

APPLICATION & SUBMISSION INFORMATION

Only applications successfully submitted in the online grant management system Egrants will be considered and reviewed. To access Egrants, you must be a registered user and have a unique password. Sharing usernames and passwords is strictly prohibited and may result in disqualification of the user and/or applicant agency in this and future funding opportunities.

- **Egrants registration**

- If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self-registration' process. Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

- **Egrants technical assistance**

- The Egrants User Guide is available on the Egrants log-in screen <https://wem.egrants.us/egmis/>.
- The Egrants Help Desk is available on business days from 7:30AM to 4:00PM via phone at (608) 242-3231 or via email at WEMEgrants@egrants.us.
- Once signed into the Egrants system, additional guidance is available by clicking on the "Help" icon in the upper right-hand corner.

- **Full application**

The application for this is available and conducted through WEM's online grant management system called Egrants. Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. All applications must be submitted through this system in the manner prescribed below unless a special accommodation has been requested.

- **Access application**

- Applications must be submitted through the Egrants online grants management system accessible at <https://wem.egrants.us>. To access the Egrants system, you will need an user identification and a password. If you do not currently have access to the Egrants system please see section "Other submission requirements" of this document for Egrants registration information and troubleshooting contact information. For special accommodations, WEM's Reasonable Accommodation Policy is available on WEM's website <https://wem.wi.gov/admin-tools/>.

- **Application components**

- Main Summary
 - Agency
- Unique Entity Identifier (UEI)
 - All applicants for this grant opportunity must provide a valid UEI and be registered in System for Award Management (SAM.gov) before

applying. WEM's website has a helpful guide for SAM registration. UEI External Fact Sheet (wi.gov).

- **WEM cannot award a grant until the applicant has complied with all SAM requirements.**

- **Point of contacts**
 - A separate individual must be selected for each of the following roles:
 - Project Director - For this grant, select the individual who is responsible and accountable for execution, oversight, and administration of this grant.
 - Financial Officer - For this grant, select the individual who is responsible and accountable for the financial management of the awarded agency with the authority to certify expenditures.
 - Signing official – For this grant, select the individual that has the authority to sign the legal agreement and obligate your agency into a legal grant agreement. In most cases, this is the highest elected official.
 - Alternate contact – This individual is a back-up contact in the event the Project Director is not available. This individual cannot sign or certify on behalf of the Financial Officer or Project Director.

- **Congressional Districts**
 - Please enter your school district, state senate and assembly districts, and your congressional district. Access the Wisconsin Legislative District Viewer here: <https://maps.legis.wisconsin.gov/#>.

- **Performance Period**
 - 09/01/2024-08/31/2026

- **Brief Description**
 - In the Brief Project Description text box, please effectively describe your project in 150 words or less. Plain language that clearly describes the intent of the project is most effective.

Please see SLCGP FFY22 NOFO for more information:
[Cycle 1 Funding 2022 \(wi.gov\)](#)

For additional information or questions, please reach out to the grant manager for this funding opportunity:

Grant manager: Marc Couturier, SLCGP Grant Manager
Phone: (608) 590-9112
Email/MS Teams: marc.couturier@widma.gov