

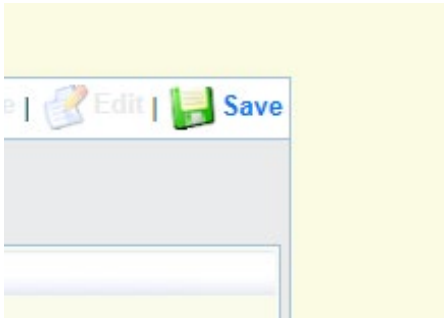
Festival, Parade and Celebration Grant FY 2024-2025
Application Instructions and WebGrants User Guide

* Keep this document and the FPC Grant Guidelines with you as you complete the application.

*

OVERALL REMINDERS

Write your answers in a separate document, so you can cut and paste easily and don't lose your work if something goes wrong. **Also save your work often in Webgrants!** Similar to word processing software, WebGrants only saves your work when you click the **Save button** in upper right corner so save your work frequently. You will lose the work that you did if you go to a different section before hitting the save button.

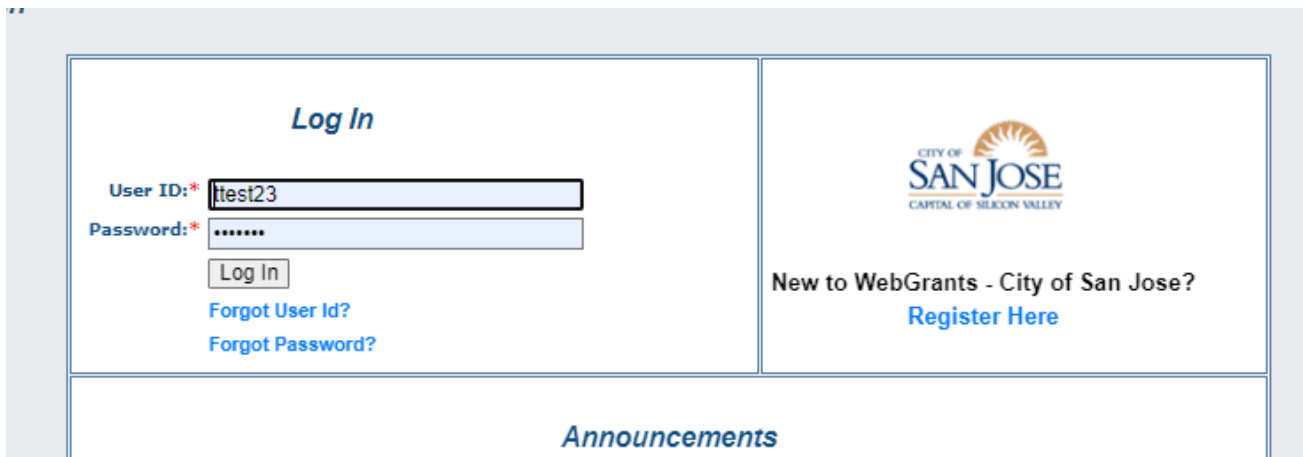


If you click the save button and get the message: "Please complete all required fields," this means that there is at least one required field (i.e., question) that you have not yet completed; you can recognize the required fields because they are preceded by a red asterisk. When you click the OK button, the system will place a cursor in the required field that needs to be completed before you can save.

If you cannot answer all the required questions on the page in one sitting, you can place a random character in each required field and then the system will allow you to save.

Your session will time out after 30 minutes of inactivity. For your security, WebGrants automatically ends a session after 30 minutes of inactivity. There is no prior warning so please remember to save your work by scrolling up to the Save button frequently. If you are timed out, just log in again.

