



New York State
Grants Gateway



New York State Grants Gateway
Grant Opportunity Portal User Guide
Version 1.0



Grant Opportunity Portal Tutorial

The Grant Opportunity Portal provides a one-stop shop for anyone interested in locating grant funding opportunities with State agencies. The following pages provide detailed information on how to use the functionality within the Grant Opportunity Portal.

1. Grant Opportunity Portal Home
2. Browse a list of Grant Opportunities
3. Search for specific Grant Opportunities
4. Download a Grant Opportunity
5. Sign-up to be notified of upcoming Grant Opportunities
6. Update Notification Preferences
7. Learn how to become a Registered User
8. Logging into the Grants Gateway



1. Grant Opportunity Portal – Home

The Grant Opportunity Portal Home page is available to the public. This page offers a variety of ways for users to locate grant funding opportunities.

The screenshot shows the homepage of the New York State Grants Gateway. At the top, there is a header with the logo on the left, the text "New York State Grants Gateway" in the center, and an illustration of the State Capitol on the right. Below the header is a navigation bar with "Grants Gateway Login" on the left and a "SHOW HELP" button on the right. The main heading is "Grant Opportunity Portal - Home".

Welcome to the Grants Gateway

The **Grant Opportunity Portal** is online and available to the public, providing a one-stop shop for anyone interested in locating grant funding opportunities with State agencies.

The **Grantee Document Vault** is also available, allowing existing grantees and potential applicants to store key organizational information in a single secure online location for use by all State agencies. In order to use the Document Vault, grantees must register as a user on the system and provide information on a Delegated Administrator who will manage their user account. This requires submission of a Registration form and accompanying organizational diagram. Note that your Registration form must be signed, notarized and mailed to Gateway Administrators. Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.

Check back regularly as additional functionality, including online application, contract development and signature, and financial claiming and reporting is on track for release later this year.

For additional information see the Grants Reform Website. www.grantsreform.ny.gov

<p>BROWSE</p>	<p>SEARCH</p>	<p>NOTIFICATION</p>	<p>REGISTRATION</p>
<p>Looking for a listing of funding opportunities? Use the browse feature to get started.</p>	<p>Looking for information about a specific funding opportunity? Use the Search feature to narrow your focus.</p>	<p>Want to be kept informed of upcoming and available funding opportunities? Provide your email address, and identify the types of grants that interest you.</p>	<p>If you are already a vendor with NYS or are interested in becoming a vendor request access here.</p>
<p>Browse Now! </p>	<p>Search Now! </p>	<p>Sign-up Now! Already Signed-up? Click here to update preferences. </p>	<p>Request Access Now! </p>

For a complete listing of all New York State procurement and grant opportunities, please visit the [Contract Reporter](#).

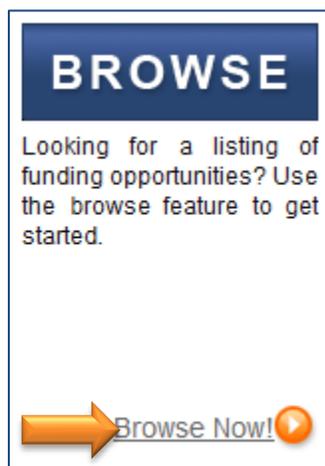


2. Browse a list of Grant Opportunities

Browsing for opportunities in the Grant Opportunity Portal is a quick and easy way to see what types of available and anticipated funding opportunities have been posted by State agencies.

Browse by doing the following:

1. Click the **Browse Now!** link on the portal home page.



2. Click on a column header link, such as **Status**, to sort the list by that column.

<u>Status</u>	<u>Release Date</u>
Anticipated	
Anticipated	March 1, 2013
Anticipated	April 23, 2013

3. Click the **Grant Opportunity** name to view the Grant Opportunity Profile (see 4. Download a Grant Opportunity in this Section for further details).
Note: Opportunities with a Status of “Anticipated” will not have a link.
4. Click the **Browse for Opportunities** link on any page to return to the **Browse for Opportunities** page.

