

# City of Chicago Cyber Grants Instruction Manual



Submitting an Application

# Cyber Grants Registration

This document will assist you in completing and submitting an application through Cyber Grants. This document presumes that you have already registered yourself and your organization. If you have not done so, please refer to the Registration instructions and navigate to:

[www.cybergrants.com/CoC/Registration](http://www.cybergrants.com/CoC/Registration)

# Cyber Grants: Submitting an Application


This document will walk you through the application and the unique functionalities that are available in the system. This document will cover:

- \*Beginning, saving and submitting an application
- \*Uploading documents
- \*Answering different question types
- \*Technical Assistance and FAQs

# Cyber Grants: Logging in

Please use the e-mail address and password that you created during registration to login.

You are currently working in the *CyberGrants Sandbox* environment.

 **City of Chicago** The City of Chicago's Official Site

Office of Budget & Management

Please Log In

First time user? [Click here to create your password.](#)

\* E-mail Address:

\* Password:

[Log In](#)

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

[Need Support?](#)

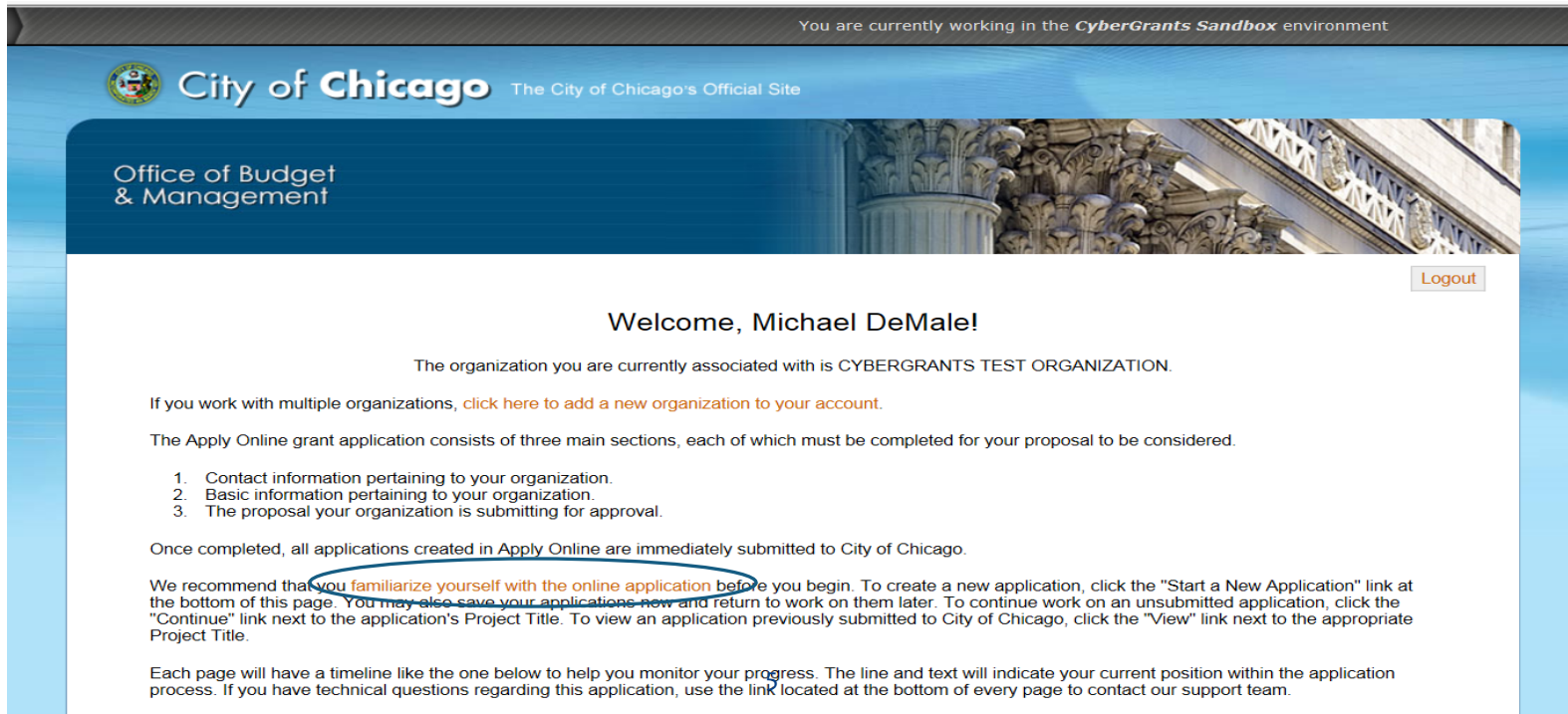
\* indicates required field

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# Cyber Grants: Your Homepage

Once you've logged in, you'll be presented with your personal homepage. From here, you'll be able to preview and print off all of the questions that you'll be asked in the application by clicking "Familiarize yourself with the online application"



The screenshot shows the user interface of the CyberGrants Sandbox environment. At the top, a dark banner reads "You are currently working in the **CyberGrants Sandbox** environment". Below this is the City of Chicago header with the official seal and the text "City of Chicago The City of Chicago's Official Site". The left sidebar identifies the "Office of Budget & Management". The main content area is titled "Welcome, Michael DeMale!" and informs the user that they are associated with "CYBERGRANTS TEST ORGANIZATION". It provides instructions on how to add new organizations and outlines the three sections of the grant application: contact information, basic information, and the proposal. A circled link "Familiarize yourself with the online application" is highlighted. The page also includes a "Logout" button and a timeline section for monitoring progress.

