Online Grant Application System Instructions

The link to the Boulder County Grant Application System is
https://boco.org/ES-GrantApplication

Note: This application was adapted from an in-house RFP platform and some of the instructions are wonky as we continue to modify it to work for grants. Please bear with us! **If you have any questions, email Barb Halpin at bhalpin@bouldercounty.gov or call 720-564-2830.**

> **Be sure to SAVE your work often. The system will time out after 20 minutes of inactivity, and you may lose your work.**
>
> **You can always stop and go back into the application to resume your entries.**

A. AGENCY LOGIN/SETUP INSTRUCTIONS

1) When applying for the first time, **a new Agency Profile must be created**. Select the 2025 Search and Rescue and Trail Safety Grants option from the drop-down list and click on the "please click here" link under #2.

2) **You will need to indicate that you are able to submit a proposal on behalf of your organization. Select "Agree" and Click Submit.**

3) **When logging in for the first time, click on "Create Agency Profile."**

4) Complete the required fields and click "Create Agency Profile"

5) **The system will provide you a registration code** (it will show on the screen after you select Create Agency Profile) that you may share with colleagues who need access to the proposal. The registration code will also be sent to the email address provided. **You may enter the code provided into the field as indicated to proceed with the proposal.** (If you misplace this code, email bhalpin@bouldercounty.gov to retrieve it.)

6) Once the **Agency** registration has been created, you will be prompted to **create a Personal Login Profile (as the Applicant). Complete the fields and click "Save".**

Fill in all boxes in the form below.

7) Click and Review each of the Required Reading sections. Once you have done so**, click the box next to "I have read and understand the information in the required reading sections" and click on the "Agree" button.**
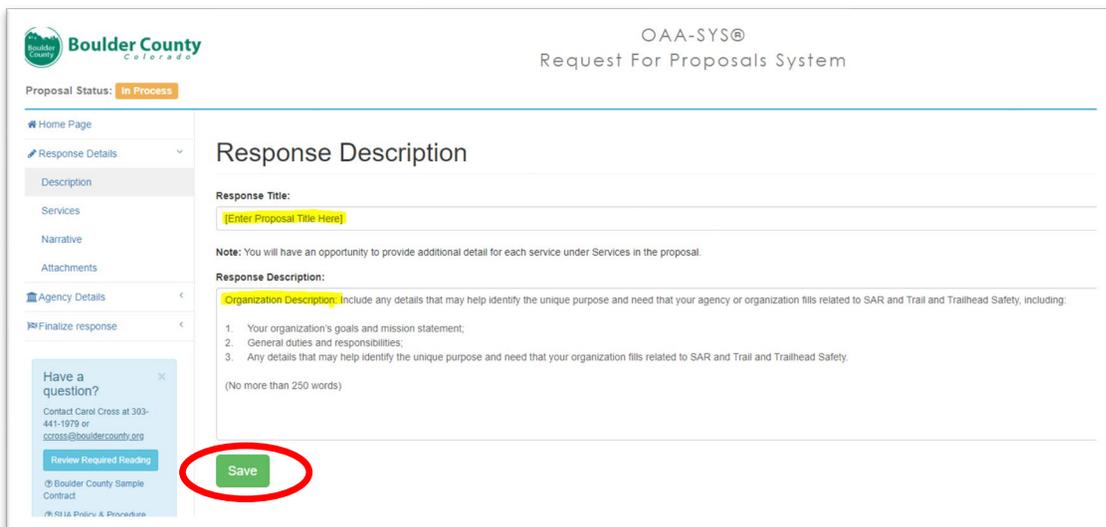
B. GRANT PROPOSAL INSTRUCTIONS

