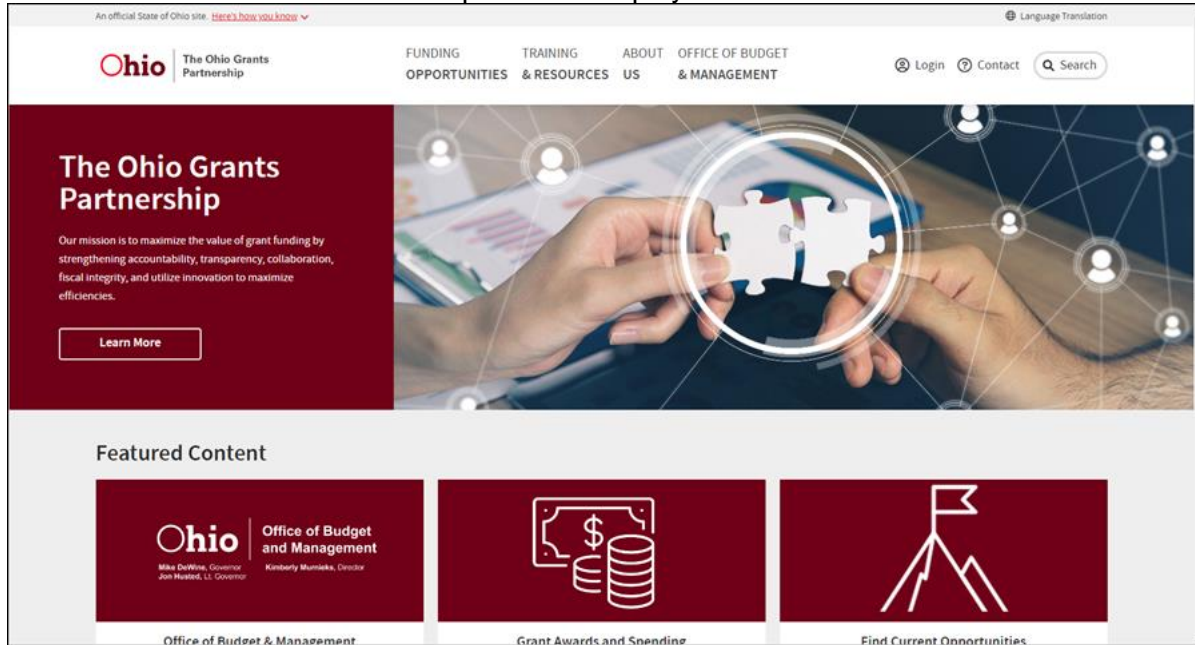# SEARCHING AND APPLYING FOR FUNDING OPPORTUNITIES

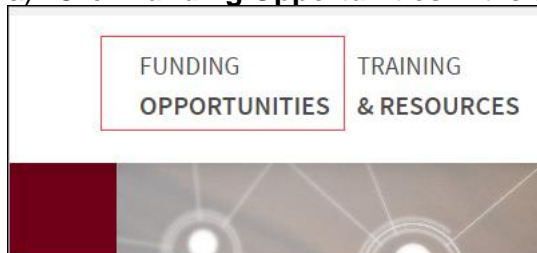Grants.ohio.gov provides current funding opportunities, training, and other related resources to assist Ohio grant recipients. This job aid provides step-by-step instructions on searching for funding opportunities.

SEARCHING FOR FUNDING OPPORTUNITIES

1) Log into Grants.ohio.gov.
   - The Ohio Grants Partnership website displays.

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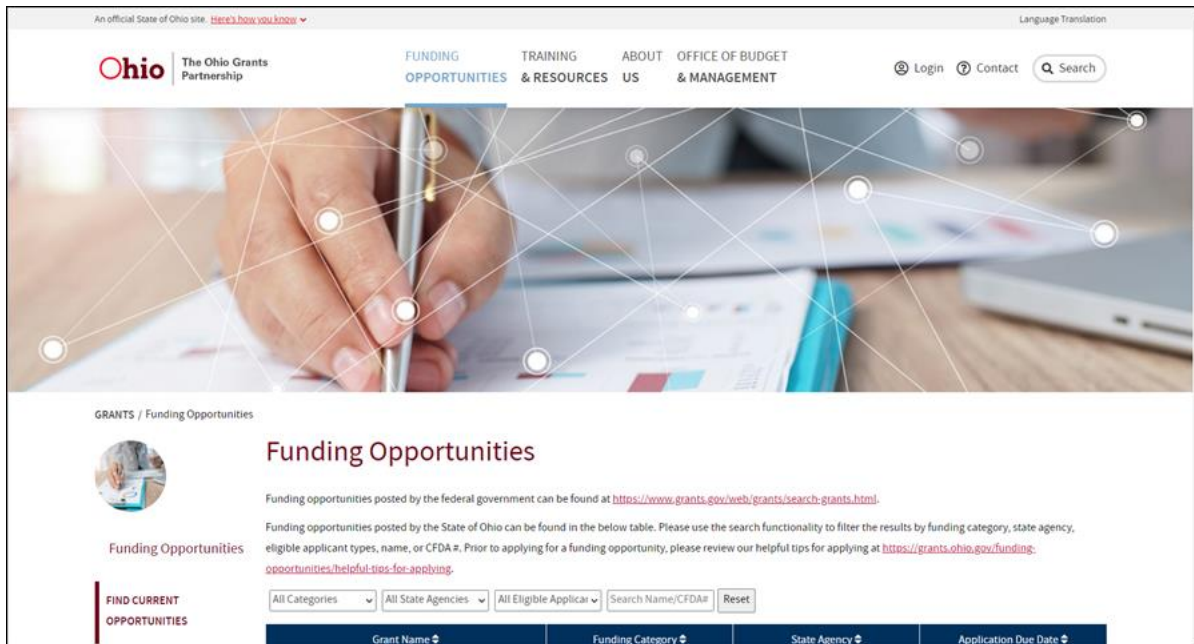

