

# WCB Project Portal Applicant Guide

## Introduction

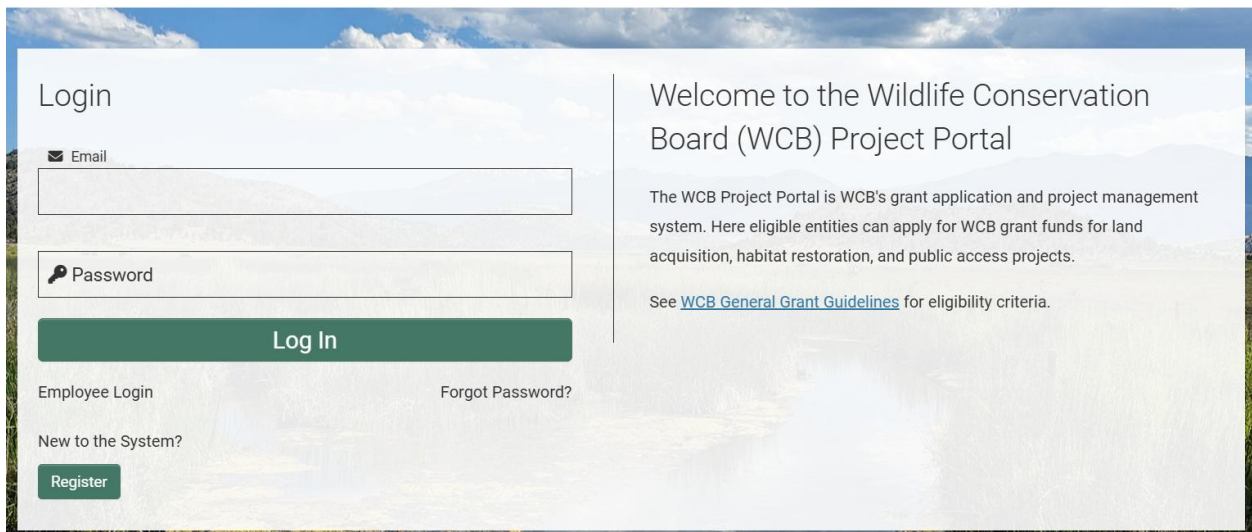
The Wildlife Conservation Board (WCB) Project Portal (Project Portal) is WCB's online grant application and project management system. The Project Portal houses WCB's entire grant progress from application submission to project close. *As of February 20, 2026, WCB only accepts applications through the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

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

Project Portal Help Desk: [WCBProjectPortal@wildlife.ca.gov](mailto: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.

## Project Portal User Accounts



Login

✉ Email

🔑 Password

Log In

Employee Login [Forgot Password?](#)

New to the System?

Register

Welcome to the Wildlife Conservation Board (WCB) Project Portal

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.

See [WCB General Grant Guidelines](#) for eligibility criteria.

## Create a Project Portal Account

1. Go to the [Project 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 the full, legal Organization name (no acronyms or shortened names) and 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”

### ⚠️ **Returning WCB Grantees** ⚠️

If your Org is a **current or past grantee with WCB**, be sure to use the **full, legal Org name** when registering to avoid creating duplicates

After you submit the registration form, you will see a “Registration Complete” message and receive a Welcome Email from [wcb@smartsimplemailer.com](mailto: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:

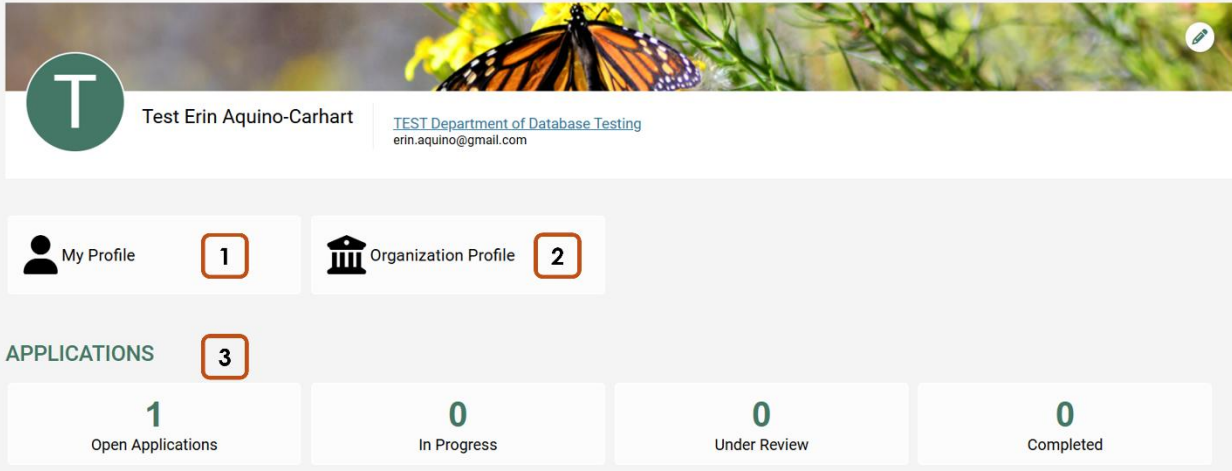
- ✖ Password must have at least 8 characters
- ✖ Password must have at least one lowercase letter
- ✖ Password must have at least one uppercase letter
- ✖ Password must have at least one number
- ✖ Password must have at least one special character