You are currently working in the **CyberGrants Sandbox** environment

 **City of Chicago** The City of Chicago's Official Site

Office of Budget & Management

[Logout](#)

## Welcome, Michael DeMale!

The organization you are currently associated with is CYBERGRANTS TEST ORGANIZATION.

If you work with multiple organizations, [click here to add a new organization to your account](#).

The Apply Online grant application consists of three main sections, each of which must be completed for your proposal to be considered.

1. Contact information pertaining to your organization.
2. Basic information pertaining to your organization.
3. The proposal your organization is submitting for approval.

Once completed, all applications created in Apply Online are immediately submitted to City of Chicago.

We recommend that you [familiarize yourself with the online application](#) before you begin. To create a new application, click the "Start a New Application" link at the bottom of this page. You may also save your applications now and return to work on them later. To continue work on an unsubmitted application, click the "Continue" link next to the application's Project Title. To view an application previously submitted to City of Chicago, click the "View" link next to the appropriate Project Title.

Each page will have a timeline like the one below to help you monitor your progress. The line and text will indicate your current position within the application process. If you have technical questions regarding this application, use the link located at the bottom of every page to contact our support team.

# Cyber Grants: The Questions

Familiarizing yourself with the application questions before you begin can be helpful, but also know that you may save your application while working on it, and return to it at a later date without submitting! It's ok if you don't have all of the answers when you begin your application.

# Cyber Grants: Beginning an Application

Once you've familiarized yourself with the application, scroll to the bottom of your homepage and click "Start a New Application" to begin!

<a href="#">Continue</a>	(No Project Title)		04/03/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)		04/03/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)		04/03/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)		04/03/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)		04/03/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)		04/04/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)		04/06/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)		04/06/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)		04/06/2014	\$0.00

## Your Submitted Application

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
<a href="#">View</a>	(No Project Title)	02/03/2014	Voucher	\$23,564.00	
<a href="#">View</a>	(No Project Title)	02/26/2014	Voucher	\$50,000.00	
<a href="#">View</a>	(No Project Title)	02/26/2014	Voucher	\$10,000.00	
<a href="#">View</a>	Helping People with Disabilities	04/02/2014		\$56,500.00	

[Start a New Application](#)

Need Support?

# Cyber Grants: Navigating the Application

Each application is broken into several different sections. Each section focuses on a specific area of your organization or proposed program. Some section examples include, but are not limited to:

- \* Organization Information
- \* Agency Overview
- \* Monitoring
- \* Budget Information


Note that you are not required to complete each section in order, you may skip around between sections by clicking on the appropriate tab, illustrated on the next slide.



# Cyber Grants: Navigating the Application

Click any tab to navigate to the questions located in that section.

You are currently working in the *CyberGrants Sandbox* environment

 **City of Chicago** The City of Chicago's Official Site

Office of Budget & Management

Logout

Welcome Page **Contact Information** Organization Information Agency Overview Monitoring Program Summary Auditing Requirements Geographic Area(s) Served Work Program Budget Information Service Provision Organizational Capacity Statement of Assurances

**Contact Information**

Please provide your contact information.

\* indicates required field

☐ Match: Check the box to associate this individual with this application. **Name:** ALEX BUDNIK  
**Telephone Number:** 312-744-3421  
**E-mail Address:** abudnik@cityofchicago.rog  
**Contact Type:** Chief Executive

☐ Match: Check the box to associate this individual with this application. **Name:** ALISON DOERR  
**Telephone Number:** 555-555-5555  
**E-mail Address:** alison@test.com

# Cyber Grants: Contact Information

The first step to submitting an application with Cyber Grants is identifying yourself and providing contact information. **This information will only need to be provided once and, after completion, will be pre-populated into every application you submit.** If multiple individuals are associated with your organization, you'll need to left-click the checkbox next to your name and click "Save and Proceed".

The screenshot shows the 'Contact Information' page of the 'Office of Budget & Management'. The page has a navigation bar with tabs: Welcome Page, Contact Information (selected), Organization Information, Agency Overview, Monitoring, Program Summary, Auditing Requirements, Geographic Area(s) Served, Work Program, Budget Information, Service Provision, Organizational Capacity, and Statement of Assurances. A 'Logout' button is in the top right. Below the navigation bar, the title 'Contact Information' is followed by the instruction 'Please provide your contact information.' and a legend '\* indicates required field'. There are four contact entries, each with a 'Match' checkbox and pre-filled details. The third entry, for 'JOHN SMITH', is circled in blue, and its 'Match' checkbox is checked. At the bottom, there are two buttons: 'Save and Proceed' (circled in blue) and 'Create New'. A 'Need Support?' link is at the very bottom.

