WebGrants Application
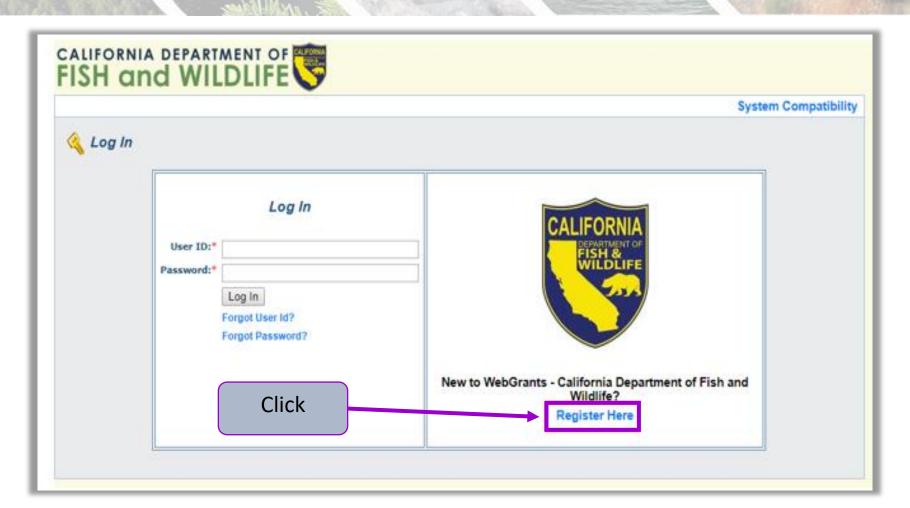## Cannabis Restoration Grant Program

WebGrants - Overview

WebGrants User Accounts

- New to WebGrants? – Please register to create an account

- You cannot apply to the Solicitation without an active WebGrants user account

  - Multiple users can work on the same application but must have their own user accounts

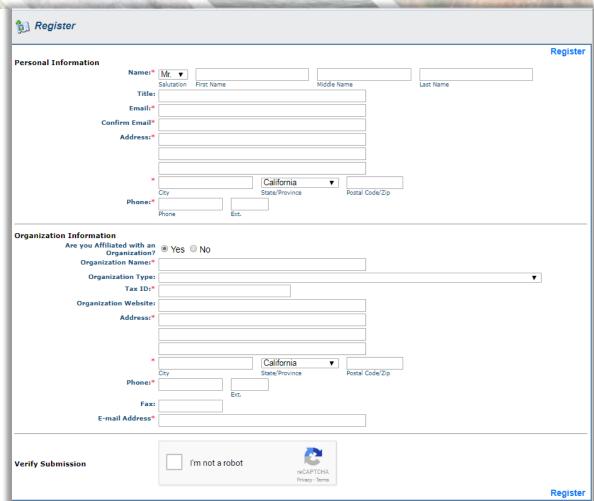- Returning Applicants – Do **not** re-register. Use your existing user id and password

WebGrants – Account Registration

WebGrants – Registration Form

- **Do not provide any personal contact information**
  - Business information only
- **The Organization you are linked to affects your application**
- **Organization Tax ID is not necessary at this stage**
  - Enter "NA"
  - Tax ID will be necessary for the application

WebGrants – Account Registration

A WebGrants Admin must approve the registration before the user may login and start an application

- User will receive up to 3 confirmation emails
  1. Confirm receipt
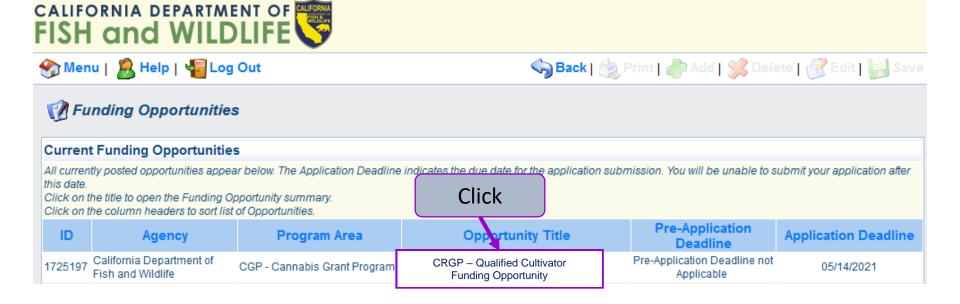 2. Approve/deny user registration
  3. Password

