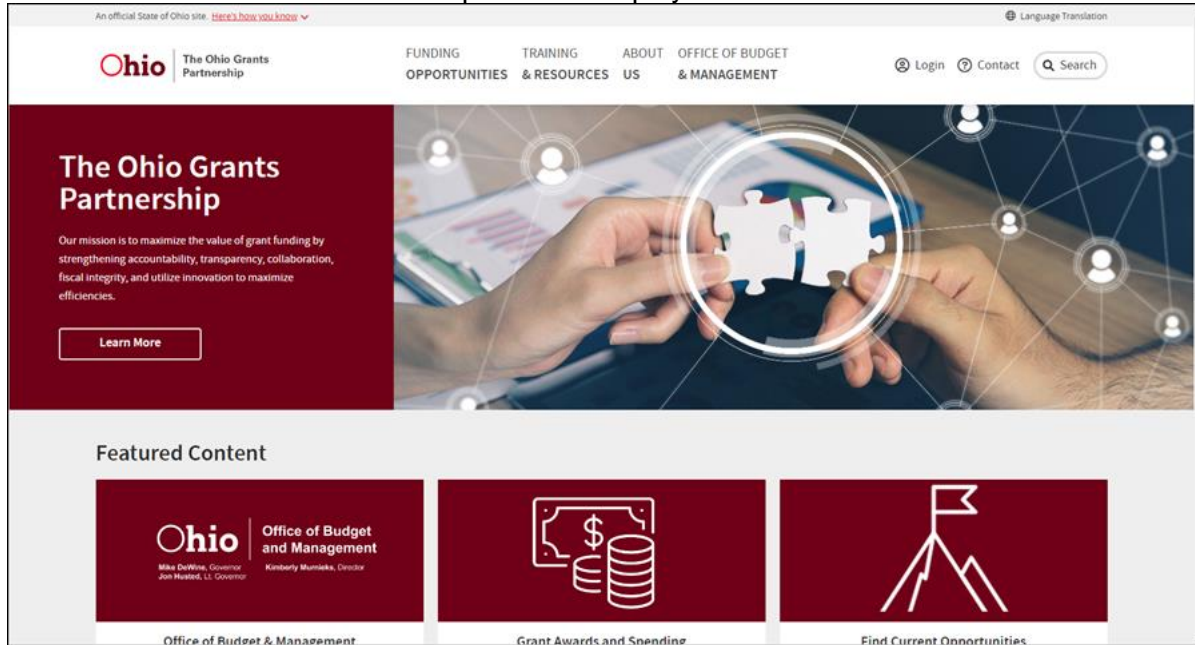


## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

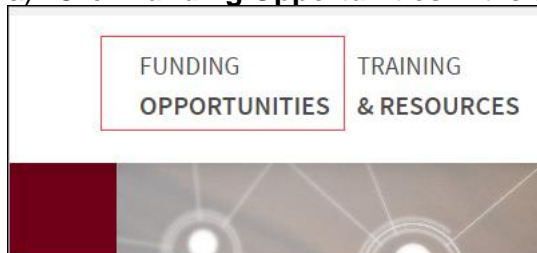
[Grants.ohio.gov](https://grants.ohio.gov) provides current funding opportunities, training, and other related resources to assist Ohio grant recipients. This job aid provides step-by-step instructions on searching for funding opportunities.

### SEARCHING FOR FUNDING OPPORTUNITIES

- 1) Log into [Grants.ohio.gov](https://grants.ohio.gov).
  - The Ohio Grants Partnership website displays.



- 2) To find current Funding Opportunities:
  - a) Click **Funding Opportunities** in the top menu.



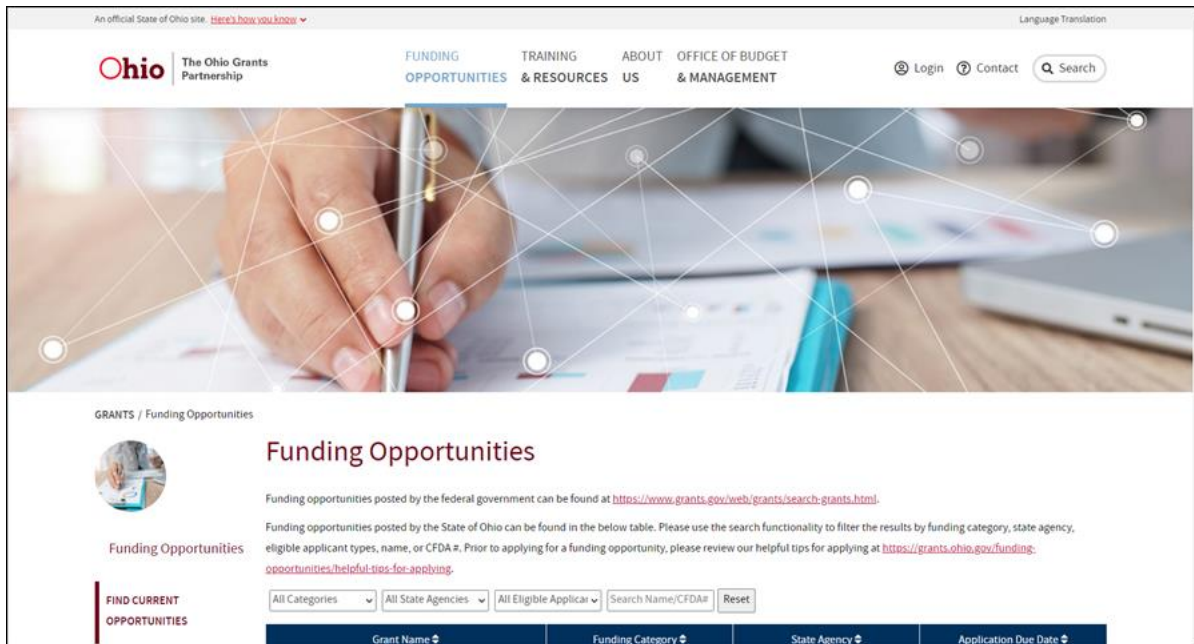
OR

## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

b) Click **Find Funding Opportunities** under Featured Content.

