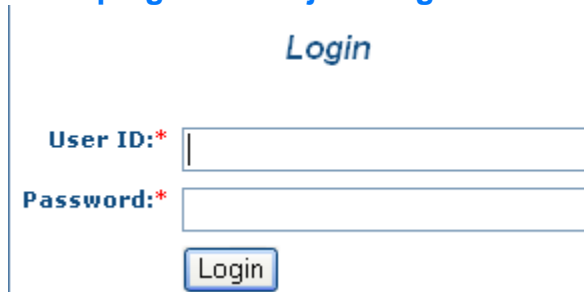


Youth Education and Improvement Grant
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Starting Point

1. Enter your user id and password into the City of San Jose's login page
<http://grants.sanjoseca.gov>



Login

User ID:*

Password:*

2. Click on Funding Opportunity
 [Funding Opportunities](#)
3. Click on the Funding opportunity
[2010-2011 YEIG](#)
4. Click on Start a "New Application"
[Start a New Application](#)
5. Complete the Required Fields, then click Save:

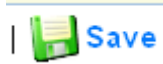



6. Click on Go To Application Forms
[Go to Application Forms](#)
7. Click on Application Signature
[Application Signature](#)
8. Check the Signature box and enter the date

Application Signature*

Signature Date* 

9. Click on Save



10. Click on Mark as Complete
[Mark as Complete](#) |
11. Click on Sources of Funds Statement Application Form:
12. Enter responses for Project Description and Grant Amount Requested by clicking the Edit link;
 [Edit](#) |
13. Enter responses for Total Amount of Other City Funds for Project and Total Amount of External Funds for Project by clicking on appropriate check box (yes or no) and then clicking the Add link. Click on the Add link to enter each funding source until complete;

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[Add](#)

14. After completing entries click on Save link;



and

15. Then click on Mark as Complete or Go To Application Forms link

16. Click on Contact Information

[Contact Information](#)

17. Complete the fields, then click Save



18. Click on Mark as Complete

[Mark as Complete](#)

19. Click on Summary Information

[Summary Information](#)

20. Complete the Required Fields, then click Save



21. Click Mark as Complete

[Mark as Complete](#)

22. Click on the Project Questions Link

[Project Questions](#)

23. Complete the required fields, then click save



and

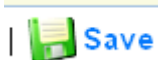
24. Then click on Mark as Complete or Go To Application Forms link

25. Click on Tasks form

[Tasks](#)

26. Enter the month and task by clicking on the Add link, then click on Save link; Repeat this step as necessary for all proposed tasks.

[Add](#)



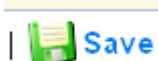
Click on the Add link for each entry until complete

27. Then click on Mark as Complete or Go To Application Forms link

Click on Budget Summary Form:

28. Enter responses by clicking on the Add button for each Personnel Costs and Non-Personnel Costs item, then click on Save link

[Add](#)



29. Repeat the above steps for each entry until complete

30. Then click on Marks as Complete or Go To Application Forms link

31. Click on the Preview link to see a black and white version of the application and print a copy for your records.

[Preview](#)

32. Editing Entries

To make any changes to prior entries go to the Main Application screen then click on the specific form, then click **Edit** link. These instructions applies to the following forms:

- i. Contact Information
- ii. Application Signature
- iii. Source of Funds Statement: Project Description & Grant Amount Requested **only**
- iv. Summary Information

To make any changes to prior entries go to the Main Application screen then click on that form, then click **the link that is active in the answer row (it should be the first response given in the row for example under the question position title; unit of service data entered below)**.

These instructions applies to the following forms:

- i. Source of Funds Statement: Total Amount of Other City Funds for Project and Total Amount of External Funds for Project **only**
- ii. Budget Summary; and
- iii. Tasks

33. To submit your application, click on the Submit link. Please note that the system will not allow applications to be submitted if asterisk component have not been completed.

[Submit](#)