

**Nevada Department of Health and Human Services
Office of Community Partnerships and Grants**

SFY18-19 Request for Applications (RFA) Questions and Answers

[General Questions](#)

[Budget Questions](#)

[Online Application Process/Portal and Technical Questions](#)

Program-Specific Questions

- [Disability Services](#)
- [Prevention of Child Abuse and Neglect](#)
- [Wellness \(Hunger One-Stop Shops\)](#)

General Questions

Note: Questions regarding personnel costs, direct services, administrative costs, and indirect costs are included in the Budget Questions section of this document.

Q: Does this RFA apply to Family Resource Center grants?

A: No, FRC grants are non-competitive, so this RFA does not apply. Cindy Smith will contact the FRC Directors with information about renewing their FRC grant for SFY2018-2019.

Q: Is this the RFA for Problem Gambling Services?

A: No. This RFA is for proposals funded through the Children's Trust Fund (CTF) and the Fund for a Healthy Nevada (FHN). A separate RFA will be issued in February for problem gambling services, which are funded through the Revolving Account to Support Programs for the Prevention and Treatment of Problem Gambling (aka "Problem Gambling Fund").

Q: Can a for-profit business apply for the disability positive behavior support grant or is it solely non-profit?

A: This RFA is open only to nonprofit organizations and state, local and tribal government agencies. A for-profit business is not eligible under this RFA.

Q: I provide care for disabled individuals and would like to apply for a grant. Am I eligible?

A: Individuals are not eligible to apply for grant funds.

Q: It is a requirement for applicants to attend the orientation webinar. If I participate for UNR, will this cover any potential applications from UNR?

A: If you are going to be submitting all of the applications from UNR, then yes, only you need to attend a webinar. If applications are going to be submitted by different people from different departments, programs, etc., then each department should be represented.

Q: Will the recording from the orientation webinar be available for downloading?

A: The recording will not be available; however, the presentation slides are posted on the OCPG website.

Q: We missed the orientations that were scheduled, however, I see that they are available on your website and I have reviewed them. Can we still submit an application for this funding?

A: Since no one from your organization attended the orientation, which was mandatory, you will not be able to apply. Perhaps you can partner with another agency that did attend the orientation.

Q: I attended the orientation on behalf of two clients that want to apply. Since then, I have been contacted by two other established non-profits who did not know about the orientation session, but provide very appropriate services. Am I able to apply for them since I did attend the orientation?

A: Yes; there is nothing in the RFA that prevents this.

Q: Is the available funding allocated by county?

A: The amount of available funding that is advertised in the RFA has not been allocated by county; however, final funding decisions will be made by the DHHS Director based on several factors as stated on page 18 of the RFA, including reasonable distribution of recommended grant awards among north, south and rural parts of the State.

Q: Is there a limit to the number of applications we can submit?

A: There is no limit to the number of applications that can be submitted. Submit a separate application and a separate budget for each project you are proposing.

Q: Are newly formed nonprofit organizations encouraged to apply for OCPG funding?

A: The RFA is open to newly formed nonprofits as long as they have received their 501(c)(3) status.

Q: During the webinar, it was noted that applicants must include a Sustainability Plan. Are you looking for a sustainability plan for the proposed program, or for the organization?

A: The application asks how your agency addresses the sustainability of the proposed program. Your sustainability plan should be program-specific, not agency-specific. We would like to know how you would sustain the program if it does receive funding, and then later the funding disappears.

Q: What are you looking for in a strategic plan?

A: Section 9 of the application form, Organization Strength, includes questions that are designed to help evaluators assess the stability and strength of the organization applying for funding. A strategic plan serves as a road map for the organization, outlining goals and strategies to achieve those goals. Having a current three- to five-year strategic plan in place indicates that the organization is mission-driven, with a solid plan to accomplish its goals.

Q. The grant application form uses the term “agency” in referring to strategic plans and sustainability. Are we to take that to mean our specific program or does that mean the larger overall agency? (see Section 9, questions 3, 4 & 5)

A: A strategic plan typically refers to the agency as a whole while addressing each program simultaneously. Sustainability plans should include the specific program that you are applying for.

