

How to Submit a Grant Application on DoAg Grants Portal

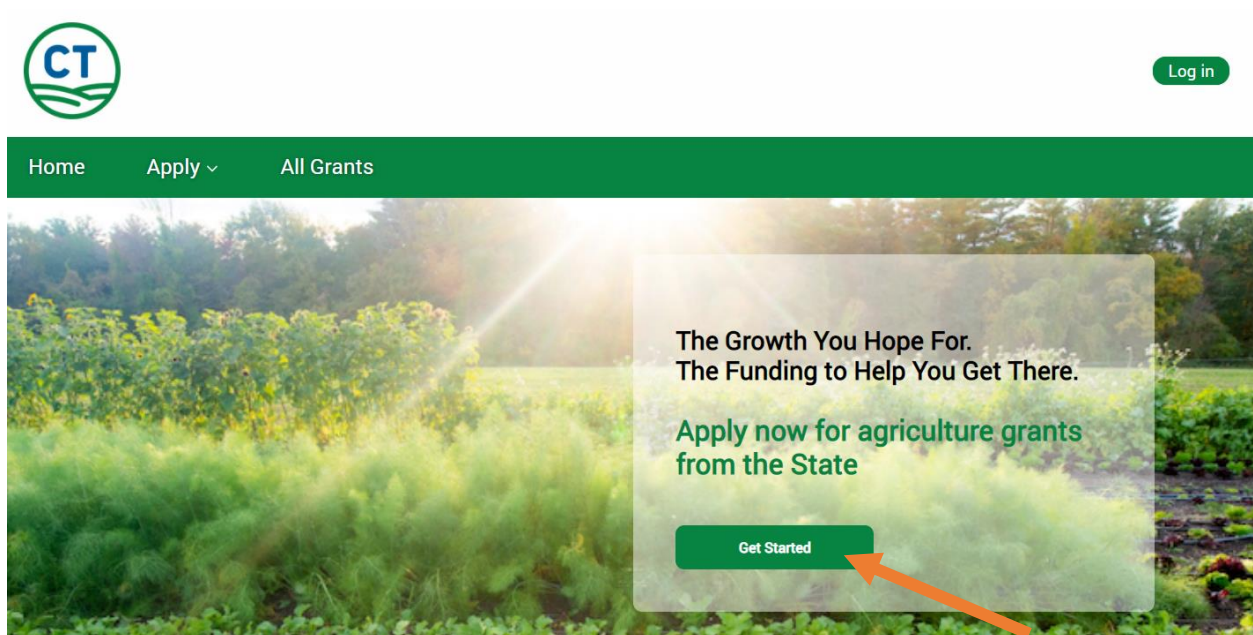
Step 1. Click the blue Apply Here! button to get to the grant application portal.

Ready to get started filling out the application?

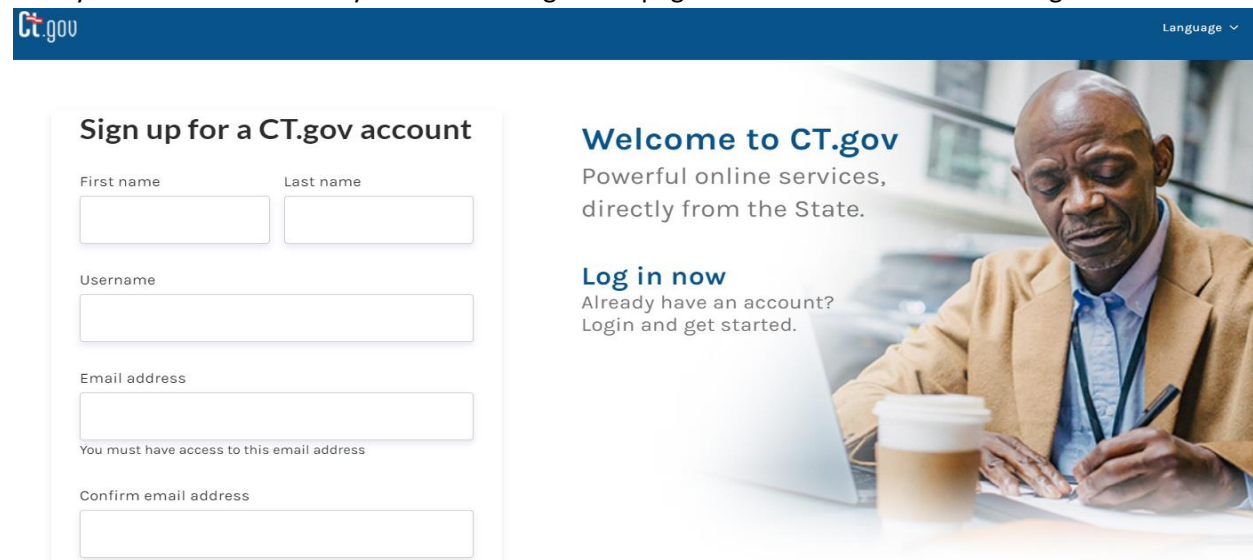
[Online Application](#)