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 Project Portal Home Page. At the top is a banner image of a monarch butterfly. Below the banner is a user profile section with a circular profile picture containing the letter 'T', the name 'Test Erin Aquino-Carhart', and a link to 'TEST Department of Database Testing' with the email 'erin.aquino@gmail.com'. Below the profile are three main navigation buttons: 'My Profile' with a '1' in a red box, 'Organization Profile' with a '2' in a red box, and 'APPLICATIONS' with a '3' in a red box. Under 'APPLICATIONS', there are four sub-sections: 'Open Applications' with '1', 'In Progress' with '0', 'Under Review' with '0', and 'Completed' with '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 Project 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

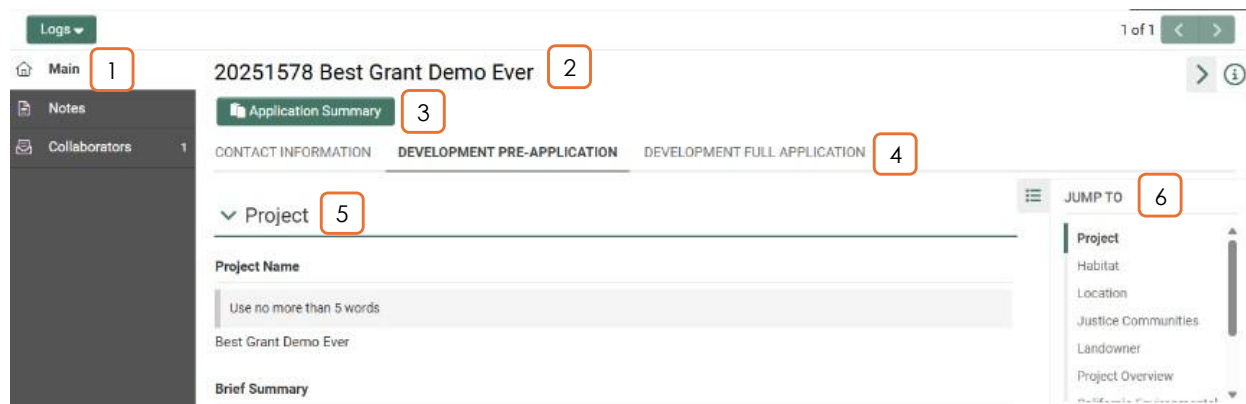
## WCB Grant Applications

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 Project Portal Help Desk](#) or your main contact directly
  - c. Collaborators – the users that can edit the Application
2. The header (Project 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](mailto: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                          |
|--|--------------------|---|------------------------|------------------------|-------------------|---|--|
| <a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 3px;">Apply Now</a> | Development Grants | Restoration and Public Access Grant Proposal Solicitation | 12/31/2023<br>09:00 PM | 12/31/2025<br>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. | <a href="#">WCB_general_guidelines.pdf</a> |

*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 Project Portal Help Desk at [WCBProjectPortal@wildlife.ca.gov](mailto:WCBProjectPortal@wildlife.ca.gov).

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**

|                        |                  |                   |                |
|------------------------|------------------|-------------------|----------------|
| 1<br>Open Applications | 0<br>In Progress | 1<br>Under Review | 0<br>Completed |
|------------------------|------------------|-------------------|----------------|

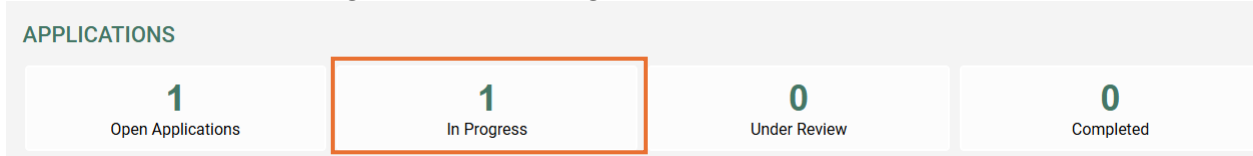
Home Page showing one application in “Under Review” status

## Full Application

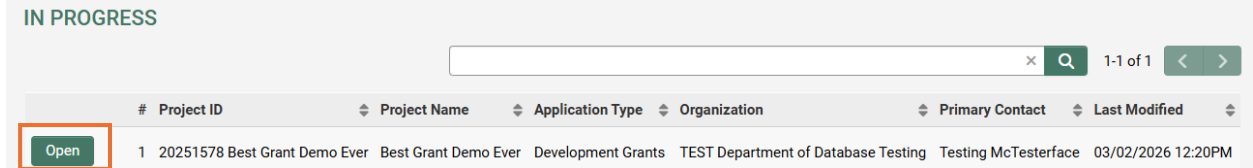
If selected, WCB will invite you to submit a Full Application via email. To

complete the Full Application:

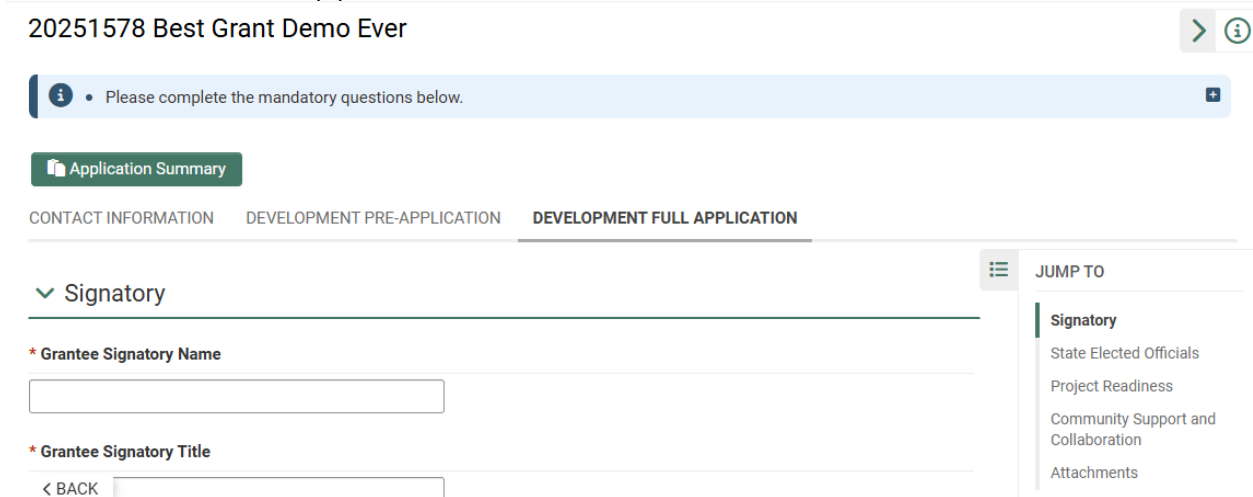
1. From the Home Page, click “In Progress” under Applications



2. Select and open the Application by clicking “Open”



3. Select the “Full Application” tab



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

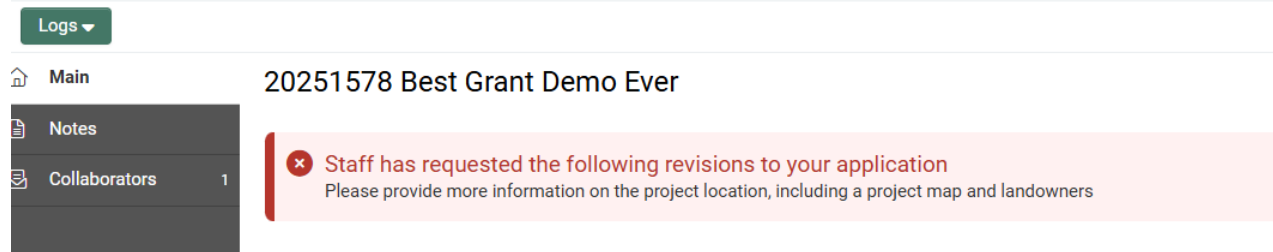
### Submission Successful

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

### Submission Successful

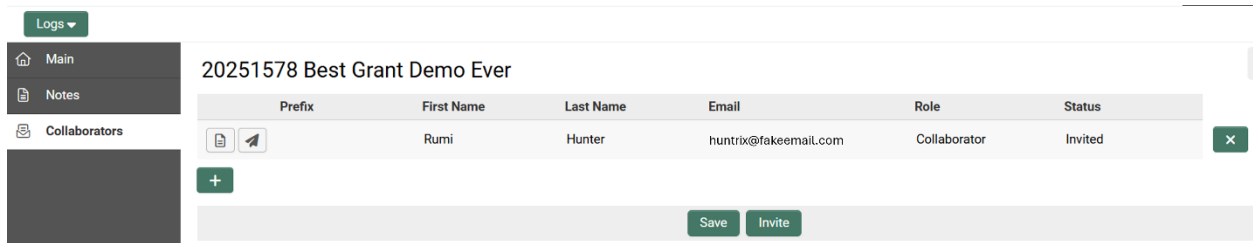
Revisions submitted successfully.

- 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 Project 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 Project Portal
6. If the Collaborator accepts the invitation, they can access and edit the Application through their Project Portal user account

## Contact Us

If you have questions or need further assistance, please contact our Project Portal Help Desk at [WCBProjectPortal@wildlife.ca.gov](mailto:WCBProjectPortal@wildlife.ca.gov).