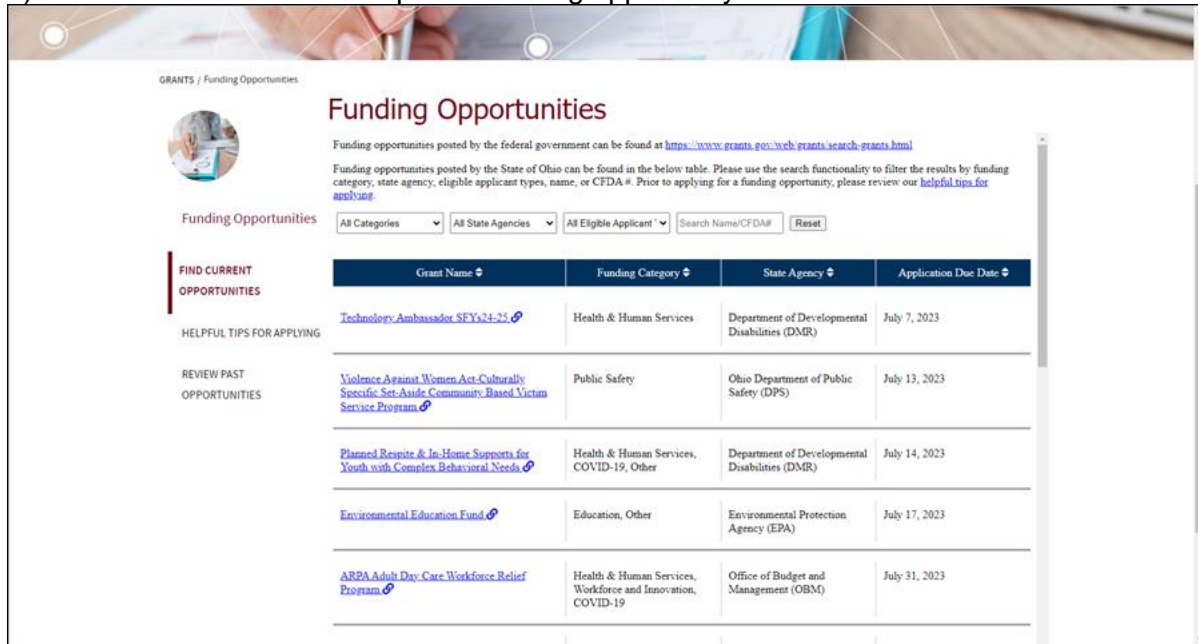


- The **Funding Opportunities** page displays.



## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- 3) To search through the funding opportunities,  
 a) Scroll down the **list** for a specific funding opportunity.



The screenshot shows the 'Funding Opportunities' page on the Ohio Grants website. It features a search bar with filters for 'All Categories', 'All State Agencies', and 'All Eligible Applicant'. Below the search bar is a table listing various funding opportunities with columns for Grant Name, Funding Category, State Agency, and Application Due Date.

Grant Name	Funding Category	State Agency	Application Due Date
<a href="#">Technology Ambassador SFYs 24-25</a>	Health & Human Services	Department of Developmental Disabilities (DMR)	July 7, 2023
<a href="#">Violence Against Women Act-Culturally Specific Set-Aside Community Based Victim Service Program</a>	Public Safety	Ohio Department of Public Safety (DPS)	July 13, 2023
<a href="#">Planned Respite &amp; In-Home Supports for Youth with Complex Behavioral Needs</a>	Health & Human Services, COVID-19, Other	Department of Developmental Disabilities (DMR)	July 14, 2023
<a href="#">Environmental Education Fund</a>	Education, Other	Environmental Protection Agency (EPA)	July 17, 2023
<a href="#">ARPA Adult Day Care Workforce Relief Program</a>	Health & Human Services, Workforce and Innovation, COVID-19	Office of Budget and Management (OBM)	July 31, 2023

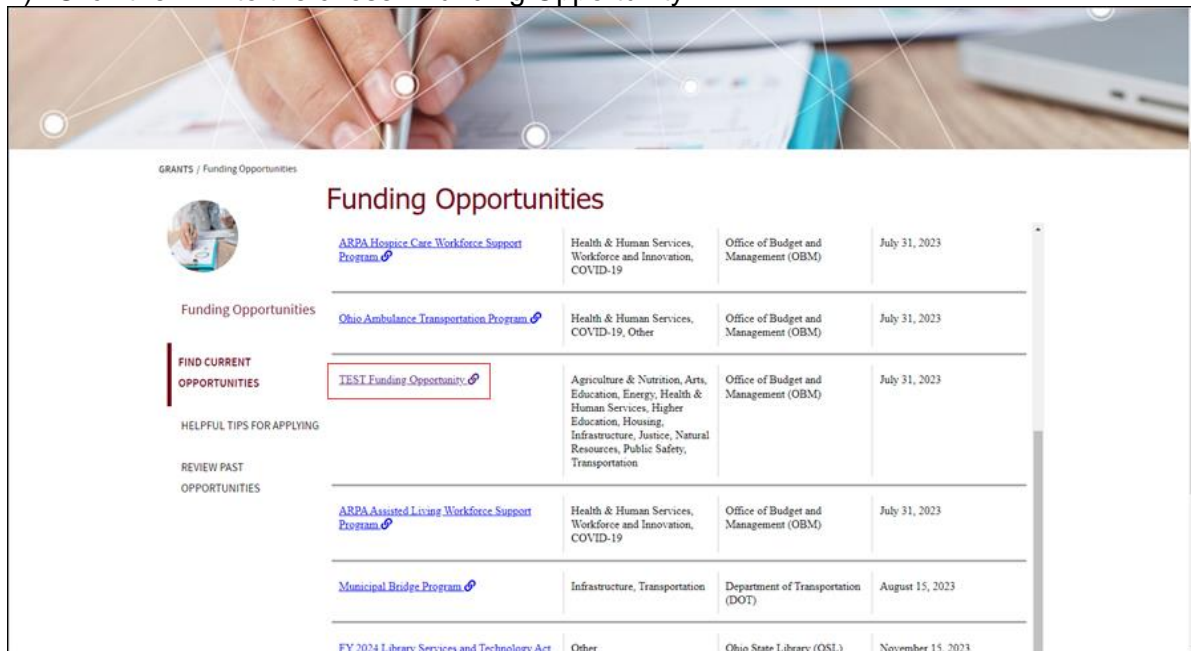
OR

- b) Filter the list by choosing a selection from Categories, Agencies, Eligible Applicants, Search Name/CFDA#.



The screenshot shows the search filters section of the website, including dropdown menus for 'All Categories', 'All State Agencies', and 'All Eligible Applicant', along with a text input field for 'Search Name/CFDA#' and a 'Reset' button.

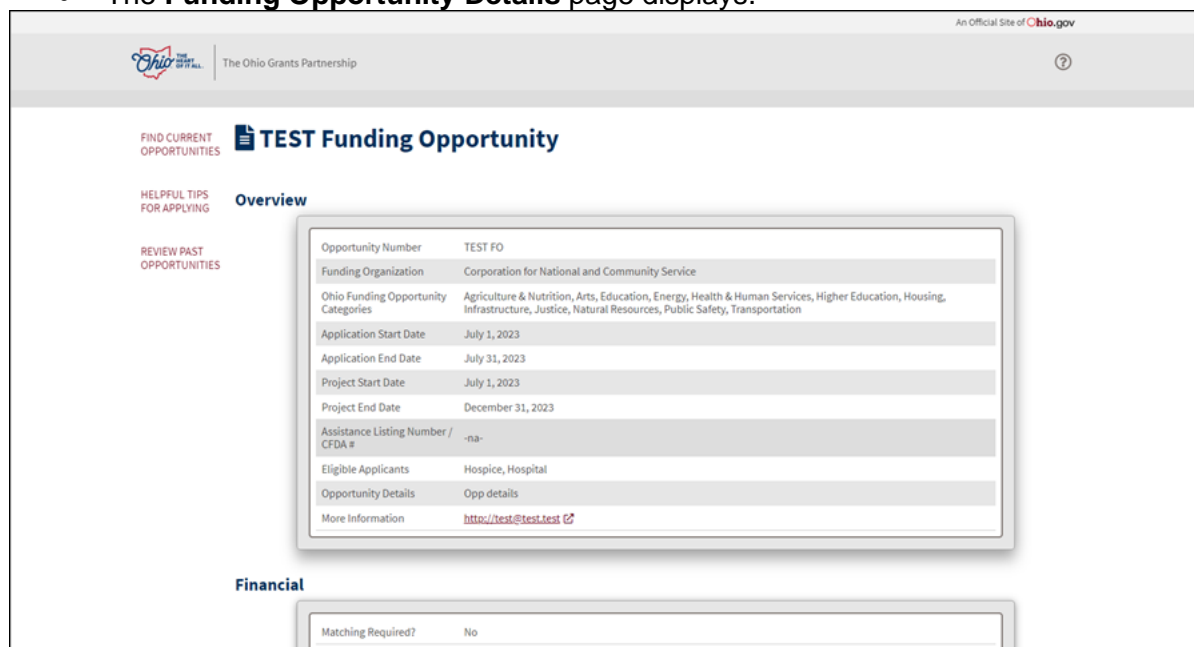
- 4) Click the **link** to the chosen Funding Opportunity.