OR

b) Click **Find Funding Opportunities** under Featured Content.
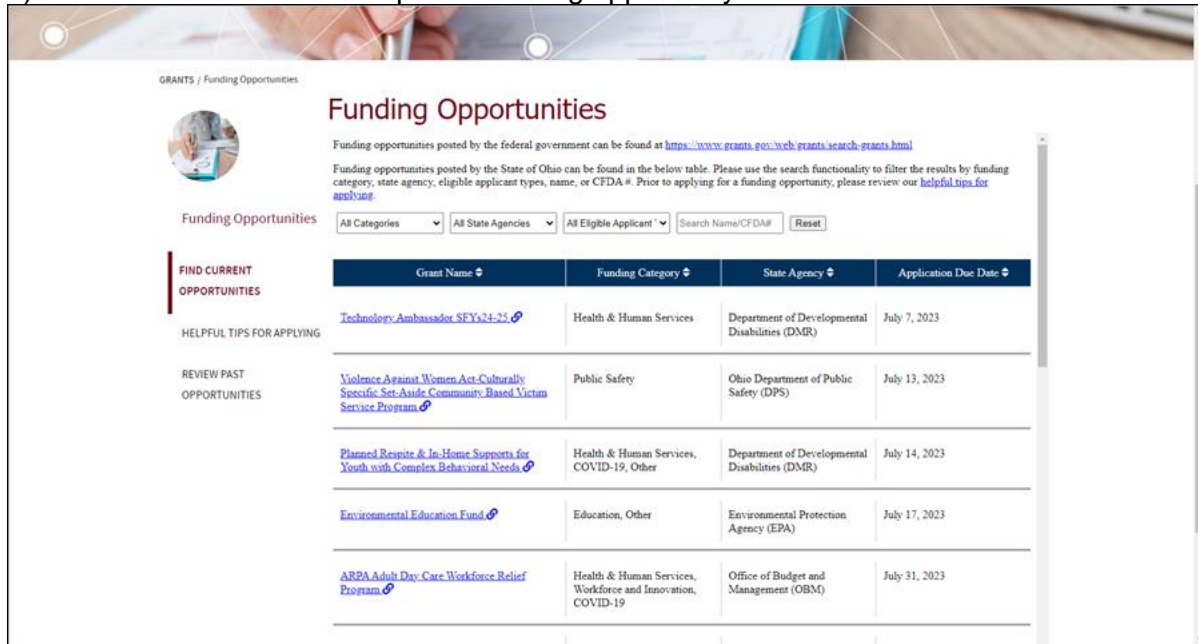
- The **Funding Opportunities** page displays.

