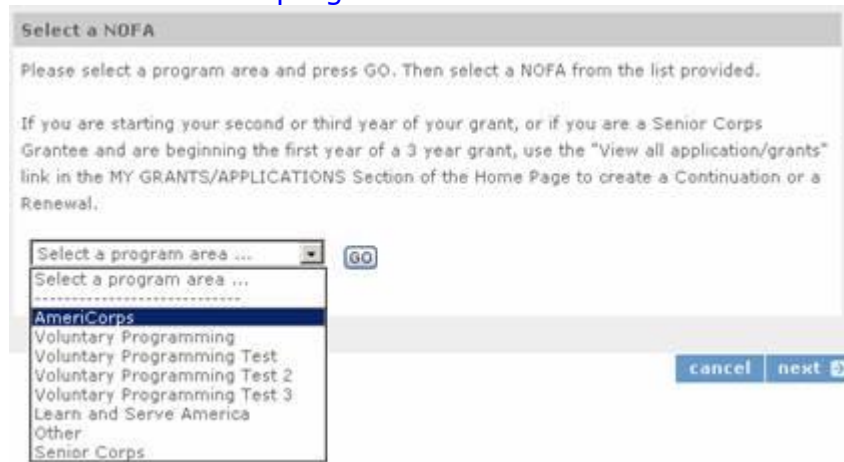


# Opening a NEW Commission Prime application in eGrants

Please note that these screen-shots are taken from our test database and do not reflect the data entered for your commission.

## 1. First select the program



**Select a NOFA**

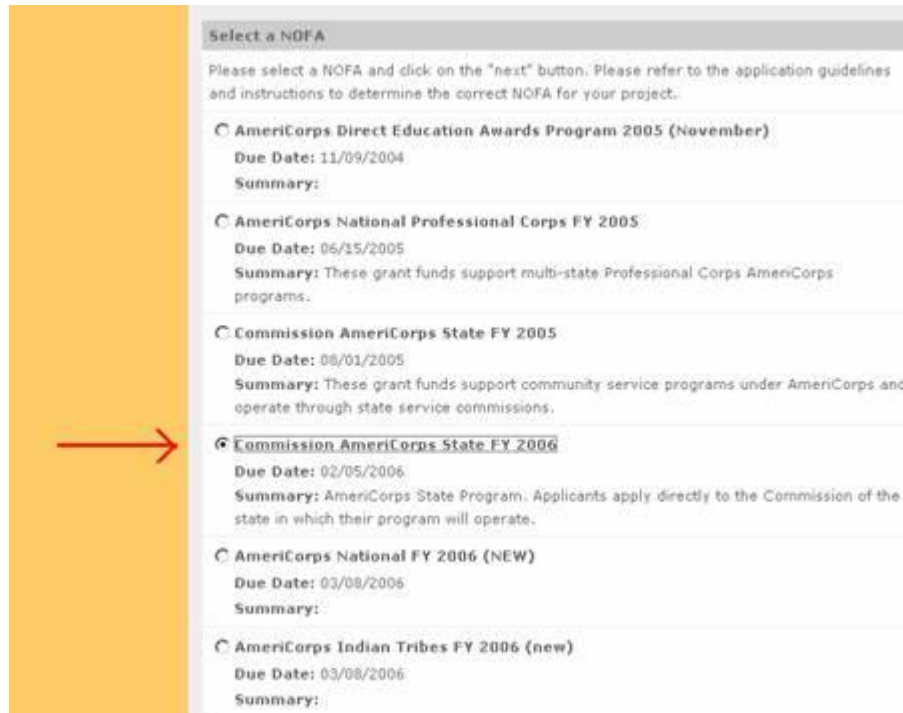
Please select a program area and press GO. Then select a NOFA from the list provided.

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

Select a program area ...

- Select a program area ...
- AmeriCorps**
- Voluntary Programming
- Voluntary Programming Test
- Voluntary Programming Test 2
- Voluntary Programming Test 3
- Learn and Serve America
- Other
- Senior Corps

## 2. Then select the NOFA



**Select a NOFA**

Please select a NOFA and click on the "next" button. Please refer to the application guidelines and instructions to determine the correct NOFA for your project.

