How to Submit a Grant Application on DoAg Grants Portal

Step 1. Click the blue Apply Here! button to get to the grant application portal.

Ready to get started filling out the application?   **Online Application**

The page that you will be brought to will look like below image.

Step 2. Click on "Get Started" to create a CT.gov account
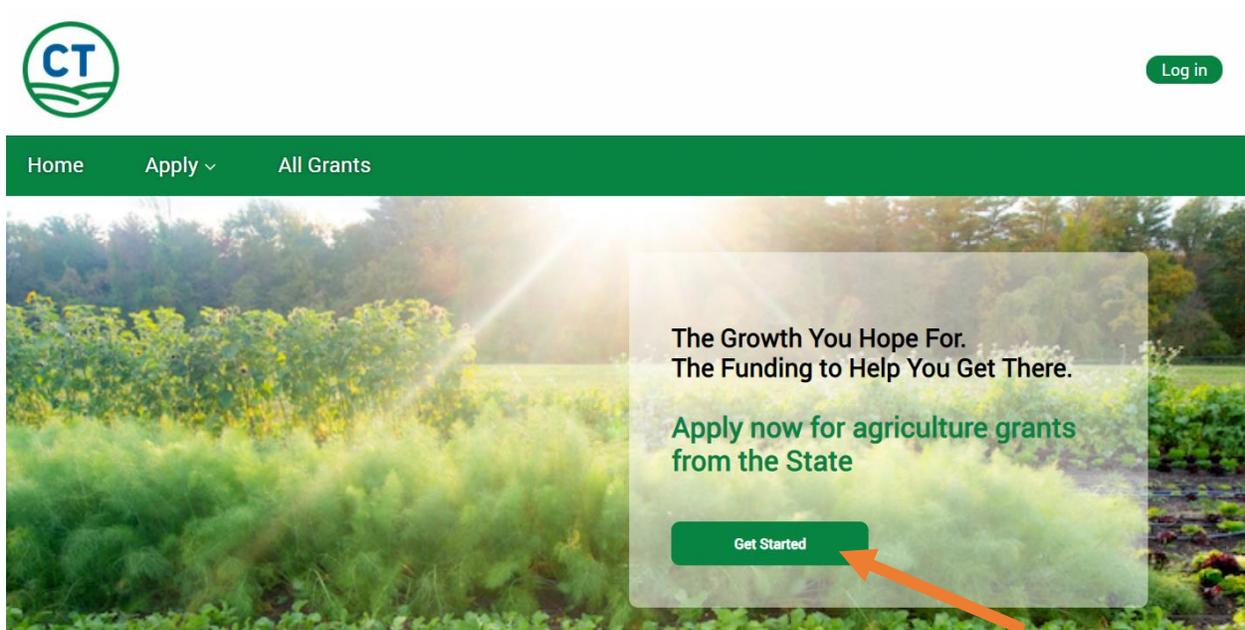
After you click "Get Started" you will be brought to a page that looks like the below image
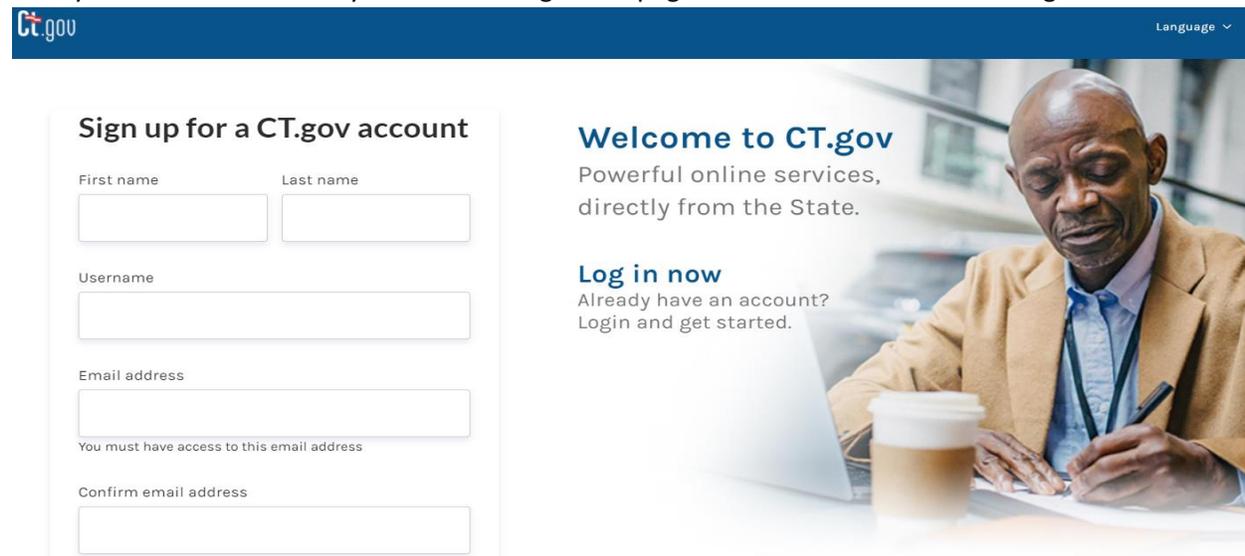
After you enter your information, click next to be brought to a screen that will look like below. Confirm that you are not a robot and click submit.

