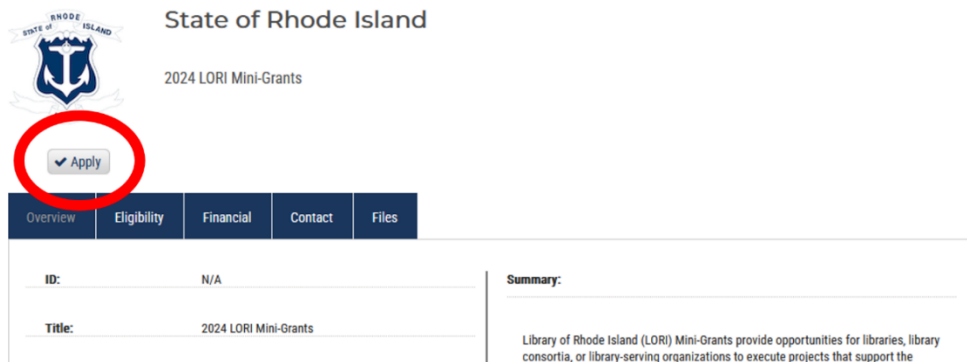


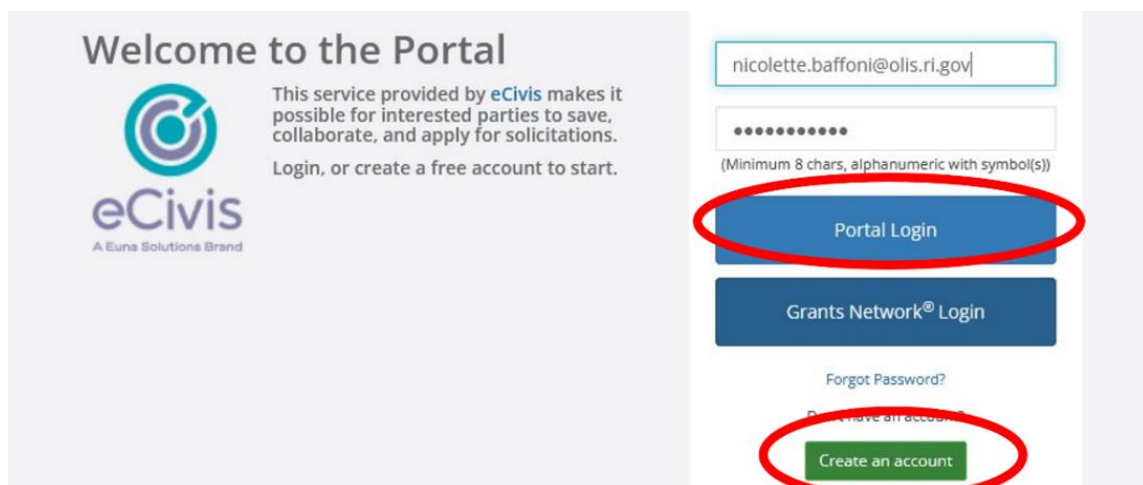
LORI Project and Mini Grants: How to Apply

Accessing the Profile, Application and Budget

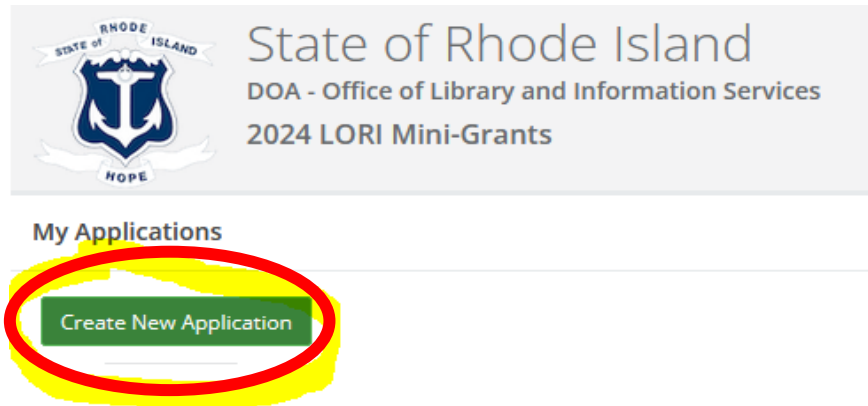
1. Visit the Notice of Funding Page for the grant you will be applying for and click the "Apply" Button.
 - a. [2024 LORI Project Grants](#) (projects from \$10,000 - \$27,500)
 - b. [2024 Project Mini-Grants](#) (projects from \$2,500 - \$7,500)



2. Log into the eCivis Portal with your previously created account. If this is your first time using eCivis, you will need to create an account. Create a Portal Login, not a Grants Network Login. If you are creating your account you will need to return to the grant link above and re-click the apply link.