Q: Can we get a list of Federally Qualified Health Centers?

A: Yes; a list will be posted on the OCPG website.

Q: Is a public housing authority an eligible respondent/applicant under the terms of this RFA? Page 16 specifies eligible agencies to include the following: "All nonprofit and public agencies (including state, local and tribal governmental agencies, universities and community colleges) can apply if interested in providing services that address one or more of the funding priorities described in this RFA." This description would appear to incorporate eligibility for such an agency, but we wanted to confirm. Specifically, the Nevada Rural Housing Authority is interested in submitting a program application.

A: Yes, The Rural Housing Authority would be eligible to apply for funding. I don't see that anyone from NRHA attended the mandatory webinar. I'm assuming since you participated, you will be collaborating with NRHA on the proposal.

Questions Specific to Disability Services

Q: During the webinar on January 30, it was mentioned that we should think how we get to clients, not how they make it to us. Specifically for Positive Behavior Support, are we allowed to have families meet at our specified office so our contracted therapist can assist the family that needs counseling?

A: Yes, they can come to your office, but if they cannot get to you, think about possible options such as meeting them in their home or at school. Talk to the therapist to see what her availability is to assist that family outside the normal office visit.

Q: Can we provide school-based positive behavior support as well as out-of-school support?

A: As stated on page 9 of the RFA, "Because substantial funding is available from other sources (i.e., the Department of Education) for school-based programs, the preference in this solicitation will be to fund services in non-school settings." There is nothing that precludes an applicant from proposing a school-based only program, or a program that provides services in both school- and non-school-based settings.

Q: Can we propose a project that is not specifically the priority project design as identified in the RFA, but that does target the priority populations and overall objective? For example, a different proposal that does not teach life skills, but will serve low-income, disparate, or disabled populations?

A: You are welcome to submit a proposal for your program, but it must fall within one of the three categories of disability services – respite care, positive behavior support, or independent living. Independent living includes four sub-categories – adaptive resources, life-skills training, and transitional housing, all with case management, and transportation services. Proposals that do not align with the intent of the RFA will be disqualified.

Q: I asked a question in the webinar that may need more clarification. If we wanted to submit a proposal that had statewide impact/collaboration targeting homeless/at risk disabled but was not specifically providing service activities under the categories outlined: Respite Care, IL, and Positive Behavioral Support, would this be acceptable? The outcomes outlined under the philosophy would be pursued but the service delivery product itself would be different then the RFA allows under Life Skills.

A: First and foremost, as stated on page 7 of the RFA, "Per NRS 439.630(1)(h), all grants funded in this category must be targeted to persons with disabilities.**" Page 11 of the RFA states that Independent Living proposals may cover a broad range of needs, including, but not limited to, those listed. Proposals are not limited to those specific needs listed on pages 11-12 of the RFA.**

Q: I wanted to ask if our program would qualify for the Healthy Nevada funding. Our nonprofit organization consists of Youth Accomplishment Programs, Family Self-Sufficiency Programs and Senior Success Programs. We are aiming to apply for the FHN Disability Services fund for our seniors.

A: As stated on page 7 of the RFA, the first requirement of the FHN Disability Services grant is that funded programs must be targeted to persons with disabilities. These can be seniors, or people of any age, but they must have a disability. Refer to NRS cited in the previous question.

Questions Specific to Prevention of Child Abuse and Neglect (PCAN)

Q: Our organization would like to submit for funding to work with families being re-unified. We have children in our treatment foster care program and want to prevent recidivism due to poor or lack of transition planning and support. Would the area of Prevention of Abuse and Neglect be the correct area for this proposal, or would it fit another category more appropriately?

A: The Prevention of Child Abuse and Neglect, Parent Education and Training would be appropriate to provide Parent Training to those parents that want to reunify with their children. Keep in mind that parent involvement is required to help develop, implement and evaluate the parent training program to build capacity in the parenting education model.

