



Specialty Crop Block Grant Quick Start Guide

Updated March 2020

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March 4 , 2020*

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.

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Director of Information Systems

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317-607-4127

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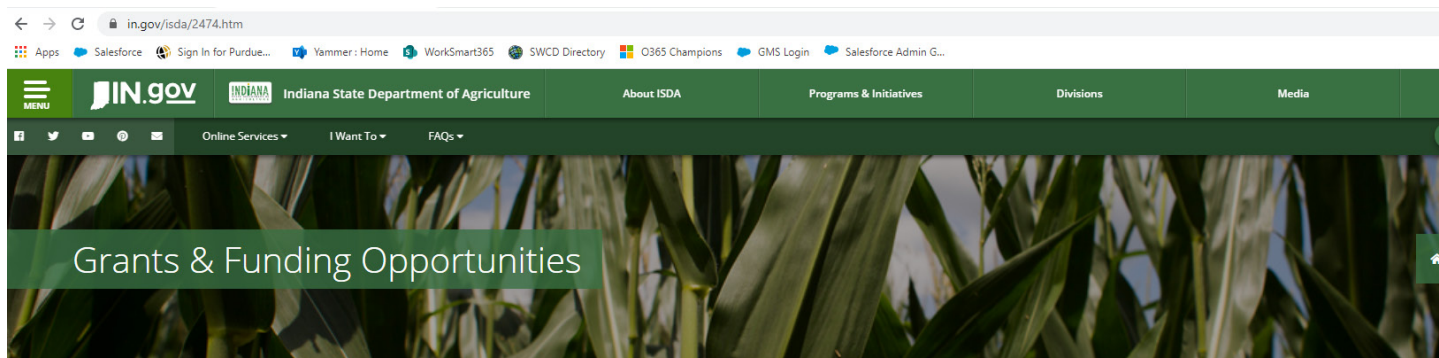
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Accessing the ISDA Grants Management Portal

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.



ISDA Grants

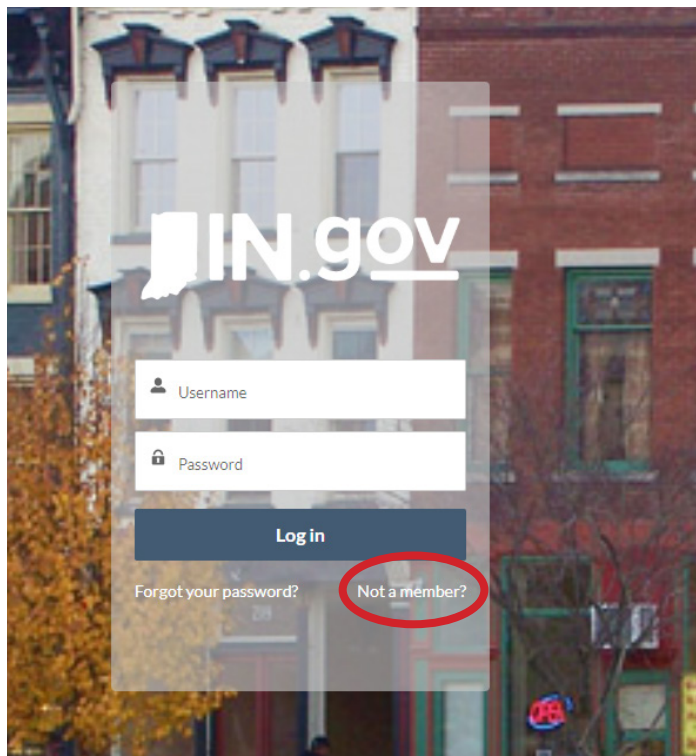
Beginning in 2020 all grant applications received by ISDA must be submitted utilizing the online grants management portal. If you have questions about the portal or need assistance to create an account, please contact Leah Harmon at lharmon2@isda.in.gov or 317-607-4127.

- [ISDA Grants Management Portal](#)

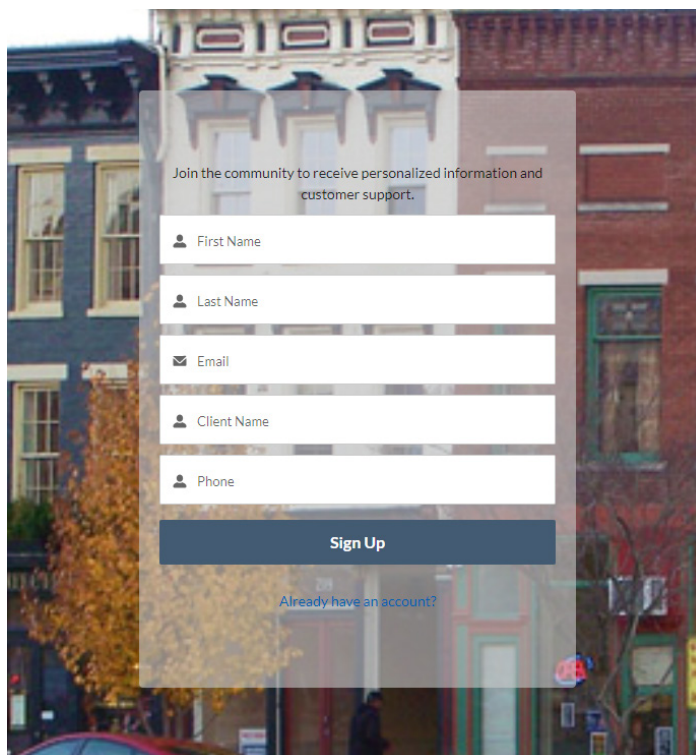
All applications for ISDA grants must be accompanied by a W-9 and Direct Deposit Authorization form:

- [IRS W-9 Form](#)
- [Direct Deposit Authorization Form](#)

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.

