



OPRDGrants.org



Nature
HISTORY
Discovery

Oregon Parks and Recreation: Grants Online

Veterans and War Memorial Grant Program Online Grant Application Instructions

**OREGON HERITAGE
OREGON PARKS AND RECREATION DEPARTMENT**

725 Summer Street NE, Suite C
Salem, OR 97301

TABLE OF CONTENTS

GENERAL INFORMATION	3
SYSTEM REQUIREMENTS	3
SET UP AND ACCESS AN OPRDGRANTS.GOV ACCOUNT	4
REQUEST AN ACCOUNT	4
LOG IN.....	6
ACCESS APPLICATION	7
COMPLETE APPLICATION	8
PROJECT INFORMATION	9
CONTACT INFORMATION.....	12
FINANCIAL INFORMATION.....	12
SUPPLEMENTAL INFORMATION	16
ATTACHMENTS	17
SUBMIT APPLICATION	18
APPLICATION STATUS	20
APPLICATION TIPS & TROUBLESHOOTING	21

GENERAL INFORMATION

The following instructions are intended to help applicants navigate the Veterans and War Memorial (VWM) Grant Program online application process. The instructions may not address every possible scenario that could occur, however, all information necessary to navigate the reporting and reimbursement process is included.

For information on answering actual application questions, please refer to the Veterans and War Memorial Grant Instruction Manual.

The Grant Program Coordinator is available to assist those who have additional questions. Contact Karen Litvin at karen.litvin@opr.oregon.gov.

Note: Screen shots and photos within these instructions are samples of what the reimbursement request and progress report. These shots are from a variety of grant programs and simulated projects. All OPRD grant programs use the same reporting system. The examples listed are a sample for instructional purposes and may not include all types of grants awarded.

SYSTEM REQUIREMENTS

System Requirements: The OPRD Online Grant System requires the following software:

1. Browser:
 - Firefox version 17 or higher.
 - Safari version 7 or higher.
 - Chrome latest version.
 - Internet Explorer version 9 or higher. (WARNING: Using Internet Explorer may lead to unsatisfying results. Not all functionality is available in Internet Explorer. Chrome, Safari or Firefox are the recommended browsers. Click on one of these links to download the appropriate browser.)
2. Javascript must be turned **ON**.
3. Popup blockers need exceptions for this site.
4. If emails are not being received, please check spam filters, some filters are intercepting application generated email messages.

To determine which browser and version is being used on a device, type in fmbip.com.

REQUEST AN ACCOUNT

It is important to request an account as soon as possible rather than wait until the last minute or until filling out the application. Grant staff must review and approve account requests once submitted and before the online application system can be accessed. Requests will typically be reviewed within three business days. Existing account holders should not register again for each grant. Contact the OPRD grant coordinator if the correct grant application does not display or if a user would like to represent a different applicant organization.

[How to request OPRD Grants Online account](#) – video tutorial

1. Qualified applicants can request an account by clicking on the **Applying** tab or ‘this link’.



2. This opens the **Grant System Account Request** page.

Home

Grant System Account Request

! An account is only needed if you are applying or managing grants online.

Contact Information

First Name *

Last Name *

Address

Address 1

Address 2

City

State

Zip Code

Phone

Fax


Email *

Organization *

My organization is not in this list

To prevent spam submissions, please confirm the following phrases:

I'm not a robot

 reCAPTCHA
Privacy - Terms

Submit Request

3. Enter name and contact information. Doublecheck to ensure the email listed is correct as all correspondence and access is through this email address.
4. Select the appropriate organization from the list. If the organization does not appear in the list, click the 'My organization is not in this list' box. Check the box that includes **Veterans and War Memorial Grants**.


My organization is not in this list

I am interested in applying for Heritage Grants (Heritage Grants, Historic Cemetery Grants, Historic Preservation Grants, Museum Grants, Preserving Oregon Grants, Veterans War Memorial Grants).

I am interested in applying for Recreation Grants (All-terrain Vehicle Grants, County Opportunity Grants, Land and Water Conservation Fund Grants, Local Government Grants, Recreation Trails Grants).