The screenshot shows the 'Funding Opportunities' page with the 'TEST Funding Opportunity' link highlighted in a red box. The table below shows the details for this and other opportunities.

<a href="#">ARPA Home Care Workforce Support Program</a>	Health & Human Services, Workforce and Innovation, COVID-19	Office of Budget and Management (OBM)	July 31, 2023
<a href="#">Ohio Ambulance Transportation Program</a>	Health & Human Services, COVID-19, Other	Office of Budget and Management (OBM)	July 31, 2023
<b><a href="#">TEST Funding Opportunity</a></b>	Agriculture & Nutrition, Arts, Education, Energy, Health & Human Services, Higher Education, Housing, Infrastructure, Justice, Natural Resources, Public Safety, Transportation	Office of Budget and Management (OBM)	July 31, 2023
<a href="#">ARPA Assisted Living Workforce Support Program</a>	Health & Human Services, Workforce and Innovation, COVID-19	Office of Budget and Management (OBM)	July 31, 2023
<a href="#">Municipal Bridge Program</a>	Infrastructure, Transportation	Department of Transportation (DOT)	August 15, 2023
<a href="#">EY 2024 Library Services and Technology Act</a>	Other	Ohio State Library (OSL)	November 15, 2023

- The **Funding Opportunity Details** page displays.



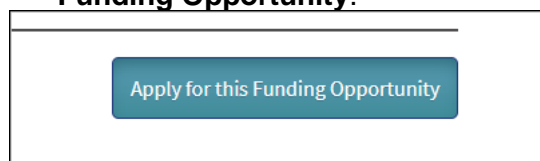
Review the information in each section to ensure the funding opportunity aligns with your goals. Funding opportunities may provide a link to access additional opportunity details and the application. Applications accepted directly within the portal will display an **Apply for this Funding Opportunity** button at the bottom.

## APPLYING FOR A FUNDING OPPORTUNITY

Once the appropriate funding opportunity is located, the next step is applying for it. If applications are accepted within the Portal, the following steps explain how to apply. If applications are not accepted within the Portal, please see the **More Information** link in the Funding Opportunity.

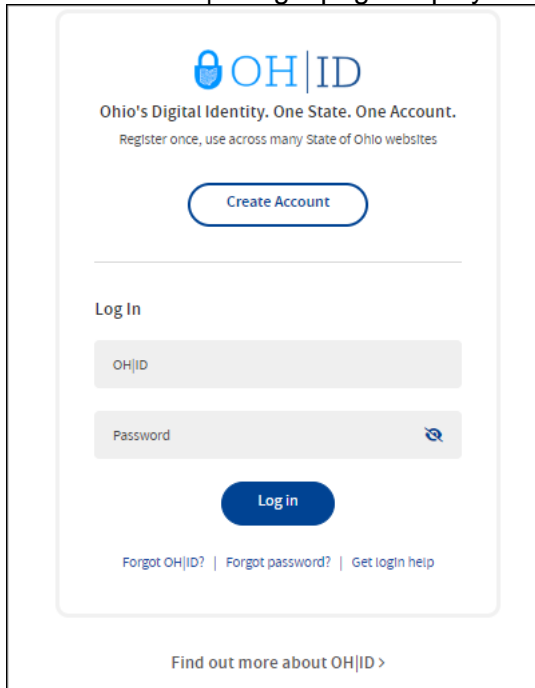
These steps start after the review process on the **Funding Opportunity Details** page.

- 1) After reviewing the Funding Opportunity Details page, scroll to the bottom and click **Apply for this Funding Opportunity**.



## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- The OH|ID login page displays.



The screenshot shows the OH|ID login page. At the top, there is a blue padlock icon followed by the text "OH|ID". Below this, it says "Ohio's Digital Identity. One State. One Account." and "Register once, use across many State of Ohio websites". There is a blue button labeled "Create Account". Below a horizontal line, the text "Log In" is displayed. There are two input fields: one for "OH|ID" and one for "Password" with a small eye icon to toggle visibility. A blue button labeled "Log in" is positioned below the input fields. At the bottom of the form area, there are links for "Forgot OH|ID?", "Forgot password?", and "Get login help". Below the entire form area, there is a link that says "Find out more about OH|ID >".

- Applicants are required to have/create an OH|ID to apply. To create a new OH|ID, click **Create Account**.
  - For more information on creating an OH|ID, Forgot Username, or Forgot Password, please go to [OH|ID/help](#).
- 2) Log into **OH|ID**.
- The **Add new Application Submission** page displays.
  - Complete the **Organization Identifiers** and **Organization Information** sections to open the remaining sections, including the **Save As Draft** button.

- At any point, you can click the **Save As Draft** button at the bottom of the page to save your progress and resume later.

**Submit Application**

**Fine print, small print, or mouseprint** is less noticeable print smaller than the more obvious larger print it accompanies that advertises or otherwise describes or partially describes a commercial product or service.<sup>1)</sup> The larger print that is used in conjunction with fine print by the merchant often has the effect of deceiving the consumer into believing the offer is more advantageous than it really is. This may satisfy a **legal technicality** which requires full disclosure of all (even unfavorable) terms or conditions, but does not specify the manner (size, typeface, coloring, etc.) of disclosure. There is strong evidence that suggests the fine print is not read by the majority of consumers.

By submitting this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

I Agree

Submitted By First Name  
Jason

Submitted By Last Name  
Vermilion

Status  
**Draft**

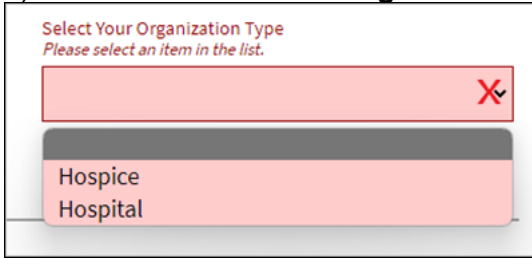
Please fill out marked required fields before submit

## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

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3) Expand the **Organization Information** tab.

4) Click the **Select Your Organization Type** dropdown and choose the organization type.

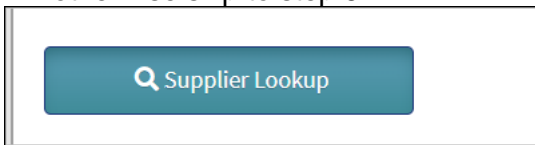


Select Your Organization Type  
Please select an item in the list.