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 Expansion 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 (QIP) 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.



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 any previously entered data is saved, you should resume an open application rather than beginning a new application. You may also view open applications in the My Grants tab in the top navigation bar.

HomeAccount DetailsMy GrantsReportsGo to IN.gov



SCBG Grant Information and Application Instructions

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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.

INDIANA

STATE DEPARTMENT OF AGRICULTURE

SCBGP Profile Template

Home

Begin

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Navigation	Completed
Applicant Information	
Project Information	
Project Purpose	
External Project Support	
Expected Measurable Outcomes	
Budget Items - Personnel	Optional
Budget Items - Fringe Benefits	Optional
Budget Items - Travel	Optional
Budget Items - Equipment	Optional
Budget Items - Supplies	Optional
Budget Items - Contractual/Consultant	Optional
Budget Items - Other	Optional
Budget Items - Indirect Costs	

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.

INDIANA


STATE DEPARTMENT OF AGRICULTURE

SCBGP Profile Template

Home

Begin

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Navigation

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

The screenshot shows the 'INDIANA STATE DEPARTMENT OF AGRICULTURE' header and 'SCBGP Profile Template' subtitle. Below is a light blue bar with the title 'Budget Items - Fringe Benefits'. At the bottom left, 'Home' and 'Previous' buttons are circled in red. At the bottom right, a 'Next' button is also circled in red. The main content area is titled 'FRINGE BENEFITS' with a subtitle: 'Provide the fringe benefit rates for each of the project's salaried employees described in the Personnel section that will be paid with SCBGP funds.' A table with columns 'NAME', 'TITLE', 'FRINGE BENEFIT RATE', and 'FUNDS REQUESTED' is shown, with a message 'No budget items have been defined' in the center. A '+ Add Budget Item' button is at the bottom right. A summary bar at the bottom right shows 'FRINGE SUBTOTAL' and '\$0.00'. At the very bottom, there are 'Home', 'Previous', and 'Next' buttons.

Adding Contacts and Budget Items

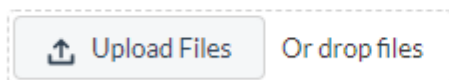
In certain sections of the application, you will be prompted to add items. Click on the button to enter information. These buttons appear in the Applicant Information, Project Purpose, and Budget sections.

This screenshot is identical to the one above, showing the 'Budget Items - Fringe Benefits' screen. However, the '+ Add Budget Item' button at the bottom right of the table area is circled in red. The rest of the interface, including the header, navigation buttons, and table, remains the same.

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.



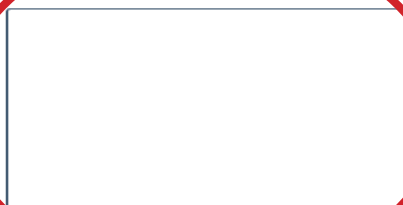
Signing the Application

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.

[Home](#) [Previous](#)

SIGNATURE

1. To the best of my knowledge and belief, the data in this application is true and correct and supporting documentation for the claims and assertions made within this application is available to the ISDA for its review.
2. I understand that submitting false or misleading information in connection with this application may result in the applicant being found ineligible for financial assistance under the Specialty Crop Block Grant Program. I further understand that receiving public funds as a consequence of false representations constitutes an act of fraud.
3. I understand that ISDA may conduct audits, check references, and conduct site inspections after grants are awarded and prior to funds being reimbursed.
4. I understand application data is private or nonpublic data until grants are awarded. An entire application becomes public when an agency has completed negotiating the grant agreement with a grantee. You do not have to provide the information requested on the application form. However, if you do not, ISDA will not be able to consider your grant request. The only people who will have access to your data during the time that it is protected are those permitted access by law, by your written consent, by a court order, or by department employees whose job duties require access.
5. I certify to the best of my knowledge that the information in this application is correct and that I am legally authorized to sign and submit this application on behalf of this organization, which is legally eligible to enter into a grant contract.

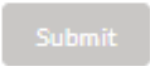


[Save](#) [Clear](#)

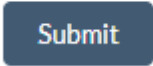
Submitting an Application

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

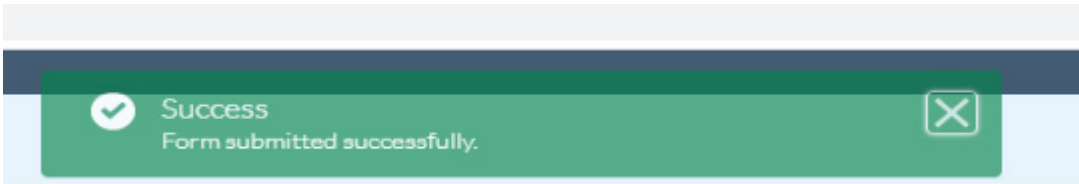
Not Ready to Submit



Ready to 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.



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.