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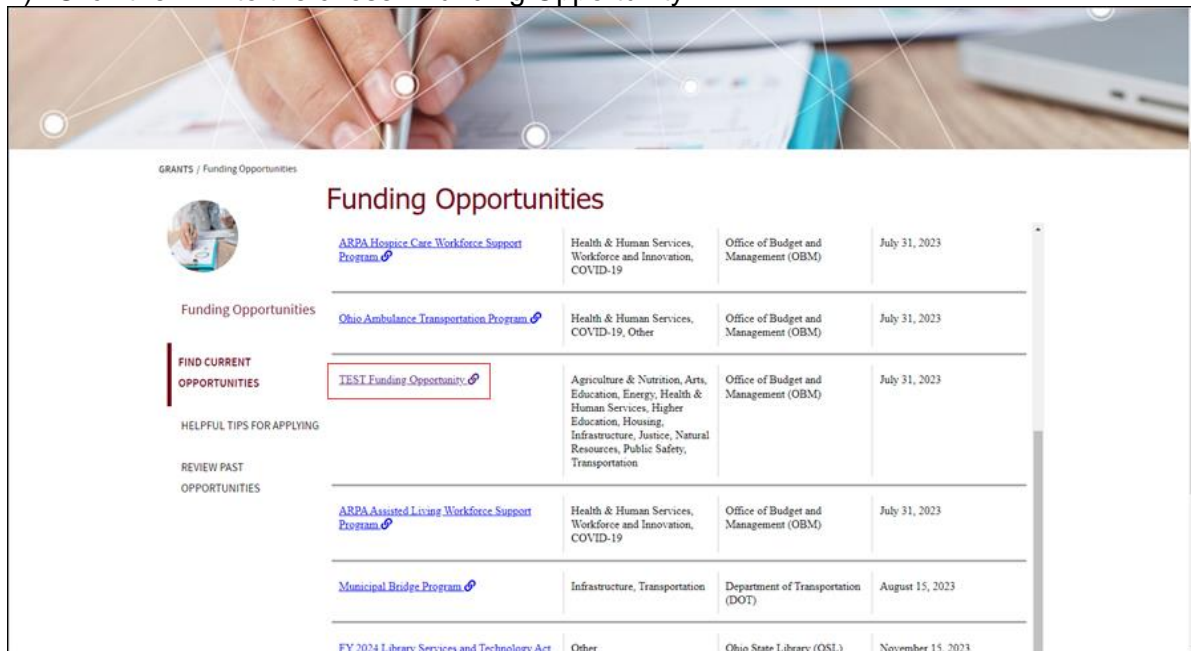   a) Scroll down the **list** for a specific funding opportunity.

OR

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

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

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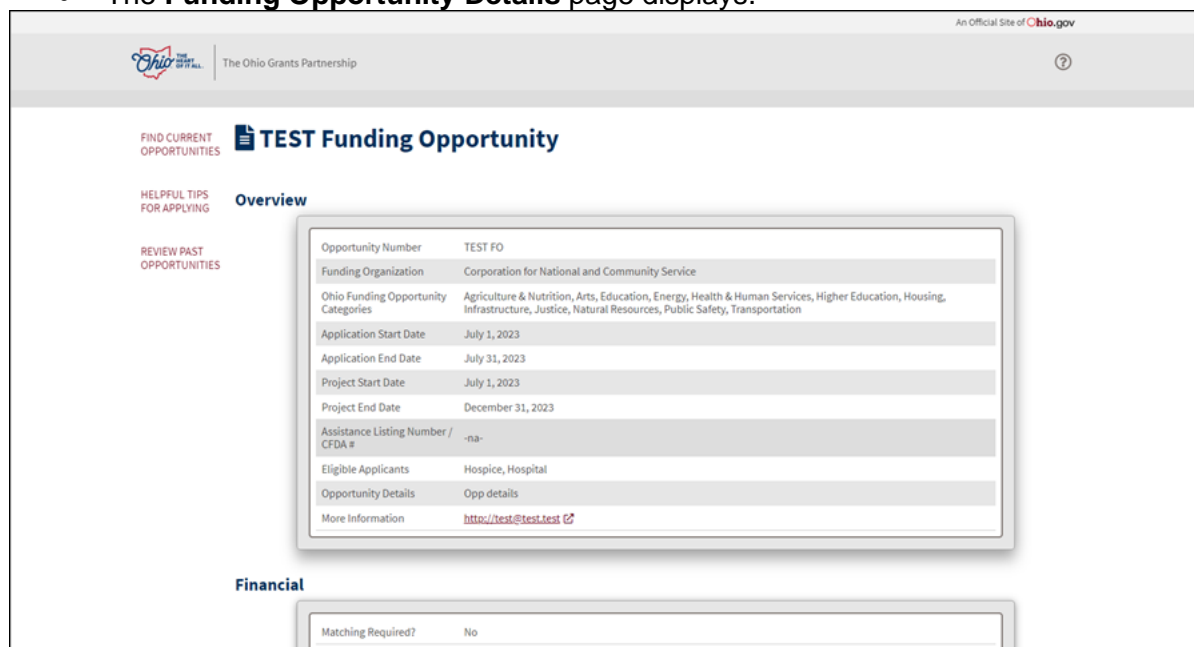
Review the information in each section to ensure the funding opportunity aligns with your goals. Funding opportunities may provide a link to access additional opportunity details and the application. Applications accepted directly within the portal will display an **Apply for this Funding Opportunity**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

- The OH|ID login page displays.