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

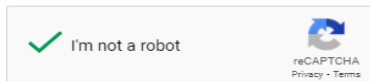
cyrenatest

Email address

jo*****@*****.com

Preferred language

English



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

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

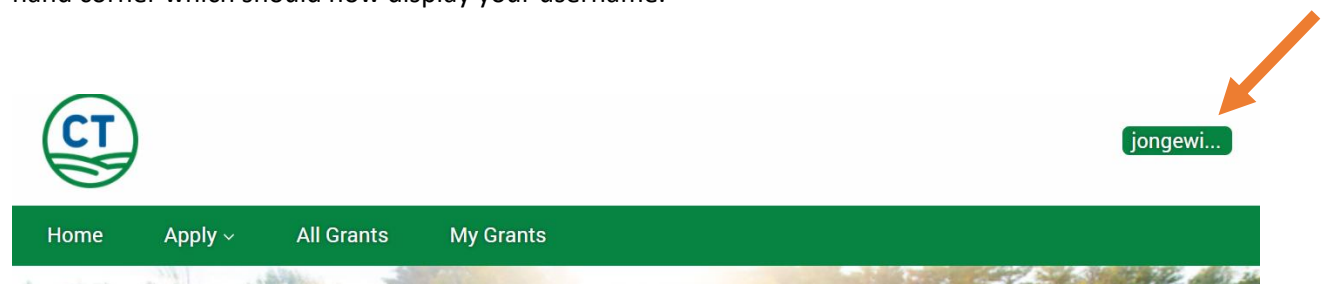
Forgot your [username](#) or [password](#)?

LOG IN >

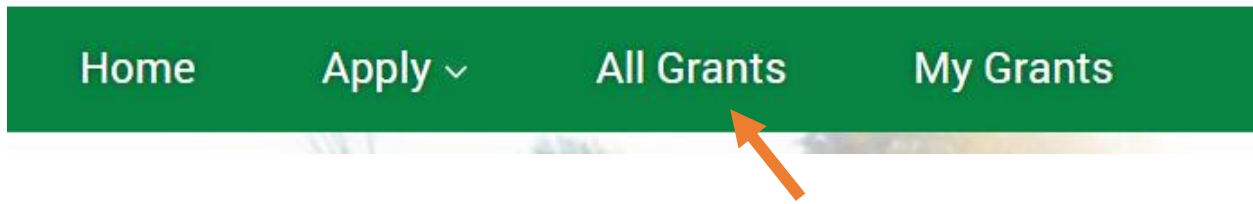
Welcome to CT.gov
Powerful online services,
directly from the State.

Sign in now
Need a CT.gov account?
Sign up today.

