

WCB Project Portal Applicant Guide

Introduction

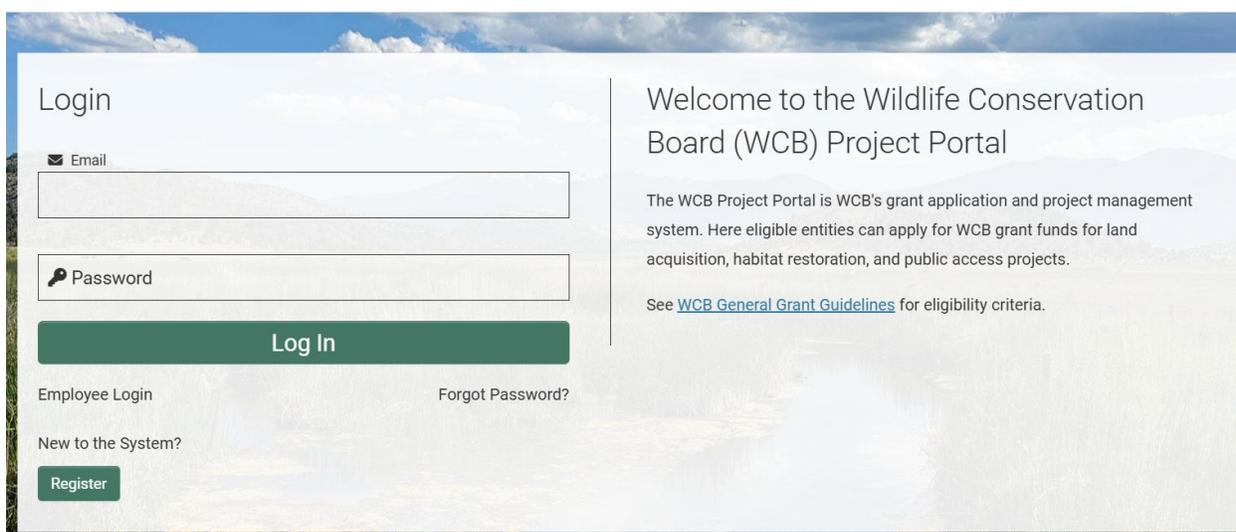
The Wildlife Conservation Board (WCB) Project Portal (Portal) is WCB's online grant application and project management system. The Portal houses WCB's entire grant progress from application submission to project close. *As of February 20, 2026, WCB only accepts applications through the Portal.*

WCB Portal website: <https://wcb.us-1.smartsimple.com>

WCB Portal Help Desk: WCBProjectPortal@wildlife.ca.gov

We only focus on the WCB application process in this guide. WCB will provide a separate guide document for the Portal components and functions relevant to grantees and awarded projects.

Portal User Accounts



The screenshot shows the WCB Project Portal login and registration interface. On the left, there is a 'Login' section with an 'Email' input field, a 'Password' input field with a key icon, and a green 'Log In' button. Below the login fields are links for 'Employee Login' and 'Forgot Password?'. At the bottom left, there is a 'New to the System?' section with a green 'Register' button. On the right, a welcome message reads: 'Welcome to the Wildlife Conservation Board (WCB) Project Portal'. Below this, it states: 'The WCB Project Portal is WCB's grant application and project management system. Here eligible entities can apply for WCB grant funds for land acquisition, habitat restoration, and public access projects.' At the bottom right, it says: 'See [WCB General Grant Guidelines](#) for eligibility criteria.'

Create a Portal Account

1. Go to the [Portal website](#)
2. Click the "Register" button
3. Select your Organization Type
 - a. Government
 - b. Individual
 - c. Non-Profit Organization
 - d. Private Organization
 - e. Native American Tribe

4. Complete the registration for your Organization
 - a. Please provide general Organization information. This should be your main office or headquarters
 - b. For Government, if you don't know your organization's EIN, leave it blank.
 - c. For Non-Profit Organizations, follow the instructions on the page to look up your organization by employer identification number (EIN or "federal tax ID"). If you don't know your organization's EIN, click the "click here" link under the fourth instruction
5. Enter your information under "Contact Information"
6. Click "Submit"

After you submit the registration form, you will see a "Registration Complete" message and receive a Welcome Email from wcb@smartsimplemailer.com with your login information and a link to create your password.