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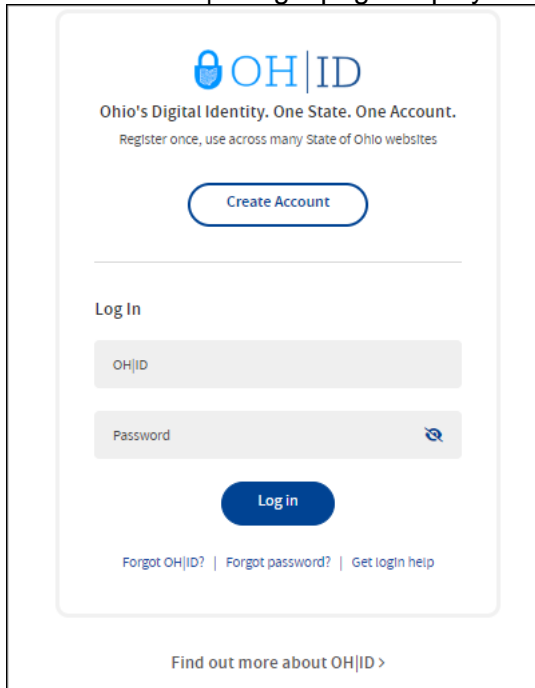- For more information on creating an OH|ID, Forgot Username, or Forgot Password, please go to OH|ID/help.

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.

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.
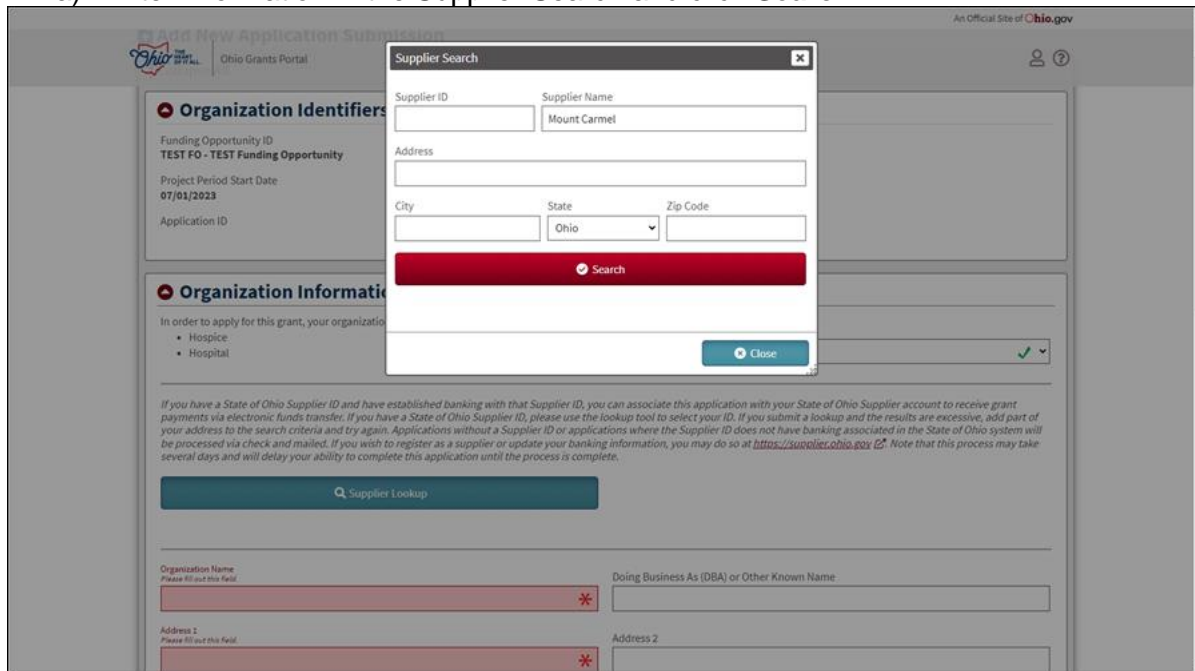
Q Supplier Lookup

- 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.