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



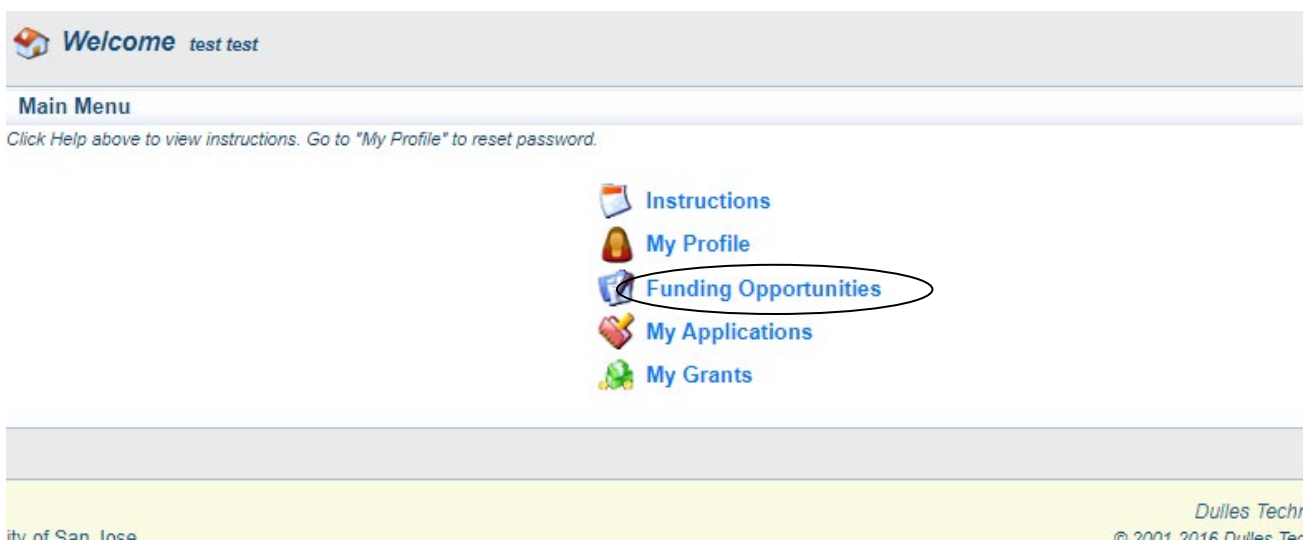
If you don't have a user id, you can request one by going to the same login page and clicking on the "Register Here" link below the City's icon. It may take about 2 business days to process.

If you forgot your password, click on the "Forgot Password?" link below the login button, and enter your user id and the email that you originally registered with. Your password will be sent to the email account in a few minutes.

If you forgot your user id, please immediately contact staff.

PLEASE NOTE THAT WEBGRANTS REGISTRATION IS AS AN INDIVIDUAL. MORE THAN ONE PERSON CAN BE ASSOCIATED WITH THE SAME ORGANIZATION AND/OR THE SAME GRANT APPLICATION. If you have more than one person working on the same grant, make sure they do not start separate grant applications. Contact staff if you need help!

1. Click on **Funding Opportunity** link



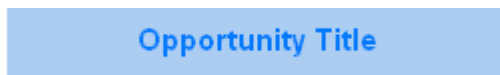
 Funding Opportunities



ID	Program	Opportunity Title	Pre
48175	Community Action Pride (CAP)	Beautify S.J Grant Cycle 6 2024	
48231	Festival, Parade & Celebration Grants	Festival, Parade and Celebration Grants FY 2024-2025	
41026	Housing Consolidated Plan	Employment Development & Housing Stability, and Rapid Re-housing	
48223	Safe Summer Initiative Grant	SSIG 2024	
46815	take pART Grants	take pART Grants FY 2024-2025	

City of San Jose

2. Click on **Festival, Parade and Celebration Grant FY 2024-2025** link under the Opportunity Title label



3. Click on **Start A New Application**

[Start a New Application](#)

If you will have several people working on one event application, make sure that people do not create a new application every time they enter the system; have everyone work on the one application that is initially created in this step.

For future reference, in order to return to an application that you already created, log on to the system; do steps #1-3. At the top of the screen you will see your Project Title (the one that you will create in Step #5). Click on your Project Title, and, then you can click on the application section that you want to return to.

4. If you have not already downloaded the FPC Grant Narrative Form from our website, you can download it here.

Important Attachments to Download

Click on the File Name to open attachment

Description

REQUIRED-FPC Narrative Form FY 24-25

FOR REFERENCE: FPC Grant Guidelines FY 24-25

File Name

[FPC Narrative Form FY 24-25.docx](#)

[FY 24-25 FPC Grant Guidelines FINAL.pdf](#)



Grant Purpose & Eligibility

Eligibility

5. Enter your project and organization information

*NOTE: After you complete this Form, you will be able to preview and print the entire application by clicking on the **PRINT TO PDF** link in the Application Forms section.*

Enter your Project Title (*Example: short succinct titles such as "2012 Afro-Latin Music Festival" work best*) and select the proper drop down values for Primary Contact,

Delete |  Edit |  Save

You must click the **Edit button** to complete this section.