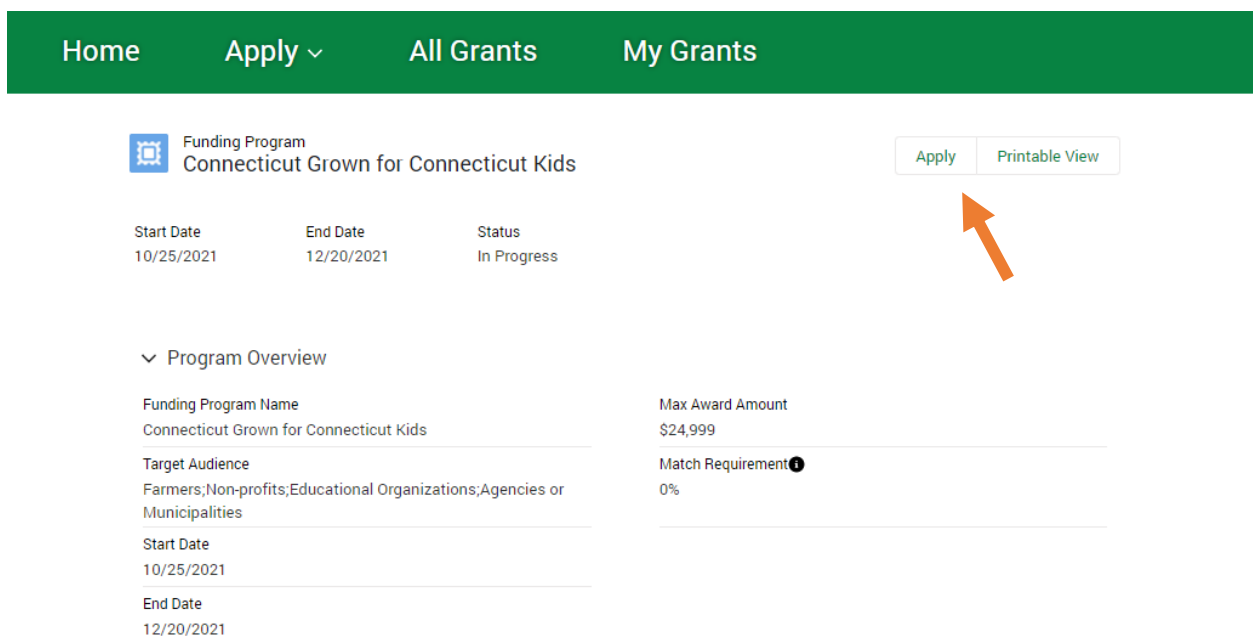
After entering your username and password and clicking submit, you will be automatically directed back to the home screen of the CT Department of Agriculture Grants portal but look in the upper right-hand corner which should now display your username.



Step 5: Find the grant you want to apply for by clicking on All Grants on the top menu bar. Select Local Food Purchasing Assistance 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 LFPA 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:

The screenshot shows a navigation menu on the left with the following items: Overview, Apply, Documents/Forms (highlighted), and Contact. To the right, the heading "Documents/Forms" is displayed above a list of links, each with a document icon: LFPA Guidance, LFPA Narrative Template, Community Partner Letter of Intent, Quarterly Progress Report Sample, W9 Form, and State Vendor Form.

Provided by:
Department of Agriculture

Step 7: Complete the cover page for your application

Organization Information

* 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?

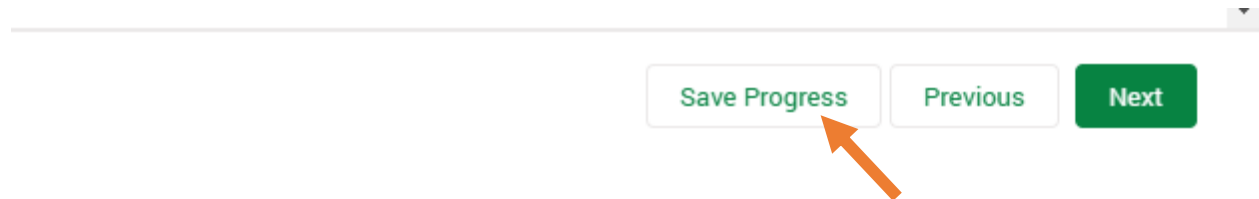
No

* 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 applicants to have a business plan, to be performing farming activities, or to have a plan of conservation.

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

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.

Paused Flows (1)

Sorted Newest to Oldest ▾

Create Funding Request/ ...

Pause Reason
hungry

Time Paused
11/8/2021, 11:00 AM

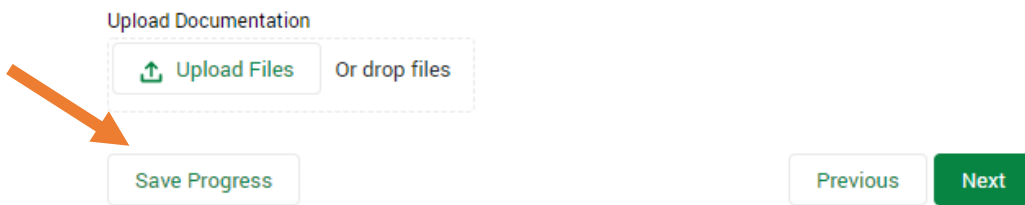
Paused Step
Fill out Application

[Resume](#)



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.



**** 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.



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 LFPA Grant! If you have any questions please reach out to Cyrena. Thibodeau@ct.gov or 860-895-3094.