To prevent spam submissions, please confirm the following phrases:

I'm not a robot

 reCAPTCHA
Privacy - Terms

Submit Request

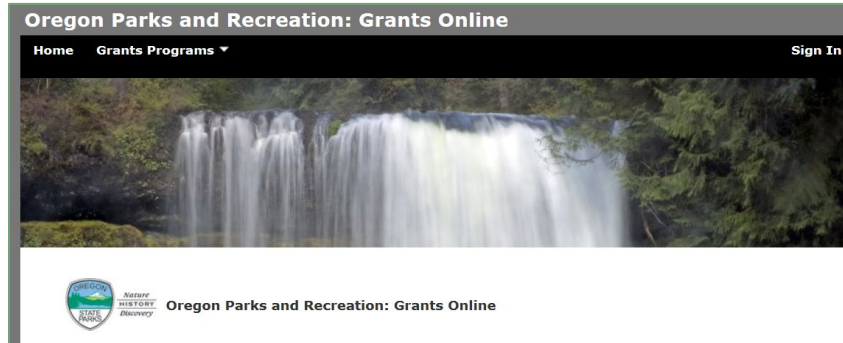
5. At the bottom of the screen, check the 'I'm not a robot' box.
6. Click the 'submit request' button.
7. Once the request has been reviewed and approved by staff, a confirmation e-mail will be sent and will include a link to set a password. This link will expire. If a prompt to set a password does not display when the link is clicked, the pop-up blocker may need to be adjusted. Contact the grant coordinator if unable to set a password.

Once the account is set up, work on a grant application may begin.

LOG IN (AFTER ACCOUNT IS ESTABLISHED)

1. Visit the Oregon Parks and Recreation: Grants Online site at <https://oprdgrants.org/> and click “Sign In” in the upper right-hand corner of the page to access the Grant System Login.

[How to reset an OPRD Grants Online password](#) – video tutorial



2. Enter the same username (email address) and password used when accessing grant applications.

Grant System Login

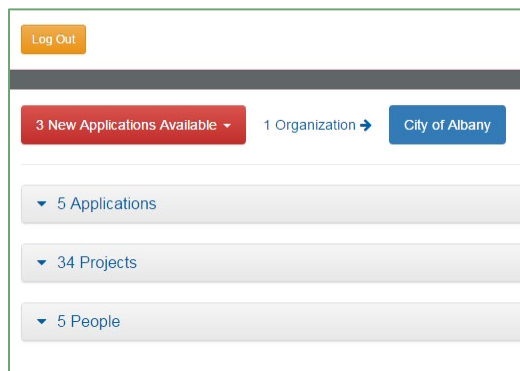
This website serves as the central point for all grant applications as well as reporting of awarded grants. Qualified applicants can request an account through [this link](#).

Username:

Password:

[Forgot password?](#)

3. The **Home Page** will display and includes:
 - a. Any organizations associated with the account. Most users have only one.
 - b. New applications available for programs with open grant cycles, if any.
 - c. Panels for all **Applications**, **Projects** (awarded grants) and **People** associated with the organization. Note that all People associated with an organization can access all applications and projects associated with that organization.



[How to navigate the OPRD Grants Online system](#) – video tutorial

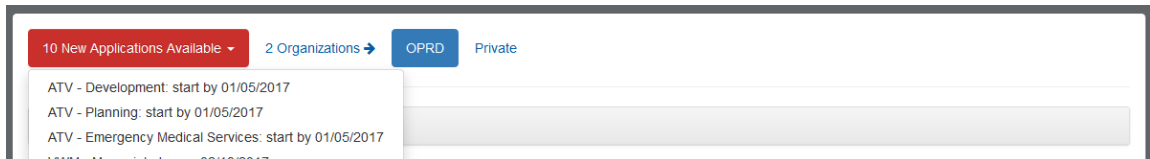
ACCESS APPLICATION



1. All organizations associated with the account holder will appear next to the red button. If more than one organization is listed, select the organization related to the application.

The number of 'New Applications Available' will differ for each organization based on the organization's eligibility for various grant programs and based on which grants are open for application. To know more about eligibility or to update an organization's eligibility for a program, contact the grant coordinator.

2. Select the red button to see a dropdown menu of available applications and select one. This will open an application in the applications tab and the number of New Applications Available will change.