Office of Budget & Management

Logout

Welcome Page **Contact Information** Organization Information Agency Overview Monitoring Program Summary Auditing Requirements Geographic Area(s) Served Work Program Budget Information Service Provision Organizational Capacity Statement of Assurances

### Contact Information

Please provide your contact information. \* indicates required field

☐ Match: Check the box to associate this individual with this application. Name: ALEX BUDNIK Telephone Number: 312-744-3421 E-mail Address: abudnik@cityofchicago.rog Contact Type: Chief Executive

☐ Match: Check the box to associate this individual with this application. Name: ALISON DOERR Telephone Number: 555-555-5555 E-mail Address: alison@test.com Contact Type:

☒ Match: Check the box to associate this individual with this application. Name: JOHN SMITH Telephone Number: 555-555-5555 E-mail Address: Contact Type:

☐ Match: Check the box to associate this individual with this application. Name: (Unknown) Telephone Number: 555-555-5555 E-mail Address: Contact Type:

Save and Proceed Create New

Need Support?

# Cyber Grants: Contact Information

Should your contact information change, simply left-click your name to edit your contact information. You may also delete contact information in this way, if, for example, a colleague leaves your organization. We encourage you to keep this information up-to-date!

The screenshot shows the 'Office of Budget & Management' website. A navigation bar at the top contains links: Welcome Page, **Contact Information** (highlighted), Organization Information, Agency Overview, Monitoring, Program Summary, Auditing Requirements, Geographic Areas(s) Served, Work Program, Budget Information, Service Provision, Organizational Capacity, and Statement of Assurances. A 'Logout' button is in the top right. Below the navigation bar, the 'Contact Information' section is titled. It instructs users to 'Please provide your contact information.' and lists four contacts, each with a 'Match' checkbox and a 'Name' field. The first contact, ALEX BUDNIK, has a blue circle around his name. The second contact is ALISON DOERR. The third contact is JOHN SMITH. The fourth contact is (Unknown). Each contact entry includes fields for Telephone Number, E-mail Address, and Contact Type. At the bottom, there are 'Save and Proceed' and 'Create New' buttons, and a 'Need Support?' link.

Office of Budget & Management

Logout

Welcome Page **Contact Information** Organization Information Agency Overview Monitoring Program Summary Auditing Requirements Geographic Areas(s) Served Work Program Budget Information Service Provision Organizational Capacity Statement of Assurances

### Contact Information

Please provide your contact information. \* indicates required field

☐ Match: Check the box to associate this individual with this application. **Name: ALEX BUDNIK**  
Telephone Number: 312-744-3421  
E-mail Address: abudnik@cityofchicago.rog  
Contact Type: Chief Executive

☐ Match: Check the box to associate this individual with this application. **Name: ALISON DOERR**  
Telephone Number: 555-555-5555  
E-mail Address: alison@test.com  
Contact Type:

☒ Match: Check the box to associate this individual with this application. **Name: JOHN SMITH**  
Telephone Number: 555-555-5555  
E-mail Address:  
Contact Type:

☐ Match: Check the box to associate this individual with this application. **Name: (Unknown)**  
Telephone Number: 555-555-5555  
E-mail Address:  
Contact Type:

Save and Proceed Create New

Need Support?

# Cyber Grants: Organization Information

Next, you'll be asked to provide information about your organization. Like your contact information, **this section will only need to be completed once, and once done will be pre-populated into every other application you submit.** You may edit it at any time, but be aware that the changes that you make to this section will apply to all of your applications.

**Organization Information**

\* indicates required field

\* Legal Organization Name

Address

City

State

Zip

County

Country

Telephone

\* Federal Employer Identification Number <?> Please enter your agency's Federal Employer Identification Number.

DUNS Number <?> Please enter the DUNS number associated with your organization.

\* Head of Agency Name Please provide the name of your agency's chief executive.

\* Head of Agency Title Please provide the official title for the chief executive of your agency.

\* Head of Agency Contact Telephone Please provide the Chief Executive's contact telephone number, including area code.

\* Head of Agency E-mail Contact Please provide your Chief Executive's e-mail address.

12

# Cyber Grants: Organization Information

In addition to basic information about your organization, such as the legal name (that which is included on your organization's charter) and address, you will also be asked to provide several attachments.

