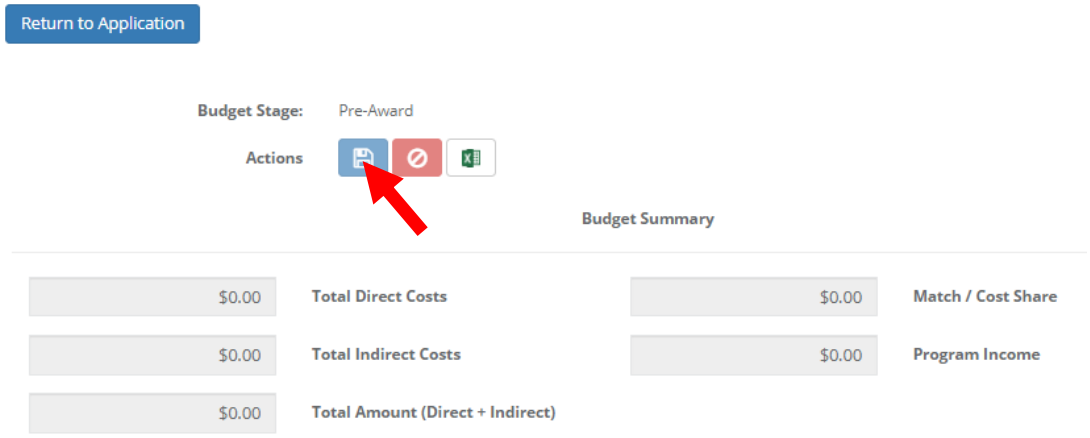
z. Enter the project budget information for each applicable Budget Category by clicking on the category title. **Please see page 9 of the Grant Manual.**



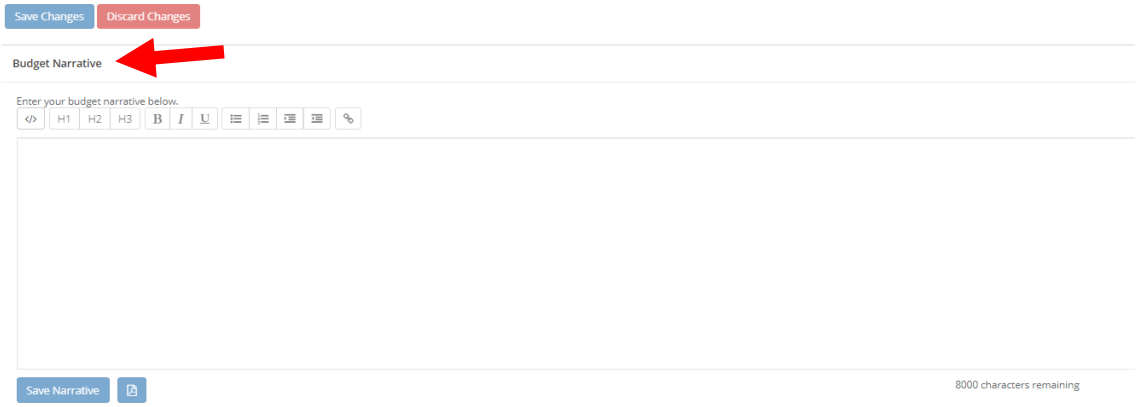
aa. Enter details for each category in the table. Add rows if necessary. Totals will calculate automatically.



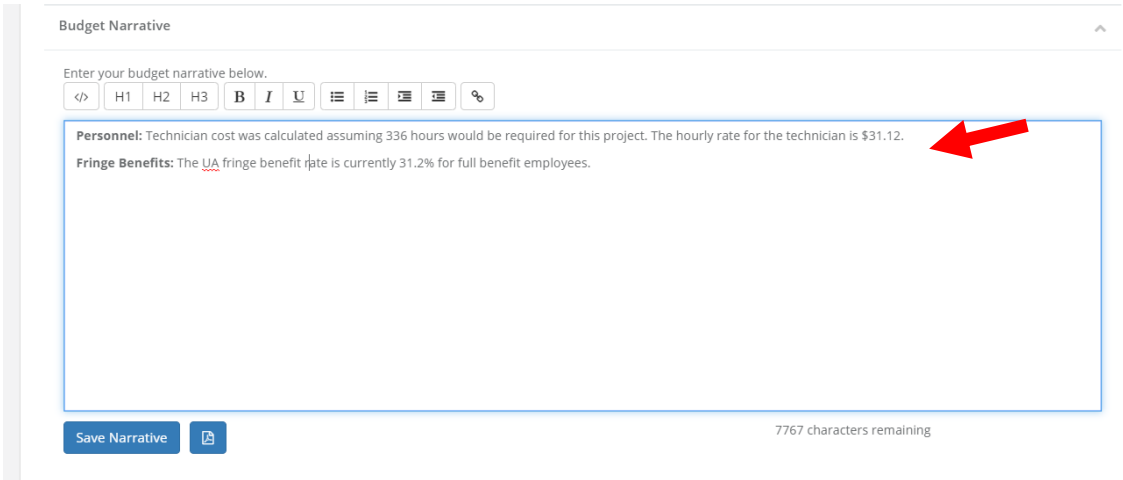
bb. When all applicable categories are complete, return to the top of the page to confirm totals and “Save”. *Hint: Totals for Indirect Costs, Match/Cost Share and Program Income should always be zero.*