3. Click '## Applications' dropdown to see the list of applications and their status. The new application will appear.

Project Name	Status	Grant Program	Award Year	Funds Requested
This is your new application click here to begin	Editable	Veterans and War Memorial	2016	
This is your new application click here to begin	Editable	Historic Preservation Grants	2016	\$12,000.00

4. Select the application by clicking anywhere in the text of the Project Name field to open the application.
5. Once an application is started it will be accessed from the dropdown list of applications in the ## Applications section. Once started, an application may be opened and closed as many times as needed up until the time it is submitted.

Project Name	Status	Grant Program	Award Year	Funds Requested
Jones City Veterans Memorial	Editable	Veterans and War Memorial	2017	\$6,500.00


COMPLETE APPLICATION

1. Selecting the grant will open the **Grant Application Page** which displays:
 - a. The Application Number
 - b. The Application Type
 - c. The 'Edit' button
 - d. The 'Delete Application' button. (if selected, the application cannot be recovered)
Please delete any applications created in error and/or
 - e. Project Information section
 - f. Contact Information section
 - g. Supplemental Information section
 - h. Required Attachments section

The screenshot shows the 'Grant Application Page' for Application #3397. The page title is '- Application #3397' and the application type is 'VWM Memorial Application'. There is an 'Edit' button in the top right corner. A red notification bar at the top states: 'Application created by K Gill. Application has no requested amount.' with a 'Delete Application' button and a close icon. Below the notification bar are five expandable sections: 'Project Information' (with a red asterisk), 'Contact Information' (with a green checkmark), 'Financial Information' (with a green checkmark), 'Supplemental Information' (with a red asterisk), and '0 of 7 Required Attachments'.



2. Select the 'Edit' button (upper right corner) to enter new information or make edits.
3. Select each section title to expand or contract the section view and to enter information into the application.
4. Items that have a red asterisk are required fields.
5. Select 'Save Application' as work is completed. This button only appears when in edit mode. The 'Edit' button will need to be selected again to continue work after saving.

PROJECT INFORMATION


▲ Project Information 


Project Name *

Brief Project Description *

B **I**  

Construct a memorial at a park in Jones City to commemorate the service of Desert Storm Veterans. The memorila will include a monument, benches, trees, three flag poles and a memorial wall with names listed.

Project Start Date * 

Project End Date * 

Site Name *

1. Project Name: Assign a concise and descriptive project name for the application. For example, City of Salem Desert Storm Memorial.
2. Brief Project Description: A brief, high-level summary of what will be accomplished in the project. Please do not explain why, only what will be done.
3. Project Start Date: The date grant-funded project work will begin after July 1, 2023.
4. Project End Date: The date all grant-funded project work will be complete, before May 15, 2025.
5. Site Name: The name of the park, area or site of the memorial.
6. Site City/Town/Area: Enter the city/town closest to the memorial site.
7. Site County: Check the box for the county in which the project is taking place.
8. Site Description: A detailed description about the memorial location (rural/urban, park information, etc.)
9. Site Acreage: Numerical acreage of site. Enter '1' if less than one.

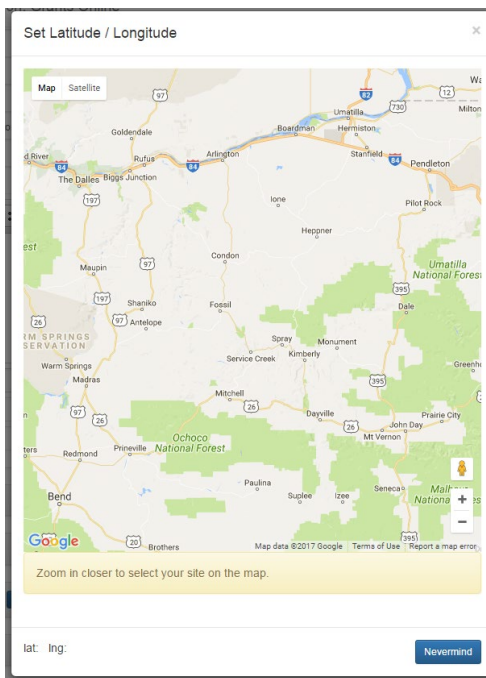
10. Latitude and Longitude: Use the 'Find Lat/Lng' button and map to select the location of the memorial. A [tutorial](#) video is available as well as details below.