WebGrants – Starting an Application

1. Login to CDFW WebGrants
2. Select "Funding Opportunities"

WebGrants – Starting an Application

3. Select "**CRGP-Watershed Remediation and Enhancement Solicitation, 2021**"

WebGrants – Starting an Application

4. Select **"Start a New Application"**

Application – General Information

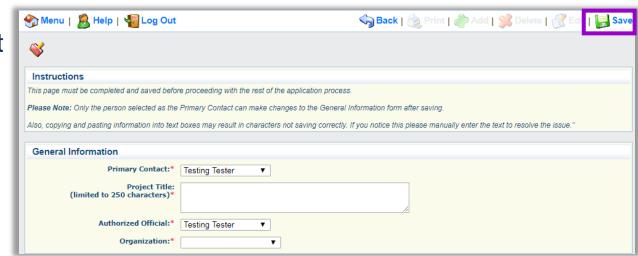Enter General Information for the Proposed Project

- The Primary Contact is the only user that can update the General Information

- Please keep the "Project Title" brief

- The Authorized Official is an authorized representative of the Applicant Organization

- You can only select Organizations that your account is linked to

Select "**Save**" when done

Application – General Information

Menu | Help | Log Out   Back | Print | Add | Delete | **Edit** | Save

Application

Application: 1725908 - Cannabis Project Test 2

Program Area:	CGP - Cannabis Grant Program
Funding Opportunities:	1726795 – CRGP - Qualified Cultivator Funding Opportunity
Application Deadline:	

Click to edit current form

Instructions

This page must be completed and saved before proceeding with the rest of the application process.

Please Note: Only the person selected as the Primary Contact can make changes to the General Information form after saving.

Also, copying and pasting information into text boxes may result in characters not saving correctly. If you notice this please manually enter the text to resolve the issue."

General Information   **Go to Application Forms**

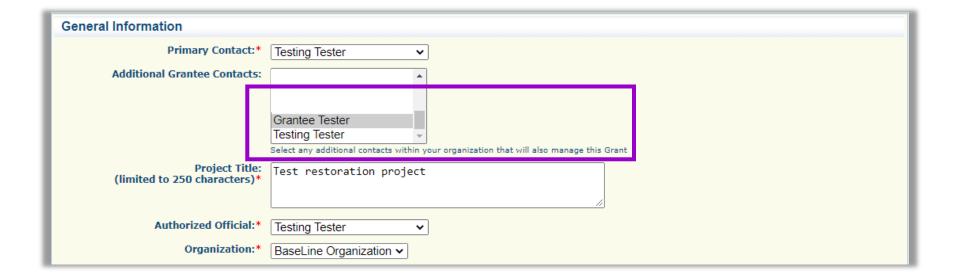|	
System ID:	1725908
Project Title:	Cannabis Project Test 2
Primary Contact:	Cannabis Tester
Additional Contacts:	Cannabis Tester Select any additional contacts within your organization that will also manage this Grant
Organization:	California Department of Fish and Wildlife

Application – Additional Contracts

1. Select "Edit" at the top of the screen

2. Select from the "Additional Grantee Contacts" shown

3. Select "Save" at the top of the screen

Application – Main Menu

Application – Main Menu

- All Application Forms are listed in the Application Main Menu

- Acts as your checklist

- All forms must be complete to submit

Instructions

Application Main Menu

Before Starting

- For Eligibility and Application requirements, refer to:
  - Proposal Solicitation Notice (PSN)
  - For additional information, see the Cannabis Restoration Grant Program webpage