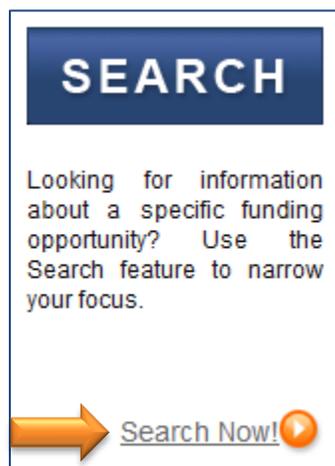


3. Browse a list of Grant Opportunities

Looking for a specific Grant Opportunity or type of Grant Opportunity? Interested in what opportunities will be available in the future? Use the Grant Opportunities Portal Search functionality to locate funding opportunities.

Search by doing the following:

1. Click the **Search Now!** link on the portal home page.



2. Enter information in the search fields to narrow your results or click directly on search to see all opportunities in the Grants Gateway.
 - NOTE: Hold the Ctrl key and click with the mouse to make multiple selections when searching by Eligibility, Funding Agency and/or Service Area.

Search by Grant Opportunity	<input type="text"/>
Search by Due Date	From: <input type="text"/> To: <input type="text"/>
Search by Release Date	From: <input type="text"/> To: <input type="text"/>
Search by Status	-- All -- <input type="button" value="v"/>
Search by Eligibility	-- All -- <input type="button" value="v"/>
Search by Funding Agency	-- All -- <input type="button" value="v"/>
Search by Service Area	-- All -- <input type="button" value="v"/>



3. Select the **SEARCH** button.



4. Click the **Grant Opportunity** name to view the Grant Opportunity Profile (see 4. Download a Grant Opportunity in this Section for further details).
Note: Opportunities with a Status of "Anticipated" will not have a link.
5. Click the **Search for Opportunities** link on any page to return to the **Search for Opportunities** page.



4. Download a Grant Opportunity

The Grant Opportunity Portal allows grantees to download PDF versions of available Grant Opportunities. These opportunities can then be completed and submitted to the appropriate State agency.

Download a Grant Opportunity by doing the following:

1. Search or browse for an “Available” opportunity.
2. Click the **Grant Opportunity** name link to view the Grant Opportunity Profile.

Funding Agency	Grant Opportunity	Status	Release Date	Eligibility	Due Date
Department of Environmental Conservation	Technical Assistance Grant	Available	March 8, 2006	Not-For-Profit	
Governor's Traffic Safety Committee	Child Passenger Safety Incentive Grants (CPS) 2014	Available	April 22, 2013	Governmental Entity, Not-For-Profit, Tribal Organization	May 15, 2013
Governor's Traffic Safety Committee	Highway Safety Grant (HS-1) 2014	Available	April 22, 2013	Governmental Entity, Not-For-Profit, Tribal Organization	May 15, 2013

3. Select the **DOWNLOAD GRANT OPPORTUNITY** button.

Grant Opportunity Profile

Grant Opportunity ID
DMV01-CPS-2013

Agency
Governor's Traffic Safety Committee

Grant Opportunity
Child Passenger Safety Incentive Grants (CPS) 2014

Contact Name
Jane Doe

Contact Email
jane.doe@dmv.ny.gov

Solicitation Profile

Full Announcement Details

Release Date Monday, April 22, 2013

Applications Due (Funding Round (FR) / Date / Time)
• FR 1 / May 15, 2013 / 04:00 PM EST

Bidder's Conference(s)/Application Workshop(s)
None available

Anticipated Award Date Tuesday, October 01, 2013

Anticipated Initial Contract Length 1 Years

Total Funding Available

Anticipated Amount of Award(s)

Letter of Intent Not Required

Letter of Intent Due

Eligible Applicants Not-For-Profit, Governmental Entity, Tribal Organization

Target Population(s)