Hospice  
Hospital

- The Organization Types presented will change based upon the funding opportunity criteria set for that opportunity.

5) If you have a State of Ohio Payee ID (previously known as a Supplier ID), you can associate this application with that payee account for payment processing purposes. Click **Supplier Lookup**, otherwise skip to step 6.

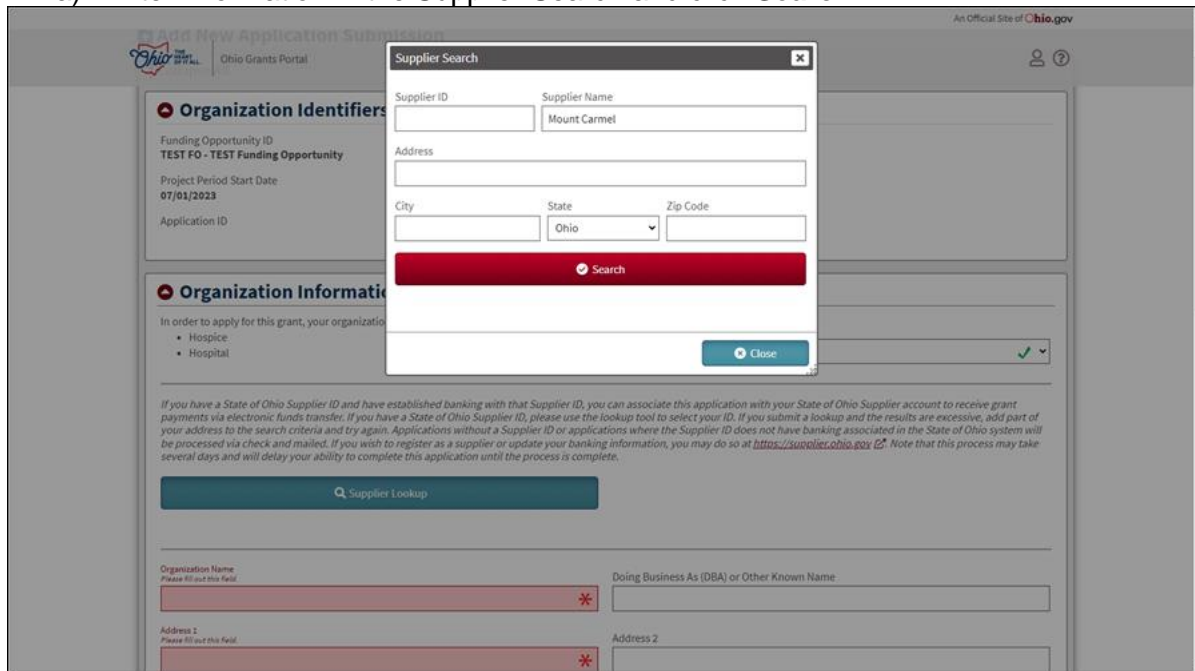


Supplier Lookup

- If you have a State of Ohio Payee ID, use the lookup tool to select your ID. If you submit a lookup and the results are excessive, add part of your address to the search criteria and try again. If you wish to register as a payee (also known as a supplier) or would like to update your banking information, you may do so at <https://ohiopays.ohio.gov/>. Note that this process may take several days and could delay your ability to complete an application using your State of Ohio Payee ID until the process is complete.

## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- a) Enter information in the Supplier Search and click **Search**.



**Supplier Search**

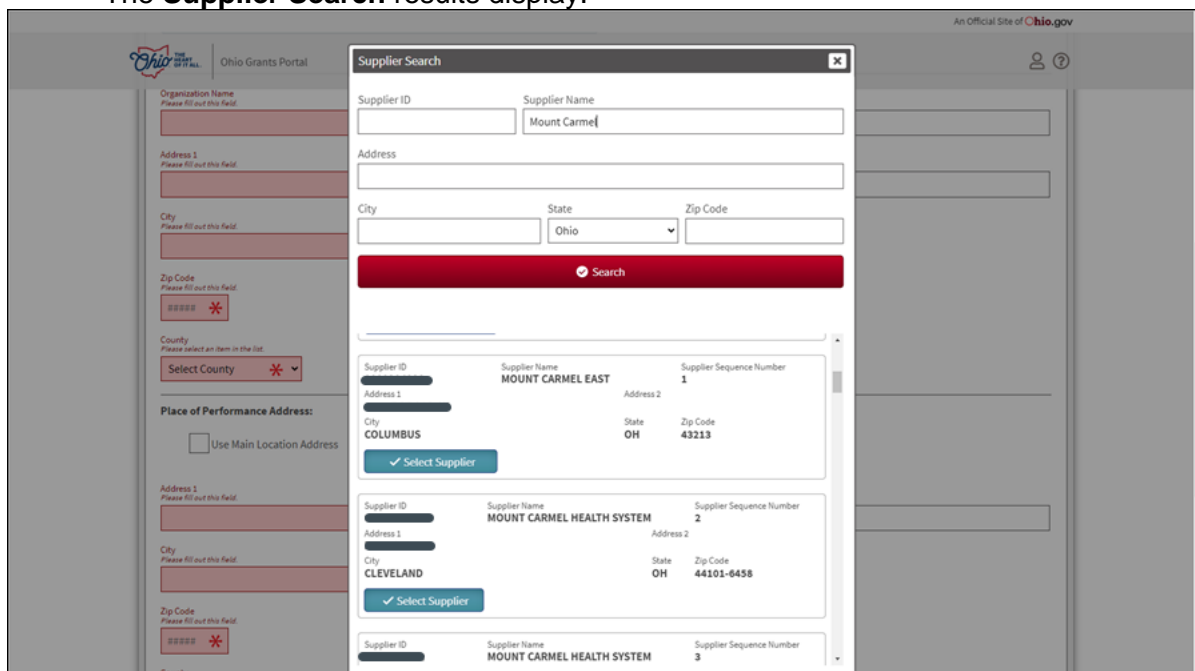
Supplier ID:

Supplier Name:

Address:

City:  State:  Zip Code:

- The **Supplier Search** results display.



**Supplier Search Results**

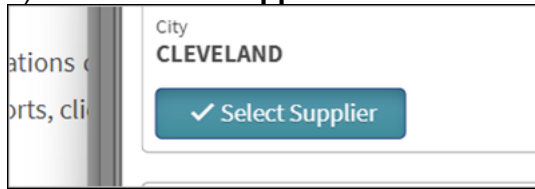
Supplier ID	Supplier Name	Supplier Sequence Number
[Redacted]	MOUNT CARMEL EAST	1
[Redacted]	MOUNT CARMEL HEALTH SYSTEM	2
[Redacted]	MOUNT CARMEL HEALTH SYSTEM	3

- Payees can have multiple locations on file. Please ensure the correct location and address is selected to avoid any delays in funding.



## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

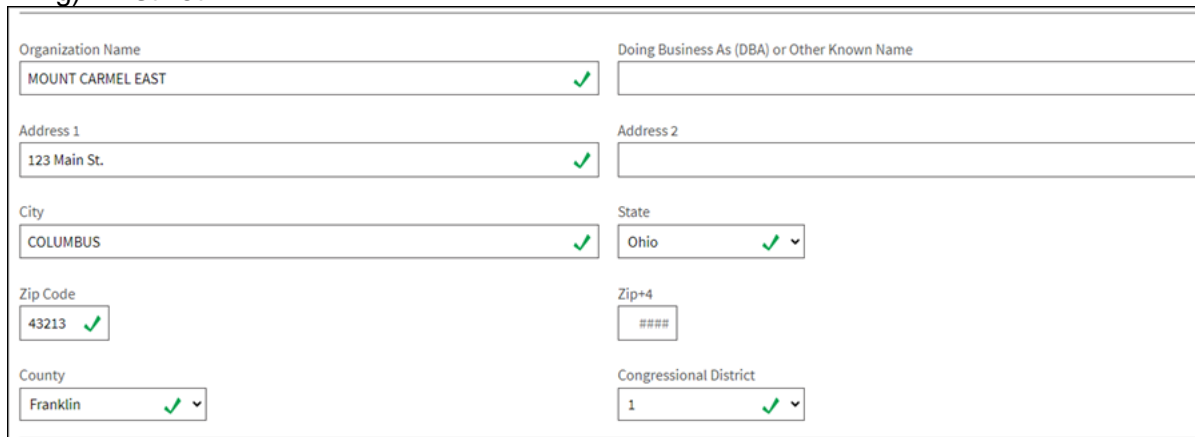
b) Click **Select Supplier**.



- The Supplier Information will autofill some of the organization information.

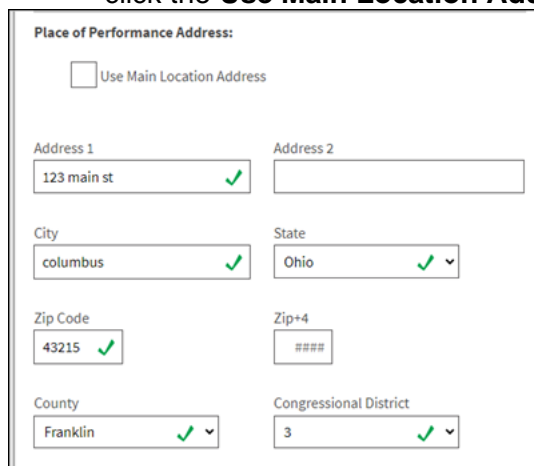
6) If not pre-populated from selecting your Supplier information, at a minimum, enter the required Organization Information:

- Organization name.**
- Address 1.**
- City.**
- State.**
- Zip Code.**
- County.**
- District.**



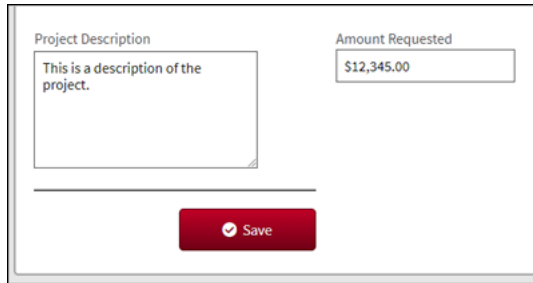
h) Fill in the **Place of Performance Address**.

- If the **Place of Performance Address** is the same as the **Main Location Address**, click the **Use Main Location Address**.



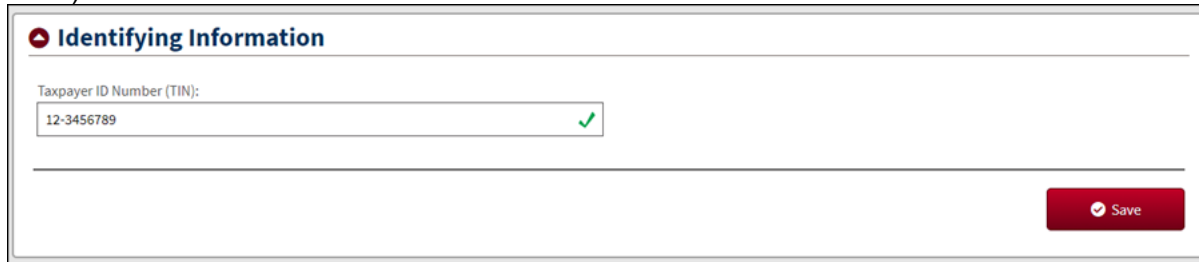
## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- i) Enter **Project Description** (optional).
- j) Enter **Amount Requested** (optional).
- k) Click **Save**.



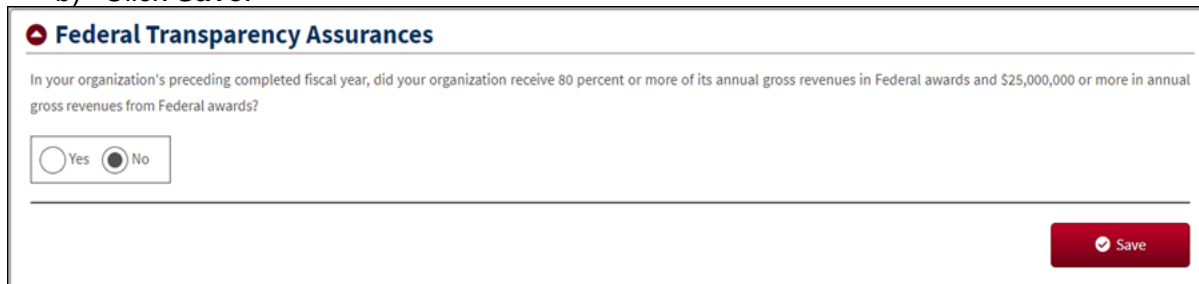
The screenshot shows a form with two input fields. The first field is labeled "Project Description" and contains the text "This is a description of the project." The second field is labeled "Amount Requested" and contains the value "\$12,345.00". Below these fields is a red button with a white checkmark and the text "Save".

- 7) If required for the application, an **Identifying Information** section will display. Here is an example where a Taxpayer Identification Number must be submitted.
  - a) Enter the **Taxpayer ID Number (TIN)**.
  - b) Click **Save**.



The screenshot shows a section titled "Identifying Information" with a red arrow icon. Below the title is a form field labeled "Taxpayer ID Number (TIN):" containing the value "12-3456789" and a green checkmark. A red "Save" button is located at the bottom right of the section.

- 8) Federally funded opportunities will require completion of the **Federal Transparency Assurances** section.
  - a) Answer the question(s) for **Federal Transparency Assurances**.
  - b) Click **Save**.



The screenshot shows a section titled "Federal Transparency Assurances" with a red arrow icon. Below the title is a question: "In your organization's preceding completed fiscal year, did your organization receive 80 percent or more of its annual gross revenues in Federal awards and \$25,000,000 or more in annual gross revenues from Federal awards?". Below the question are two radio buttons: "Yes" (unselected) and "No" (selected). A red "Save" button is located at the bottom right of the section.

## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- 9) Complete the **Contact Details** section.
- The first contact details will always be the applicant and will autofill from the OH|ID information.
    - Enter **Title**.
    - Enter **Phone Number**.
  - Enter the other **contact** information, if applicable or required.
    - The **Contact Details** section will display the number of required contacts in the upper right corner.
  - Click **Save**.