Q: Regarding the changes to CTF, will we still choose our own programs and set our own outcomes, or is that now part of the group efforts?

A: Right now, establishing those will be a group effort; but if you have an evidence-based program you are already using, enter that in the application.

Q: If we present our own program, is there the potential that we would need to run a different program should the group decide on another?

A: That is a possibility; however, if your program is evidence-based, it's probably already included in the list of evidence-based programs the statewide network will be reviewing.

Q: Are the applicants required to complete the service matrix, and if so, would they do so with their chosen program?

A: The matrix is for reference only as a guide to what the program will look like moving forward

Q: May one submit a proposal only for Washoe County, or does it have to be a state-wide endeavor?

A: Your program can be offered locally, regionally, or statewide. We hope it will have the potential to expand to a statewide collaborative, but for now, it can remain local.

Q: Our agency is interested in applying for funding under child abuse and prevention. Can you please let me know the requirements for evidence based and evidenced informed programs? Do the programs need to be listed on one of the registries or just be able to prove effectiveness?

A: Though there are no universally accepted criteria for evaluating evidence-based (EB) or evidence-informed (EI) programs, within the Prevention field there are key features that do surface when discussing EB/EI programs. They are: (1) Program has undergone rigorous evaluation/s; (2) Program has been peer-reviewed; (3) Program has demonstrated significant and ongoing positive impact and outcomes; and (4) Program has been endorsed by a national registry. (Note: #4 may or may not be in place at the time of your review and selection.)

The quickest way to identify EB/EI programs is through an established and reputable registry. The *FRIENDS National Resource Center* (www.friendsnrc.org) is a good place to begin. Additionally, you may be interested in reviewing *The California Evidence-Based Clearinghouse for Child Welfare* (www.cebc4cw.org), the *National Registry of Evidence-based Programs and Practices (NREPP/SAMHSA)* (www.samhsa.gov), the *Child Welfare Information Gateway* (www.childwelfare.gov), and the *Centers for Disease Control and Prevention* (www.cdc.gov).

Q: In addition to a few existing parenting education programs, I am planning to create an evidence-informed parenting education program to prevent child sexual abuse (for parents of young children). First of all, I am planning to collect needs assessment data for the program (this will be done by August, which will be started in March 2017), then start providing the program in 2018. Can I include this in my application?

A: Unfortunately, at this time, we will not be funding projects that have as a primary focus the development of assessment or evaluation tools.

Follow Up Q#1: How about developing the program by the end of this year, then provide that new program starting in 2018? No request for evaluation piece?

A: Agencies applying for the parent education focus area must be ready and able to deliver a parent education program at the same time that they are engaged in capacity-building. Program development will happen in a group setting, with all selected grantees involved, per the timeline presented in the Parent Education and Training Service Matrix, which was attached to the RFA.

Follow Up Q#2: Then if we have a program that is ready before our team is engage in capacity-building, then we should be fine?

A: If there is a parenting program up and running feel free to include this in the proposal.

And when you said program development, does it mean that grantees will create a program together in addition to each agency's own program?

A: Grantees will learn program development procedures to be able to properly assess existing programs and curriculums. A singular program to be used by all grantees will not be developed. However, with the goal of standardization and alignment with national initiatives, the development of shared outcomes, metrics and evaluation components will take place in a group setting.

Feel free to write a proposal for any program you wish to apply for, but ultimately, if it does not address the intent or the requirements of the RFA, it will not be funded.

Q: When grantees assess and identify an evidence-based or evidence-informed program, do they conduct self-assessment on the program they use or will this be done by others?

A: The complementary capacity-building model to the parent education focus area will provide technical assistance to the selected grantees to ensure appropriate use of the (self) assessment tools. This will take place during the initial 6-month planning phase in a group setting.

Q: The parenting education program that we plan to apply for is conducted at our shelter for domestic violence victims, which is in a confidential location due to the safety and security needs of this population. Is it possible that we will be disqualified due to the program being available only for the shelter residents and their children, vs. open to the public?