a) Enter information in the Supplier Search and click **Search**.
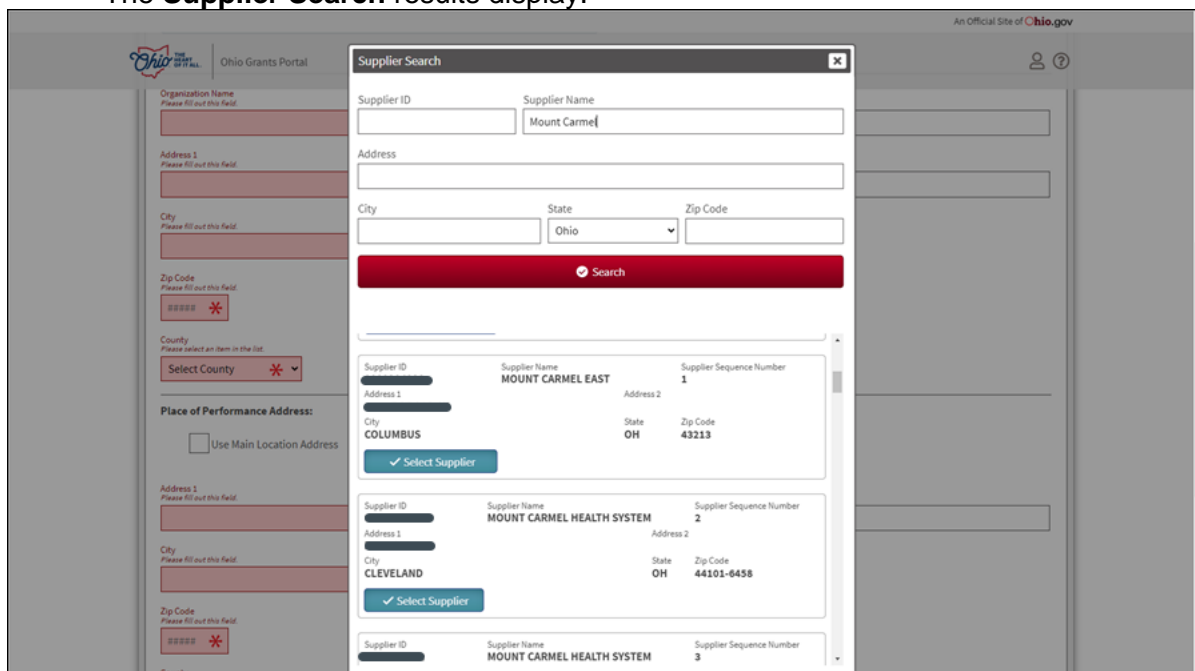
- The **Supplier Search** results display.
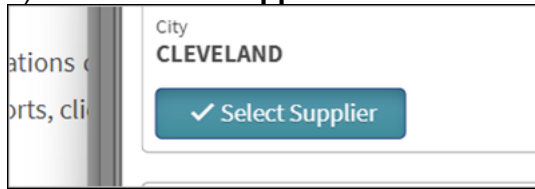
- Payees can have multiple locations on file. Please ensure the correct location and address is selected to avoid any delays in funding.
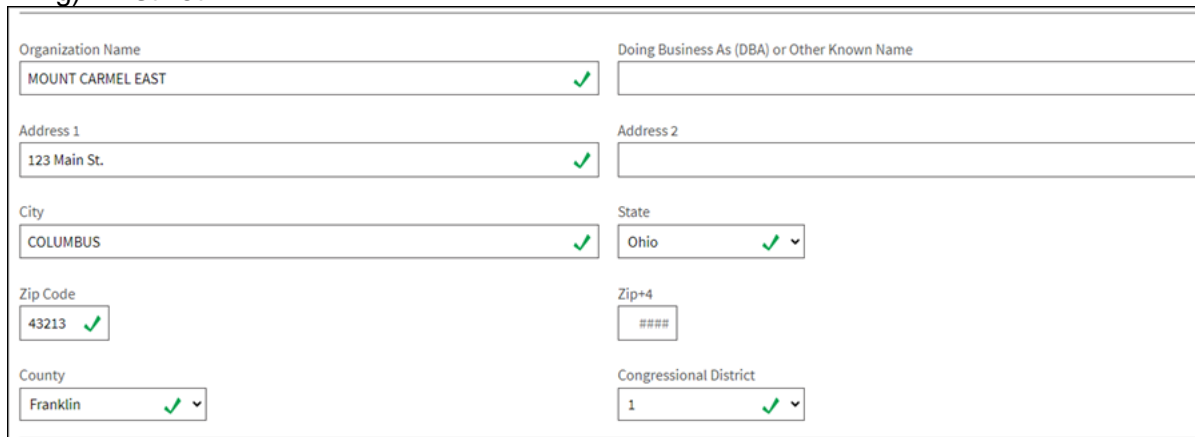
b) Click **Select Supplier**.

