King Conservation District's New Online Grant Portal

Frequently Asked Questions: Please review the following and also feel free to just give us a call (425) 282-1906.

Q: Which KCD grant programs will be utilizing the new grant portal?

A: The Member Jurisdiction, WRIA, and Seattle Community Partnership grant programs will be utilizing the online grant portal in 2017. The following questions and answers do not apply to the KCD Regional Food System Grant Program. For more information on that program click here.

Q: Will paper applications be accepted via email?

A: Paper applications will be accepted until March 31, 2017. After that, if you have already filled out the application form, you can copy and paste most of your answers into the online form. The budget document and any photos or maps are separate documents that must be uploaded when an application is submitted.

Q: Does this new online grant portal apply to my existing grants with KCD?

A: Yes. However, only Member Jurisdiction, WRIA and Seattle Community Partnership Grant Programs are using the online grant portal. The online grant portal is called a "Grant Lifecycle Management System" which means every stage of the grant will be managed through this online grant portal, including reporting, reimbursement requests, amendments, and grant close out.

Q: How can I get help submitting my grant application?

A: Step 1: Watch the tutorial video about how to apply on the KCD grant program page. Click here to access that video. If you still need help after watching the video please contact us at the phone number above or email Jessica.Saavedra@kingcd.org.

Q: I am confused about which grant program to apply to.

A: If your project is related to the production and consumption of local food you may want to consider applying to the KCD Regional Food System Grant Program. Click here for more information on the program.

If your project is located within City of Seattle limits or on City of Seattle owned property and you are an established nonprofit organization or have an established nonprofit organization as a partner/fiscal sponsor, you should apply for the KCD-Seattle Community Partnership grant program. Click here for information specific to this program.

If you're project is located in another city, other than Seattle and not in Enumclaw, Federal Way, Skykomish, Milton, or Pacific city limits, than you should apply to the Member Jurisdiction grant program. However, before you can apply you must have authorization in writing from that Jurisdiction or city to apply for funding available to that city from the King Conservation District. Projects in unincorporated King County are not eligible for funding through the Member Jurisdiction grant program at this time. Click here for more information specific to this program.

Q: How can I get help submitting reimbursement requests, progress reports, and amendments?

A: KCD Grant Staff are available to walk you through the steps to submit grant requirements. Prior to submitting a reimbursement request, you will receive an email reminding you that a "follow-up" is due. Follow-ups are the catch-all term for things you need to submit to the online grant portal as part of your after-award grant requirements. Follow-ups include reimbursement requests, progress reports, amendments, and more.

Q: What if I want to submit a reimbursement request but I have not received the email referred to above?

A: Please call or email Jessica.Saavedra@kingcd.org, (425) 282-1906. We can prepare a follow-up for you so you can submit the documentation online through the online grant portal. Paper reporting documents will no longer be accepted.

Q: Will there be an online tutorial about how to submit reports into the online grant portal?

A: There will be an online tutorial about how to submit "follow-ups" such as reimbursement requests, progress reports, and amendment requests. KCD Grant staff will be developing it as part of a workshop series and will be going over how to do this at those workshops. There already is a tutorial about how to log on and apply click here.

Q: When I log onto the online grant portal and view my organization's grant history, I can't see the recent grant we were awarded in 2016, why is that?

A: Grants awarded in 2015 and prior are in the online grant portal. We expect to have all 2016 grant data in the online grant portal by end of March of 2017.

Q: What about old KCD-WRIA grants?

A: KCD-WRIA grant data has been migrated into the new online grant portal. Reports, amendments, and close out can be handled in the new online grant portal. Contact Jessica Saavedra to discuss your specific grant needs. Jessica.Saavedra@kingcd.org, (425) 282-1906

Q: When I log onto the online grant portal and view my organization's grant history, I can't see the WRIA grants we received, why is that?

A: The WRIA grant data will not fully be migrated into the online grant portal until March 31, 2017.

Q: Does KCD allow grant funds to be spent on computer equipment such as laptops, projectors, and mobile devices such as an iPad?

A: The expenditure of KCD grant funds on computer equipment is not allowed.

Contact Jessica Saavedra Jessica.Saavedra@kingcd.org, (425) 282-1906 **or Shanna Hobbs Shanna.Hobbs@kingcd.org (425) 282-1931 for assistance.**

How it works:

A grant applicant creates an account in the Online Grants Manager, and then logs on to that account to access the list of available grants and start a new grant application. Your application can be saved as a draft, and when you log on again it's easy to return to that draft, make edits, and submit the application. Each account maintains a record of the application history that you can access at any time. Once a grant is awarded, the Online Grants Manager allows grantees an easy way to see the status of their grant, check due dates, and submit electronic grant reports right from their account.

We recommend that you carefully read the instructions and reference materials found on KCD grant webpage before registering and starting your first application.

Creating your online account

All applicants are required to create an account. We suggest creating your account well in advance of the grant deadline to avoid any last minute issues. However, if your organization has already received a grant from the King Conservation District Grant Programs, contact Jessica Saavedra at Jessica.Saavedra@kingcd.org to receive your username and password. At the time of registration you are required to enter the following information:

- A username that is an email address
- Your contact information
- Your organization's information

Managing your online account – for organizations

The first person to register enters the organization's information, which creates the organization profile. It's important to enter this information accurately at registration. For an organization to easily view its full history of grants and requests, we recommend checking in with Jessica Saavedra to be added as an organizational contact. If you are unsure whether your organization already has an account or if you need to be added to an existing account, please contact Jessica Saavedra at Jessica.Saavedra@kingcd.org