A: It appears that you are already providing services to an underserved population; therefore, the confidential nature of the location will not disqualify the application. You will not be expected to

expand, but rather, holistically look at the clients you serve and assess how you can make the program better within the shelter.

Q: Along these same lines, in the capacity building requirements, how would the closed nature of our program affect the expectation that we employ a "targeted outreach program"?

A: This would not apply to your agency due to the confidential nature of the services you offer.

Q: Would we be required to expand our parenting program outside of our shelter?

A: You will not be required to expand outside of the shelter. However, you will be expected to participate in assessments to better gauge the impact your services have on the individuals you assist.

Q: For the required quarterly meetings and the capacity building meetings/trainings: Will these be available in both Northern and Southern Nevada, or via teleconference? If not, are we able to write travel expenses for these meetings into our budget?

A: Meetings and trainings will be available in both Northern and Southern NV. All grantees are expected to comply with the capacity-building component, including attending at least one travel meeting, teleconferences, and webinars. There is no need to include travel expenses and other budget considerations for the capacity-building component. OCPG, internally, will coordinate and pay for all travel expenses related to these capacity-building requirements."

Questions Specific to FHN Wellness (Hunger)

Q: Is collaborating with the other FRCs a requirement for the grant? Can we collaborate with other non-profits/agencies that service the community or want to help? Is an MOU required?

A: Applicants must have a formal collaboration with at least one other community agency or organization. It does not have to be a Family Resource Center. A Memorandum of Understanding (MOU) between collaborative partners is required; if a final MOU is not in place, attach a Letter of Intent and/or a draft MOU.

Q: With regard to personnel for the Hunger One-Stop Shops, would job functions such as managing a food pantry be considered direct services?

A: Management is an administrative function; it is not direct service and will need to be allocated to the indirect service category.

Q: Our organization has existing MOUs with 144 partner agencies. Since some partner agencies will be involved in the project for which FBNN will be applying for FHN funds (Wellness – Hunger Relief), will the existing MOUs suffice or must separate MOUs be obtained for this particular project?

A: Yes, the MOU you submit with your application needs to be program-specific to the proposed project. The RFA calls for Letters of Agreement from each partner and a draft MOU.

Budget Questions

Q: Page 26 of the RFA describes the types of additional resources, which while not required, could be considered in the scoring. We have some federal and NV state grants, considered a "third party"

according to the description on p. 26. But we, as the potential grantee, are the “second party.” So, would those grants be described as “cash” or an “in-kind” contribution?

A: Funding from any other source is to be considered a cash contribution. Donations other than money are referred to as “In-kind” resources. These refer to donated products or services, other than cash, and can include tangible items like computers, office supplies, or donated office rental space; or they can be donations of time by volunteers to assist with the program.

Q: The RFA states on page 24 that only those staff whose time can be traced directly back to the grant project can be included in the personnel category of the budget. Would project functions such as attending required grantee meetings, writing/submitting quarterly reports, preparing requests for funds, program promotion, etc. be included in the personnel category or are these considered indirect costs?

A: The project functions you described are administrative in nature, and are considered indirect costs. The distinction is that they are not providing services to the clients directly.

Q: With regard to personnel for the Hunger One-Stop Shops, would job functions such as managing a food pantry be considered direct services?

A: Management is an administrative function; it is not direct service and will need to be allocated to the indirect service category.

Q: Can you please define “direct services” when referring to staff salaries? It was mentioned that the director’s salary should go into the indirect category. However, directors, fiscal managers and office managers directly support all programs through their work. By supervising, answering questions, billing our grantors, ordering supplies for classes, shopping and buying for clients and doing payroll they provide necessary support for programs. These are not costs of doing business. These are costs of running a successful program. Can you please specifically define what is meant by “direct services?”

A: “Direct services” are those provided directly to the client. You stated that the (executive) director, fiscal managers and office managers “directly support all programs” through their work. You are describing administrative functions that provide support to programs, rather than direct services to those programs’ clients.