- AmeriCorps Direct Education Awards Program 2005 (November)  
Due Date: 11/09/2004  
Summary:
- AmeriCorps National Professional Corps FY 2005  
Due Date: 06/15/2005  
Summary: These grant funds support multi-state Professional Corps AmeriCorps programs.
- Commission AmeriCorps State FY 2005  
Due Date: 08/01/2005  
Summary: These grant funds support community service programs under AmeriCorps and operate through state service commissions.
- Commission AmeriCorps State FY 2006  
Due Date: 02/05/2006  
Summary: AmeriCorps State Program. Applicants apply directly to the Commission of the state in which their program will operate.
- AmeriCorps National FY 2006 (NEW)  
Due Date: 03/09/2006  
Summary:
- AmeriCorps Indian Tribes FY 2006 (new)  
Due Date: 03/08/2006  
Summary:

3. The next screen asks you to select a state and a Prime application ID. **For new Commission Prime application, leave these BLANK.**



Which State are you applying to?

ILLINOIS



Select a Prime Application ID

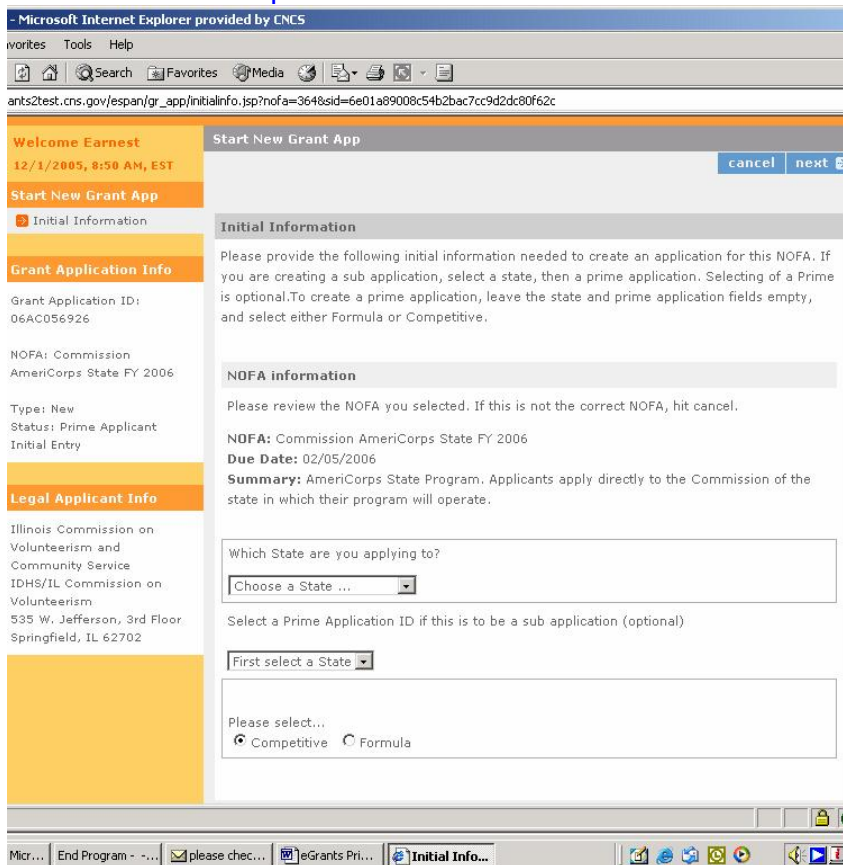
Select a Prime Application ID ...

Select a Prime Application ID ...

06AC056740 - test

06AC056053 - IL Com on Volunteerism & Community Svc -Formula

Select either Competitive or Formula and click next



- Microsoft Internet Explorer provided by CNC5

avorites Tools Help

Search Favorites Media

ants2test.cns.gov/espan/gr\_app/initialinfo.jsp?nofa=3648&sid=6e01a89008c54b2bac7cc9d2dc80f62c

Welcome Earnest  
12/1/2005, 8:50 AM, EST

Start New Grant App

Initial Information

Grant Application Info

Grant Application ID:  
06AC056926

NOFA: Commission  
AmeriCorps State FY 2006

Type: New  
Status: Prime Applicant  
Initial Entry

Legal Applicant Info

Illinois Commission on  
Volunteerism and  
Community Service  
IDHS/IL Commission on  
Volunteerism  
535 W. Jefferson, 3rd Floor  
Springfield, IL 62702

Start New Grant App

cancel next

Initial Information

Please provide the following initial information needed to create an application for this NOFA. If you are creating a sub application, select a state, then a prime application. Selecting of a Prime is optional. To create a prime application, leave the state and prime application fields empty, and select either Formula or Competitive.