**Board Member Identification** <?> Please attach your **Board Member Identification** sheet.

[Upload File](#)

- Board\_Member\_Identification.docx (13.38 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]

**\* IRS Determination Letter** Please attach your letter from the IRS designating your tax status.

[Upload File](#)

- appld10856.pdf (26.49 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]

**SAM Certificate** Please attach your System for Awards Management (SAM) certification.

[Upload File](#)

- Supporting\_Documentation\_CDBG\_Delegates.xls (37.5 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]

**\* Certificate of Good Standing** Please attach your certification of good standing with the State of Illinois.

[Upload File](#)

- Supporting\_Documentation\_CDBG\_Delegates.xls (37.5 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]

**\* Bylaws and Charter** Please attach a copy of your organization's Bylaws and Charter.

[Upload File](#)

- TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [Delete File]

**\* Financial Statement** Please attach a copy of your agency's most recent financial statement and audit.

[Upload File](#)

- TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [Delete File]
- TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [Delete File]

# Cyber Grants: Required Questions

As you look through each section and begin completing your application, note that some questions are **required**. This means that the application **cannot be submitted** until these questions have been completed. Required questions are designated with a red asterisk (\*) to the left of the question.

The screenshot displays a grant application form with several sections. Required questions are marked with a red asterisk (\*) to the left of the question text. The sections and their contents are as follows:

- Board Member Identification** (with a double question mark icon):
  - Please attach your **Board Member Identification** sheet.
  - Upload File
  - Board\_Member\_Identification.docx (13.38 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]
- \* IRS Determination Letter** (circled in blue):
  - Please attach your letter from the IRS designating your tax status.
  - Upload File
  - appld10856.pdf (26.49 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]
- SAM Certificate**:
  - Please attach your System for Awards Management (SAM) certification.
  - Upload File
  - Supporting\_Documentation\_CDBG\_Delegates.xls (37.5 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]
- \* Certificate of Good Standing** (circled in blue):
  - Please attach your certification of good standing with the State of Illinois.
  - Upload File
  - Supporting\_Documentation\_CDBG\_Delegates.xls (37.5 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]
- \* Bylaws and Charter**:
  - Please attach a copy of your organization's Bylaws and Charter.
  - Upload File
  - TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [Delete File]
- \* Financial Statement**:
  - Please attach a copy of your agency's most recent financial statement and audit.
  - Upload File
  - TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [Delete File]
  - TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [Delete File]

14



# Cyber Grants: Tooltips

You may also notice that some questions contain **tooltips**. Tooltips are brief notes that provide additional feedback regarding how to complete the question. Tooltips are designated by a small, orange question-mark (?) to the right of the question. Simply scroll your mouse over the ? to view the tooltip.

The screenshot shows a grant application form with several required fields, each with an 'Upload File' button and a list of uploaded documents. A blue oval highlights the 'Authorized Official' field, which has an orange question mark icon to its left. A yellow tooltip box is positioned over this icon, containing the text: 'Documentation consists of a signed letter from the Chairperson of the governing body providing the name, title, addresses and telephone numbers of each authorized individual.'

**SAM Certificate** Please attach your System for Awards Management (SAM) certification.  
Upload File  
• Supporting\_Documentation\_CDBG\_Delegates.xls (37.5 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]

**\* Certificate of Good Standing** Please attach your certification of good standing with the State of Illinois.  
Upload File  
• Supporting\_Documentation\_CDBG\_Delegates.xls (37.5 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]

**\* Bylaws and Charter** Please attach a copy of your organization's Bylaws and Charter.  
Upload File  
• TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [Delete File]

**\* Financial Statement** Please attach a copy of your agency's most recent financial statement and audit.  
Upload File  
• TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [Delete File]

**\* Authorized Official** (?) Please attach documentation of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency.  
Upload File  
• TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [Delete File]

Documentation consists of a signed letter from the Chairperson of the governing body providing the name, title, addresses and telephone numbers of each authorized individual.

Save and Proceed

Need Support?


# Cyber Grants: Organization Information

Some items, such as the **Board Member Identification Sheet**, are standard templates that we have provided for you to complete and upload. Note the bolded lettering. To access the template, simply click on the bolded area and open the file.

\* Year Org. Established

\* Liability Insurance Does your agency have liability insurance coverage?

\* Payroll Taxes Does your agency pay all payroll taxes and worker's compensation as required by Federal and State laws?

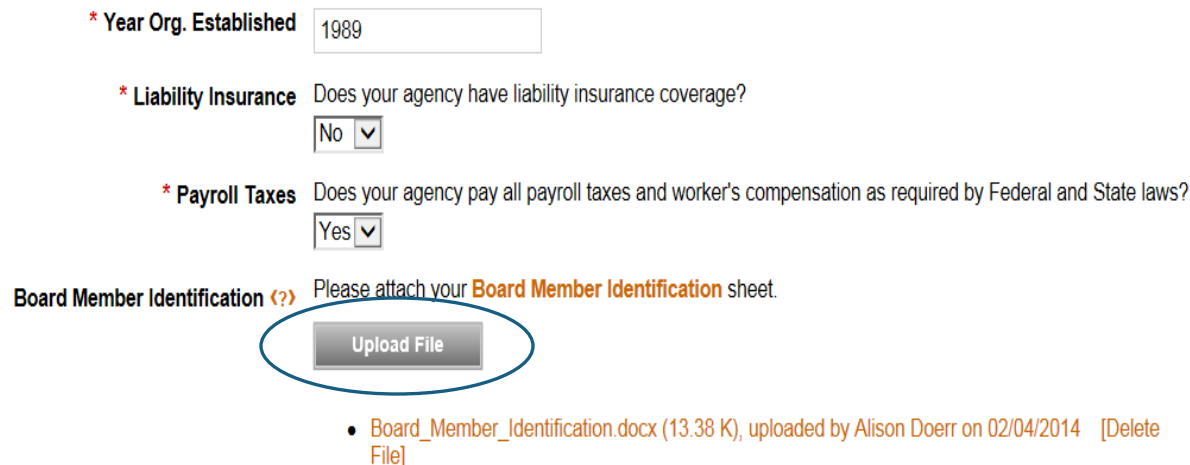
Board Member Identification  Please attach your **Board Member Identification** sheet.