7. Open the Welcome Email
8. Click the link to set your password. It will bring you to the following webpage

Account Activation

New Password:

Confirm Password:

Policy:

- ✘ Password must have at least 8 characters
- ✘ Password must have at least one lowercase letter
- ✘ Password must have at least one uppercase letter
- ✘ Password must have at least one number
- ✘ Password must have at least one special character

I'm not a robot
reCAPTCHA is changing its terms of service.
[Take action.](#)


reCAPTCHA
Privacy - Terms

9. Click "Submit" and you will be logged into the Project Portal

Your Home Page



The screenshot shows the user's home page with the following details:

- Header:** Profile picture (T), Name: Test Erin Aquino-Carhart, Organization: TEST Department of Database Testing, Email: erin.aquino@gmail.com
- Navigation:** My Profile (1), Organization Profile (2)
- Applications Summary:** 3 total applications
 - Open Applications: 1
 - In Progress: 0
 - Under Review: 0
 - Completed: 0

We're only going over what's relevant for applying for WCB grants. The other components of the Home Page will be covered in a separate Portal guide for grantees.

1. **My Profile** – This is where you can view and edit your contact information for your user profile
2. **Organization Profile** – This is where you can view and edit your Organization's contact information
3. **Applications**
 - a. **Open Applications** – The list of grant opportunities WCB is accepting applications for. This will show what kinds of projects are eligible, the application deadline, and other information for each Funding Opportunity. See "How to Apply" below
 - b. **In Progress** – The applications that you are still working on and haven't been submitted yet
 - c. **Under Review** – The applications that are under WCB review
 - d. **Completed** – The applications that have been approved or denied by WCB

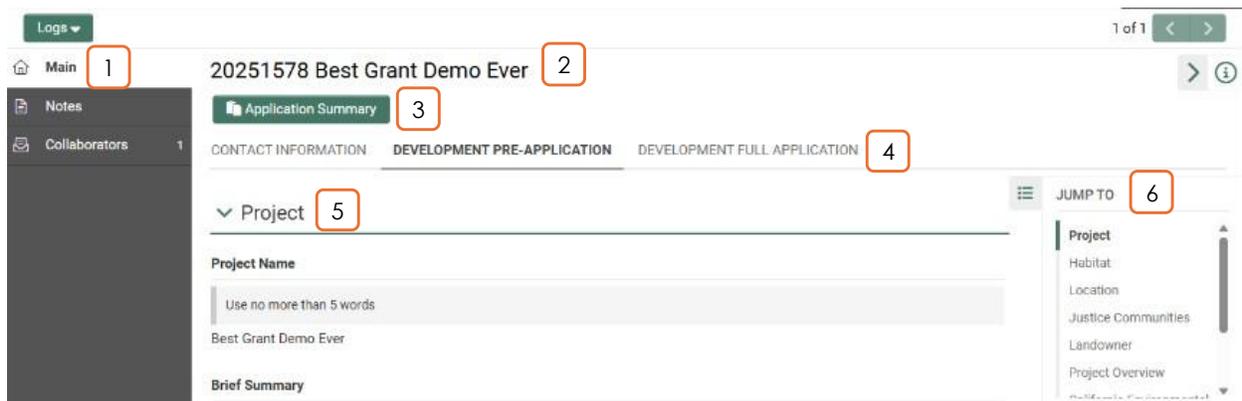
WCB Grant Applications

WCB's grant application process has two parts: a Pre-Application and Full Application. Any eligible applicants may apply to the Pre-Application (see General Grant Guidelines for eligibility criteria), but you can only submit a Full Application if WCB invites you to.

Helpful Hint

Save your Application regularly and often to avoid losing your work! The Portal will time out after 30 minutes of inactivity.

Application Components



The following are the main components of an Application. Depending on the Application stage and status, some components won't be visible.