NOFA information

Please review the NOFA you selected. If this is not the correct NOFA, hit cancel.

NOFA: Commission AmeriCorps State FY 2006  
Due Date: 02/05/2006  
Summary: AmeriCorps State Program. Applicants apply directly to the Commission of the state in which their program will operate.

Which State are you applying to?

Choose a State ...

Select a Prime Application ID if this is to be a sub application (optional)

First select a State

Please select...

Competitive  Formula

Micro... End Program - ... please chec... eGrants Pri... Initial Info...

4. The next screen asks you to provide "Project Information".

**Authorize and Submit**

**Grant Application Info**

Grant Application ID:  
06AC056914

NOFA: Commission  
AmeriCorps State FY 2006

Type: New  
Status: Prime Applicant Non-  
Competitive Entry

**Legal Applicant Info**

Volunteer Florida!  
401 South Monroe Street  
Tallahassee, FL 32301

**NOFA:** Commission AmeriCorps State FY 2006  
**Due Date:** 02/05/2006  
**Summary:** AmeriCorps State Program. Applicants apply directly to the Commission of the state in which their program will operate.

**Applicant information**

**Applicant/User:** Janet Reno

**Authorized Representative:**

**Project information:**

The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director.

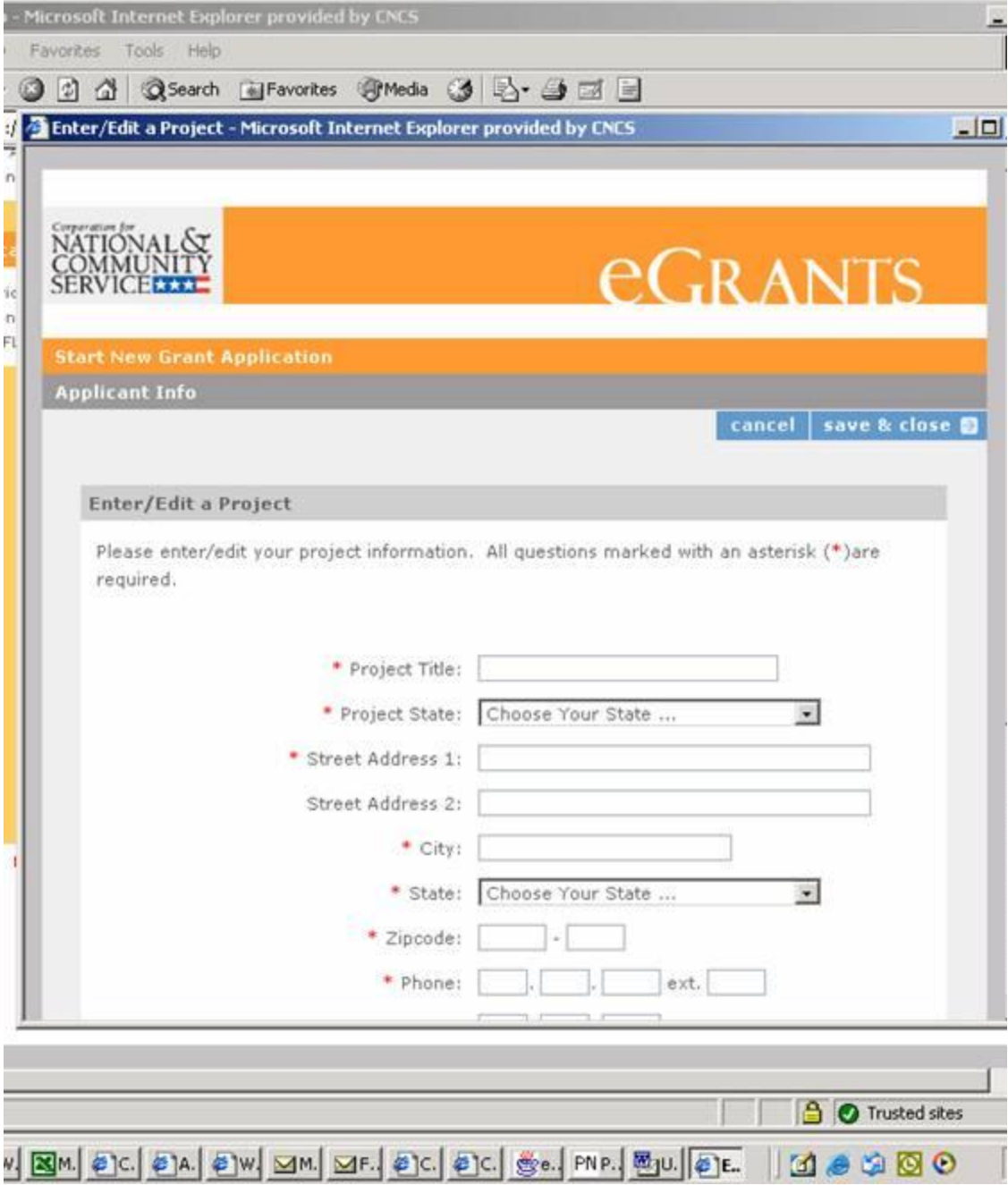
First-time applicants: Use the "enter new" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.)  
Continuation Requests and Re compete Applicants: Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.