For more information on Indirect Expenses, see the Federal Code of Regulations, Appendix IV to Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations: http://www.ecfr.gov/cgi-bin/text-idx?SID=fb1597fec472de81a755fb9c1171158f&mc=true&node=ap2.1.200_1521.iv&rgn=div9

Q: How would you define direct services, and in particular as it relates to specific tasks performed by staff?

A: Direct service is just that – providing direct services to the clients. Please see the Q and A above.

Q: We are in the process of negotiating an indirect rate with the Federal Government but have not received approval yet. When formulating our budget should we project our proposed indirect rate, or use the 8% rate?

A: You will need to use the 8% rate until you receive the official letter from the Federal Government. Also note that, if awarded, the amount of the award will not increase; your budget will need to be adjusted to incorporate the negotiated indirect rate.

Q: I see that administration needs to be included in indirect costs. Can personnel that provide administration also provide direct service, and if so, can they be included in the direct costs?

A: If administrative personnel are providing direct services to clients, you could charge those hours that directly relate to service provision to the grant. This will need to be documented in an activity based timesheet, which accounts for hours worked in each area and is allocated. I would also direct you to the [Code of Federal Regulations](#) that address wages and allocations at the university level, specifically:

- [2 CFR 200 Subpart E: Cost Principles](#)
- [Appendix III to Part 200—Indirect \(F&A\) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education \(IHEs\)](#)

Q: What is an activity based time sheet? And can you please provide a copy or example of one.

A: An activity-based timesheet tracks the time that a staff person spends on program activities for each funded project as well as on administrative tasks and other functions that are allocated. Many examples can be found by conducting an internet search.

Q. Can we include the name of personnel somewhere within the budget form or grant narrative?

Yes, you can include the name of the individual as long as you include position titles along with the staff names.

Q: Operations of the project that can be directly traced to clients are necessary for clinical treatment such as participant registration, data entry and analysis, staff training, curriculum development, and clinical case meetings. Are the costs of personnel time for these functions allowable under direct costs?

A: The activities you described are administrative; program-specific but not client-specific. Direct service includes “active” case management with the client directly. Your description is at a macro level which affects individuals but in an indirect way.

Online Application/Technical Questions

Q: How do I remove an uploaded file from the application?

A: There is not a discrete button that allows deleting a file from an upload file field type. You can remove an existing file uploaded to the application by clicking the select file button and choosing a new file. This will “overwrite” the original file, deleting it and attaching the newly selected file. This works because only one file can be attached to one field.

Q: I am trying to start my application for the parent training and the only link I can find is for respite. Is there a direct link to the parent training application, or how do I find it on Amplifund? The only one I can find came from the slide show at orientation and it says respite care.

A: The link shown in the webinar slide is specific to the grant opportunity for Disability Services (Respite Care). Use the universal link that was sent to all webinar attendees. That will take you to the DHHS page which lists all five grant opportunities, including Prevention of Child Abuse and Neglect (parent training).

Q: I am wondering what the benefits are of adding a User. If they need the same login credentials, what is the differentiating factor of adding various users?

A: There is a difference between additional users and the person who created the account in AmpliFund. For purpose of explanation, let's call the person who created the organization's account the "Administrative User". That person may or may not be the same person who will actually be filling out the application form. If no one else in your organization needs to access the application, then there's no need to add additional users. The benefit of adding other users is so that others in the organization can work on the application. For instance, the executive director might want to answer the questions about Organizational Strength, or complete the Management Checklist, while the program manager might be the best person to answer program-related questions. You might want yet another person to review the application for accuracy, spelling, grammar, etc. Also, different users can access the same application at the same time. If you only have the one, original "Administrative User" log-in, then only one user could access the application at any one time.

If you, and only you, need access to the AmpliFund system to complete and submit the application, then you do not need to add additional users at this point.

The person setting up the account (referred to in the above paragraph as "Administrative User") can add additional users by entering each person's email address and assigning them a unique password. The webinar explained that you need to communicate the passwords to the users so they can log in to the system. Once they log in, they can then change their password to anything they want.

