NYS Park and Trail Partnership Program
Unlocking the Potential of Grassroots Organizations
Tips for Online Grant Application

Registration and Log-In

First-time applicants need to register by clicking "Create New Account" on the Log In page.

Returning users log on to the system using your e-mail address and the password. Please **do not** create a second, new user account. There is a system prompt to assist if you need a password reminder.

Your user account ID is your e-mail address.

The registration process has **four sections**:
1. **Organization Information**
2. **Individual User Information**
    > Note: Each Individual User *is linked to a single organization*. If you will be submitting applications for different organizations, you will need to create a new individual user, with a different e-mail address, for each organization. For example, if you are part-time staff at both Organization A and Organization B. In order to submit an application for both Organizations A and B, you will need to register using one email address for the application from Organization A, and you will need to register using another email address for the application from Organization B.
3. **Executive Officer Information**
4. **Individual User Password**

Updating Your Registration Information

To update your user information, click on your name at the top right corner of the screen and select "Edit Profile" from the drop-down menu.

To update your organization's or chief executive officer's information contact the Grants Administrator at grants@ptny.org.

The Application Page

After you have registered, you will be directed to the Application Page. On the left side of the screen, you will see "Request" and two options underneath:

- **Dashboard – (Application Status Page)** This screen is your **homepage** where you can check the status of your grants. This page will display the form you just completed, the status of the form, and the next form in the process.
- **Apply – (Application Page)** This screen lists the **available grants** and is the portal to apply.

Note: Some users find it helpful to **bookmark the application** page for easy future access.

Applying for a Grant

- Apply for a grant by clicking "**Apply**" in the menu at the left side of the screen.
- Manage your grant application by clicking "**Dashboard**" in the menu at the left side of the screen.
- The **Application Status Page** provides information regarding the status of open grant applications. From this page, you can **download completed application forms** and see the status of an application form you have submitted. If you have saved but not submitted an application form, you must access the form on this page to complete and submit the form.
- **Save your work.** The Grants Management Software will save your work and allow you to come back to your application later. You do not need to complete the entire application in one setting.
- **Uploading Files:**
    - Acceptable file types are Microsoft Word, Microsoft Excel and Adobe PDF files.
    - **Only one file can be uploaded per question**. If you have multiple relevant documents, combine them into one file using the "Fax to File" tool *(more information below)* or a PDF converter.
- **Fax to File tool**: If the document(s) that need to be attached to your form are not electronic or you need to combine multiple documents into a single file, our online system gives you the option to "Fax to File." The easy-to-use tool will convert documents from hard copy to digital format as a PDF file.
    1. Click "Fax to File" in the menu at the left side of the screen and read the instructions.
    2. Select "Request a Fax #"; a toll-free number will appear on the page.
    3. Load a document, or multiple documents that need to be consolidated into one file, into your fax machine.
    4. Dial the toll-free number. Send a separate fax for each individual file you wish to create.
    5. Select "Finished Faxing" when you are done and to see your list of files.

Online System Tips – General

1. The **character counter** includes spaces as well as characters.
2. A user will be **automatically logged out of the online system** after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
3. Please remember **to save your work regularly**. The system will auto save every 20 minutes.

4. You may choose to prepare your response in a document **outside of the online system** (e.g. Microsoft Word) and then copy and paste the text into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
5. It is advisable to **download copies of all submitted forms** to your computer.
6. You **must** provide answers for all of the required questions in order to submit your application.
7. If your **PDF upload file exceeds the maximum file size,** consider using the Adobe Acrobat option to 'Reduce File Size' (look at the options in Document).
8. If your file upload *still* exceeds the maximum file size, you may e-mail documents as attachments to the Grants Administrator at grants@ptny.org . Please use the subject line "Grant Application Supplemental Materials."
9. Remember to **click "Submit Form"** when you are finished.
10. Once you have submitted your application, **it is no longer available for editing**. If you need to make a correction to a submitted form, contact grants@ptny.org or call the office at 518-434-1583