

Arizona Department of Veterans' Services

Veterans' Donations Fund A.R.S. § 41-608 Proposal for VDF Grant – \$5,000 - \$100,000



VDF Grant Year 2016 Applying for VDF Grant Using eCivis

- Step 1 - Download the VDF Large Grant Proposal 2016, available October 15, 2016.
Step 2 - Complete the proposal.
Step 3 - Submit the proposal packet, budget worksheet and any supplemental files from October 15, 2016 until December 15, 2016 (by 11:59 PM Arizona).

1. Access the VDF-RFGP private solicitation web page published on eCivis. This link can be located on the [ADVS website](#).
2. Click the link provided in the "Title" section to open the solicitation in eCivis.
3. Once you arrive at the eCivis site, read the information on each tab: Overview, Eligibility, Financial, Contact and Files.

Arizona
Veterans' Donations Fund A.R.S. 41-608

Apply

Overview Eligibility Financial Contact Files

ID: N/A

Title: Veterans' Donations Fund A.R.S. 41-608

Application Start Date: 11/04/2015

Application End Date: 12/31/2015

CFDA: N/A

Reference URL:

Summary:

The purpose of this program is to support service events and projects that will benefit Arizona's veterans. Through this program, the funding agency intends to engage the community and veterans service organizations in the efforts to inform Arizona's nearly 600,000 veterans about benefits and lawfully assist them in their claims for the benefits. Generally, supported initiatives must be compatible with the following objectives:

- Assist Arizona veterans transitioning from military service
- Veteran career training or job placement
- Veteran homelessness and prevention
- Veteran court(s)
- Female Veteran Issues/Projects

A portion of funds may also support projects for veterans that relate to other objectives.

* eCivis Inc. is not responsible or liable for user-generated content.

4. At the Files tab, download and save each file to your computer.

Download and save the  PDF files using the following steps:

- a. Click on the file link to download/open the file.
- b. Click on “File” in the upper left menu bar.
- c. Click on “Save As” in the drop down menu and choose PDF as the file format.
- d. Name the file and save it to a location **on your computer** that you can access later.
- e. Close the file.

Download and save the  Excel file* using the following steps:

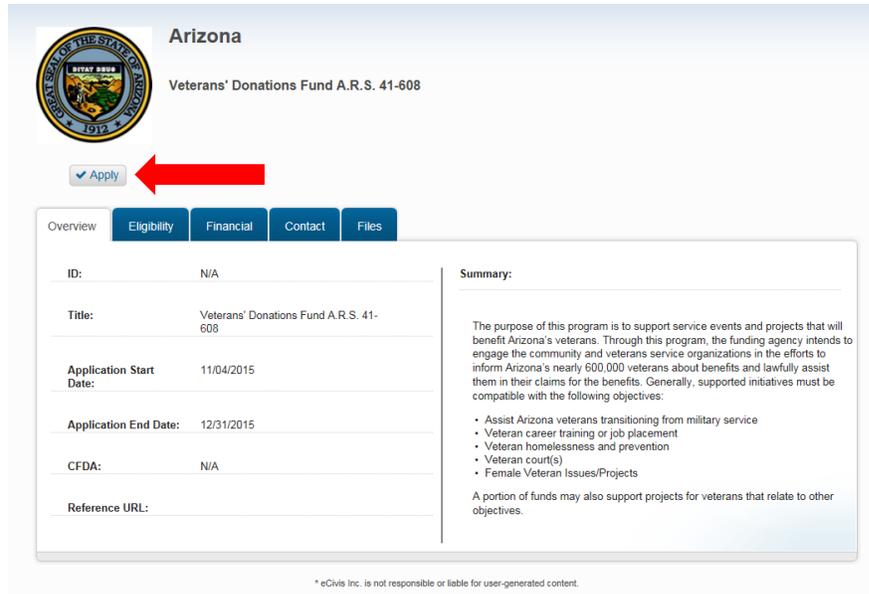
- f. Click on the file link to download/open the file.
- g. Click on “File” in the upper left menu bar.
- h. Click on “Save As” in the drop down menu and choose Excel as the file format.
- i. Name the file and save it to a location **on your computer** that you can access later.
- j. Close the file.

*This file has been provided as an optional budget template for use by grantees.