### Contact Details

Funding opportunity requires at least 2 contacts

First Name Jason	Last Name Vermilion	Email [redacted]	Title CEO ✓	Phone (740) 123 - 4567 ✓	Check if this person will need a login to submit financial activity reports. <input checked="" type="checkbox"/>
First Name Colonel ✓	Last Name Mustard ✓	Email mustardseed@gm: ✓	Title Colonel ✓	Phone (614) 123 - 9874 ✓	Check if this person will need a login to submit financial activity reports. <input type="checkbox"/>

Delete Contact

Add New Contact Save

- 10) If required for the application, complete the **Questions** section.
- Answer all questions.
  - Click **Save**.

### Questions

1. Which are primary colors?

<input checked="" type="checkbox"/> Red	<input type="checkbox"/> Orange	<input checked="" type="checkbox"/> Yellow ✓
<input type="checkbox"/> Green	<input checked="" type="checkbox"/> Blue	<input type="checkbox"/> Purple

2. Have you read the assurances and do you agree with them?

Yes ✓

3. What is your opinion on the War of 1912?

Provide an answer to opened ended questions here.

Save

## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- 11) If required for the application, complete the **Resource Files & Required Attachments** section.
- Resources are provided by the agency. Review these resources for additional information regarding the scope of the project.
  - a) Submit **documents** to be attached to the application.
    - Required documents requested will be marked as **\*Required**.

### Resource Files & Required Attachments

**Resources**

- Additional assurances**  
Additional information about the scope of this project is attached.  
[Grant Award Checklist.xlsx](#)

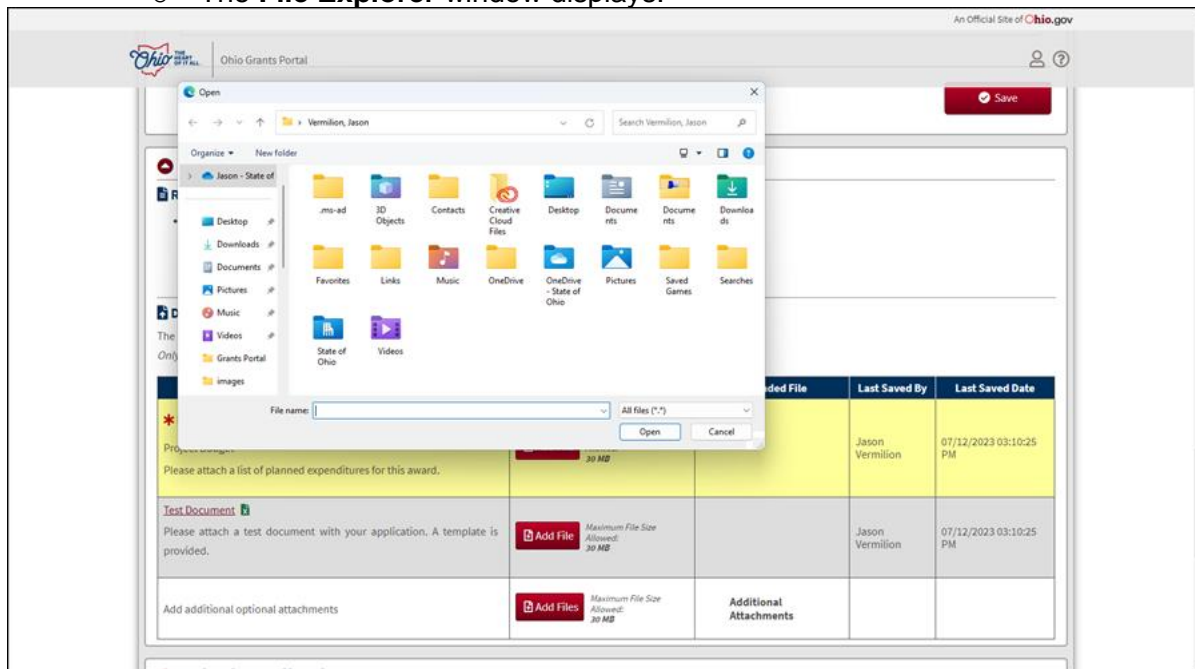
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**Documents to be Submitted with Application**

The following documents are requested with your application.  
*Only Microsoft Word, PowerPoint, Excel, or PDF formats will be accepted.*



Instructions/ Templates	Upload	Uploaded File	Last Saved By	Last Saved Date
<p><b>*Required</b></p> <p><b>Project Budget</b></p> <p>Please attach a list of planned expenditures for this award.</p>	<p><b>Add File</b> <small>Maximum File Size Allowed: 30 MB</small></p>		Jason Vermilion	07/12/2023 03:10:25 PM
<p><b>Test Document</b></p> <p>Please attach a test document with your application. A template is provided.</p>	<p><b>Add File</b> <small>Maximum File Size Allowed: 30 MB</small></p>		Jason Vermilion	07/12/2023 03:10:25 PM
<p>Add additional optional attachments</p>	<p><b>Add Files</b> <small>Maximum File Size Allowed: 30 MB</small></p>	<b>Additional Attachments</b>		

- i) Click **Add File**.
- The **File Explorer** window displays.





## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- ii) Attach file and click **open** in the File Explorer window.
  - o The file will display as an uploaded file in the **Documents to be Submitted with Application** section.

Documents to be Submitted with Application				
The following documents are requested with your application. <i>Only Microsoft Word, PowerPoint, Excel, or PDF formats will be accepted.</i>				
Instructions/Templates	Upload	Uploaded File	Last Saved By	Last Saved Date
<p><b>* Required</b></p> <p><b>Project Budget</b></p> <p>Please attach a list of planned expenditures for this award.</p>	<p><b>Add File</b> <small>Maximum File Size Allowed: 30 MB</small></p>	<p><a href="#">Copy of Sample GL journal.xlsx</a> </p>	Jason Vermilion	07/14/2023 09:22:13 AM
<p><b>Test Document</b> </p> <p>Please attach a test document with your application. A template is provided.</p>	<p><b>Add File</b> <small>Maximum File Size Allowed: 30 MB</small></p>		Jason Vermilion	07/12/2023 03:10:25 PM
<p>Add additional optional attachments</p>	<p><b>Add Files</b> <small>Maximum File Size Allowed: 30 MB</small></p>	<p><b>Additional Attachments</b></p>		

- iii) Repeat steps to attach any additional files.
  - o Uploaded files are automatically saved.
  - o Click the **Delete** icon to remove any uploaded files.

	Uploaded File	Last Saved
	<p><a href="#">Copy of Sample GL journal.xlsx</a> </p> <p></p>	
		Jason



## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- 12) Complete the **Submit Application** section.
- a) Review the assurances and click **I Agree**.
  - b) Click **Submit Application**.

### Submit Application

**Fine print, small print, or mouseprint** is less noticeable print smaller than the more obvious larger print it accompanies that advertises or otherwise describes or partially describes a commercial product or service.<sup>11</sup> The larger print that is used in conjunction with fine print by the merchant often has the effect of deceiving the consumer into believing the offer is more advantageous than it really is. This may satisfy a **legal technicality** which requires full disclosure of all (even unfavorable) terms or conditions, but does not specify the manner (size, typeface, coloring, etc.) of disclosure. There is strong evidence that suggests the fine print is not read by the majority of consumers.