- The Supplier Information will autofill some of the organization information.
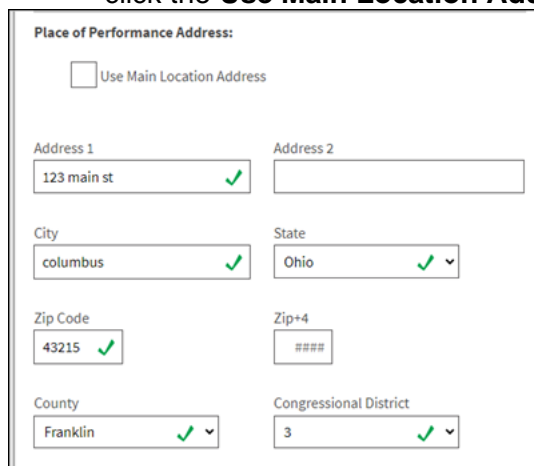
6) If not pre-populated from selecting your Supplier information, at a minimum, enter the required Organization Information:
   a) **Organization name**.
   b) **Address 1**.
   c) **City**.
   d) **State**.
   e) **Zip Code**.
   f) **County**.
   g) **District**.
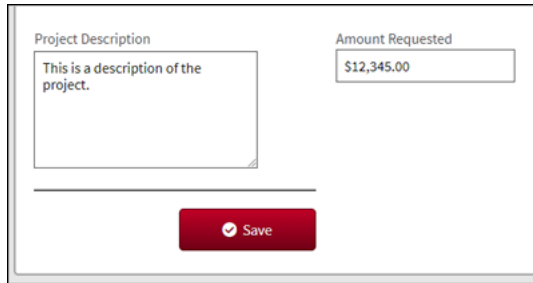
h) Fill in the **Place of Performance Address**.
   o If the **Place of Performance Address** is the same as the **Main Location Address**, click the **Use Main Location Address**.
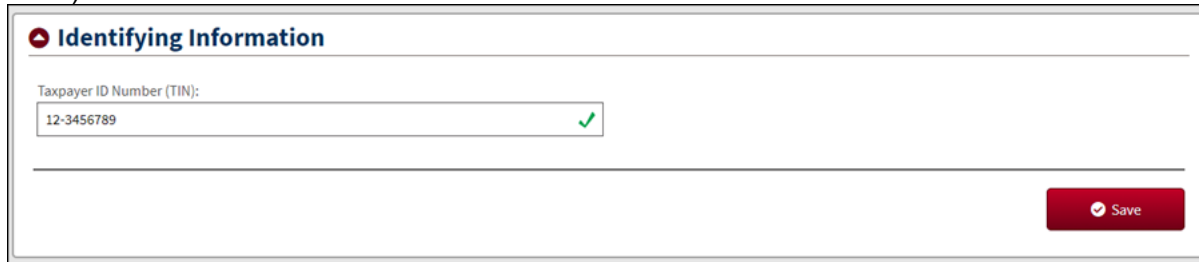
i) Enter **Project Description** (optional).
j) Enter **Amount Requested** (optional).
k) Click **Save**.
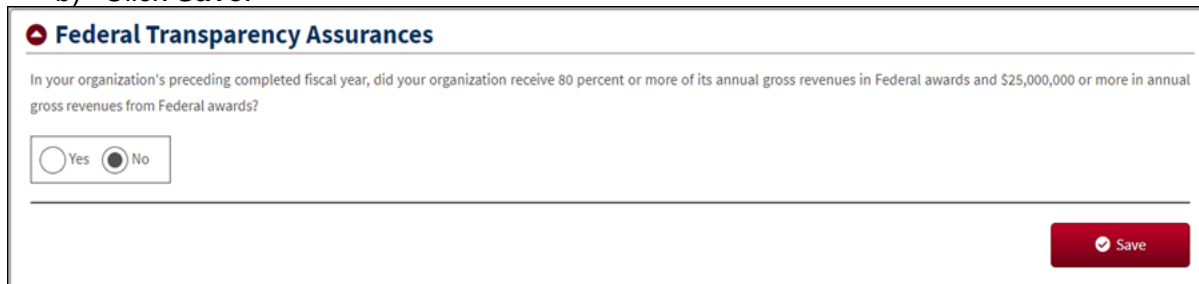
7) If required for the application, an **Identifying Information** section will display. Here is an example where a Taxpayer Identification Number must be submitted.
   a) Enter the **Taxpayer ID Number (TIN)**.
   b) Click **Save**.

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**.

9) Complete the **Contact Details** section.
   a) The first contact details will always be the applicant and will autofill from the OH|ID information.
      i) Enter **Title**.
      ii) Enter **Phone Number**.
   b) 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.
   c) Click **Save**.

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

Revised: 08/03/2023

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.
  o Required documents requested will be marked as *Required.