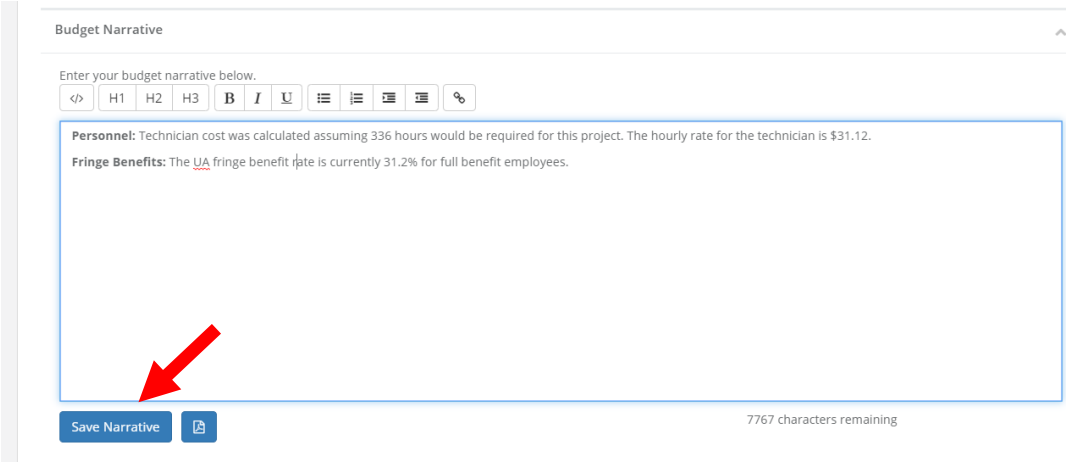
cc. Scroll to the bottom of the Budget Worksheet to enter the “Budget Narrative”.



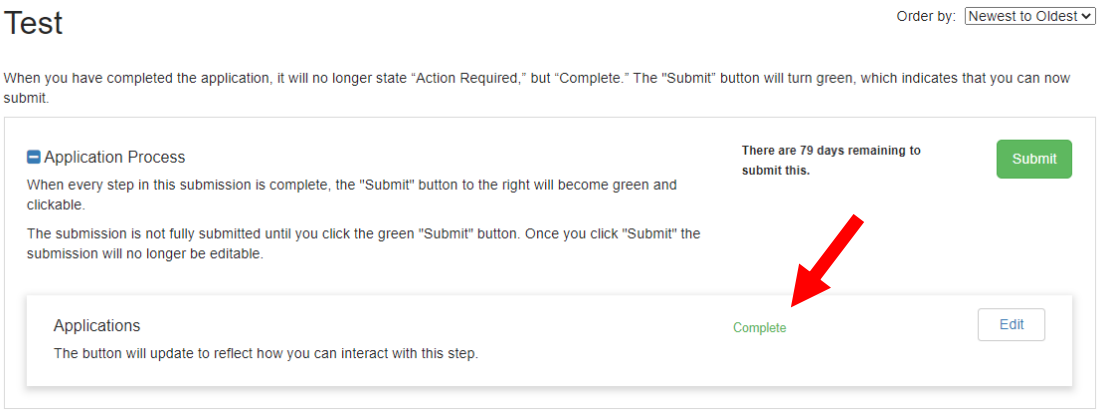
dd. Include a narrative explanation for each applicable budget category. *Hint: Budget Narrative information can be prepared in a Word document and then copied and pasted into the on-line application.*