Service Area(s) Public Safety Supports

DOWNLOAD GRANT OPPORTUNITY

4. The PDF file will open in a web browser window.
5. You can now save or print the PDF file on your computer.



6. Print by selecting the print icon in the upper left hand corner and follow the dialogue boxes.

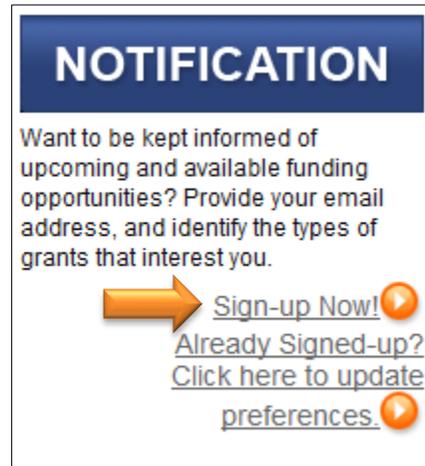


7. Save by selecting the “save as” and follow the dialogue boxes.
8. Be sure to read the information on the Grant Opportunity Profile page as well as the content of the PDF for information on eligibility, submission procedures and due dates.



5. Sign-up to be notified of upcoming Grant Opportunities

If you sign-up for notifications the Grant Opportunity Portal can keep you automatically informed about opportunities you might be interested in. Receive notifications by doing the following:



1. Click the **Sign-up Now!** link on the portal home page.
2. Enter your information in the required fields.
 - NOTE: Required fields are mark with an *.

First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Organization	<input type="text"/>	*
Email	<input type="text"/>	*
Confirm Email	<input type="text"/>	*





3. Click the check box next to your area or areas of preference.

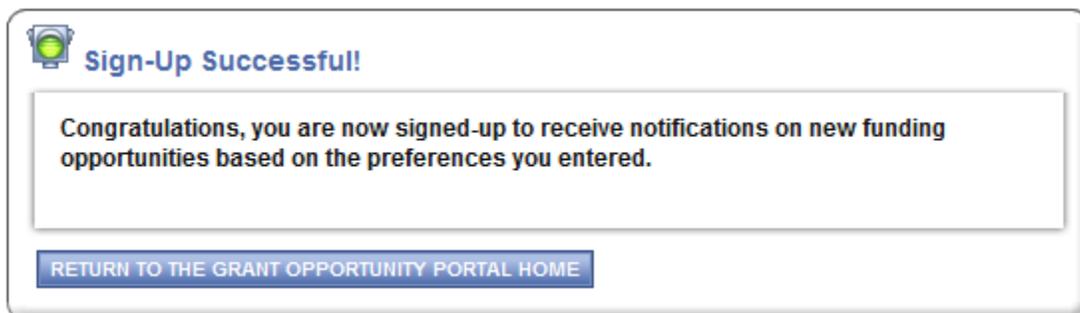


<input type="checkbox"/> Select/De-Select All	
<input type="checkbox"/> Health and Human Services	<input type="checkbox"/> Non Health and Human Services
<input type="checkbox"/> - Education Supports	<input type="checkbox"/> - Agricultural Supports
<input type="checkbox"/> - Family Supports	<input type="checkbox"/> - Environmental Supports
<input type="checkbox"/> - Health Services	<input type="checkbox"/> - Public Transportation Services
<input type="checkbox"/> - Housing and Shelter Services	<input type="checkbox"/> - Public Safety Supports
<input type="checkbox"/> - Justice Services	<input type="checkbox"/> - Government Supports
<input type="checkbox"/> - Workforce Development	

4. Select the **SIGN-UP** button.



5. If your registration was completed successfully, you will see the message below on the screen. You will also receive a registration email titled “Grant Opportunity Portal Notification”