Sign up - Summary

First name
Cyrena

Last name
Test

Username
cyrenatest

Email address

Preferred language
English

I'm not a robot   reCAPTCHA
Privacy - Terms
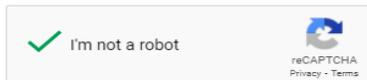
SUBMIT >

After submitting you will be requested to enter in the verification code that was sent to the email address you used to create an account. Please enter and then click verify.

Sign up - Verification

Please enter the verification code we sent to
jo***********@*****.com
Resend verification code

Verification code

| | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Please note:
We are verifying your account - please do not close your browser.

VERIFY

Success!

Your CT.gov account has been successfully created.

Sign in to access your account.

Sign in

Step 4. Click Sign in to Log in using your newly created account on the below screen.

Log in

Username or email address

Password

👁

Forgot your username or password?

LOG IN >

Welcome to CT.gov

Powerful online services, directly from the State.

Sign in now

Need a CT.gov account? Sign up today.

After entering your username and password and click ing submit, you will be automatically directed back to the home screen of the CT Department of Agriculture Grants portal but look in the upper right-hand corner which should now display your username.

CT

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Home   Apply ⌄   All Grants   My Grants
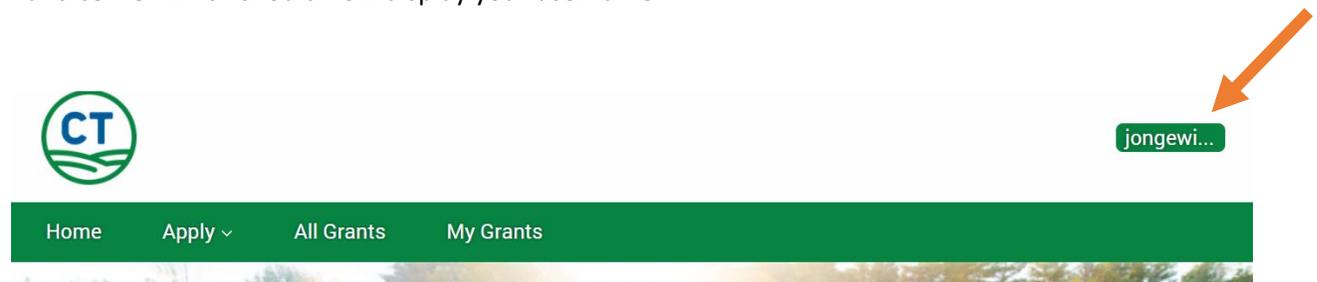
Step 5: Find the grant you want to apply for by clicking on All Grants on the top menu bar. Select Farm Viability Grant.
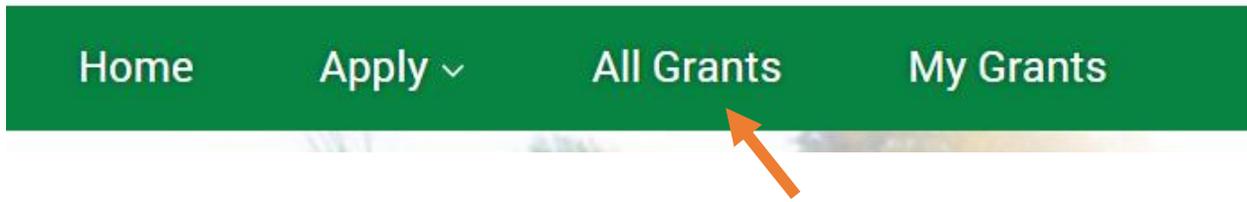
After selecting your grant, you should be brought to a page that looks like the below screen. Click on Apply.
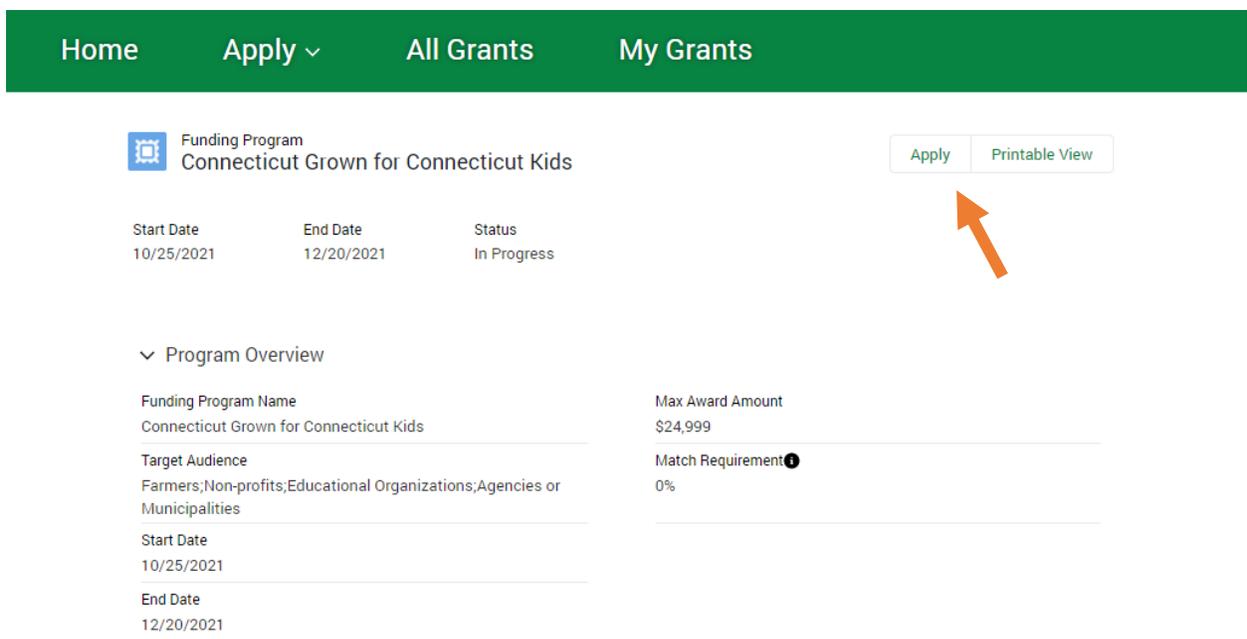
Step 6. Complete your W9 and Vendor Form

