Specialty Crop Block Grant
Quick Start Guide
Updated March 2020

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Welcome to the ISDA Grants Management Portal

Welcome to the Indiana State Department of Agriculture Quick Start Guide for Specialty Crop Block Grants. This guide is intended to serve as a resource for grant applicants to help navigate the new online grants management portal. If you have any questions about the portal or need technical assistance, please contact Leah Harmon or Karrie Cashdollar.

<table>
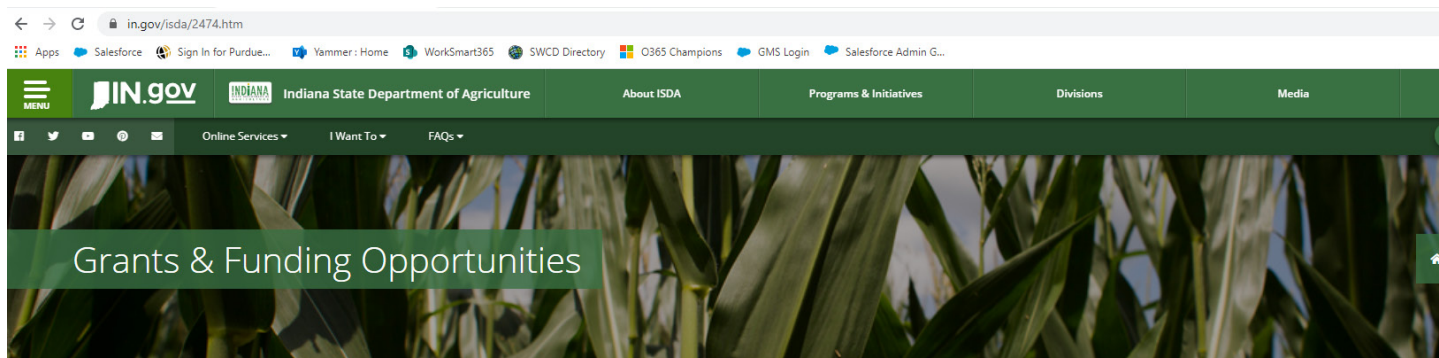<tr><td>Leah Harmon
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317-607-4127</td><td>Karrie Cashdollar
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317-910-4782</td></tr>
</table>

Accessing the ISDA Grants Management Portal

To access the portal, use the link on the ISDA Grants and Funding Opportunities page or go directly to https://indianaegms.force.com/Grants/. The portal is accessible on most common internet browsers; however, it is not compatible with Internet Explorer. ISDA recommends using Chrome, if possible.
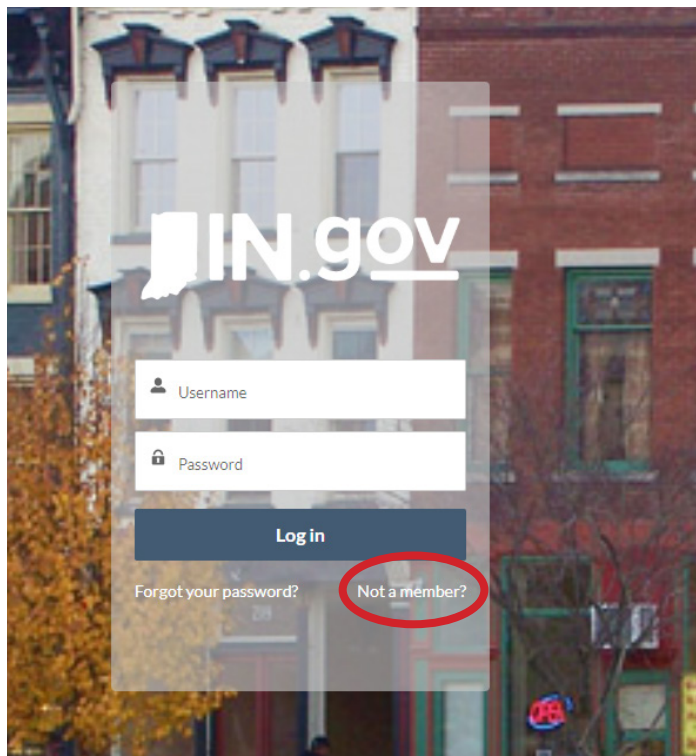
Accessing the Portal for the First Time

The first time you go to the portal, you will need to create an account. Click on Not a member? in the lower right corner.
After your account is approved, you will use your user name and password to login.
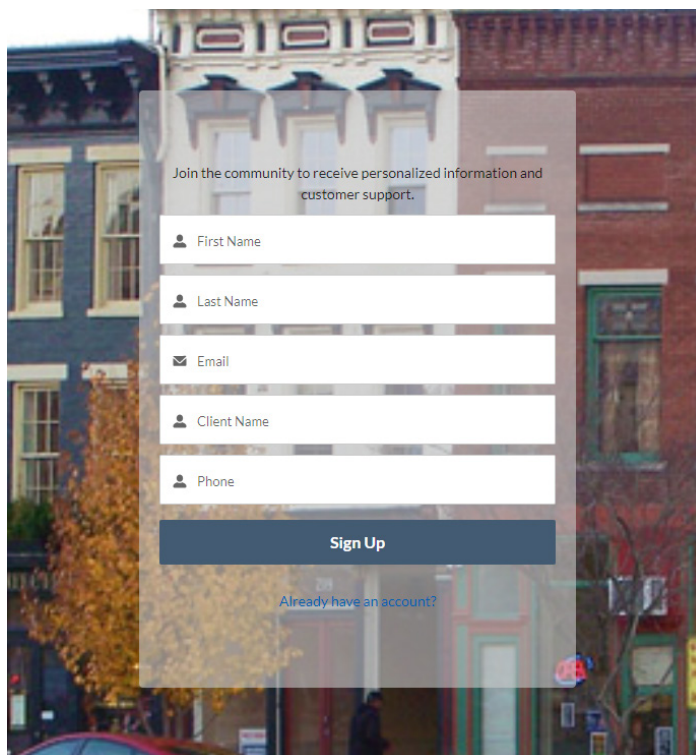
Fill out the information in the next screen, and a site administrator will reach out to you within a business day to finish your account set up. Your client name should be the organization you are submitting an application on behalf of. You will receive an email from noreply@ salesforce.com on behalf of the Indiana Grant Management Portal to finish setting up your password.