General Information

This page must be completed and saved before proceeding with the rest of the application

Primary ▼

Contact:*

Project Title:
(limited to 250
characters)*

Authorized
Official:*

Organization:*



If satisfied with answers Click on Go to Application Forms link. If answers are unsatisfactory click on Edit link. You can come back and edit at any time before you submit the application.

Authorized Official and Organization then click on  icon.


6. Cover Sheet Form


Go to Application Forms in Step then click on the **Cover Sheet Form**.

Form Name
Cover Sheet

Delete |  Edit |  Save

You must click the **Edit button** to complete this section.

After entering your values click on the  icon.

If you are unable to click into the fields, or if you are returning to the document to edit previous info, then scroll up and click on the  icon, and the fields should be opened so you can enter or revise information.

If you have only entered placeholder values in these fields it is suggested that you click on the Save link and then click on the Go to Application forms, which will allow you to exit the form and return later to enter correct values. If you are satisfied with responses click on the Mark as Complete link.

[Go to Application Forms](#) or [Mark as Complete](#)

7. Enter Budget Information

clicking on Go to Application Forms or Mark as Complete in Step #8, click on the Event Budget form.



Form Name
Event Budget

Instructions
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or pre the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit button.

Application Forms		App
Form Name	Complete?	
General Information		
Cover Sheet FY 2024-2025		✓
Event Budget FY 2024-2025		
Notes About Budget FY 2024-2025		
Organization Budget FY 2024-2025		
REQUIRED Attachments FY 2024-2025		
Application Signature		

City of San Jose

Click Edit button to edit the form

Delete |  Edit |  Save

Application: 48263 - test

Program Area: Festival, Parade & Celebration Grants

Funding Opportunities: 48231 - Festival, Parade and Celebration Grants FY 2024-2025


Application Deadline: 02/02/2024 4:59 PM


Instructions

1. "Last Completed Event" refers to actual figures for the last time that this event was held. Do not include in-kind in the revenue and expense sections; just cash expenses. In-kind should be reported separately in its own section. 2. In "Notes" column, enter brief notes for clarification or to explain large variations from the previous year; abbreviate where appropriate as there is a 100 character limit. If a note requires more space than allowed, place an alphabetical footnote (i.e., "a", "b", etc) in the appropriate row and elaborate in the separate About Budget section.

Revenues

Row	Last Completed Event	FY2024-25	Notes
Admissions	\$0.00	\$0.00	
Booth Rentals/Fees	\$0.00	\$0.00	
Sale of Advertising	\$0.00	\$0.00	
Auction Sales	\$0.00	\$0.00	
Product Sales	\$0.00	\$0.00	
Concession Sales	\$0.00	\$0.00	
Other Earned Revenues	\$0.00	\$0.00	
Business Sponsorships	\$0.00	\$0.00	
Other Business Donations	\$0.00	\$0.00	
Foundation Grants	\$0.00	\$0.00	
Donations from Other Organizations	\$0.00	\$0.00	
Donations from Individuals	\$0.00	\$0.00	
City of San José, not including FPC Grant	\$0.00	\$0.00	


After entering text and numeric values, click on the  Save icon.

If you are unable to click into the fields, or if you are returning to the document to edit previous info, then scroll up and click on the  Edit icon, and the fields should be opened so you can enter or revise information.

If you have only entered placeholder values in these fields it is suggested that you click on the Save link and then click on the Go to Application forms, which will allow you to exit the form and return later to enter correct values. If you are satisfied with responses click on the Mark as Complete link if you are done, or save and go back to Application Forms.


[Go to Application Forms](#) or [Mark as Complete](#)

8. Notes about Budget

Complete this form by clicking directly into the field boxes. After entering values click on the  Save icon.

Form Name

Notes About Budget

If you are unable to click into the fields, or if you are returning to the document to edit previous info, then scroll up and click on the  Edit icon, and the fields should be opened so you can enter or revise information.

If you have only entered placeholder values in these fields it is suggested that you click on the Go to Application forms, which will allow you to exit the form and return later to enter correct values. If you are satisfied with responses click on the Mark as Complete link.


[Go to Application Forms](#) or [Mark as Complete](#)

9. After Clicking on o to Application Forms or Mark as Complete in Step #8, click on the Organization Budget form.

Form Name

Organization Budget

After entering text and numeric values, click on the  Save icon.

If you are unable to click into the fields, or if you are returning to the document to edit previous info, then scroll up and click on the  Edit icon, and the fields should be opened so you can enter or revise information.