1. The left navigation links
 - a. Main Page – the tabs contain the Pre- and Full Application fields
 - b. Notes – an in-system way to communicate with WCB Staff; however, we prefer that you email either the [WCB Portal Help Desk](#) or your main contact directly
 - c. Collaborators – the users that can edit the Application
2. The header (Portal ID + Project Name)
3. Application Summary – this button will create a PDF version of the entire Application (Main Page and all tabs)
4. The Main Page tabs
 - a. Contact Information – Applicant/Grantee Organization and Main Contact information
 - i. Update this on the Home Page or by contacting WCBProjectPortal@wildlife.ca.gov
 - b. Pre-Application
 - c. Full Application (only visible if Applicant is invited to submit a Full Application)
5. The tab content – when a tab is selected, its information and fields are displayed here
6. Jump to links – quick links that “jump” to each section within the selected Application tab
 - a. Click a section name to jump to it
 - b. You can hide these links by clicking the button to the left of “Jump to”

How to Apply

OPEN APPLICATIONS

1-1 of 1

Apply Button	Program Type	Funding Opportunity Title	Cycle Start Date	Cycle Deadline	Cycle Designation	Overview	Application Guide
Apply Now	Development Grants	Restoration and Public Access Grant Proposal Solicitation	12/31/2023 09:00 PM	12/31/2025 02:00 PM	Open Opportunity	Development Grants fund habitat restoration and/or public access projects, including both project planning (e.g., permitting, design, environmental compliance) and implementation (e.g., construction, earthmoving, planting plants) projects but not both. See the General Grant Guidelines for more information.	WCB_general_guidelines.pdf

Example of the Open Applications list

Pre-Application

1. From the Home Page, click “Open Applications”
2. Click “Apply Now” for the Funding Opportunity you’re applying to
3. Click “Save Draft”

You now have a draft Pre-Application that you can work on with other users that you add as Collaborators (see How to Add Collaborators section below). You can save your progress and return to the Pre-Application through the “In Progress” link on the Home Page.

Whoever started the Application is automatically the Applicant’s Primary Contact. If you need to change this to a different user, please contact the WCB Portal Help Desk at WCBProjectPortal@wildlife.ca.gov.

20251578 Best Grant Demo Ever

Application Summary

CONTACT INFORMATION DEVELOPMENT PRE-APPLICATION

Project

* Project Name

Use no more than 5 words

Best Grant Demo Ever

230 characters left

* Brief Summary

Test application for demonstration and guidance documents

JUMP TO

- Project
- Habitat
- Location
- Justice Communities
- Landowner
- Project Overview
- California Environmental Quality Act (CEQA)
- Cost Share
- Attachments

< BACK

Save Draft Submit

Example of Pre-Application in progress

4. Select the “Pre-Application” tab
5. Complete the Pre-Application
6. Check all Application tabs and ensure the information is correct
 - a. To correct Organization or Primary Contact information, go back to

the Home Page

7. Click "Submit"
 - a. You will get an error message and be unable to submit the Application if you didn't complete all required fields
 - b. If all required fields are complete, you will be asked to confirm you're ready to submit the Pre-Application
8. Click "Yes"
 - a. You will get both a confirmation message in the system and an email that you've successfully submitted your Pre-Application. The confirmation email will include a pdf copy of your submission

Application Successful

Pre-Application submitted successfully.

WCB staff will review your submission and may request additional information.

APPLICATIONS



Home Page showing one application in "Under Review" status

Full Application

If selected, WCB will invite you to submit a Full Application via email. To complete the Full Application:

1. From the Home Page, click "In Progress" under Applications

APPLICATIONS



2. Select and open the Application by clicking "Open"

IN PROGRESS

#	Project ID	Project Name	Application Type	Organization	Primary Contact	Last Modified
1	20251578	Best Grant Demo Ever	Best Grant Demo Ever	Development Grants	TEST Department of Database Testing	Testing McTesterface 03/02/2026 12:20PM

3. Select the "Full Application" tab

ⓘ • Please complete the mandatory questions below. +

Application Summary

CONTACT INFORMATION DEVELOPMENT PRE-APPLICATION **DEVELOPMENT FULL APPLICATION**

▼ Signatory

* Grantee Signatory Name

* Grantee Signatory Title

< BACK

JUMP TO

Signatory

State Elected Officials
Project Readiness
Community Support and
Collaboration
Attachments

Unless otherwise specified in the instructions, both the Pre- and Full Application tabs may be edited during the Full Application stage. If you have changed the Project since the Pre-Application was submitted, please update the appropriate fields and notify the WCB main contact.