By submitting this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

I Agree

Submitted By First Name

Submitted By Last Name

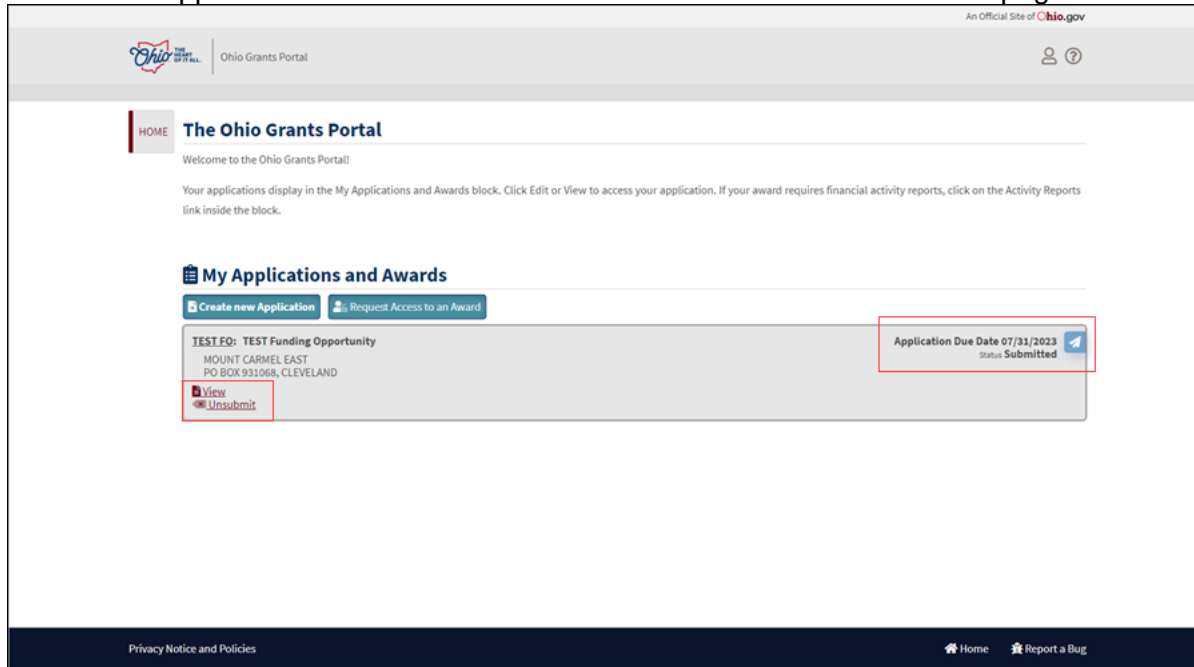
Status  
 Draft

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**Please fill out marked required fields before submit**

## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- The application will be submitted and the **Ohio Grants Portal Home** page will be displayed.



- The funding opportunity will be displayed under the **My Applications and Awards** section.
  - The Application Due Date and application status will be displayed on the upper right corner.
  - In the lower left corner, the application can be viewed. It cannot be edited after being submitted.
  - However, if the application due date is not in the past, click the **Unsubmit** link to make edits to the application and resubmit it. If you do this, the application will no longer be submitted for review and approval. You must resubmit this application prior to the Application Due Date to be considered for a grant award from this funding opportunity.

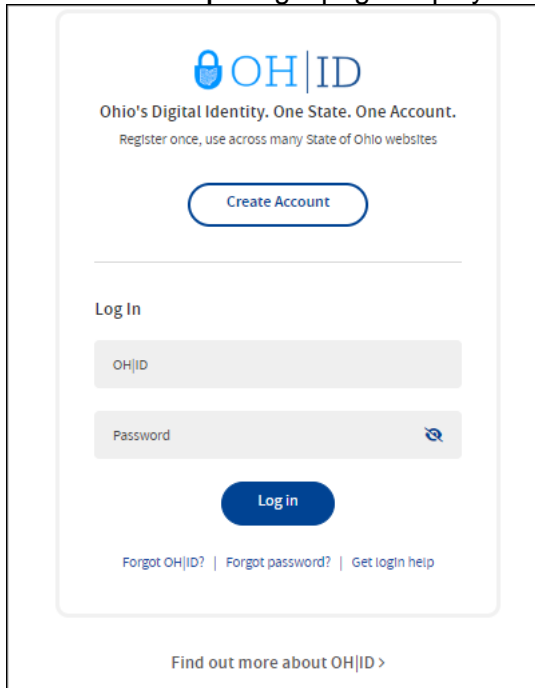
### RECEIVING A SENT BACK APPLICATION

The funding agency reviews applications for the specific funding opportunity. It is possible to receive an application back to make corrections, clarification, or provide additional information. The contacts listed on the application will receive an email indicating the application has been returned. The agency can add comments to specify what needs to be done and provide a resubmission date, if applicable. The email contains the login link to review the application through the **Ohio Grants Portal**.

- 1) Go to the [Ohio Grants Portal](#).
  - Emails received from the creation and submission of an application contain the link to the Grants Portal. It's best practice to save the link as a favorite on your browser.

## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- The **OH|ID** login page displays.

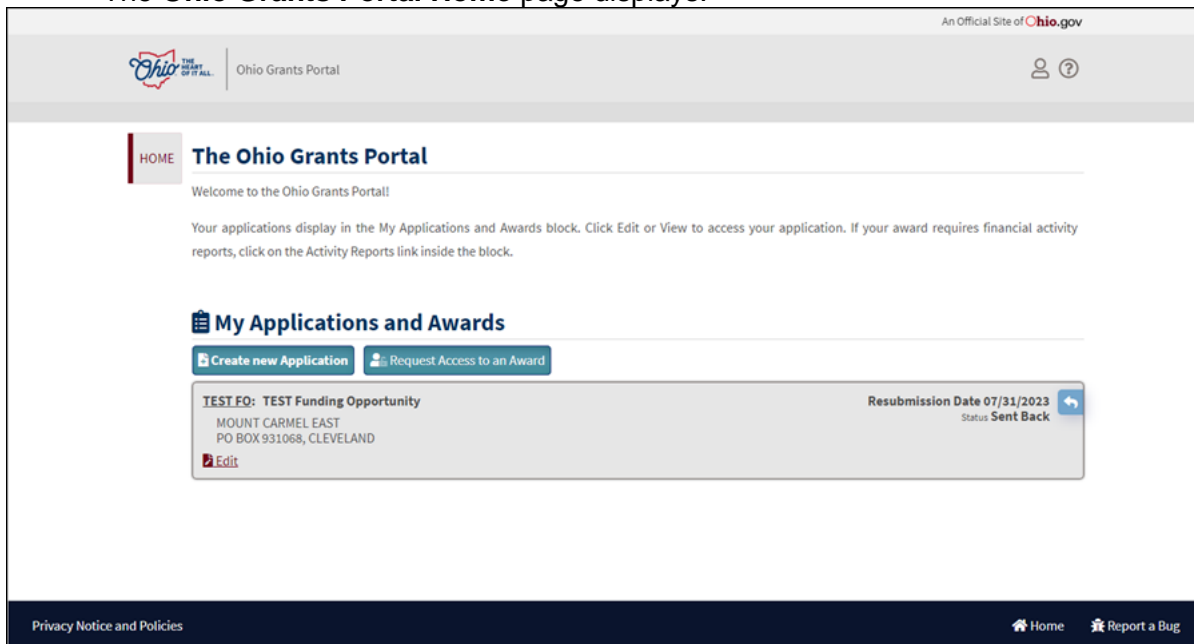


The screenshot shows the OH|ID login page. At the top, there is a blue padlock icon followed by the text "OH|ID". Below this, it says "Ohio's Digital Identity. One State. One Account." and "Register once, use across many State of Ohio websites". There is a "Create Account" button. Below that is a "Log In" section with input fields for "OH|ID" and "Password" (with an eye icon for visibility). A "Log in" button is below the password field. At the bottom of the login section, there are links for "Forgot OH|ID?", "Forgot password?", and "Get login help". At the very bottom of the page, there is a link "Find out more about OH|ID >".