[How to enter the lat/long in an application](#) – video tutorial




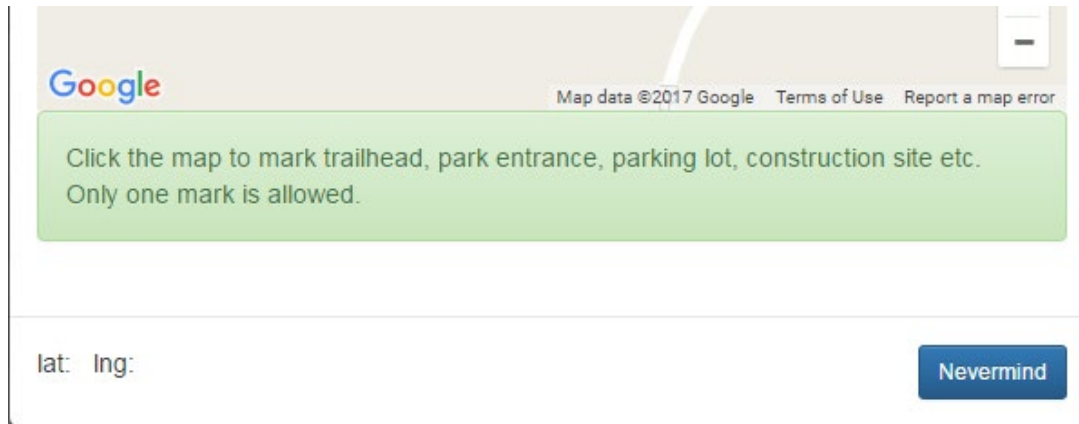
The form contains a 'Find Lat/Lng' button on the left. To its right are three input fields. The first field is labeled 'Site Acreage *'. The second field is labeled 'Latitude *'. The third field is labeled 'Longitude *'.

a. Click the 'Find Lat/Lng' button.

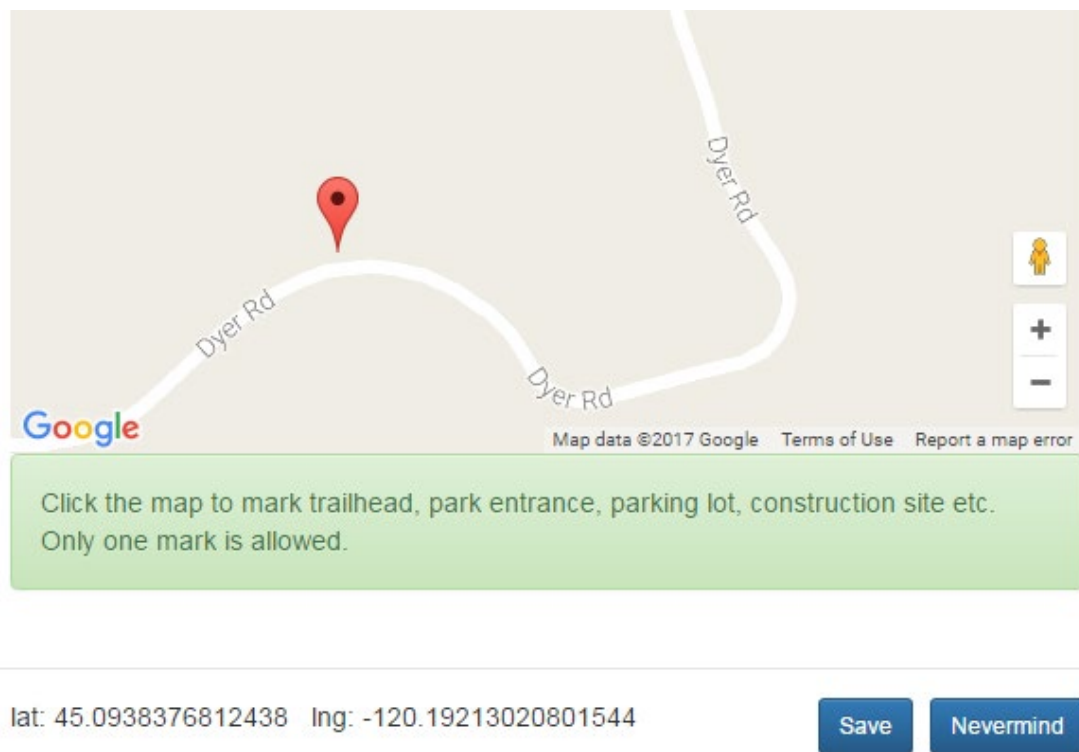


b. The map will display. Hover over the map, click and drag the map to get the location into the viewing window.