Completing and Submitting the Application

- All application forms are required, depending on project type.
- Each form includes form-specific instructions.
- User must click **Save** to save entered information; the system does not save automatically. Save at least once an hour to ensure information is not lost if system times out.
- All required fields must be filled in before a form may be **Marked as Complete**.
- All forms must be **Marked as Complete** before submitting. The **Marked as Complete** button is below form instructions.
- The check mark in the **Complete?** column in the application menu is only an indicator that the form has been completed, not submitted. Forms can be further edited until submitted.
- To **Submit** the application: click the **Submit** button on the Application main menu / form list page. Once submitted, the form is locked down; no further editing is possible.
- To **Withdraw** the application from consideration, click the **Withdraw** button on the Application main menu.
- To **Print** the application at any time: From the Application main menu click **Application Details** and **Print**. Clicking **Print to PDF** will create a pdf that includes all uploaded attachments except excel files.

Need help?

- For assistance, contact the WebGrants Help Desk at CDFWWebgrants@wildlife.ca.gov Monday to Friday, 9 am to 4 pm.

- See the WebGrants User Guide to help you navigate through WebGrants.

Application Forms	Application Details | Submit | Withdraw	
Form Name	Complete?	Last Edited
General Information	✓	02/08/2022
Form 1. General Information		
Form 2. Project Narrative		
Form 3. Permits, Compliance, & Engineering		
Form 4. Monitoring, and Long-Term Management		
Form 5. Timeline and Approach/Scope of Work		
Form 6a. Budget		
Form 6b. Budget Table (REQUIRED)		
Form 7. Supplementary Attachments		
Form 8. Acknowledgment and Signature		

Application – Forms

Application Form	Description
Form 1. General Information	Is the Applicant eligible for this grant?
Form 2. Project Narrative	What will the proposed project do? Will the project satisfy the general Solicitation requirements? What are the goals and objectives? What is the significance of the expected benefits? Where is the proposed project located? Is there documentation showing adequate tenure to, and site control for on-the-ground activities?
Form 3. Permits, Compliance, & Engineering	Has the Applicant obtained the appropriate permits and completed CEQA/NEPA for their project? Have or will engineering design plans been developed?
Form 4. Monitoring, and Long-Term Management	How will project effectiveness/performance be monitored and evaluated? How will the project deliver sustainable outcomes beyond the term of the grant?
Form 5. Timeline and Approach/Scope of Work	What is the project timeline? When are the work windows? Did the Applicant schedule enough time to complete the project? What are key project deliverables and milestones? What are the methods and techniques to achieve project deliverables and milestones?
Form 6a. Budget	Amount requested from Applicant to complete the project.
Form 6b. Budget Tables	Details on the requested amount and total project cost.
Form 7. Supplementary Attachments	Upload supplementary attachments that support the application or further describe the conservation goals.
Form 8. Acknowledgment and Signature	Certification that the information contained in the Application, including all required attachments, is true, accurate, and complete and that applicant is authorized to apply for the grant.

Application – Submission

Review the entire Application

- Check each Application Form

  or

- Click "Applications Details" to review all Forms on one page

Instructions

Application Main Menu

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- See the WebGra...

Click to view entire Application

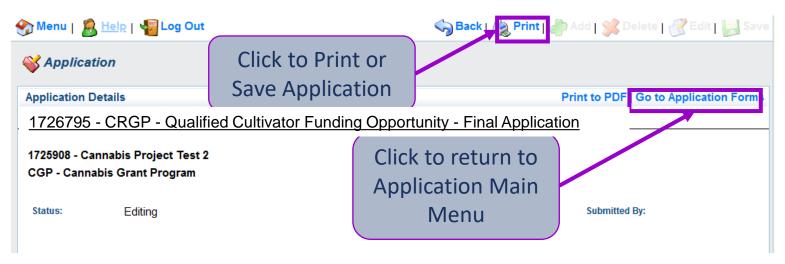| Application Forms		Application Details | Submit | Withdraw
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Form 6a. Budget		
Form 6b. Budget Table (REQUIRED)		
Form 7. Supplementary Attachments		
Form 8. Acknowledgment and Signature		