It is important that only one person from your organization creates the account (i.e., "Administrative User"). If each person created an account from step one, we would end up with a duplicate organizational account for each user. This way, your organization has one account, with multiple users.

Q: If two members of the staff are entering information into the application at the same time, does AmpliFund track those changes?

A: Multiple users can access one organization's application. If one user accesses an application, adds progress to a form, and then saves, the other users at the organization will be able to see those changes. I do not recommend having multiple users working on the same part of the application simultaneously in the Applicant Portal because if they were to both save, one would over-write the other's changes. There is not an indicator in the user interface that lists the user who last updated that piece of the application.

Q: Can we have an electronic copy of the questions outside of the online format?

A: Unfortunately there is no electronic file of the questions; the application was entered directly into the online software system. You can print the application for viewing offline, but I believe it does that by converting to a PDF file. I sense that what you are looking for is a manipulative file on which you can enter information (like a Word doc), rather than an electronic PDF file. If that is the case, I can suggest that you print a hard copy of the application questions, and enter your responses into a Word or similar text document. You can then copy and paste the information from your document into the online application form.

Q: If I am working on grants for more than one organization, do I need to set up two separate accounts in AmpliFund?

A: Yes. The log in information on the applicant portal needs to be separate. In order to keep your applications delineated you'll want to have separate accounts for each organization you represent.

Q: Can you copy and paste text from Word or similar program into the text boxes? Can you insert tables and photos?

A: Yes, you can copy and paste text and tables into the application text boxes. The text box formatting tool bar has a button for inserting an image. File size is limited to 5MB per file.

Q: While reviewing a print copy of my application, I noticed that the font size varies from text field to text field. I have been pasting from a Word document into the text fields, but some come out looking like 12 point font and others smaller, about 8.5 point. Is there a way to keep the font size consistent throughout the application document?

Q: I have been entering our grant application and used a combination of copy and paste along with typing in narratives. The fonts are different and the sizes are different throughout the application because of my cut and paste strategy. Is there any way to make it consistent throughout the document? I have tried cutting them out of amplifund, pasting them into a word doc to “standardize” it using one font and size and then when I paste it back, it changes it. Any suggestions?

A: The options to change the font size are limited to the dropdown label in the top left corner of the text box field called Formats. Choose a selection from the area called Headings; the largest size is 1, the smallest size 6. There is not the capability to set a font style and size in the same way as you can in Microsoft Word, for example.

AmpliFund recommends that you adjust the font style and size in Word to all display the same type and size before copying and pasting into the online application form.

Note: Applicant later noted that the best results were achieved when setting font to Verdana 12 point in the Word document. This may or may not work best for everyone.

Q: Are there word limits on the application form?

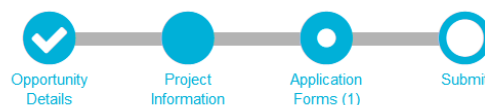
A: No word limits have been applied to the application form; however, some questions request that you limit your response to 300 or 500 words. In all cases, please be concise in your responses.

Q: If you don't click “save”, is there an “auto-save” function?

A: There is no auto-save. We recommend that you save your work often.

Q: While working on my application, when I click on “Save and Continue”, I'm taken to the “Submit” page, even though I haven't finished the application. Am I doing something wrong?

A: There are four steps of the application process to navigate through, as shown in the screen shot below. The “Save and Continue” button marks the section of the application process you are working on as complete, and takes you to the next step on the navigation bar. If you “Save and Continue” while working on the application form, the system will move you to the next step, which is “Submit”. To avoid this, click the “Save” button rather than “Save and Continue” until you have finished the section and are ready to move on to the next step of the application process.



Q: When working on the application, I click save and continue, and when I go back the changes I made are not there and I have to start over.

A: Using the back button in the browser may cause the information to disappear as you are essentially refreshing the page. I recommend using the navigation bar at the top of the page ("Opportunity Details," "Project Information," "Application Forms," and "Submit") to navigate through the application.