c. Click  to zoom in as many times as needed for the instruction information background to change to green and the instructions displaying to click the map on the site. It may be necessary to scroll down to view the instructions and buttons.



- d. Double click to drop a map point in the desired location, or click 'Nevermind' to cancel. The Lat: and Lng: fields will fill in and a 'Save' button will appear. Click the 'Save' button and the latitude and longitude will fill in on the application. (Clicking 'Save' here does not save the entire application, only the latitude and longitude.)



CONTACT INFORMATION

▲ Contact Information ✓

Applicant OPRD

Project Contact * K Gill ▼

Address K Gill

Reimbursement Contact ▼

1. Enter a Project Contact and a Reimbursement Contact. If they are the same, leave Reimbursement Contact blank. Only people with OPRD Grants Online accounts may be assigned as a Contacts in the application.

FINANCIAL INFORMATION

The **Financial Information** section is where all funding and budget information for the project is entered. Please see the Veterans and War Memorial Grant Instruction Manual for more information regarding allowable costs. A project budget should be established *prior* to entering it into the system. Budgets should be developed based on real numbers established using cost estimates, quotes, and other research.

To enter financial information, select 'Edit' in the upper right corner.

[How to complete the finances section of an application](#) – video tutorial

▲ Financial Information ✓

Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount * \$0.00

Match Amount * \$0.00

Total Project Cost * \$0.00

Grant % * 0 %

Match % * 0 %

▼ Project Budget Worksheet



The summary Financial Information will auto-fill based on what is entered into the Project Budget Worksheet and Source of Funding Worksheet.

This screenshot shows the summary view of the Project Budget Worksheet and Source of Funding Worksheet. The 'Project Budget Worksheet' section is currently empty. The 'Source of Funding Worksheet' section contains three input fields, all of which are set to '\$0.00':

Total Project Cost	\$0.00
Total Match from Sponsor	\$0.00
Grant Funds Requested	\$0.00

This screenshot is similar to the previous one but includes an 'Add Worksheet Item' button in the top right corner of the Project Budget Worksheet section. The 'Source of Funding Worksheet' section remains the same with all values at '\$0.00':

Total Project Cost	\$0.00
Total Match from Sponsor	\$0.00
Grant Funds Requested	\$0.00

1. Select 'Add Worksheet Item' to enter items into the Project Budget Worksheet and the Source of Funding Worksheet. To edit a line item, select the  and to delete is entirely, select the .

This screenshot shows the 'Add Worksheet Item' form. It includes the following fields and controls:

- Description ***: A text input field.
- Amount ***: A numeric input field with the value '0.00'.
- Does this item include Match?**: A checkbox that is currently unchecked.
- Buttons**: 'Add Item' (blue) and 'Nevermind' (orange).

2. Enter all Project Costs first and use the following categories in the Expense Description: Contractor/Consultant; Staff Time; Volunteer Time; Materials & Equipment; Printing, Publication & Design; Travel; Other (specify).

Contractor/Consultant costs can include the travel, materials, and labor costs paid as part of their scope of work. There is no need to break those out unless they are expenses not associated with contractor/consultant scope. As an example, if a contractor is being hired to build a memorial and materials are provided by the contractor as part of the contracted scope of work, it would be included in one contractor/consultant line item. If materials are being obtained separately, the amount would be placed in its own line item. Include one separate line item for each contractor/consultant used in the project. The budget detail must include a breakdown of all costs.

3. Enter the Description of the Expense and the Amount. And select 'Add Item'. The item and cost will appear in the 'Project Budget Worksheet'. Do not check the 'match' box when entering expense items, unless it is staff or volunteer time counted as match.