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

Revised: 08/03/2023

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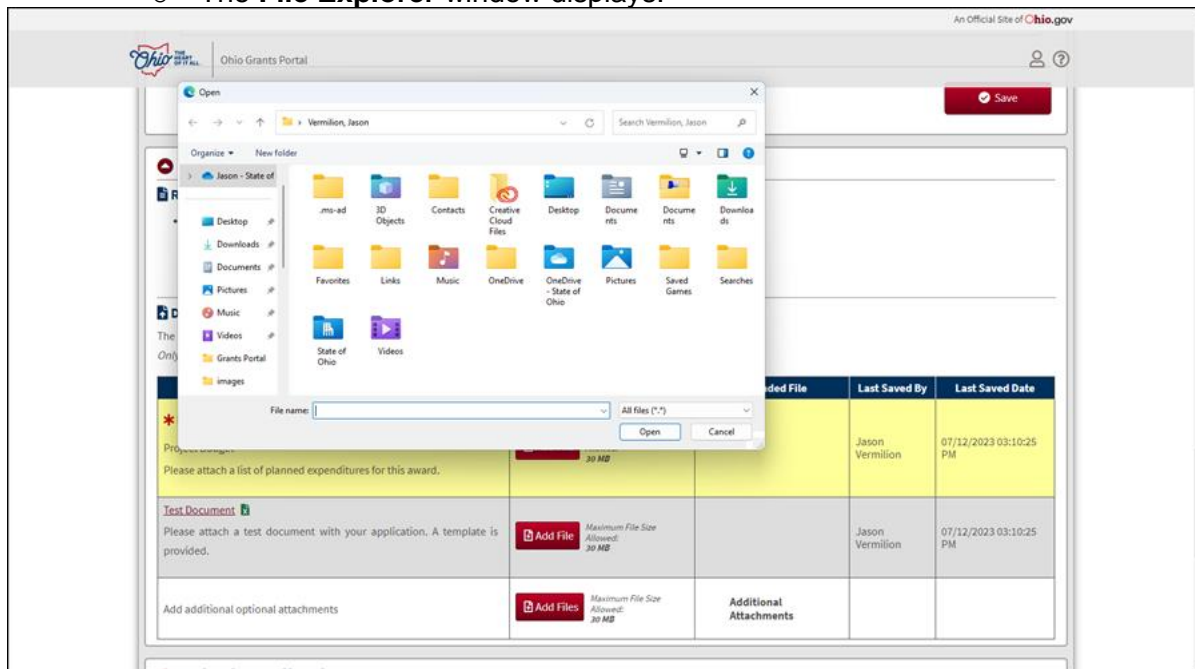   o The file will display as an uploaded file in the **Documents to be Submitted with Application** section.

Documents to be Submitted with Application

The following documents are requested with your application.

Only Microsoft Word, PowerPoint, Excel, or PDF formats will be accepted.

Instructions/ Templates	Upload	Uploaded File	Last Saved By	Last Saved Date
✱ Required Project Budget Please attach a list of planned expenditures for this award.	📄 Add File Maximum File Size Allowed: 30 MB	Copy of Sample GL journal.xlsx 📄	Jason Vermilion	07/14/2023 09:22:13 AM
Test Document 📄 Please attach a test document with your application. A template is provided.	📄 Add File Maximum File Size Allowed: 30 MB		Jason Vermilion	07/12/2023 03:10:25 PM
Add additional optional attachments	📄 Add Files Maximum File Size Allowed: 30 MB	**Additional Attachments**		

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
	Copy of Sample GL journal.xlsx 📄 🗑	
		Jason

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.[1] 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

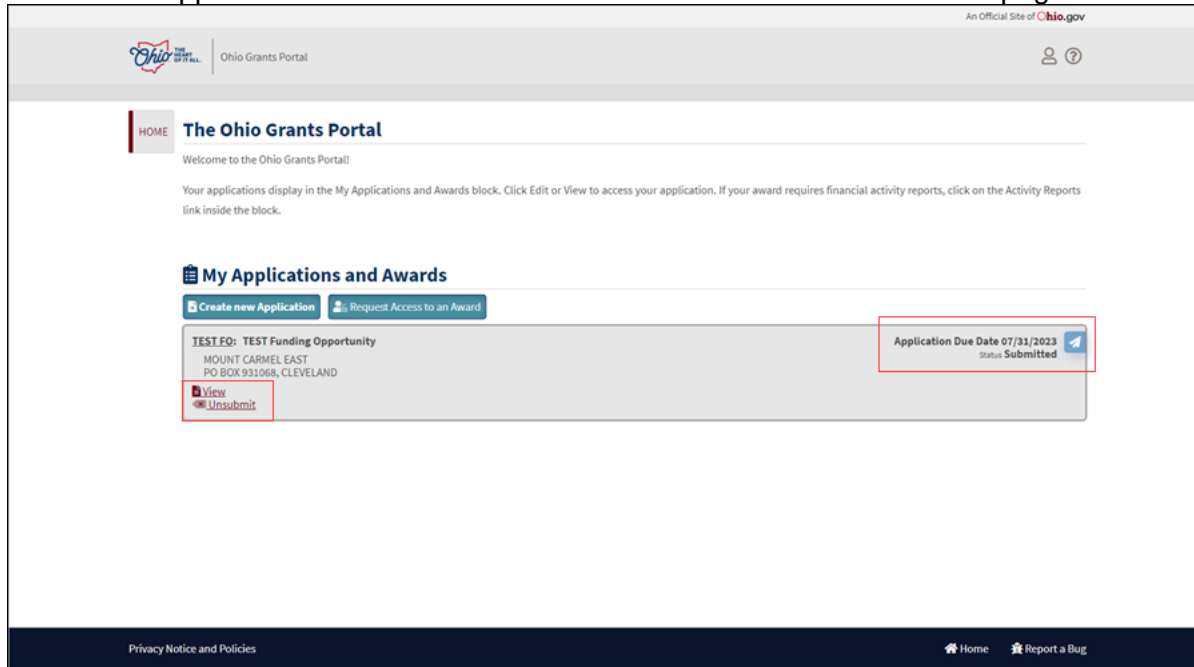Submitted By First Name

Jason

Submitted By Last Name

Vermilion

Status
📄 Draft

Please fill out marked required fields before submit   🖫 Save As Draft   ✔ Submit Application   🗑 Discard Application