- [Board\\_Member\\_Identification.docx \(13.38 K\)](#), uploaded by Alison Doerr on 02/04/2014 [Delete File]



# Cyber Grants: Organization Information

Whenever we provide a template for you, it will be referenced and linked in the question just like this example. Once you've completed the file, click the "Upload File" button to attach.




The screenshot shows a web form with the following fields and instructions:


- \* Year Org. Established**: A text input field containing the value "1989".
- \* Liability Insurance**: A question "Does your agency have liability insurance coverage?" with a dropdown menu showing "No".
- \* Payroll Taxes**: A question "Does your agency pay all payroll taxes and worker's compensation as required by Federal and State laws?" with a dropdown menu showing "Yes".
- Board Member Identification**: A section header with a help icon (?).
- Please attach your Board Member Identification sheet.**: An instruction text.
- Upload File**: A button, which is circled in red in the original image.
- File List**: A list of uploaded files, including "Board\_Member\_Identification.docx (13.38 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]".


# Cyber Grants: Uploading Documents

Browse your computer for the appropriate file, just like attaching a document to an e-mail. Once you've uploaded the file, the filename and format will be displayed on the screen.

**\* Year Org. Established**

**\* Liability Insurance** Does your agency have liability insurance coverage?  
 

**\* Payroll Taxes** Does your agency pay all payroll taxes and worker's compensation as required by Federal and State laws?  
 

**Board Member Identification**  Please attach your **Board Member Identification** sheet.

- Board\_Member\_Identification.docx (13.38 K), uploaded by Alison Doerr on 02/04/2014 [Delete File]

# Cyber Grants: Uploading Documents

Should you ever need to replace an attachment, simply click the “Delete File” button next to the file name.

**Board Member Identification** <?> Please attach your **Board Member Identification** sheet.

[Upload File](#)

- Board\_Member\_Identification.docx (13.38 K), uploaded by Alison Doerr on 02/04/2014 [\[Delete File\]](#)

**\* IRS Determination Letter** Please attach your letter from the IRS designating your tax status.

[Upload File](#)

- appld10856.pdf (26.49 K), uploaded by Alison Doerr on 02/04/2014 [\[Delete File\]](#)

**SAM Certificate** Please attach your System for Awards Management (SAM) certification.

[Upload File](#)

- Supporting\_Documentation\_CDBG\_Delegates.xls (37.5 K), uploaded by Alison Doerr on 02/04/2014 [\[Delete File\]](#)

**\* Certificate of Good Standing** Please attach your certification of good standing with the State of Illinois.

[Upload File](#)

- Supporting\_Documentation\_CDBG\_Delegates.xls (37.5 K), uploaded by Alison Doerr on 02/04/2014 [\[Delete File\]](#)

**\* Bylaws and Charter** Please attach a copy of your organization's Bylaws and Charter.

[Upload File](#)

- TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [\[Delete File\]](#)

**\* Financial Statement** Please attach a copy of your agency's most recent financial statement and audit.

[Upload File](#)

- TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [\[Delete File\]](#)
- TEST Doc.xlsx (8.53 K), uploaded by Michael DeMale on 04/02/2014 [\[Delete File\]](#)

# Cyber Grants: Uploading Documents

Please note that there is a limit on the size of the attachment – if your file exceeds 10 megabytes, you will need to split it into multiple files, and attach them separately. Each upload field, while limiting the size of an individual file, will allow you to upload as many files as needed.

# Cyber Grants: Submitting an Application

Throughout the Cyber Grants application, you'll note several different question types. Some, like those discussed in previous slides, require you to attach documents. Others require you to provide text descriptions. Still others allow you to select an answer option (or multiple answer options) from a list.

The next few slides will cover these different question types and how to answer them.

# Cyber Grants: Text Fields

Some questions will provide space for you to insert your own text. You may enter answers directly into Cyber Grants, or copy and paste them from another document. Note that each one of these fields has a character limit, which changes depending on the specific question. Make sure you note the character limit available with each question.