If you have only entered placeholder values in these fields it is suggested that you click on the Save link and then click on the Go to Application forms, which will allow you to exit the form and return later to enter correct values. If you are satisfied with responses click on the Mark as Complete link.

[Go to Application Forms](#) or [Mark as Complete](#)

10. **REQUIRED ATTACHMENT(S):** After completing the Organization Budget Form Mark as Complete upload your completed **Event Narrative Form here**. The EVENT NARRATIVE

FORM can be downloaded from the General Description section of the application in Webgrants or from our website at www.sanjoseca.gov/fpcgrants

Please use 11 or 12 point font for the benefit of your application readers!

Click on the Choose File button:

Attach File
Upload completed Narrative Form. Upload other attachments as applicable.

Upload File: No file chosen

Description:*

City of San Jose


After uploading the Event Narrative Form, click on the  Save icon.

You will also upload **Supporting Materials** here, by attaching files. **Note:** If you want to add urls/weblinks, you must paste them into a document and upload the document. Webgrants has no way to attach links, video files, or Mp3s and Mp4a. They must be pasted into a document and attached.

Once you have completed this section either [Go to Application Forms](#) or [Mark as Complete](#)

- 11. Application Signature Form:** After clicking on Go to Applications or Mark as complete in Step #10, click on the **Application Signature Form**. This step should be done once you have completed answering all of the questions and filling in placeholders.

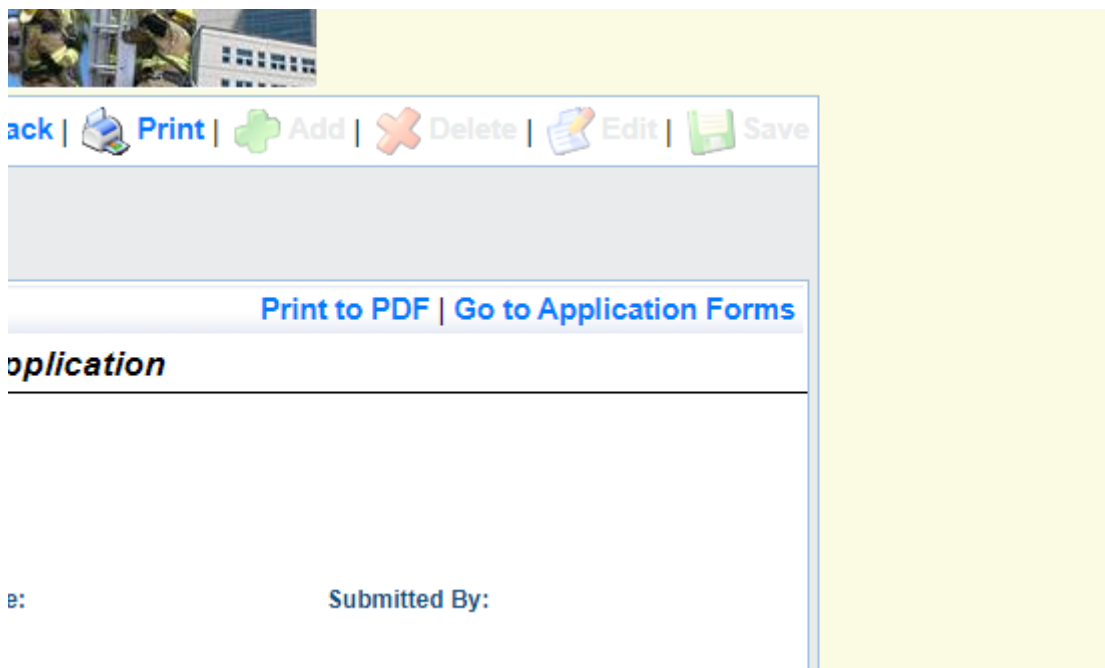
[Form Name](#)
[Application Signature](#)

Read the statement in the field and click on the Application Signature check box if you agree with the statement. Enter a date in the calendar field box. When done, click on the  Save icon.

If you are satisfied with your answers, click on the Mark As Complete link.