The screenshot shows the 'Project Budget Worksheet' interface. At the top right is a blue button labeled 'Add Worksheet Item'. Below the header, there is a table with two columns. The first row is labeled 'Contractor/Consultant' and has a value of '\$5,000.00' with a small edit icon and a red 'x' icon. Below this is a section titled 'Source of Funding Worksheet' which contains a table with three rows:

Total Project Cost	\$5,000.00
Total Match from Sponsor	\$0.00
Grant Funds Requested	\$5,000.00

4. Staff Time and Volunteer Time are the only categories that can be both an Expense and a Source of Funding. Enter the 'Description' and 'Amount', then check the 'Match' box.

The screenshot shows the 'Project Budget Worksheet' form with the following fields filled out:

- Description: Staff time - 50hrs at \$20
- Amount: 1000
- Does this item include Match?:
- Match Amount: 500
- Source of Funding: City Staff
- Check here if the source of your funds is from another Grant?:

At the bottom right, there are two buttons: 'Add Item' (blue) and 'Nevermind' (orange).

5. If the 'Match' box is selected, additional fields will appear to enter the Match Amount and Source of Funding. Select 'Add Item', then the expense item will appear in the Project Budget Worksheet and the match will appear in the Source of Funding Worksheet. Note: Volunteer time expense amount must equal the match amount.

The screenshot shows the 'Project Budget Worksheet' form with the following fields filled out:

- Description: Volunteer time -100hrs at \$9.75
- Amount: 1000
- Does this item include Match?:
- Match Amount: 1000
- Source of Funding: Volunteers
- Check here if the source of your funds is from another Grant?:

At the bottom right, there are two buttons: 'Add Item' (blue) and 'Nevermind' (orange).

6. To enter other Sources of Funding to be counted as match for which there is no expense charged to the project budget (such as organizational cash contributions, other grant funds, donations, etc.), select 'Add Worksheet Item' and enter the description. Do not enter an Amount and select the 'Does this item include match?' box. Enter the Match Amount and the Source of Funding. Select 'Add Item' if it is correct. The item will appear in the Source of Funding Worksheet.

The screenshot shows the 'Project Budget Worksheet' form. The 'Description' field contains 'Organizational Cash', 'Amount' is '0.00', 'Does this item include Match?' is checked, 'Match Amount' is '1,500.00', and 'Source of Funding' is 'Jones City'. The 'Check here if the source of your funds is from another Grant?' checkbox is unchecked. There are 'Update Item' and 'Nevermind' buttons at the bottom right.

7. When entering funds from another grant source, follow the instructions above and also check the 'Check here if the source is from another Grant' box. Four new fields will appear. Enter the Grant Name, Grant Type, Granting Agency and Grant Status. Enter a 'Pending' Grant Status if a grant has been applied for or will be applied for. Enter 'Approved' if a grant has already been approved/received. Details about matching grant status may be included in the Budget Narrative section of the Supplemental Questions.

The screenshot shows the 'Project Budget Worksheet' form. The 'Description' field contains 'Grant Funding', 'Amount' is '0.00', 'Does this item include Match?' is checked, 'Match Amount' is '1000', and 'Source of Funding' is 'Jones City Foundation'. The 'Check here if the source of your funds is from another Grant?' checkbox is checked. Below this, there are four new fields: 'Grant Name' (Community Grant), 'Grant Type' (empty), 'Granting Agency' (Jones City Foundation), and 'Grant Status' (Pending). There are 'Add Item' and 'Nevermind' buttons at the bottom right.

- Once “Add Item” is selected, it will display with all other line items in the Project Budget and Source of Funding Worksheets.

▲ Project Budget Worksheet
Add Worksheet Item

Project Budget Worksheet	
Contractor/Consultant	\$5,000.00
Materials & Equipment	\$1,000.00
Staff time - 50hrs at \$20	\$1,000.00
Volunteer time -100hrs at \$9.75	\$1,000.00
Source of Funding Worksheet	
Staff time - 50hrs at \$20 (City Staff)	\$500.00
Volunteer time -100hrs at \$9.75 (Volunteers)	\$1,000.00
Organizational Cash (Jones City)	\$1,500.00
Grant Funding (Grant - Community Grant Jones City Foundation (pending))	\$1,000.00

Total Project Cost	<input type="text" value="\$8,000.00"/>
Total Match from Sponsor	<input type="text" value="\$4,000.00"/>
Grant Funds Requested	<input type="text" value="\$4,000.00"/>

- The Project Budget Worksheet section will calculate the Total Cost, Total Match and Grant Funds Requested automatically. This will populate the fields at the top of the Financial Information section as well.