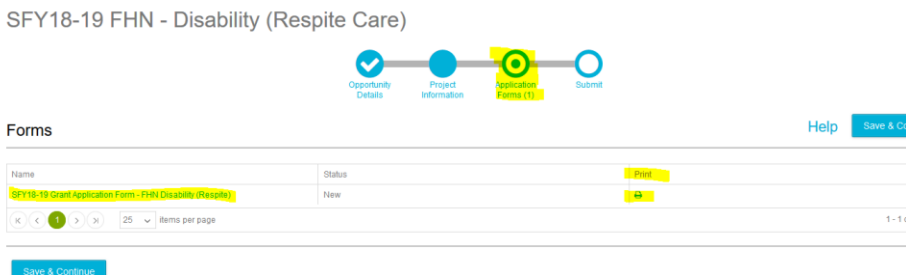
Q: I have logged in to AmpliFund, but when I click on "Applications" there is nothing listed there. How do I find the page with the OCPG grant applications?

A: When logged in to AmpliFund, clicking on the "Applications" button will take you to the "Applicant Portal" webpage, which lists all the applications you have created.

To find the OCPG list of grant opportunities, click on the OCPG Public Opportunities link:
<https://gotomygrants.com/public/opportunities/nv-department-of-health-and-human-services%2c-office-of-community-partnerships-and-grants>

Q: Is there a way to print the application form before filling it out?

A: Yes. From the Applicant Portal page, click on the Application Opportunity. Then, in the top navigation bar, click on Application Forms. Then click on the Print icon as shown below.



You can also print an application that is in progress or has been completed. Click on the application form link (as shown above). When the application form opens, use your browser's print function to download and print the application.

Yet one more way to print the application is to navigate to the "Submit" page. At the bottom of the page, next to the "Submit" button, is another button labeled "Review". Clicking on the "Review" button will download a PDF of your application, which you can then print.

Q: How can I create a second application in the same grant category? We plan to apply for funds for two separate programs within the CTF - Prevention of Child Abuse and Neglect category, but I cannot see how to create a second application. When I click Applications at the top of the screen it only shows the first one I created and I don't see where there is an option to create a second application.

A: From the Applications page, click on the link in the Application Name column. You should then see the "Opportunity Details" page. Click on the public link (highlighted in the screen shot below).

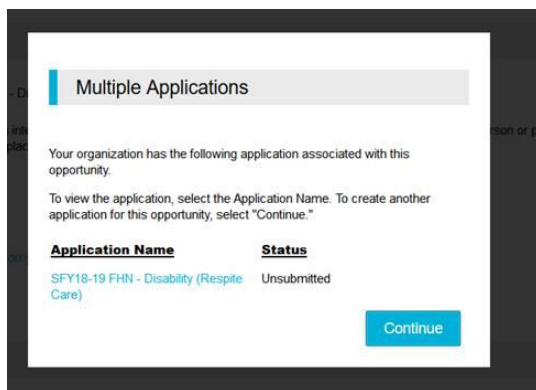
Opportunity Details ✓

Opportunity Information

Title	SFY18-19 FHN - Disability (Respite Care)
Description	Respite Care is intended to alleviate stress by providing temporary relief for the primary caregiver of a person or pers
Posted Date	1/27/2017
Archive Date	7/1/2017
Public Link	https://www.gotomygrants.com/publicopportunities/details/893465f2-0183-4a23-8301-222a90262712
Is Published	Yes

The next page, Opportunity Information, will have a blue “Apply” button in the upper right corner.

Click “Apply” and you will be prompted to ensure you really want to start a new application. Clicking “Continue” should open up a new application form for you (pictured below).



Q: When working on the application, the page jams every 10 minutes with a message -the page is jammed "due to a long running script."

A: This issue appears to be specific to Internet Explorer. There is a setting that can be changed to fix this. Here's a link explaining: <https://support.microsoft.com/en-us/help/308260/how-to-troubleshoot-script-errors-in-internet-explorer>. An easier solution would be to use an alternative browser.