The screenshot displays the 'Agency Overview' section of a web application. At the top, a navigation bar includes links: Welcome Page, Contact Information, Organization Information, Agency Overview (highlighted), Monitoring, Program Summary, Auditing Requirements, Geographic Area(s) Served, Work Program, Budget Information, Service Provision, Organizational Capacity, and Statement of Assurances. A 'Logout' button is in the top right. The main content area is titled 'Agency Overview' and contains four required text fields, each marked with an asterisk (\*). The first field, 'Organization Mission', is circled in blue and asks for the mission and major accomplishments in the last 12 months, with a '(2000 character maximum)' limit. The second field, 'Agency Overview', asks for a narrative overview of the agency, also with a '(2000 character maximum)' limit. The third field, 'Organizational Chart', asks for an organizational chart and includes an 'Upload File' button. The fourth field, 'Agency Capacity', asks for a description of the agency's ability to operate and manage the program. A legend indicates that an asterisk (\*) denotes a required field.

& Management

Welcome Page Contact Information Organization Information **Agency Overview** Monitoring Program Summary Auditing Requirements Geographic Area(s) Served Work Program Budget Information Service Provision Organizational Capacity Statement of Assurances

Logout

**Agency Overview**

\* indicates required field

\* **Organization Mission** What is the mission of your organization and what are its major accomplishments in the last 12 months?  
(2000 character maximum)

\* **Agency Overview** Please provide a narrative overview of your agency. The narrative should, at a minimum, address the following items: the agency's philosophy; services or programs provided; the number of years that the agency has provided these services and current demographics regarding service area(s) including client populations served and geographic delivery area.  
(2000 character maximum)

\* **Organizational Chart** Please attach your agency's organizational chart. *An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicating where the proposed project will fit into the organizational structure and identify any staff positions of shared responsibility.*  
Upload File

\* **Agency Capacity** Please describe your agency's ability to operate and manage the proposed program, including your track record regarding compliance with Federal, State and local funded programs.

22

# Cyber Grants: Single-Answer Questions

Other questions provide you with a list of available answers, for which you will need to select the answer from the list that applies to you and your organization.

The screenshot shows a web form titled "Office of Budget & Management" with a navigation bar containing links: Welcome Page, Contact Information, Organization Information, Agency Overview, Monitoring, Program Summary, Auditing Requirements (highlighted), Geographic Area(s) Served, Work Program, Budget Information, Service Provision, Organizational Capacity, and Statement of Assurances. A "Logout" button is in the top right. The main section is "Auditing Requirements" with a sub-header "This section is about your agency's auditing requirements." and a note "\* indicates required field". The form includes several questions with input fields or dropdowns: "Agency Fiscal Year" (text input), "Contract Audit" (text input), "Audit Frequency" (dropdown menu), and "Other Funding" (radio button selection). The "Other Funding" question is circled in blue. Below the "Other Funding" question is a "Save and Proceed" button. At the bottom, there is a "Need Support?" link and a page number "23".

Office of Budget & Management

Logout

Welcome Page Contact Information Organization Information Agency Overview Monitoring Program Summary **Auditing Requirements** Geographic Area(s) Served Work Program Budget Information Service Provision Organizational Capacity Statement of Assurances

**Auditing Requirements**

\* indicates required field

This section is about your agency's auditing requirements.

\* **Agency Fiscal Year** <?> What is your agency's fiscal year?

\* **Contract Audit** When do you intend to conduct an audit of this contract?

\* **Audit Frequency** Will your audit be annual (once a year) or biennial (once every two years)?  
☐ Annual ☒ Biennial

\* **Other Funding** Does your agency anticipate receiving funding from any Federal or State agency for this program during 2015?  
☐ Yes ☐ No