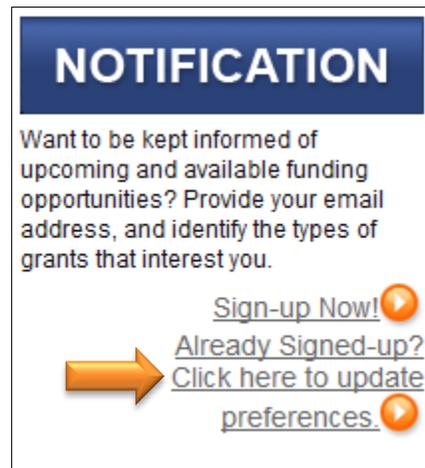




6. Update Notification Preferences

You may at some point want to add or remove preferences from your notifications. This is a simple task in the Grant Opportunity Portal.

1. Click the [Already Signed-up? Click here to update preferences.](#) link on the portal home page.



2. Enter your email address and select the **LOGIN** button.

Portal Login

Email Address



3. Make the changes to your preferences.

<input type="checkbox"/> Select/De-Select All	
<input type="checkbox"/> Health and Human Services	<input type="checkbox"/> Non Health and Human Services
<input type="checkbox"/> - Education Supports	<input type="checkbox"/> - Agricultural Supports
<input type="checkbox"/> - Family Supports	<input type="checkbox"/> - Environmental Supports
<input type="checkbox"/> - Health Services	<input type="checkbox"/> - Public Transportation Services
<input type="checkbox"/> - Housing and Shelter Services	<input type="checkbox"/> - Public Safety Supports
<input type="checkbox"/> - Justice Services	<input checked="" type="checkbox"/> - Government Supports
<input type="checkbox"/> - Workforce Development	

4. Select the **UPDATE PREFERENCES** button.



5. Next, the message below will appear on the screen.

 **Update Successful!**

Congratulations, you are now signed-up to receive notifications on new funding opportunities based on the preferences you entered.

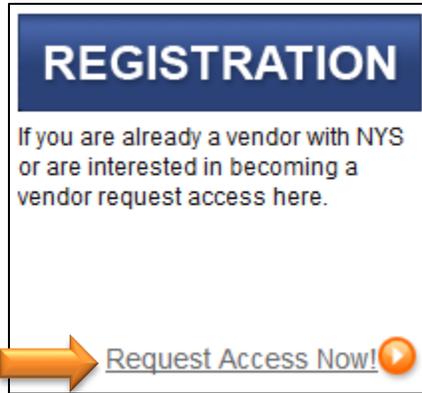
[RETURN TO THE GRANT OPPORTUNITY PORTAL HOME](#)



7. Learn how to become a Registered User

Have you done business previously with NYS or would you like to start doing business with NYS? The first thing you need to do is become a registered user of the Grants Gateway.

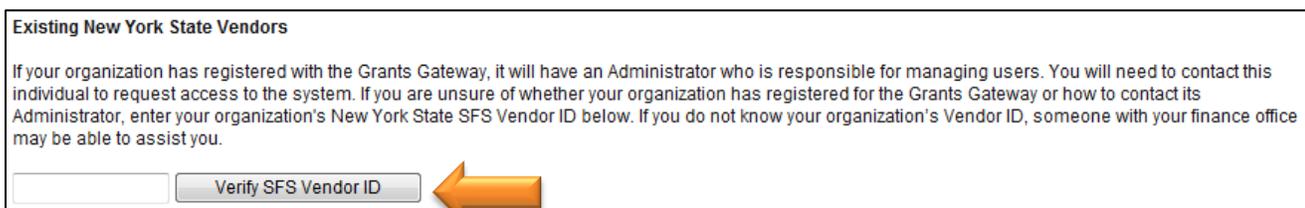
1. Click the **Request Access Now!** link on the portal home page.



2. If you have already received a Grants Gateway username and password via email click the **Click here to login** link. See **8. Logging into the Grants Gateway** in this section for further information.