[Mark as Complete](#)

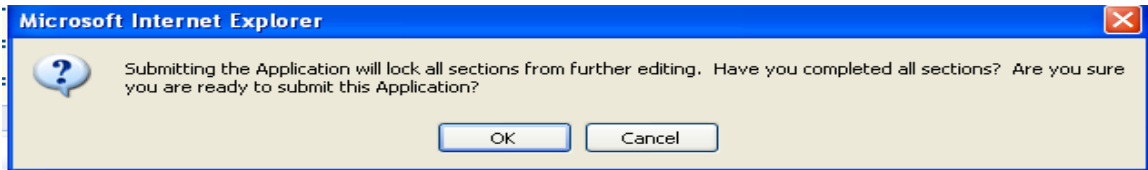
Preview the application: To Preview the application go to **Application Details** then **PRINT TO PDF** link in the Application Forms section.



Click on the icon. This will provide you with a black and white copy of the application, which is printable.

Note: You may click this link anytime during the application process (after completing the General Information Form) to generate a hard copy showing the responses entered to date.

12. Submit the Application: To submit the application, the Mark as Complete column must have a check mark by each application component. Click on the [Submit](#) icon and then on the OK button to complete the application. This will lock the application and no further editing will be allowed.

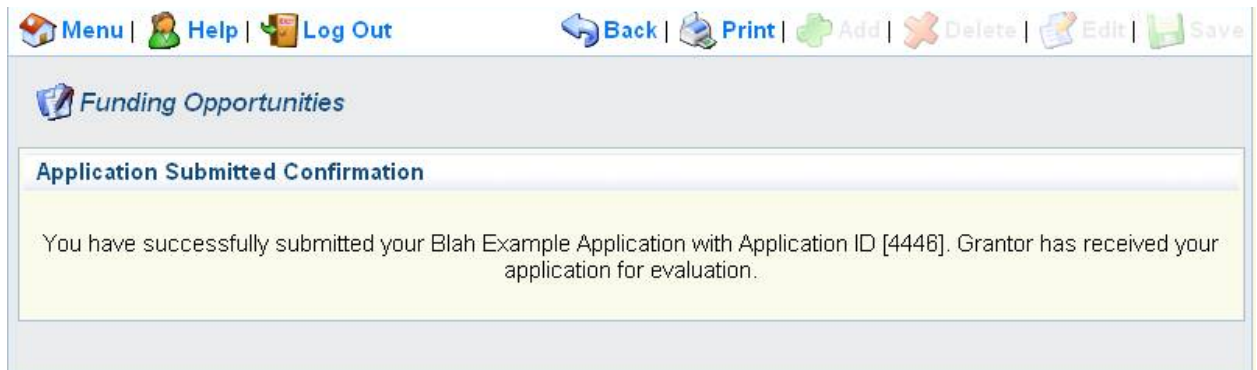


IMPORTANT NOTE: *Prior to submitting, please be sure to preview the entire application (see above step) to make sure that you have responded to each question to your satisfaction, and that you double checked that all “place holder” responses (i.e, misc. characters that you placed in required fields so that you could save the application and return for future editing later) have been replaced with actual responses. After you submit the application, you will not be able to make any revisions or changes.*

Once the Submit button has been successfully clicked, then you should immediately see a confirmation message screen from WebGrants that the system has accepted your application.

Applicants bear the burden of proof that their application was submitted successfully. Applicants are strongly advised to print this confirmation screen as proof of their submission.

Sample Confirmation Screen to print out for your records:



REMINDER: The application deadline is **4:59 PM on Friday February 2, 2024**. WebGrants will not accept applications submitted even a minute after the deadline so please plan to submit the application *at least 7 days prior* to the deadline.

Planning Tips for a Successful Application Submittal Experience

- GET STARTED EARLY. Set your personal deadline to submit the application at least one week prior to the posted deadline. You take on a significant risk by waiting until the

deadline to submit the application! **WEBGRANTS DOES NOT ACCEPT LATE APPLICATIONS AND STAFF CANNOT OVERRIDE THE SYSTEM TO ALLOW LATE SUBMITTALS.**

- READ FPC GRANT GUIDELINES THOROUGHLY BEFORE STARTING THE APPLICATION. The Guidelines contain important information you will need about rules governing grant request amounts and the preparation of required attachments and optional supporting materials. In addition, it is helpful to refer to evaluation criteria when writing the application narratives.

OFFICE HOURS:

QUESTIONS? EMAIL: BETH.TOBEY@SANJOSECA.GOV OR ATTEND ZOOM OFFICE HOURS:

MON. JAN. 15, 2024 12:00PM-1:00PM

<https://sanjoseca.zoom.us/j/99124985152>

WED. JAN. 17, 2024 6:00PM-7:00PM

<https://sanjoseca.zoom.us/j/91236622278>

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