4. Complete the Full Application
5. Check all Application tabs and ensure the information is correct
6. Click "Submit"
 - a. You will get an error message and be unable to submit the Application if you didn't complete all required fields
 - b. If all required fields are complete, you will be asked to confirm you're ready to submit the Full Application
7. Click "Yes"
 - a. You will get both a confirmation message in the system and an email that you've successfully submitted your Full Application. The confirmation email will include a pdf copy of your submission

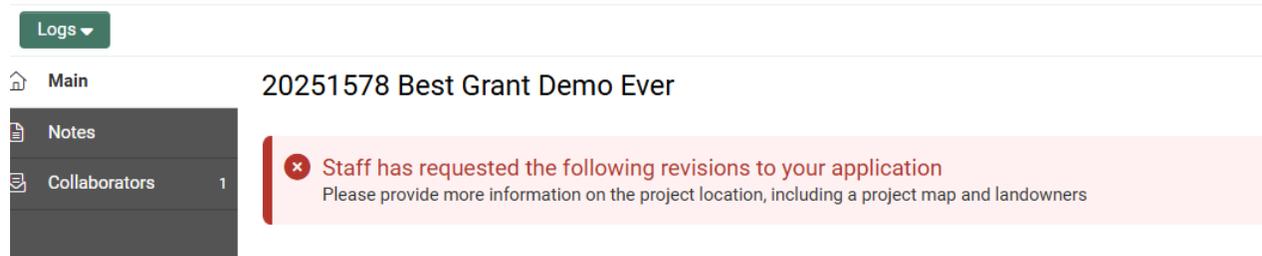
Submission Successful

Application submitted successfully.

After WCB Staff review your Full Application, they will notify you of whether WCB will consider the proposed project for funding.

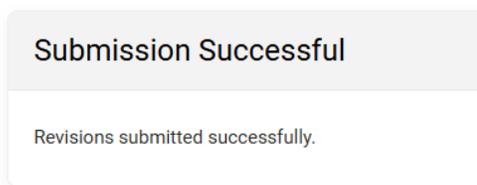
Revisions Requested

If WCB staff request additional information or other revisions to your Application, you will be notified by email, and the Application will return to "In Progress" status. The Application will be open for you and your Collaborators to edit it again. If you need clarification on the requested revisions, please contact the WCB staff assigned as your main contact.



Example of Revisions Requested (shown at top of Application)

1. Edit only the sections as requested by WCB staff
 - a. The requested revisions will be in the notification email and visible at the top of the Application
2. Once you've completed the revisions, click "Submit Revisions"
3. You will get both a confirmation message in the system and confirmation email stating that you've successfully submitted the revisions

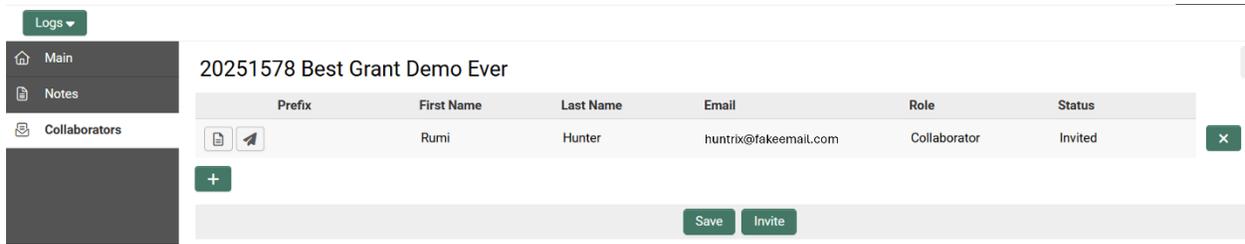


- a. The confirmation email will include a new pdf copy of the Application
- b. The Application will be in "Under Review" status, and you cannot edit the Application unless more revisions are requested

How to Add Collaborators

The Primary Contact can add Collaborators to help complete the Application. Please note: Your colleagues must have a Portal account before they can work on the Application.

1. Make sure you have entered at least the Project Name on the Pre-Application and click "Save Draft." The system will include this in the auto email to the Collaborators
2. On the left of the screen are navigation links. Click on "Collaborators"
3. Click the plus sign button to add a Collaborator. You may add multiple Collaborators at once
4. Click "Invite" to send an email invitation to the Collaborator. The invitation email will include a link where the Collaborator can accept or decline the invitation



5. After the Collaborator accepts or declines, the Primary Contact will receive a notification email with the Collaborator's response, and the Collaborator status will update in the Portal
6. If the Collaborator accepts the invitation, they can access and edit the Application through their Portal user account

Contact Us

If you have questions or need further assistance, please contact our Portal Help Desk at WCBProjectPortal@wildlife.ca.gov.