▲ Financial Information
✔

Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount *	<input type="text" value="\$4,000.00"/>
Match Amount *	<input type="text" value="\$4,000.00"/>
Total Project Cost *	<input type="text" value="\$8,000.00"/>
Grant % *	<input type="text" value="50 %"/>
Match % *	<input type="text" value="50 %"/>

SUPPLEMENTAL INFORMATION

The **Supplemental Information** section includes multiple questions, many of which contribute considerably to the score of the application. Please be as concise and descriptive as possible and ensure that answers are clear for the evaluators. There are several narrative questions in this section. Questions that require a longer narrative response have an expanding box that will get larger as information is entered. Responses may be cut and pasted from another document into the application. Please refer to the Veterans and War Memorial Grant Instruction Manual for additional information.

1. Select 'Edit' in the upper right corner to begin entering or editing information.
2. It is recommended to save work frequently by clicking the 'Save Application' button. Select 'Edit' again to continue working after saving.

ATTACHMENTS

The **Required Attachments** section is where supporting documents such as maps, construction drawings and property control documents are uploaded. Applicants must upload at least one document per section, even if it is “not required.” If an applicant does not have any optional documents pertinent to the project, please upload a blank document that states “not applicable” or “no attachments required.”

[How to add an attachment](#) – video tutorial

1. Save the application and click 'Edit' to see the 'Add Attachment' button on the **Required Attachments** section.
2. After reviewing the list of required attachments, ensure they are all saved and ready to upload as a photo file, Word document, Excel document or .pdf. Name the files in a manner that clearly describes what they contain. There is a 20 MB limit per attachment.

3. Select 'Add Attachment'

▲ 0 of 7 Required Attachments Add Attachment

File * Browse...

For * ▼

Description *

Add File Nevermind

4. Select 'Browse' to open a window and search for files and select the appropriate file for upload.
5. Select the type of attachment from the 'For' drop down (there must be at least one attachment per required file type in the 'For' drop down). Enter a short description to explain the attachment. For example, Letter of support from VFW, Memorial Drawings, Site Photo, etc.

▲ 0 of 7 Required Attachments Add Attachment

File * Browse... Chrysanthemum.jpg

For * ▼ Property Photo

Description * site location photo

Add File Nevermind

6. Click on 'Add File' and it will appear in the Required Attachments with a green checkmark in that section. All sections must have a green checkmark.

▲ 1 of 7 Required Attachments

- ! Budget detail & estimates
- ! Construction Drawings/Design Plan or Restoration Work Plan
- ! Letters of Participation
- ! Other - Non-Required Attachments
- ! Property Deed or Easement or Lease Agreement
- ✓ Property Photo site location photo jpg

If documents are provided in the "Other Non-Required Attachments" section, please ensure they meaningful and support the work of the project. Examples of additional attachments that are helpful include strategic plans, park plans, public engagement process plans, letters of support, etc.

SUBMIT APPLICATION

1. Be sure all required fields are complete. Red exclamation points mean there are incomplete required fields. The green check mark means all fields are complete.

Jones City Veterans Memorial - Application #3397 VWM Memorial Application [Edit](#)

Application created by K Gill. Application has no requested amount. [Delete Application](#)

▼ Project Information ✓

▼ Contact Information ✓

▼ Financial Information ✓

▼ Supplemental Information ✓

▼ 7 of 7 Required Attachments ✓

2. Review the application elements. **Once submitted, NO CHANGES CAN BE MADE.**
3. Click on 'Edit' and then click 'Submit Application'.
4. If 'Submit' is clicked and there are missing elements in the application, a message indicating any required fields were not filled in and/or what attachments were not uploaded.
5. If all elements of the application are in good order, a window will open with some assurances that must be agreed to prior to submission. Read the assurances and check the 'I Agree' box and select 'Submit'.