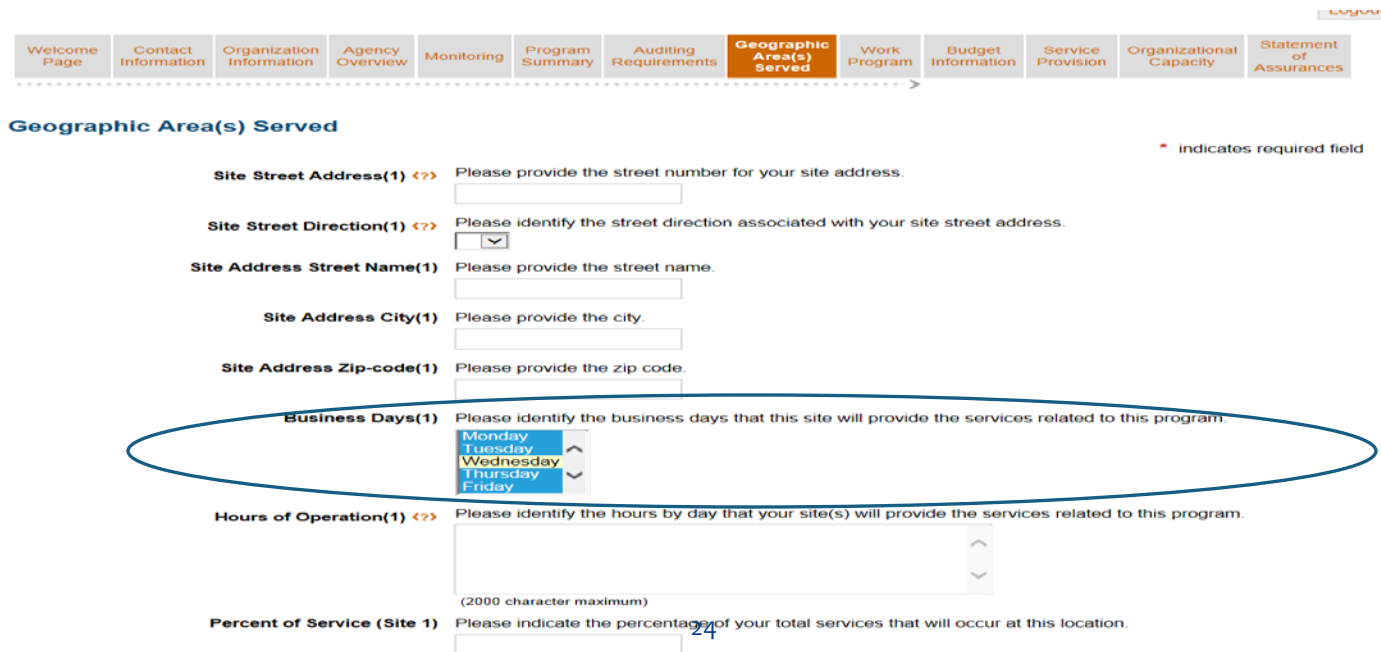
Save and Proceed

Need Support?

23

# Cyber Grants: Multi-Answer Questions

Some questions will allow you to select multiple answers from a list. To do so, hold **CTRL** on your keyboard and click all of the answer options that apply.



**Geographic Area(s) Served** Logout

Welcome Page Contact Information Organization Information Agency Overview Monitoring Program Summary Auditing Requirements **Geographic Area(s) Served** Work Program Budget Information Service Provision Organizational Capacity Statement of Assurances

\* indicates required field

**Site Street Address(1) <?>** Please provide the street number for your site address.

**Site Street Direction(1) <?>** Please identify the street direction associated with your site street address.  
☐ ☒

**Site Address Street Name(1)** Please provide the street name.

**Site Address City(1)** Please provide the city.

**Site Address Zip-code(1)** Please provide the zip code.

**Business Days(1)** Please identify the business days that this site will provide the services related to this program.  

Monday

Tuesday

Wednesday

Thursday

Friday

**Hours of Operation(1) <?>** Please identify the hours by day that your site(s) will provide the services related to this program.  
  
(2000 character maximum)

**Percent of Service (Site 1)** Please indicate the percentage of your total services that will occur at this location.



# Cyber Grants: Saving a Work-in-Progress

Cyber Grants does not require you to begin and complete your application in a single-sitting. To save your application, click “Save and Proceed” at the bottom of any page.

(2000 character maximum)

**\* Agency Overview** Please provide a narrative overview of your agency. The narrative should, at a minimum, address the following items: the agency's philosophy; services or programs provided; the number of years that the agency has provided these services and current demographics regarding service area(s) including client populations served and geographic delivery area.

(2000 character maximum)

**\* Organizational Chart** Please attach your agency's organizational chart. *An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicating where the proposed project will fit into the organizational structure and identify any staff positions of shared responsibility.*

Upload File

**\* Agency Capacity** Please describe your agency's ability to operate and manage the proposed program, including your track record regarding compliance with Federal, State and local funded programs.

(2000 character maximum)

**\* Fiscal Management** Please describe your agency's fiscal management, including financial reporting, recording keeping, accounting systems and payment procedures.

(2000 character maximum)

**Save and Proceed**

[Need Support?](#)

Home : [Disclaimer](#) : [Privacy Policy](#) : [Web Standards](#) : [Site Credits](#) : [Site Map](#) : [Contact Us](#) : [Press Room](#)

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# Cyber Grants: Returning to a Saved Application

Once you're ready to begin working on your saved application again, simply log-in, and from your homepage select "Continue" under the "Applications Requiring Action" list. You may also delete unwanted applications by clicking on the trash can.