3. Click the green "Create New Application" button.



4. You will be prompted to sign into the portal again. Use the same credentials you used (or created) in step 2 and be sure to select the Portal Login. Be advised the system will ask you to sign in *every time* you navigate away from this page and then return.

sions

Welcome to the portal!

First time here?

Click "**Sign Up**" to create a new login.

Returning User?

Sign in to pick up where you left off

Sign In

Log in with your **credentials again to access your application's account**

Please confirm your account before applying

Portal Login

eCivis® Login



Welcome Nicolette Baffoni!

nicolette.baffoni@olis.ri.gov

.....

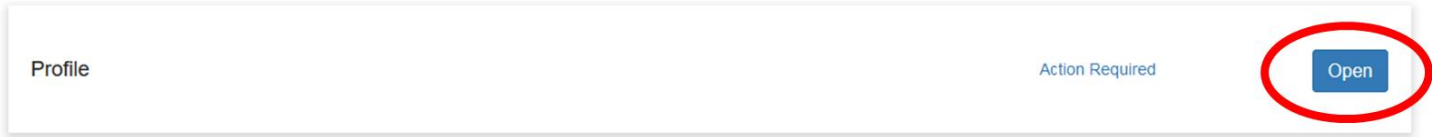
Don't remember your password?

LOG IN >

Profile

1. Open the Profile box to access your profile.

Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.



2. Only three fields are required in the profile: First name, Last name, and Email. **You are, however, encouraged to fill out the entire profile.**

Applicant Information

Tell us about you.

First name *

Nicolette

Last name *

Baffoni

Email *

nicolette.baffoni@olis.ri.gov

3. Everywhere the profile asks for the Company or Organization, fill in the library and its corresponding information regardless of whether you will be using a fiscal agent; if you will be using a fiscal agent, you will enter that later during the application.

This means the library!

Organization Information

Tell us about your organization.

Organization Name

Use the Library name and information for the organization throughout the entire profile!!!!

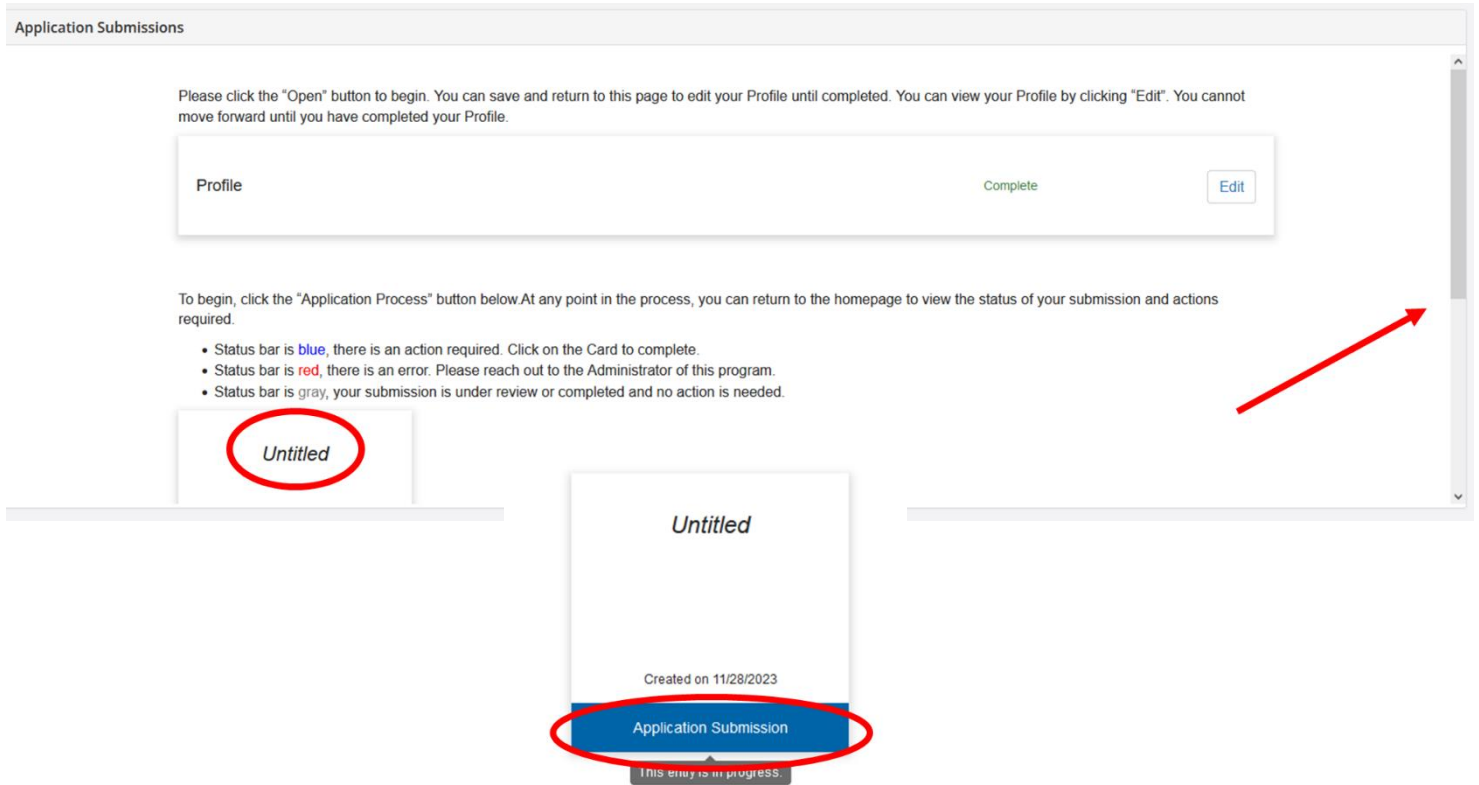
You do not need to fill in the EIN or DUNS number!

