



GANS Community Project Grant: Step-by-Step Application Guide

1. Review the detailed instructions in the [GANS Community Project Grant Application Guide](#).
2. Create a [Grants Management System \(GMS\) account](#), if you do not already have one.
3. Login to your [GMS account](#).
4. Select *Apply for Grant or Award*, located at the top right of the homepage or in the left-hand menu.
5. Select *GANS Community Project Grant*.
6. Complete **Project Details** fields. Upload a signed Organization Agreement. Select *Save & Next Page*. The left-hand menu will now display all application sections.
7. Verify that the **Principal Applicant's** (PA) information is correct. Select *Save & Next Page*.
8. Provide **Team Member** information, if applicable (Co-Principal Applicants), Partner(s), Collaborator(s)). Resumes for all team members (with the exception of collaborators) must be uploaded here. Select *Save & Next Page*
9. Provide a **Plain Language Summary**. Select *Save & Next Page*.
10. List up to ten **Project Objectives**. Select *Save & Next Page*.
11. Complete the **Budget** table and upload price estimates, if applicable. (Check budget requests against [GANS Community Project Grant Allowable Costs](#)). Select *Save & Next Page*
12. Upload a completed **GANS Community Project Grant Project Description** in Pdf format. Select *Save & Next Page*.
13. Upload a signed **Organizational Agreement Form** and any supporting documentation in **Additional Attachments**. Select *Save & Next Page*.
14. Review and complete the **Application Signature** page. Select *Save & Submit Application*.

Please Note:

- An application cannot be submitted in GMS until there is a green check mark next to each application component located in the left-hand menu. If you try to submit an incomplete application, you will see a prompt at the top of the Signature and Submit page. Once submitted, a pop-up box will appear that states “Your application was successfully submitted.”
- To download a Pdf file of your completed application, select *Portfolio* in the left-hand menu, then click on the image in the Pdf column. You can also confirm the status of your application on this same page – applications that were successfully submitted will be marked *Submitted – RNS* in the *Status* column.
- The GANS Community Project Grant information outlined in the Application Guide and the GANS Community Project Grant website supplant all other program documents and information.