1) **Click on "Create New Grant"**

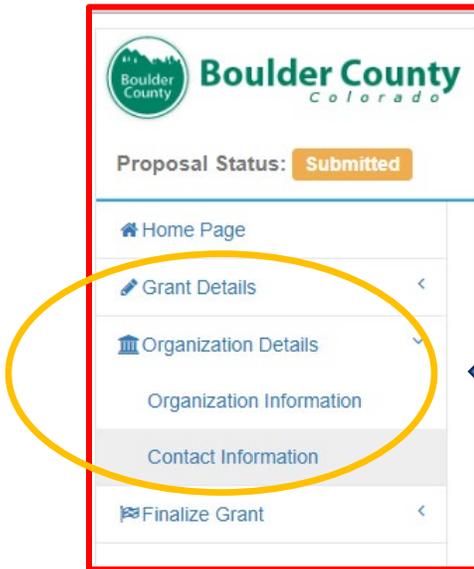2) **Click on "Edit" NEW BLANK PROPOSAL to name and start proposal.**
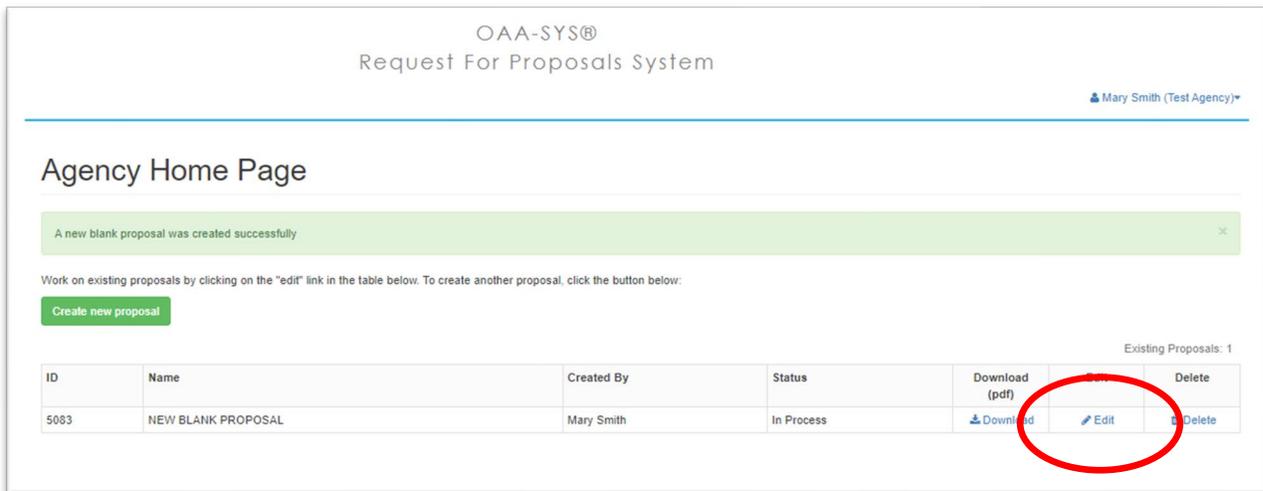
3) **Fill in the Proposal (Project) Title and Description, and Click "Save"**

C. BEGIN THE APPLICATION

The proposal response sections are accessed on the left navigation bar of the screen. You can work on any section in any order, **just be sure to hit SAVE!**

NOTE: If the navigation pane collapses, simply click on the arrow on the "down" arrow (or carrot) to expand the section options.

1) **Return to the left navigation bar under "Grant Details" to work on the questions.**
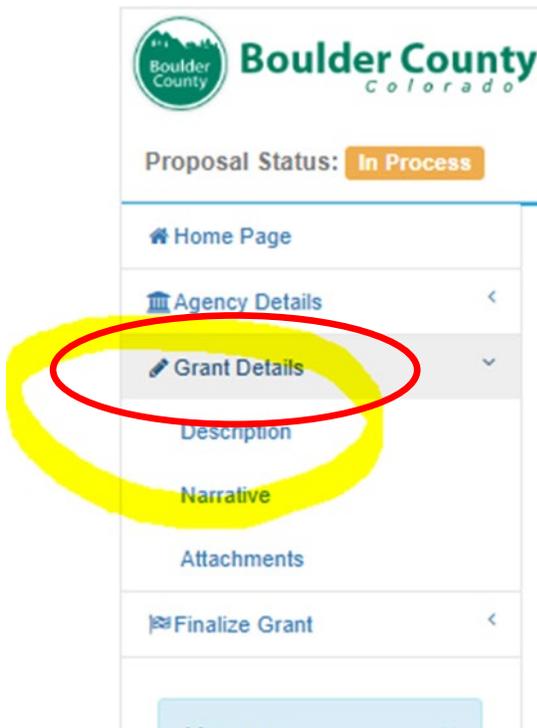
Tip: Address the questions listed, limiting each response to the number of words indicated. You do not need to use complete sentences. Lists, bulleted items, etc. are acceptable but please be as specific as possible. Remember to save often. Your session will time out after 20 minutes of inactivity.

2) Upload/Attach Documents

Give each document a "Title" and Click "Save." Repeat to upload documents as required.

D. ENTER AGENCY INFORMATION

1) Provide the Contact Name, Title, and Contact Information for the **Person Authorized To Sign a Grant Funding Agreement** (Required). After entering this person's information, check the 'Authorized Fiscal Agent or Grant Recipient' box.

2) Validate and Submit Proposal

3) **The Validation tool will show you any errors are and what you need to do to correct them.**

4) **Click on "Submit Proposal"**

5) **You will receive system and email confirmation that the proposal was submitted successfully. Congratulations!**

Confirmation

The following Grant was submitted successfully

RFP/SOQ	2025 Search and Rescue and Trail Safety Grants
Agency	Boulder County Grant Coordinator
Proposal	Test 2025 Spring Proposal
Submitted Date	3/13/2025 1:26:07 PM -07:00
Submitted Name	Barbara Halpin
Submitted Email Address	barbhalpin@outlook.com
Status	Submitted

6) **You can download a PDF version of your proposal on the Agency Home Page.**

Agency Home Page

Work on existing proposals by clicking on the "edit" link in the table below. To create another proposal, click the button below:

Create new proposal

Existing Proposals: 1

ID	Name	Created By	Status	Download (pdf)	Edit	Delete
5083	TEST PROPOSAL	Mary Smith	Submitted	⬇ Download	✏ Edit	🗑 Delete