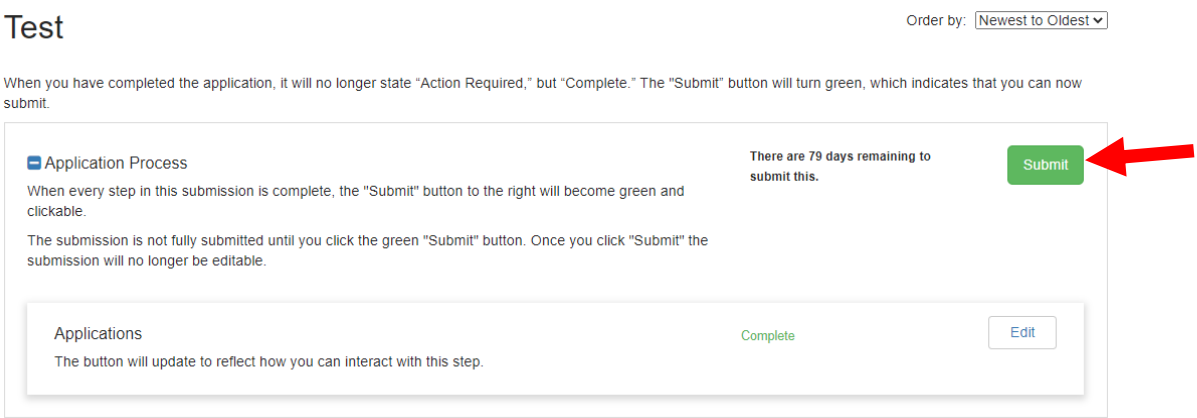
ee. Click on “Save Narrative”. *Hint: There are separate “Save” functions for the narrative (bottom of the page) and the budget (top of the page).*



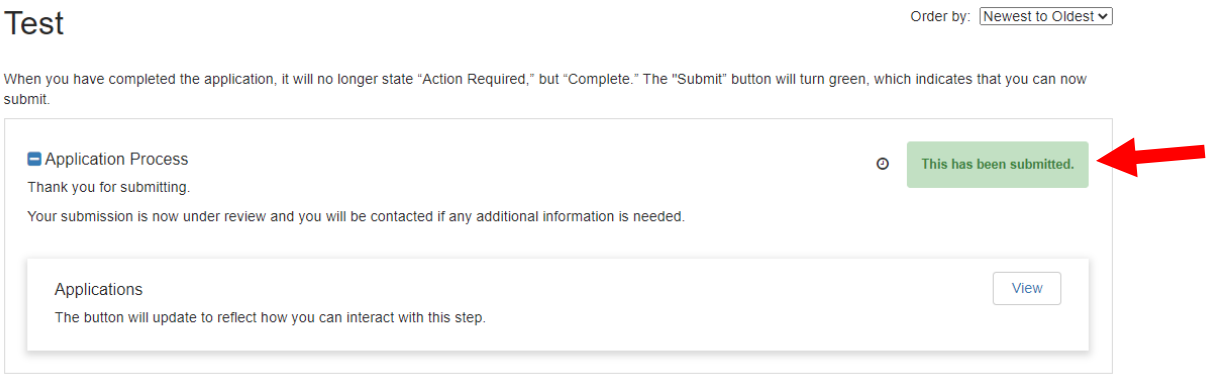
ff. Confirm that the Application is checked “Complete” and that the Budget Worksheet has been saved successfully. *Hint: You will receive warnings if changes have not been saved.*



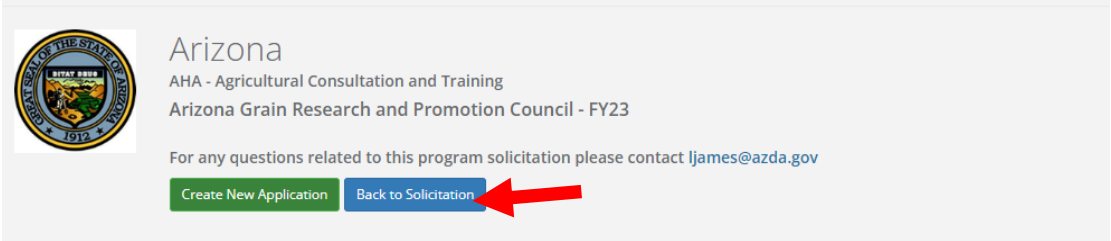
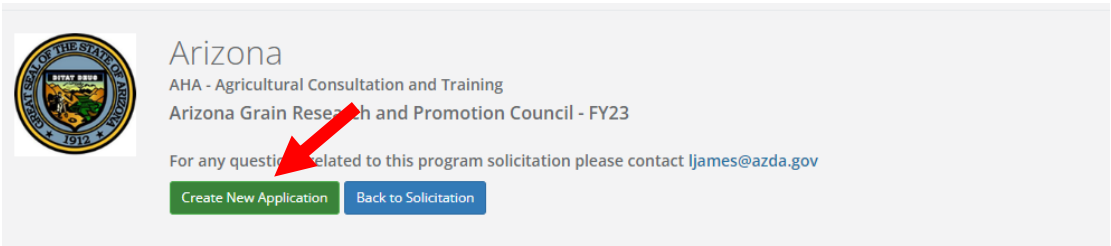
gg. Click on “Submit”. **The Application must be submitted prior to 5:00 p.m. (MST) on August 4, 2022.**



hh. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact the AGRPC Administrator, see Grant Manual.



ii. Return to the solicitation to view the status of applications by using the "Back to Solicitation" button.



jj. To complete another application click the "Create New Application" button and follow steps p. through ii.