

GrantVantage Online Application

Helpful Hints

An online portal GrantVantage is now being used to submit grant applications. Please visit the following link to get started. <https://shelbycountygrantcloud.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.

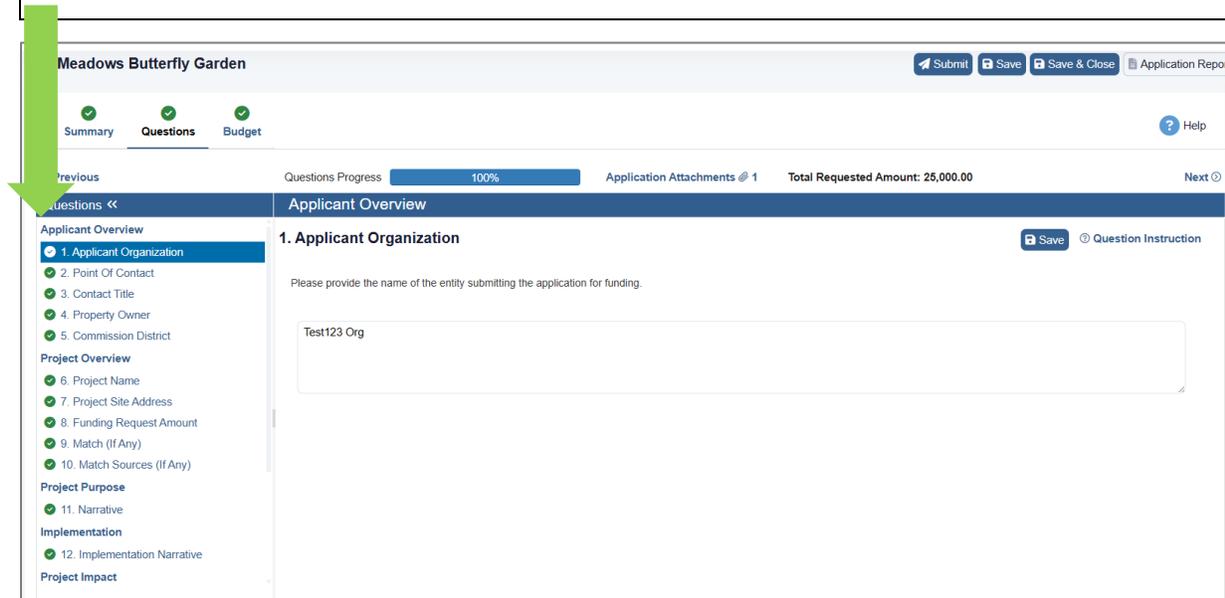
Summary Section – The Summary section is a GrantVantage product-specific section with predetermined questions. The **Requested Amount** field will populate once the Budget is completed. Once completed, the **Red** Summary button will turn **Green**.

The screenshot shows the 'Summary' section of the GrantVantage application. At the top, there are three tabs: 'Summary' (active), 'Questions', and 'Budget'. Below the tabs, there are progress indicators: 'Questions Progress' at 100%, 'Application Attachments' at 1, and 'Total Requested Amount: 25,000.00'. A 'Next' button is visible on the right. The main content area is titled 'Application *' and contains a text input field with 'Oak Meadows Butterfly Garden' and a 'Requested Amount *' field with '25,000.00'. A red box highlights the 'Requested Amount *' field, and a green arrow points to it from the right. Below the application name is a 'Project Summary *' section with a text area containing a detailed description of the project. At the bottom, there are two rows of user selection fields: 'Authorized Certifying Official' (Jennifer Leopard) and 'Department Director/Manager' (Mindy Dent), and 'Project Manager/Coordinator' (Mindy Dent) and 'Compliance/Fiscal Officer' (Jennifer Leopard).

This will populate when you complete the budget section of the application.

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

There are 17 questions. As you complete them there will be a green check mark beside each.



Budget Section – The Budget Section has fields to enter the **Direct Amount** (County requested Amount) and sections for **Cash Match** and **In-Kind Match** (if applicable). You can leave **Leveraged** blank. 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**.

Budget Category	Direct	Cash Match	In-Kind Match	Total	Leveraged
Materials	\$10,000.00		\$2,500.00	\$12,500.00	
Equipment	\$500.00			\$500.00	
Labor	\$2,000.00			\$2,000.00	
Services	\$2,500.00			\$2,500.00	
Permits & Fees	\$5,000.00			\$5,000.00	
Other	\$5,000.00			\$5,000.00	
Total	\$25,000.00	\$0.00	\$2,500.00	\$27,500.00	\$0.00

You can leave this section blank

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.

NOTE: For more detailed instructions on how to use GrantVantage, please see the step-by-step guide here: [Click Here](#)

We look forward to reviewing your application!