Select a Project:   
[enter new](#) | [view/edit](#)

Project Director:   
[enter new](#) | [view/edit](#)

Project Website URL:

Select "enter new" and enter a project name that includes whether the Prime application is the Formula or Competitive application. This is how your sub-applicants will determine between the two if both are open at the same time.



# Opening a Commission Prime application in eGrants for submission

Once you have created your application:

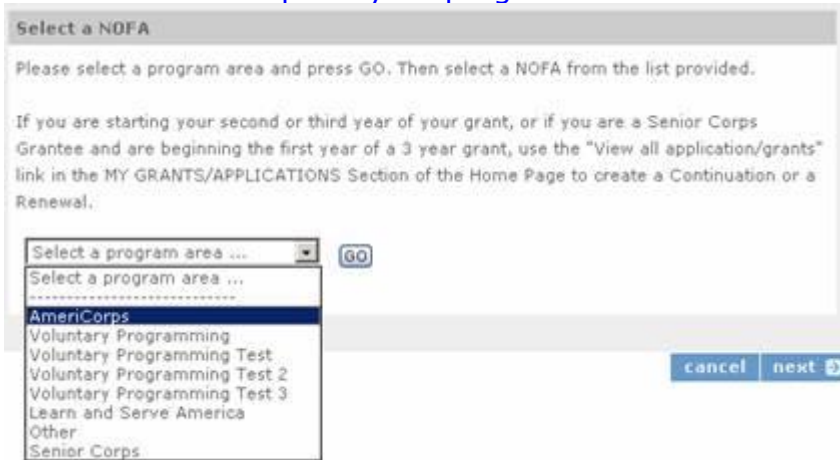
1. Go to the Application Info tab
2. Above the "Sub application Due Date" is a link that says..."Open this Project to Subapplication."
3. First enter the "sub application due date" and click "Save."
4. Then click on the link that says "Open this Project to Subapplication."
5. Click the "Save" once again and your application is ready for subs to apply.

The screenshot displays the 'Application Info' tab in the eGrants system. The left sidebar contains navigation options: 'Start New' (with sub-items: Applicant Info, Application Info, Narratives, Subapplications, Review, Authorize and Submit), 'Grant Application Info', and 'Legal Applicant Info'. The main content area is titled 'Application Info' and contains the following sections:

- Start New**
  - Applicant Info
  - Application Info** (highlighted with a red box)
  - Narratives
  - Subapplications
  - Review
  - Authorize and Submit
- Grant Application Info**
  - Grant Application ID: 05AC056886
  - NOFA: Commission AmeriCorps State FY 2005
  - Type: New
  - Status: Prime Applicant Initial Entry
- Legal Applicant Info**
  - Maine Commission for Community Service
  - 38 Station House Station,
  - 187 State St.
  - Augusta, ME 04333
- Application Info** (main content area)
  - Please enter the requested application information below.
  - Areas affected by the project (Max. 1000 chars)** List Cities, Counties or States ?
  - Project Start and End Dates**
    - Proposed Start Date: Month / Day / 2005 ?
    - Proposed End Date: Month / Day / 2005 ?
  - Subapplication due date** (highlighted with a red box)
    - Open this Project to Subapplication ?
    - Sub application due date: Month / Day / Year...
  - Other**
    - The Application is Subject to Review by **State Executive Order 12372** Process.
      - Yes  No ?