- Applicants are required to have/create an OH|ID to apply. To create a new OH|ID, click **Create Account**.
- For more information on creating an OH|ID, Forgot Username, or Forgot Password, please go to [OH|ID/help](#).

### 2) Log into **OH|ID**.

- The **Ohio Grants Portal Home** page displays.



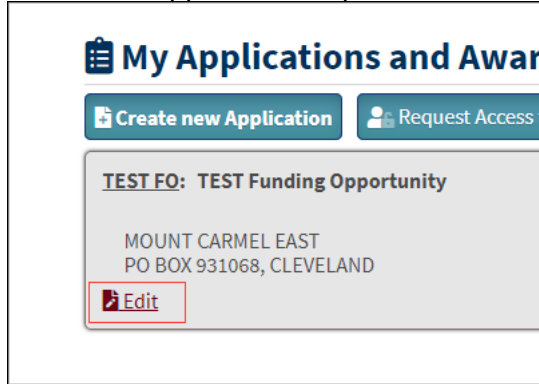
The screenshot shows the Ohio Grants Portal Home page. At the top right, it says "An Official Site of Ohio.gov". The page has a header with the Ohio logo and "Ohio Grants Portal" on the left, and user icons on the right. Below the header, there is a "HOME" tab and the title "The Ohio Grants Portal". A welcome message says "Welcome to the Ohio Grants Portal!". Below that, there is a paragraph: "Your applications display in the My Applications and Awards block. Click Edit or View to access your application. If your award requires financial activity reports, click on the Activity Reports link inside the block." The main section is titled "My Applications and Awards" and contains two buttons: "Create new Application" and "Request Access to an Award". Below these buttons is a card for a funding opportunity: "TEST FQ: TEST Funding Opportunity" with address "MOUNT CARMEL EAST, PO BOX 931068, CLEVELAND" and an "Edit" button. To the right of the card, it says "Resubmission Date 07/31/2023" and "Status Sent Back". At the bottom of the page, there is a footer with "Privacy Notice and Policies" on the left, and "Home" and "Report a Bug" on the right.



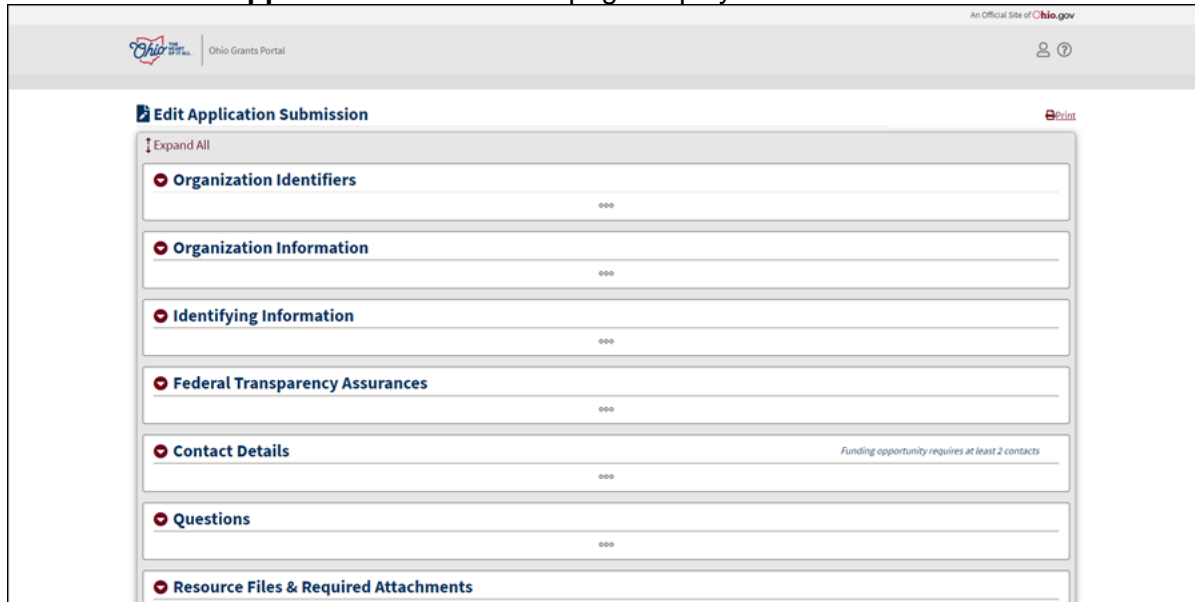
## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- The **My Applications and Awards** section will display all the applications and the status of each.

3) Locate the application in question, click **Edit**.



- The **Edit Application Submission** page displays.



4) Make the edits/corrections/additions that were supplied via email.

- The status and comments are listed in the **Submit Application** section on the **Edit Application Submission** page.

## SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

- 5) Expand the **Submit Application** section.
  - The **Submit Application** section displays.

The screenshot shows the 'Submit Application' section of the Ohio Grants Portal. At the top, there is a navigation bar with the Ohio logo and 'Ohio Grants Portal'. Below this, there is a section titled 'Resource Files & Required Attachments'. The main content area is titled 'Submit Application' and contains a legal disclaimer about fine print, a certification statement, and an 'I Agree' checkbox. Below the checkbox are two text input fields: 'Submitted By First Name' (containing 'Jason') and 'Submitted By Last Name' (containing 'Vermilion'). A status message reads: 'Sent Back (Email message: Please add additional contact.; Resubmit Deadline 07/31/2023)'. At the bottom, there are three buttons: 'Save As Draft', 'Form Incomplete', and 'Discard Application'. A red warning message at the bottom left says 'Please fill out marked required fields before submit'.

- 6) Read the assurances and check the **I Agree** box.
- 7) Click the **Submit Application** button.
  - The **My Applications and Awards** section displays, and the application will have a "Resubmitted" status.

The screenshot shows the 'My Applications and Awards' section. At the top, there is a header with a folder icon and the text 'My Applications and Awards'. Below the header are two buttons: 'Create new Application' and 'Request Access to an Award'. The main content area displays a card for an application titled 'TEST FQ: TEST Funding Opportunity'. The card shows the address 'MOUNT CARMEL EAST, PO BOX 931068, CLEVELAND' and a 'View' button. On the right side of the card, there is a red-bordered box containing the text 'Application Due Date 07/31/2023' and 'Status Resubmitted'.