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Accessing Specialty Crop Block Grants

Once you have logged into your account, you will be directed to the portal home page. There, you will select the SCBG Grant Program link under ISDA.

Welcome to Indiana Grants Management!

State Department of Agriculture Programs
Indiana Grown Program
ISDA Grant Program
Livestock Grant Program
Market Reporting Program
SCBG Grant Program

Office of Community & Rural Affairs Programs
Community Development Block Grants
Disaster Recovery
Historic Renovation Grant Program
Hometown Collaboration Initiative
Indiana Main Street
Indiana Site Certified
Next Level Connections
Quick Impact Placebased (QuIP) Grant
Stellar Communities Programs

Office of Tourism Development Programs
Destination Development

Creating an Application

After you click on the SCBG Grant Program link, you will be directed to the landing page to create an application. You will see a blue begin button. Click on it to start a new application.

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SCBG Grant Information and Application Instructions

Overview:
The Indiana State Department of Agriculture (ISDA) conducts an annual competitive solicitation process to award Specialty Crop Block Grant Program (SCBGP) funds to projects that enhance the competitiveness of Indiana specialty crops. Specialty crops are fruits, vegetables, tree nuts, dried fruits, and horticulture and nursery crops (including floriculture).

The time frame to submit for this program is currently open, please click the button below and follow the onscreen wizard to complete the application.

Begin

Resuming an Application in Progress

When you log into the portal after creating an application, you will be prompted to resume an open application. In order to ensure that that any previously entered data is saved, you should resume an open application rather than benginning a new application. You may also view open applications in the My Grants tab in the top navigation bar.

| Home | Account Details | My Grants | Reports | Go to IN.gov |

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You currently have an open application.
Would you like to go there now?

Yes

Or would you like to open a new application?

New

Entering Application Data

To begin entering data, click begin in the top right corner of the application summary view. You may also click on any section title to go directly to that section.

Sections may be completed in any order and the application will save as data is entered. When a section has been completed a green check mark will appear in the completed column.

Navigation

To navigate within the application use the Home, Previous, and Next buttons that appear on both the top and bottom of each screen.


Adding Contacts and Budget Items

In certain sections of the application, you will be prompted to add items. Click on the button to enter information. These buttons appear in the Applicant Information, Project Purpose, and Budget sections.

Adding Supporting Documentation

You may upload any supporting documentation in the upload section. You can browse files from the menu or drop them directly into the page.

Upload all supporting documentation that will support your project and/or budget.
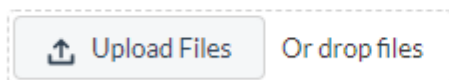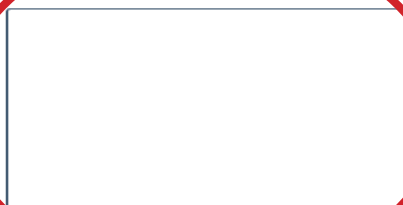

Signing the Application

Click inside the signature box and draw a signature using your mouse. You may also use your finger if you are using a touch screen. Be sure to save your signature.
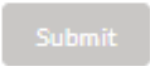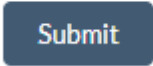
Submitting an Application

When all sections have been completed, the submit button on the signature page will change from gray to blue.

Not Ready to Submit

Submit

Ready to Submit

Submit

When you click the submit button, a banner will appear at the top of the page saying that the form was successfully submitted. At this point your application is locked. No information can be changed. Please ensure all information is complete and correct before you hit submit.

Success
Form submitted successfully.
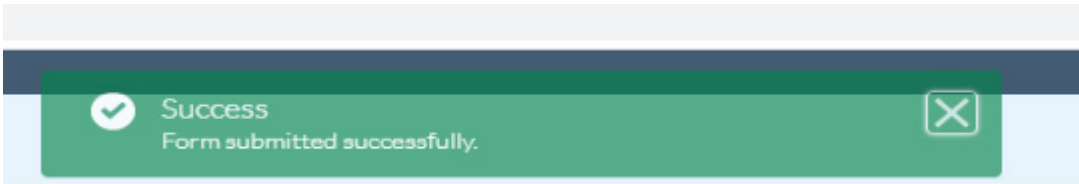
Error Messages

The application form will inform you of required information that has not yet been entered. You cannot submit an application until all of these errors have been corrected. A listing of all required fields can be found on the signature page.

Ø **Submit is disabled due to the following reason(s):**

Applicant Information - A Primary Contact must be designated.
Applicant Information - A Secondary Contact must be designated.
Project Purpose - "Why do these stakeholders support the project?" is a required field.
Expected Measurable Outcomes - Must select at least one indicator.
Budget Items - Indirect Costs - "Indirect Cost Rate" is a required field.
Budget Narrative - "Conforming with your Procurement Standards" is a required field.
Budget Narrative - "Conforming with your travel policy" is a required field.
Signature - A signature must be saved.

Home   Previous   Submit