# How to create a new subapplication

1. Select AmeriCorps as your program area.



Select a NOFA

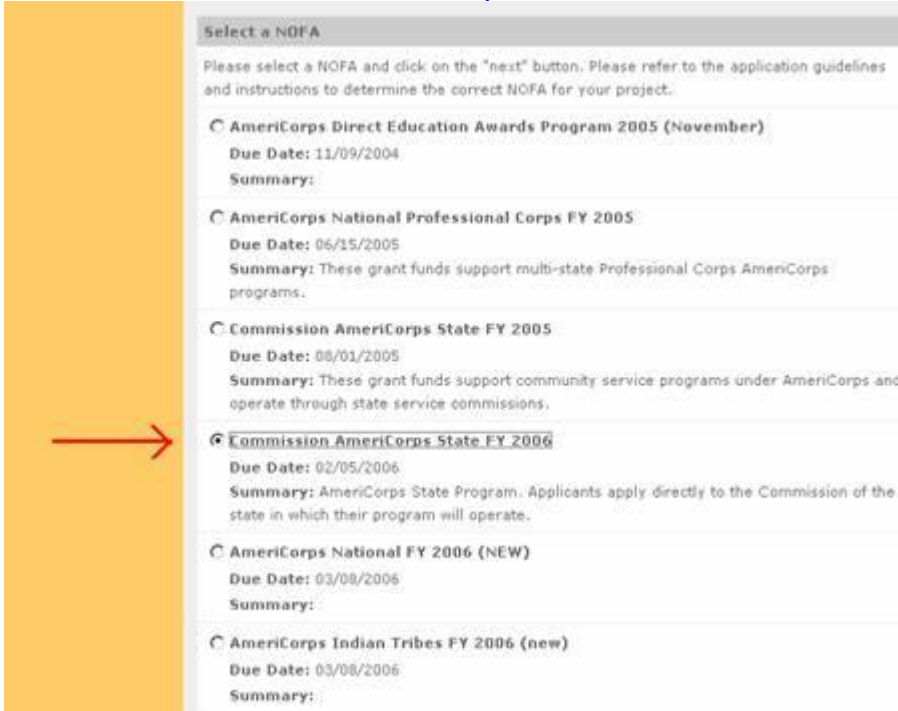
Please select a program area and press GO. Then select a NOFA from the list provided.

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

Select a program area ...

- AmeriCorps
- Voluntary Programming
- Voluntary Programming Test
- Voluntary Programming Test 2
- Voluntary Programming Test 3
- Learn and Serve America
- Other
- Senior Corps

2. Select "Commission AmeriCorps State 2007" in the list of eGrants NOFAs.



Select a NOFA

Please select a NOFA and click on the "next" button. Please refer to the application guidelines and instructions to determine the correct NOFA for your project.

- AmeriCorps Direct Education Awards Program 2005 (November)  
Due Date: 11/09/2004  
Summary:
- AmeriCorps National Professional Corps FY 2005  
Due Date: 06/15/2005  
Summary: These grant funds support multi-state Professional Corps AmeriCorps programs.
- Commission AmeriCorps State FY 2005  
Due Date: 08/01/2005  
Summary: These grant funds support community service programs under AmeriCorps and operate through state service commissions.
- Commission AmeriCorps State FY 2006  
Due Date: 02/05/2006  
Summary: AmeriCorps State Program. Applicants apply directly to the Commission of the state in which their program will operate.
- AmeriCorps National FY 2006 (NEW)  
Due Date: 03/08/2006  
Summary:
- AmeriCorps Indian Tribes FY 2006 (new)  
Due Date: 03/08/2006  
Summary:

3. Select your state. As long as you have your application created and "Open for Subapplications," your state will appear. If the application is not open for subapplication submissions, your state will not show, and you will need to go

back and open your prime.



Which State are you applying to?

ILLINOIS

This screenshot shows a web form with a label "Which State are you applying to?". Below the label is a dropdown menu with "ILLINOIS" selected and a downward-pointing arrow on the right side.

#### 4. Select the Prime Application ID Number.



Select a Prime Application ID

Select a Prime Application ID ...

Select a Prime Application ID ...

06AC056740 - test

06AC056053 - IL Com on Volunteerism & Community Svc -Formula

This screenshot shows a web form with a label "Select a Prime Application ID". Below the label is a dropdown menu with "Select a Prime Application ID ..." selected. The dropdown is open, showing a list of options: "Select a Prime Application ID ...", "06AC056740 - test", and "06AC056053 - IL Com on Volunteerism & Community Svc -Formula". The last option is highlighted in blue.

If both the Competitive and Formula Prime applications are in the "Open for Subapplications" status the Project Title of the individual Primes need to reflect "Competitive" and "Formula" so that the subs will be able to distinguish between the two and move forward with their application.