

# Park & Recreation Grant Online Application

## Helpful Hints

An online portal GrantVantage is now being used to submit the Park and Recreation grant application. Please visit the following link to get started.

<https://shelbycountyalgrants.gvgrantcloud.com/account/register>

Create registration. Keep your **User Name** and **Password** handy in case you need to log in later.

Once registered the Funding Announcement will become available. Choose **APPLY**.

Begin New Application – **The Application \*** - Fill in the name of your project

### Helpful Notes -

The blue **Help ?** icon has general guidance to help you through the application.

Any field with a **red asterisk \*** is required. If there is no asterisk, it is optional.

Next also Saves. You can Save your work and come back to it later.

**Summary Section** – The Summary section is a GrantVantage product-specific section with predetermined questions. The **Requested Amount** field will populate once the Budget is completed. Once completed, the **Red** Summary button will turn **Green**.

**Questions Section** – The Question section is specific to the Shelby County Grant Program. Each question includes a description to assist you in answering it. Once completed, the **Red** Summary button will turn **Green**. If an attachment is required, you cannot complete the section until the attachment is uploaded.

**Budget Section** – The Budget Section has fields to enter the **Direct Amount** (County requested Amount) and sections for **Cash Match** and **In-Kind Match**. You must provide at least 25% of the Total Project Cost from Match sources. The budget amounts should match the amounts in the Deliverable Estimate Question. After you confirm your budget is correct, choose **FINALIZE BUDGET**. Once completed, the **Red** Summary button will turn **Green**.

The completion percentage will reach **100%** when all required fields are answered.

Choose **Submit after all buttons are Green**. You will have the option to print out a report of your application.

We look forward to reviewing your application!