Application – Details Page

Review entire Application

Print/Save Application

- Click "Print"
- Right-click and select "Print" or "Save as"

Click "Go to Application Forms" to return to Application Main

Application – Submission

- Review the entire Application

- Mark each Applicant Form as Complete

Instructions
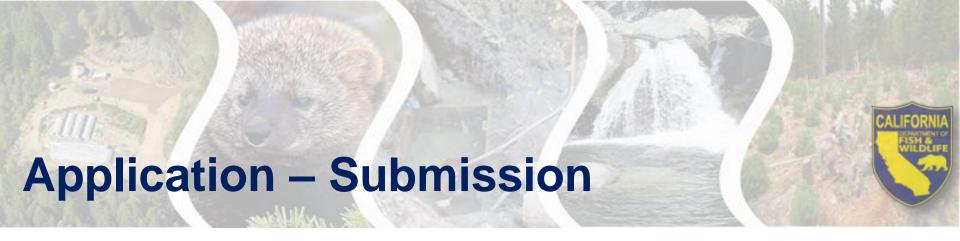
Application Main Menu

Before Starting

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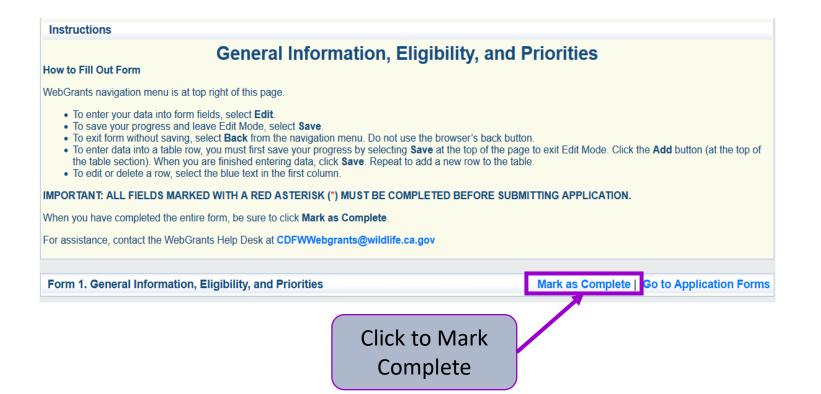
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Application Forms   **Application Details | Submit | Withdraw**

Form Name	Complete?	Last Edited
General Information	✓	01/14/2021
Form 1. General Info, Eligibility, and Priorities	✓	01/04/2021
Form 2. Location Information	✓	01/04/2021
Form 3. Project Narrative	✓	01/04/2021
Form 4. Permits and Environmental Compliance	✓	01/04/2021
Form 5. Land Tenure, Monitoring, and Long-Term Management	✓	01/04/2021
Form 6. Timeline and Approach/Scope of Work	✓	01/04/2021
Form 7a. Budget	✓	01/04/2021
Form 7b. Budget Table (REQUIRED)	✓	01/05/2021
Form 8. Supplementary Attachments	✓	01/05/2021
Form 9. Acknowledgment and Signature	✓	01/05/2021

Application – Submission

- Mark each Applicant Form as Complete

Instructions

General Information, Eligibility, and Priorities

How to Fill Out Form

WebGrants navigation menu is at top right of this page.

- To enter your data into form fields, select **Edit**.
- To save your progress and leave Edit Mode, select **Save**.
- To exit form without saving, select **Back** from the navigation menu. Do not use the browser's back button.
- To enter data into a table row, you must first save your progress by selecting **Save** at the top of the page to exit Edit Mode. Click the **Add** button (at the top of the table section). When you are finished entering data, click **Save**. Repeat to add a new row to the table.
- To edit or delete a row, select the blue text in the first column.