3. If your organization currently or previously has had a contract with NYS then the organization may be registered with the Grants Gateway. To find out enter your organization's 10 digit SFS Vendor ID and select the **Verify SFS Vendor ID** button. If you don't know your SFS Vendor ID, check with your finance office.





If your organization has registered you will see your Organization Name and the name and email address of the person who has been assigned as the Delegated Administrator. Click on the **Email** link to contact the Delegated Administrator and request that they give you access to the Grants Gateway.

100099999

Organization Name	Delegated Admin	
Vivian's Dance	Vivian lee	Contact the Delegated Administrator for your organization to request access.
	Email: audrey.dean@budget.ny.gov	

If your organization is not listed, download and complete the [Registration Form](#).

If your Organization Name is listed, but the Delegated Administrator is not then you should click on the **Registration Form** link. Download and complete the Registration Form following the instructions included with the form.

1000000120

Organization Name	Delegated Admin	
DB Enterprises	Your organization has not established a Delegated Administrator. Download and complete the Registration Form .	

If your organization is not listed, download and complete the [Registration Form](#).

- If your organization has not done business with NYS click on the **Substitute W-9 Form** and **Registration Form** links. Download and complete both forms, follow the instructions included with the Registration Form.

All Other Vendors

If your organization has not previously done business with New York State, you will need to:

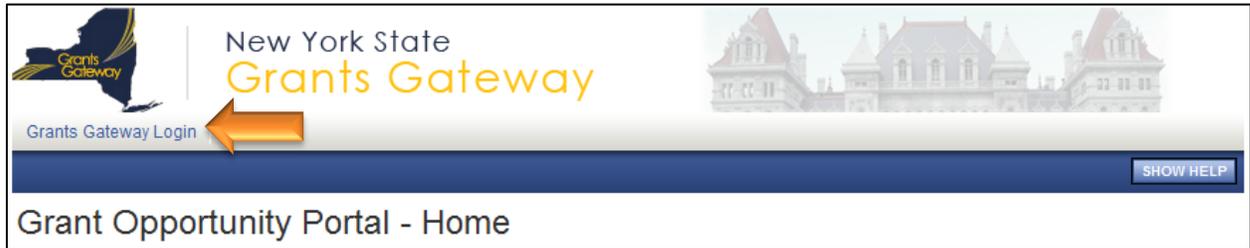
- Download and complete the [Substitute W-9 Form](#) to obtain a NYS SFS Vendor ID.
- Download and complete the Grants Gateway [Registration Form](#).
- Follow instructions on registration form.

Once your registration has been processed the individuals that were identified as Delegated Administrators will receive two emails, one with their username and one with their password. See **8. Logging into the Grants Gateway** in this section for further information.



8. Logging into the Grants Gateway

1. To log in to the Grants Gateway click the **Grants Gateway Login** link on the Grant Opportunity Portal Home page.

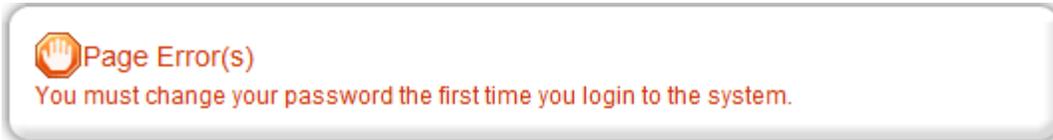


2. Enter your Username and Password on the front page of the Grants Gateway and click the **LOGIN** button.





3. The first time you login to the Grants Gateway you will be prompted to change your password.



4. Enter your new Password. Enter your new Password a second time in the Confirm Password box to ensure that you have entered it correctly. Your new Password must consist of at least 8 characters/numbers. You must include at least 1 capital letter and at least 1 number.

 Password *  Confirm Password *

5. Click the **SAVE** button on the menu tab.



6. You will get a 'Page Information' confirmation after the save is complete.

