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://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**.

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.
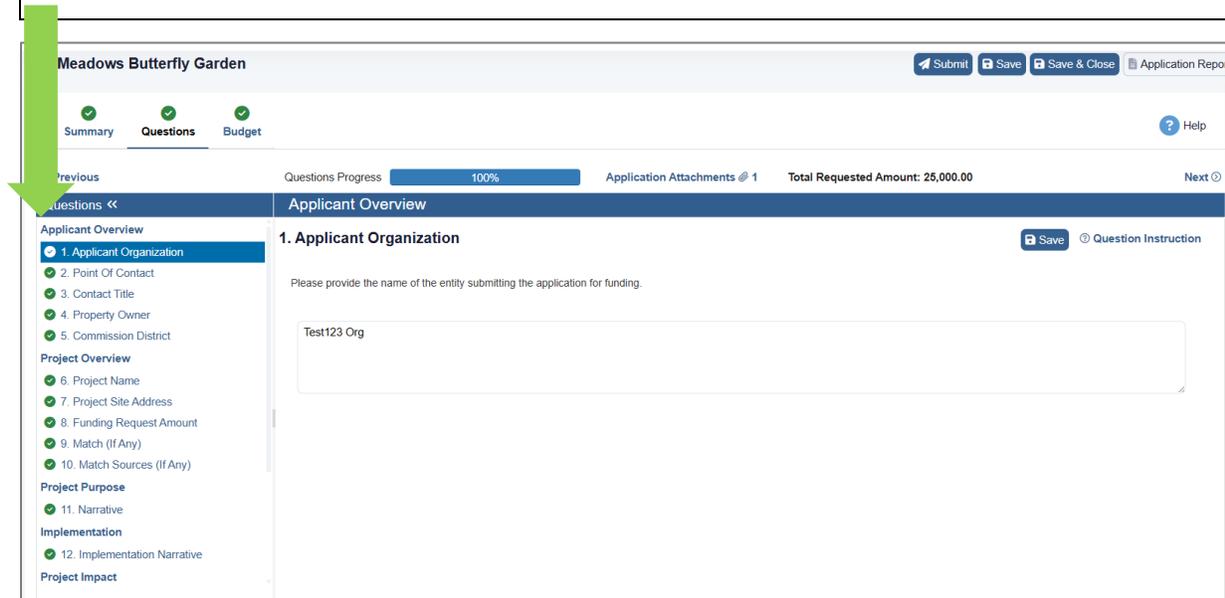
Budget Section – The Budget Section has fields to enter the **Direct Amount** (County requested Amount) and sections for **Cash Match** and **In-Kind Match** (if applicable). You can leave **Leveraged** blank. The budget amounts should match the amounts in the Deliverable Estimate Question. After you confirm your budget is correct, choose **FINALIZE BUDGET.** Once completed, the **Red** Summary button will turn **Green**.

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!