

Parks & Trails New York Grants & Programs Online Portal

Quick Start Guide

All programs and grants applied for through Parks & Trails New York are accessible through its own online portal. If you have any questions throughout this process, please contact Policy & Planning Manager, Erica Schneider at eschneider@ptny.org.

TO ACCESS THE GRANT PORTAL:

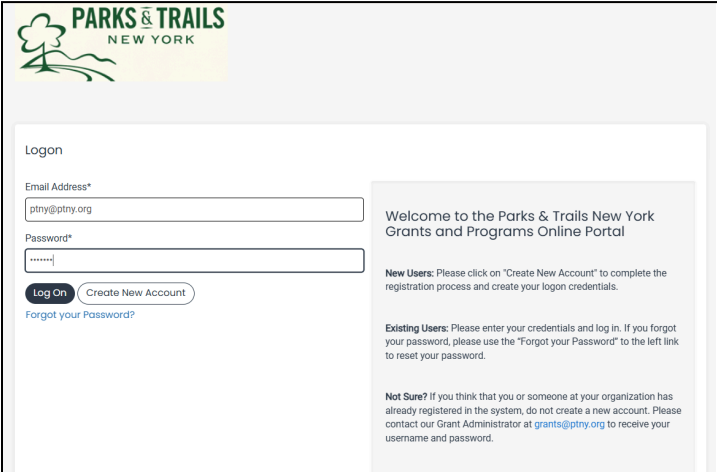
- <https://www.grantinterface.com/Home/Logon?urlkey=ptny>

or

- Visit www.ptny.org
- Click the GRANT PORTAL tab at the top of the screen

LOGIN SCREEN

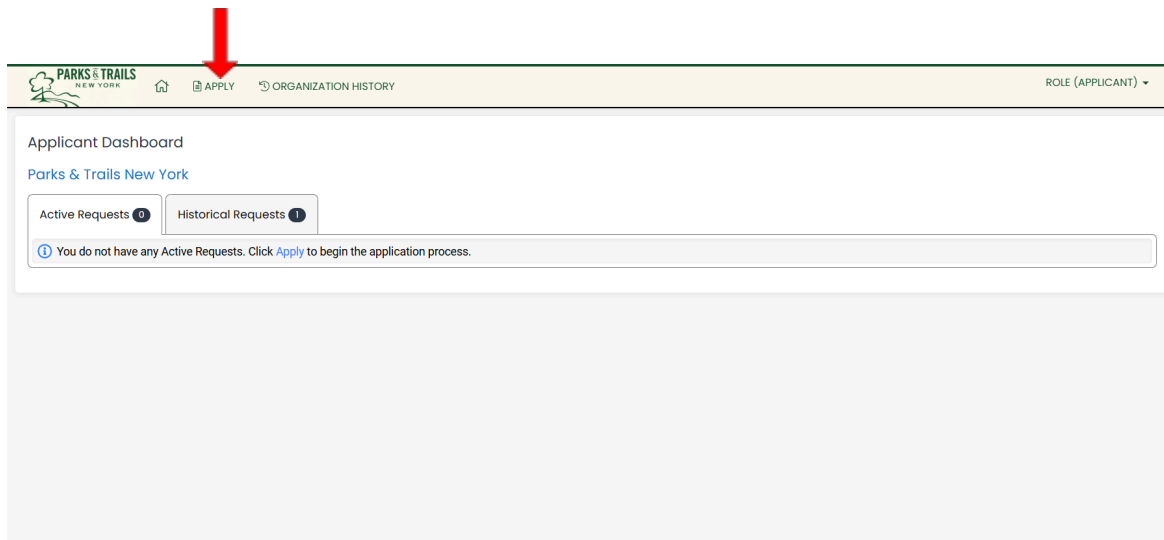
- If your organization or municipality has applied through the PTNY grant portal in the past, fill out the email address and password. If you are unsure of the login information or if you have an account, please contact us at grants@ptny.org.
- If you are new, click the CREATE NEW ACCOUNT button to begin the registration process. Be sure to have your municipality's Employment Identification Number on-hand which is a requirement to create an account.