Application Submission ✕

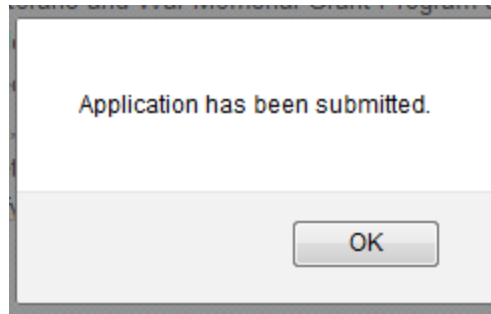
B *I* ☰ ☰ ☰ ☰

As an authorized representative of OPRD, I certify that the applicant agrees that as a condition of receiving Veterans and War Memorial Grant Program assistance, it will comply with all applicable local, state and federal laws. This application has been prepared with full knowledge of and in compliance with the Oregon Administrative Rules Chapter 736, Division 17, for the Distribution of State Funding Assistance to Units of Local Government for Veterans and War Memorials and OPRD's Procedures Manual for the program. I also certify that to my best knowledge, information contained in this

I agree

[Submit](#) [Nevermind](#)

- A window will open confirming the application has been submitted and an e-mail from opr.d.recgrants@state.or.us will be sent acknowledging receipt of the application.



- The application will now have a status of Submitted in the Applications section.

4 New Applications Available ▾	2 Organizations →	OPRD	Private	
▲ 21 Applications				
Project Name	Status	Grant Program	Award Year	Funds Requested
Jones City Veterans Memorial	Submitted	Veterans and War Memorial	2017	\$5,000.00

APPLICATION STATUS

- Log into <http://opr.dgrants.org/> at any time to check the status of an application. The application status will be one of four depending on where it is in the process: Submitted, Editable, Reviewed or Closed.

▲ 21 Applications				
Project Name	Status	Grant Program	Award Year	Funds Requested
Jones City Veterans Memorial	Submitted	Veterans and War Memorial	2017	\$5,000.00
Cazadero Goose Creek Crossing	Closed	Recreation Trails	2016	\$205,600.00
Boones Ferry Road to SW Maplecrest Drive Trail	Closed	Recreation Trails	2016	\$21,305.00
Neat Project	Editable	Museum Grants	2016	\$10,000.00
Oregon Trail Rut Documentation Project	Closed	Preserving Oregon Grants	2015	\$14,733.00

- The application will be in **Editable** status while it is still being completed by the applicant and prior to being submitted.
- Once submitted, the application status will change to **Submitted**. Please check to make sure the application is in 'Submitted' status by the grant application deadline. If the application is not submitted by the deadline, it will be disqualified and will not be considered for funding.
- Once submitted, OPRD staff will conduct a technical review of the application. If the application is complete and does not require further attention from the applicant, the status will change to **Reviewed**.

5. If the application requires updates or changes after staff technical review, applicants will be contacted via e-mail explaining what changes need to be made. The application status will be changed back from 'Submitted' to 'Editable' until the updates are reviewed by staff. Staff will work with the applicant until the application is acceptable. After all corrections are approved the status will then be changed to 'Reviewed' and no further action is required of the applicant unless contacted by OPRD staff.

APPLICATION TIPS & TROUBLESHOOTING

1. Complete as much information as possible in the **Project Tab** before moving on to other parts of the application.
2. **Log out** of the site when not actively working on the application. The system may become unresponsive if left open for long periods of time without logging out.
3. Be sure to **click Save often** while working on the application, every couple of questions and/or after entering narrative responses.
4. Use a **browser** that meets the system requirements outlined on the first page of these instructions.
5. If using an acceptable browser and are still having problems, try clearing the web browser's cache. Search the browser's help menu for "**clear cache,**" and exit the browser completely before attempting to access the site again.
6. If a message indicating there was a **saving problem** is encountered, it is likely that an answer did not save correctly. Log out of the system, sign back in and try reentering the response.
7. Ensure there are no symbols in the file names of **Required Attachments**.
8. It is highly recommended to **complete the application well before the application deadline** to allow time to address any issues that may arise.