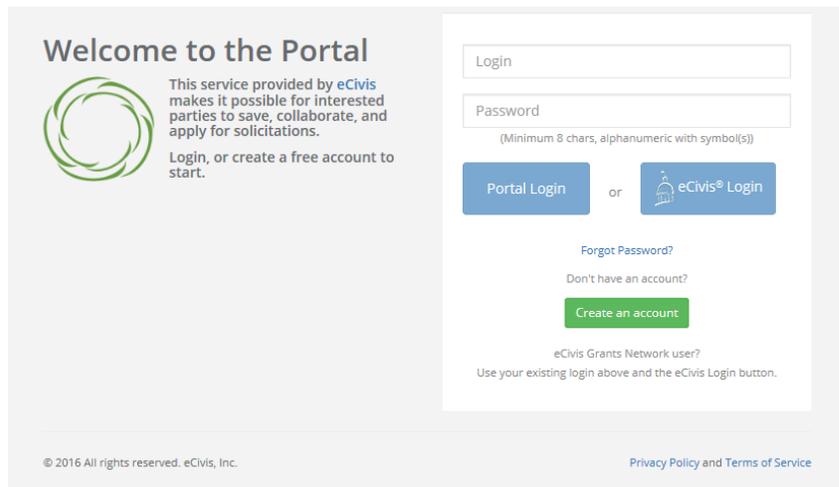
Note: These are general instructions based on the use of Windows 7 as the operating system and Internet Explorer as the browser. The use of a different operating system and/or browser other than Internet Explorer, i.e. Google Chrome or Firefox, may vary the process of saving or downloading files to your computer.

5. Complete the proposal packet previously downloaded to **your computer**.
 - a. **Proposal packet in PDF format** – Must be completed using the PDF formatted document provided. Digital signatures of organization’s authorized officer will be accepted. Handwritten proposals will also be accepted. If you run out of space in any given section, please use a supplemental document to complete your answer. See instructions for labeling any continuation documents below, in section ‘b’.
 - b. **Supplemental documents** – Please label any supplemental documents or continuation pages with organization’s name and reference the attachment number for which page you are supplementing. Include the question number for which you are continuing your answer. Supplemental documents and continuation pages should be uploaded in PDF or Word format, either as an additional page to the previously downloaded proposal packet, or as a separate file, named accordingly. If handwritten documents are provided please make sure writing is legible.
 - c. **Budget Worksheet in Excel format** – This document is provided for use as a courtesy. If using the provided Budget Worksheet, it must be completed and saved in Excel form. Do not alter the formulas of the document in any way other than adding in specific line-item details. Organizations using a similar format to that of the Budget Worksheet can submit their document showing line-item budget of project/event cost in either Excel or PDF format.
6. When you have completed the required proposal packet, use the following steps to submit the proposal packet through the eCivis by completing the following steps:

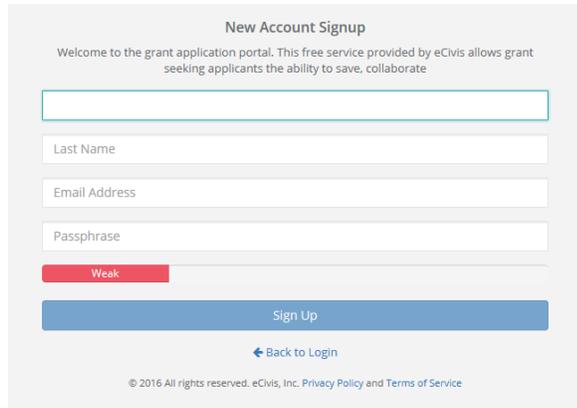
- a. Return to the eCivis page located on the [ADVS website](#).
- b. Click on the eCivis website link provided.
- c. Once the VDF page is open in eCivis, click on the “Apply” button.



- d. If you currently have an account with eCivis you will need to enter the Login and Password information here, or click on the green button that says, “Create an account.”



- e. If you are creating an account (you clicked the green button) it will then give you a screen that looks like this:



New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

Last Name

Email Address

Passphrase

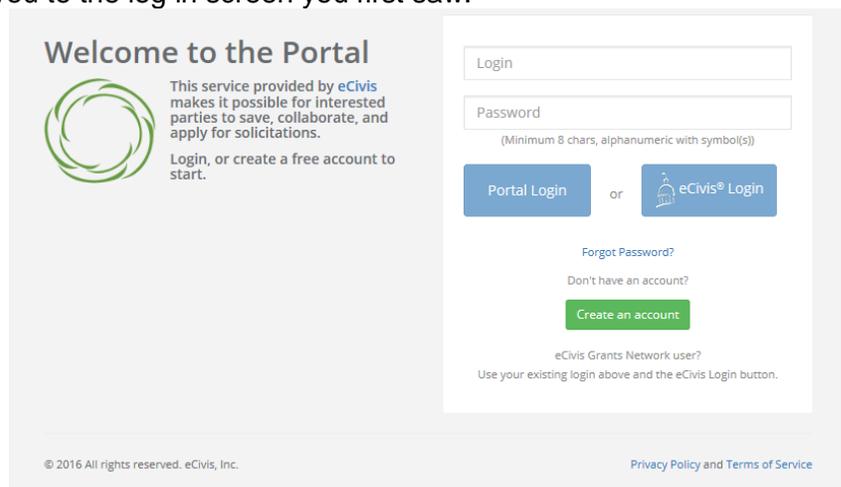
Weak

Sign Up

[← Back to Login](#)

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- f. Enter your information and create a passphrase.
- g. At this point you will receive an email from Portal Support, confirming the account you created. Click the link within that email that says “Confirm my account”. Clicking this link will return you to the log in screen you first saw.