These forms are hyperlinked in the application, but you can also download them from the Farm Viability Grant webpage on the DoAg website. Save these forms on your computer, they will be uploaded at the very end before you submit your application.

Apply

Before starting a new application, please be sure to download and complete the following forms:

- State of Connecticut Agency Vendor Form
- W9

Please note you will need to upload these forms later as part of the application process.

Where to find documents on the grant webpage:

Important Documents for Application Submission

Grant Budget, Budget Narrative, and Timeline workbook 🗎

Template Letter of Support 🗎

Template Non-School Applicant Partnership Letter 🗎

W9 Form 🗎

State Vendor Form 🗎

Step 7: Complete the cover page for your application

* Business ID ⓘ

111111111

* What best describes your organization?

Educational Organization

* Do you have a written business plan?

Not Applicable

* Have you received other Connecticut Department of Agriculture Grants in the last five years?

No

* Are you performing any farming activities?

Not Applicable

There may be questions that do not apply to your application on this page. That's OK. This is a standard page across all our grants and there is a "not applicable" option for all. i.e it is not required for all applicants to have a business plan, to be preforming farming activities, or to have a plan of conversation.

Step 8: Save your application and learn to return to it. We suggest you save as this point to confirm your application has been created before continuing. To do so, click on Save Progress at the very bottom of the screen.
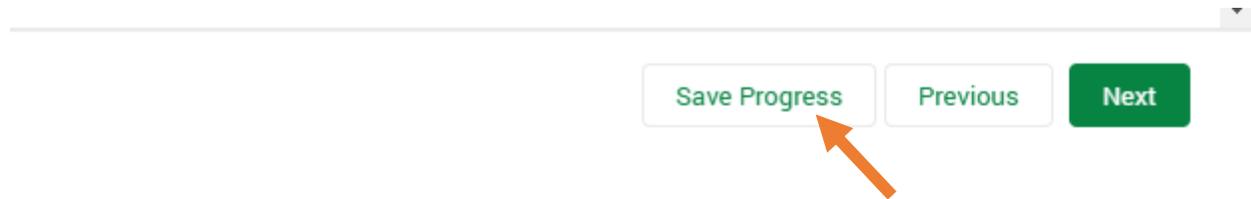
The system will prompt you to put in a reason why you are pausing. You can enter anything in here.