- 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.
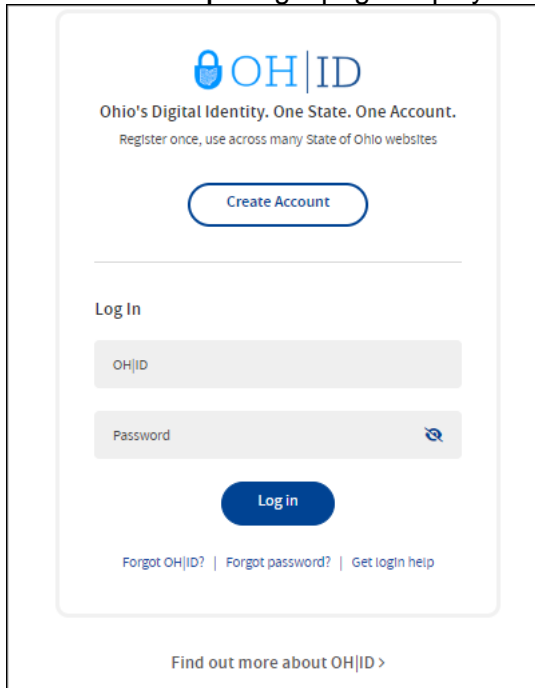
RECEIVING A SENT BACK APPLICATION

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.

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

- 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.

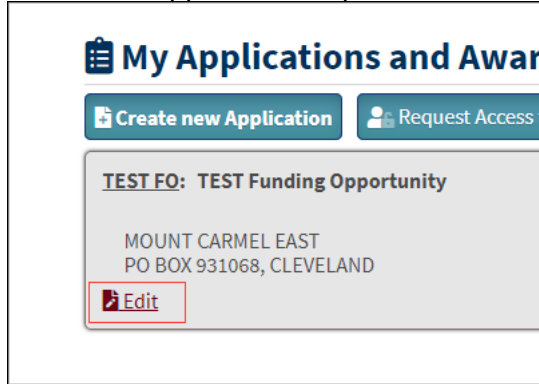Revised: 08/03/2023

- 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.
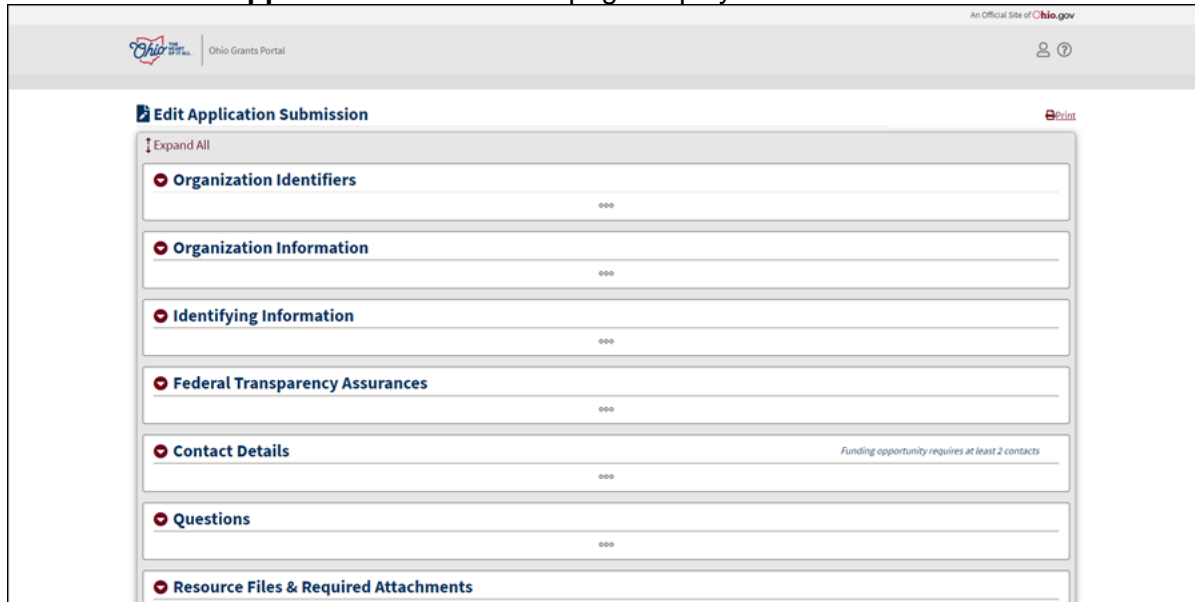
4) Make the edits/corrections/additions that were supplied via email.
   - The status and comments are listed in the **Submit Application** section on the **Edit Application Submission** page.

Revised: 08/03/2023

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

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.