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login or eCivis® Login

[Forgot Password?](#)

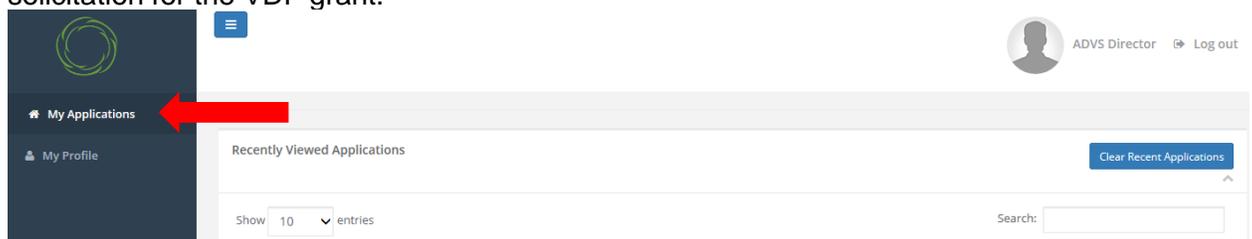
Don't have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

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- h. Enter your login and password you created and complete the profile information, as indicated by the red asterisks.
- i. On the left side of the screen you can now click on My Applications to view the solicitation for the VDF grant.



My Applications

My Profile

Recently Viewed Applications

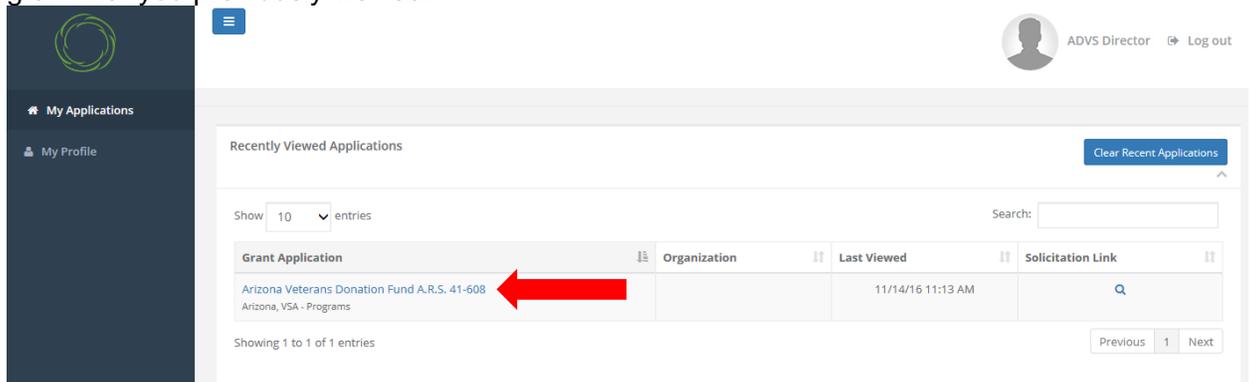
Show 10 entries

Search:

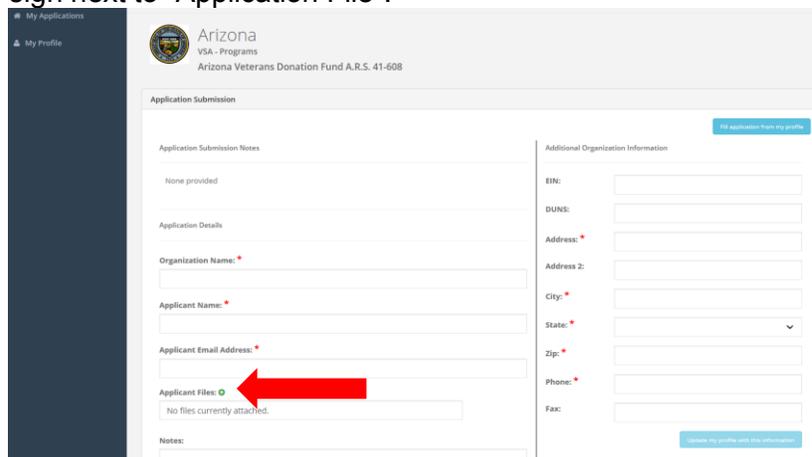
Clear Recent Applications

ADVS Director Log out

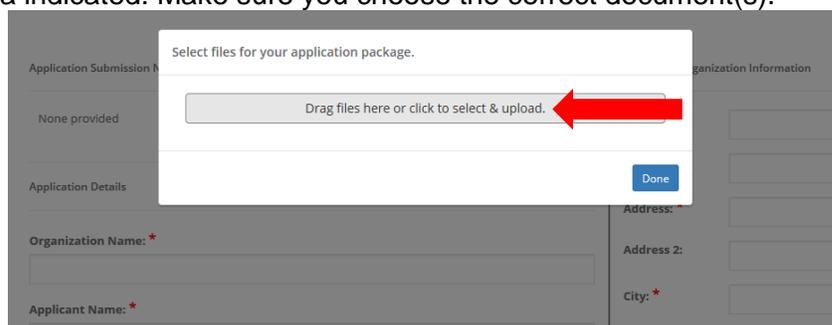
- j. You will now see the solicitation for the Arizona Veterans Donation Fund A.R.S. 41-608 grant that you previously viewed.

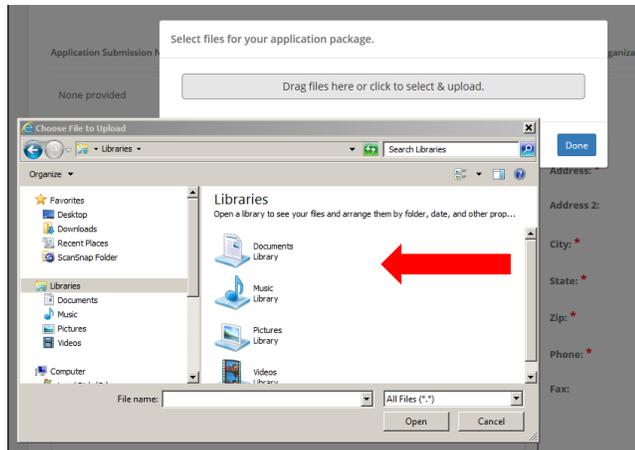


- k. Click the link to the grant page and complete your profile information (prior to uploading and submitting grant proposal).
- l. On this screen you can also upload your proposal, budget and any supplemental documents you are using to apply for the VDF grant funding by clicking on the  next to "Application File".



- m. There are two options to upload your documents, either dragging and dropping your files into the area marked, or by clicking in the box to upload the files you select from the menu. Find the completed VDF Grant Proposal PDF that you previously completed and saved on **your computer** and double click to select the file(s) or drag and drop the files into the area indicated. Make sure you choose the correct document(s).





n. Once you have uploaded your files you will see them listed on the page

Applicant Files: +

VDF Large Grant Proposal 2016 Test File.doc (240.5 Kb)

VDF Budget Worksheet Test.xlsx (42.1 Kb)



***Note: your files will not have the same names as listed above.**

o. When you have confirmed that all required information has been uploaded, click on the green “Submit to funding agency” button. The proposal packet must be submitted prior to 11:59PM (Arizona) on December 15, 2016. **No late proposals will be accepted.**

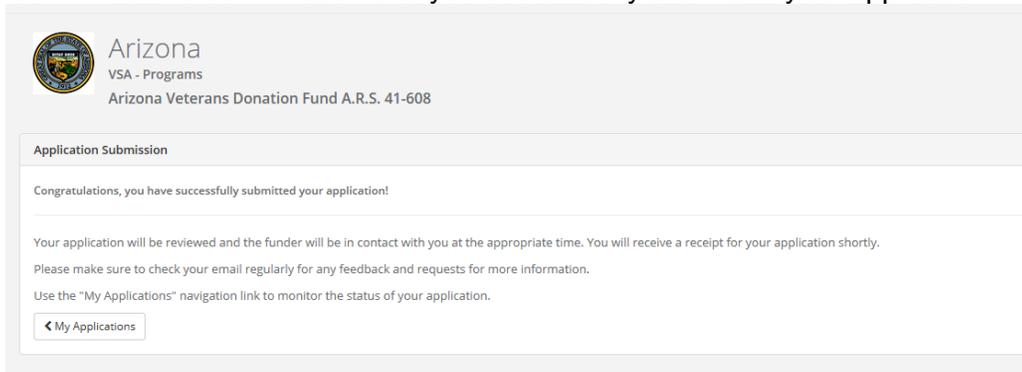
p. Confirm you want to submit your application by clicking OK on the pop up.

Are you sure you want to submit your application to the funding agency? Once submitted, your application package is locked and cannot be edited.

To save your application as a draft without submitting at this time, use the 'Save Draft' button instead.



q. You will receive confirmation that you successfully submitted your application.



You will also receive a confirmation e-mail from eCivis Support no later than the next business day. If you do not receive a confirmation e-mail please contact Tera Scherer at 602-234-8415 or by emailing LGgrants@azdvs.gov to verify receipt of proposal into eCivis.