Pause Reason

hungry

To return to your saved application, click on My Grants in the top green menu bar.

Once you are in My Grants, you will see your application listed as below. Click on Resume.

Step 9: Complete the application.

TIP: To complete the application, it is recommended to complete the narrative sections in a word document or some other text editor and then paste into the section. This may make it easier for the applicant to edit. Please note all sections have a 4,000-character limit.

When you get to the budget and grant narrative questions, please be sure to complete the Excel template which is located on the Grant website, under the **Important Guidelines and Forms.** Please enter yes in the box to confirm that you understand you need to complete the budget template and that it gets attached to the end of your application.

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	A	B	C	D	E	F
	Budget, Budget Narrative Justification, Workplan and Timeline					
	2021 CT Grown for CT Kids Grant					
	Please complete all 3 worksheets titled "Budget" "Budget Narrative" and "Timeline					
	Please attach any required estimates and quotes to your application through Sales					
	For any questions in completing this workbook, contact Cyrena Thibodeau at cyren					

Intstructions | Budget | Budget Narrative | Timeline | (+)

Finish the remaining sections of the application and then you are brought to the final page to upload your attachments.

Create Funding Request/ Application

Please attach the following documentation to your completed application.

A complete application on Salesforce includes:

Required:
1.Excel Workbook with completed Budget, Budget Narrative, and Timeline. Template should be downloaded from the DoAg Webpage and then uploaded to your application as an attachment.

2. Partnership agreement letter from school/program administration IF the applicant is not the school. Template should be downloaded from the DoAg Webpage and then uploaded to your application as an attachment.

3.If applicable, estimates/quotes for services and infrastructure uploaded to your application as attachments.

All applicants are required to complete and upload the Excel workbook with the budget as well as the Word Doc with the grant narrative.

Optional:

1. Up to three letters of support demonstrating that there is support for this effort from applicable stakeholders such as school administration, school nutrition professionals, educators, producers, and community stakeholders. Template should be downloaded from the DoAg Webpage and then uploaded to your application as an attachment.

2. Any additional conceptual drawings, stories, videos the applicant would like to share related to the project uploaded to your application as an attachment.
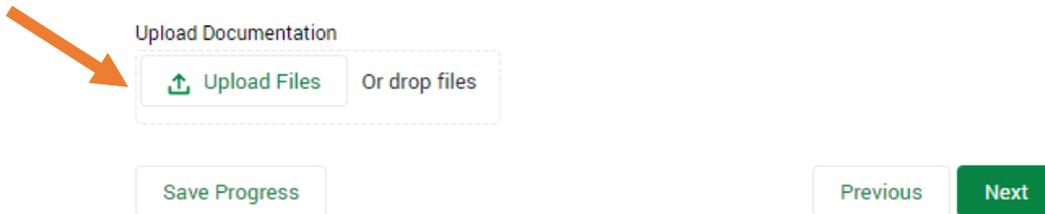
Upload Documentation

⬆ Upload Files   Or drop files

Save Progress   Previous   Next

** Please note that you cannot edit your application after you submit, so please be sure it is complete and has all necessary attachments prior to hitting the submit button!

After you have completed application including uploading attachments, click next and then Submit Application.

You are now ready to submit your application to the Department of Agriculture.

Please note that once submitted, the application cannot be edited.

Save Progress   Previous   Submit Application

Congratulations! Your application was submitted successfully!

You will receive an email confirming your submission shortly.

You may track your application status from the My Applications page or My Account page.

Next

To check the status of your application, click on My Grants in the green menu tab and your application should be visible.

| Home | Apply ˅ | All Grants | My Grants |

ALL APPLICATIONS

Funding Request Name	Application Date	Status	Funds Requested
Cyrena Test: TEST for webinar	11/8/2021	Submitted	$22.00

View All

Thanks for applying for the Farm Viability Grant! If you have any questions please reach out to Alison Grabarz at **Alison.Grabarz@ct.gov** or (860)-713-5737.