The screenshot shows the login interface for the Parks & Trails New York Grants and Programs Online Portal. At the top left is the logo for Parks & Trails New York, featuring a stylized tree and the text "PARKS & TRAILS NEW YORK". Below the logo is a "Logon" section with two input fields: "Email Address*" containing "ptny@ptny.org" and "Password*" with masked characters. Below these fields are two buttons: "Log On" and "Create New Account". A link "Forgot your Password?" is located below the buttons. To the right of the login form is a welcome message: "Welcome to the Parks & Trails New York Grants and Programs Online Portal". Below this message are instructions for new users: "New Users: Please click on 'Create New Account' to complete the registration process and create your logon credentials." and for existing users: "Existing Users: Please enter your credentials and log in. If you forgot your password, please use the 'Forgot your Password' to the left link to reset your password." At the bottom of this section is a "Not Sure?" notice: "Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator at grants@ptny.org to receive your username and password."

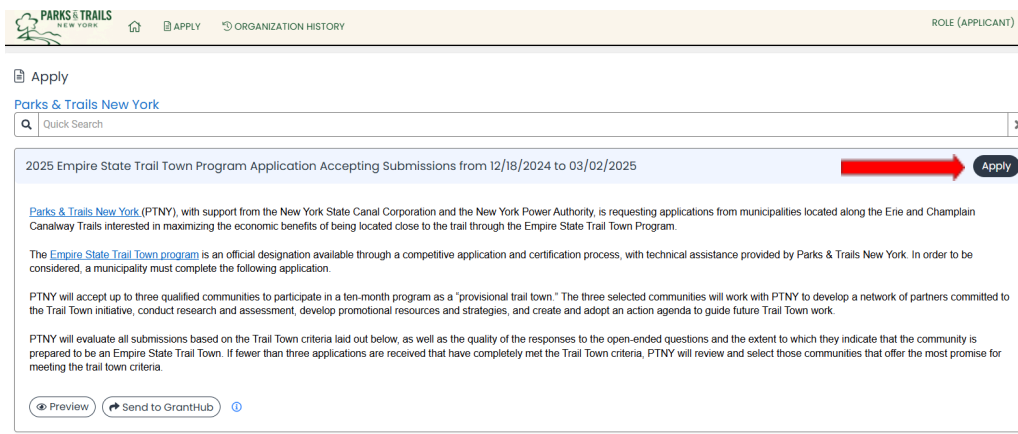
APPLICANT DASHBOARD

- On the main Applicant Dashboard, you will be able to access any current grant requests, access past projects, and apply for new ones.
- To apply, click the APPLY icon in the navigation bar.



APPLY PAGE

- There may be other grants available to apply for. Be sure to choose the “Empire State Trail Town Program Application”.
- Click the APPLY button to the right to begin the application.



APPLICATION

- Fill out the application and upload the required documents. If you wish to save your work and continue to fill it out at a later time, click SAVE APPLICATION at the bottom of the form before closing out.

- When finished, be sure to click the SUBMIT APPLICATION button at the bottom of the application form so that we know when it is complete.

The screenshot shows the application form for Parks & Trails New York. The header includes the logo, navigation links for 'APPLY' and 'ORGANIZATION HISTORY', and a user role indicator 'ROLE (APPLICANT)'. The form contains two text input areas. The first is for 'Underserved Populations*' with a 1,000 character limit. The second is for 'Empire State Trail Town Handbook*' with a 5,000 character limit. Below the second input area is a checkbox labeled 'Yes, I have reviewed the Empire State Trail Town Handbook.' At the bottom of the form, there is a 'Due by 03/02/2025 05:00 PM EST.' notification, an 'Abandon Request' button, and two buttons: 'Save Application' and 'Submit Application'. A red arrow points to the 'Submit Application' button.