IMPORTANT: ALL FIELDS MARKED WITH A RED ASTERISK (*) MUST BE COMPLETED BEFORE SUBMITTING APPLICATION.

When you have completed the entire form, be sure to click **Mark as Complete**.

For assistance, contact the WebGrants Help Desk at **CDFWWebgrants@wildlife.ca.gov**

Form 1. General Information, Eligibility, and Priorities   **Mark as Complete** | **Go to Application Forms**

Click to Mark Complete

Application – Submission

Click "Submit"

Note: You cannot change your application after it is submitted

Instructions

Application Main Menu

Before Starting

- For Eligibility and Application requirements, refer to:
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Need help? Contact CDFWWebgrants@wildlife.ca.gov Monday to Friday, 9 am [...]

> **Click to Submit Application**

Application Forms	Application Details	**Submit**	**Withdraw**
Form Name	Complete?		Last Edited
General Information	✓		01/14/2021
Form 1. General Info, Eligibility, and Priorities	✓		01/04/2021
Form 2. Location Information	✓		01/04/2021
Form 3. Project Narrative	✓		01/04/2021
Form 4. Permits and Environmental Compliance	✓		01/04/2021
Form 5. Land Tenure, Monitoring, and Long-Term Management	✓		01/04/2021
Form 6. Timeline and Approach/Scope of Work	✓		01/04/2021
Form 7a. Budget	✓		01/04/2021
Form 7b. Budget Table (REQUIRED)	✓		01/05/2021
Form 8. Supplementary Attachments	✓		01/05/2021
Form 9. Acknowledgment and Signature	✓		01/05/2021

WebGrants – Recommendations

- Save your progress often

- Start your application early

- Use the WebGrants "Back" button to navigate

- Work offline with the Word version of the App before completing the WebGrants version

- Attachment file names must be brief and include the application number

- Contact CDFW WebGrants Help Desk for any WebGrants questions and/or issues

2021 Application Resources

[2021 Solicitation](#)
- Review the for solicitation for proposal requirements

[MS Word version of the Application](#)

[Budget Template](#)
- Work offline with these documents to prepare your application

[WebGrants User Guide](#)
- Help with navigating through WebGrants

[CDFW CRGP Website](#)
- Updates, announcements, and all resource links are also available on our website

Tips for Writing Proposals

Read Solicitation and Application instructions carefully

Clearly address the criteria outlined in the Solicitation
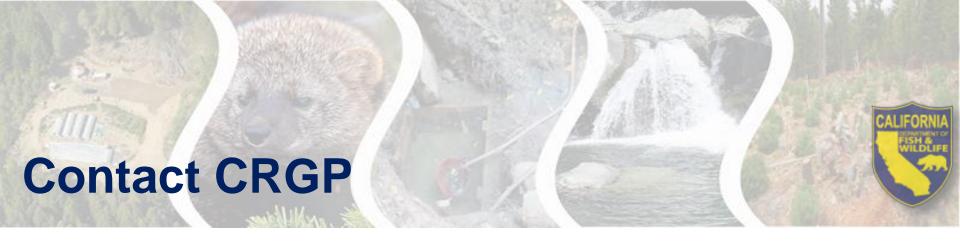- Make a clear tie between your project and the Solicitation Priorities

Connect the dots
- Make sure all the required information connects together
- The proposed work should justify the requested grant amount

Clearly describe the proposed project
- Who? – Project Team and Landowners
- What? – Scope of Work and Expected Benefits
- When? – Schedule and Work Windows
- Where? – Project Location and Site Information
- Why? – Purpose and Need
- How? – Materials, Methods, and Plans

Contact CRGP

WebGrant Questions:
CDFWWebgrants@wildlife.ca.gov
Monday – Friday from 9:00 am to 4:00 pm

Qualified Cultivators Funding Opportunity Questions:

Email: canngrantprogram@wildlife.ca.gov