**Welcome Page** | Contact Information | Organization Information | Agency Overview | Monitoring | Program Summary | Auditing Requirements | Geographic Area(s) Served | Work Program | Budget Information | Service Provision | Organizational Capacity | Statement of Assurances

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### Applications Requiring Action

Action	Project Title	Application Date	Proposal Type	Application Amount
<a href="#">View</a>	(No Project Title)	03/11/2014		\$0.00
<a href="#">View</a>	(No Project Title)	03/11/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/03/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/03/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/03/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/03/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/03/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/03/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/04/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/06/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/06/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/06/2014		\$0.00
<a href="#">Continue</a>	(No Project Title)	04/07/2014		\$0.00

### Your Submitted Application

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
<a href="#">View</a>	(No Project Title)	02/03/2014	Voucher	\$23,564.00	
<a href="#">View</a>	(No Project Title)	02/26/2014	Voucher	\$50,000.00	
<a href="#">View</a>	(No Project Title)	02/26/2014	Voucher	\$10,000.00	
<a href="#">View</a>	Helping People with Disabilities	04/02/2014		\$56,500.00	

[Start a New Application](#)

# Cyber Grants: Submitting a Completed Application

Once you have answered all questions and are ready to officially submit, from the last tab of the application (Statement of Assurances) click “Save and Proceed”.

\* Organization Name

\* Applicant Initials

\* Full-Name of Signatory

\* Title of Signatory

\* Date   
(MM/DD/YYYY)

Save and Proceed

Need Support?

# Cyber Grants: Submitting a Completed Application

You will be given a final opportunity to review your application, and print off a copy for your records.

**Note that once an application is submitted, it cannot be deleted or edited.** You may return to and view your application at any time, however.

# Cyber Grants: Technical Assistance

Many technical questions regarding use of the Cyber Grants system are available online and can be accessed at any time as you work through the application. At the bottom of each page, click “Need Support?” If you’re having trouble!

<a href="#">Continue</a>	(No Project Title)	04/03/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)	04/03/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)	04/03/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)	04/03/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)	04/03/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)	04/04/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)	04/06/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)	04/06/2014	\$0.00
<a href="#">Continue</a>	(No Project Title)	04/06/2014	\$0.00

## Your Submitted Application

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
<a href="#">View</a>	(No Project Title)	02/03/2014	Voucher	\$23,564.00	
<a href="#">View</a>	(No Project Title)	02/26/2014	Voucher	\$50,000.00	
<a href="#">View</a>	(No Project Title)	02/26/2014	Voucher	\$10,000.00	
<a href="#">View</a>	Helping People with Disabilities	04/02/2014		\$56,500.00	

[Start a New Application](#)

[Need Support?](#)  
29

# Cyber Grants: Technical Assistance

Click on any question to view the answer. If your question or issue is not addressed on this list, select “\* I still have a question” at the bottom, or e-mail [cgsupport@cybergrants.com](mailto:cgsupport@cybergrants.com). Technical support is available Monday through Friday from 7am-7pm. Please allow us 24 hours to respond to your inquiry.

[Logout](#)

**Q.** How can I continue working on an application I already started?

**A.** Follow the directions below to continue working on a previously started but unsubmitted application.

1. Login with the email address and password that was used to create the application.
2. Under 'Applications Requiring Action,' at the bottom of the Welcome Page, look for the application you wish to continue.
3. Click the 'Continue' link next to that application.

**Q.** How can I delete an application I no longer need?

**Q.** How can I move between sections of the application without completing all required fields first?

**Q.** How can I print my application?

**Q.** How can I see the application before I get started?

**Q.** How can I update or delete a contact in my application?

**Q.** How do I start an application?

**Q.** How do I upload a file?

**Q.** How do I delete an uploaded file?

**Q.** How do I submit my application once I am done?

**Q.** How will I know if you received my application?

**A.** Once you submit your application and it is received, an email confirming receipt of the application will be sent to the email address with which you logged in.

You will also see the submitted application listed under 'Submitted Applications' on your Welcome Page.

**Q.** I am receiving the message that the Federal Tax ID number I entered is incorrect. What should I do?

**Q.** I do not know my organization's Federal Tax ID. How can I find it?

**Q.** If an answer has a 'character maximum', what characters are included?

**Q.** How will I know if I am eligible for a Grant?

**Q.** What is the evaluation/review process?

**A.** All applications are reviewed first by an internal panel of City staff. Applications are also reviewed by an external panel of community members. All applications will receive a point score out of a total 100. Respondents with the highest scores are the most likely to be awarded funds.

**Q.** Who should I contact to determine whether I have been selected to receive a grant?

**Q.** Will I need to create a new Cyber Grants profile every year?

**Q.** Can multiple registered users review and edit an application at once?

**Q.** How can I make changes to my contact information?

**Q.** I am a grant writer working for multiple organizations. Do I have to register more than once?

**Q.** Can I use the same password for multiple User accounts?

**Q.** I don't understand an application question, who should I contact?

\* I still have a question

# Cyber Grants: Feedback

After submitting your application, you will receive an e-mail notification confirming that we have received your application. Included in this notification will be a link to a feedback survey that we have created.

**Please take a few moments to complete this survey after submitting your application. Your feedback will help us improve the applicant experience!**

# Thank you!

This concludes the training manual for submitting an application through Cyber Grants! Please remember to refer to the “Need Support” link available in the Cyber Grants system if you encounter any technical issues while completing and submitting your application!

More questions? Please contact us at [OBMGMU@cityofchicago.org](mailto:OBMGMU@cityofchicago.org)!