4. When you have completed your profile, select "Create Profile." You may also choose "Save Draft" to continue working on the profile section later.



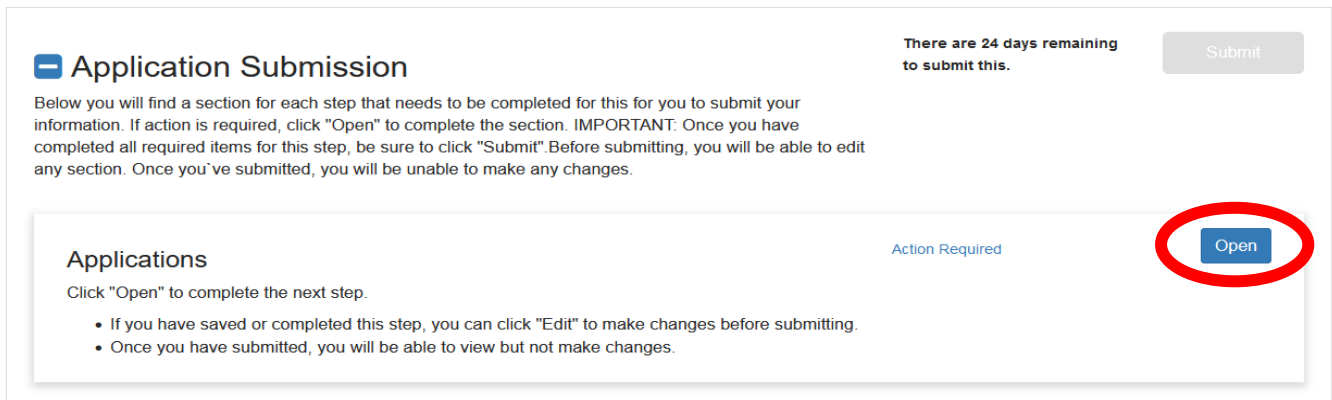
Application

1. After you have completed your profile, it will read "Complete" in the main application screen, and you will have access to your application. Initially the application will be labeled "Untitled." Scroll down to find the bottom of the application "card" and click on the blue "Application Submission" bar.



2. Open the application.

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.



3. Fill out your application! Visit the [OLIS website](#) for the application instructions document with details about what should be included when you answer each question and the FAQ for additional questions about the program.

Application Submissions

Applications ▾ Save Draft Mark Complete Close

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page.
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

Applicant Information

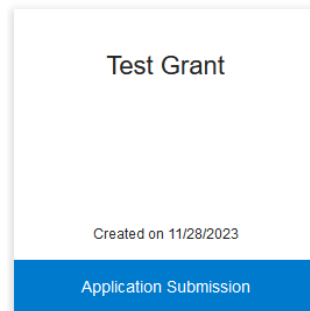
Library Name *

Library Address *

4. At both the top and the bottom of the application, you will find the options to "Save Draft" if you need to return to the application, "Mark Complete" if you are finished, or close, which will take you out of the application without saving changes.



5. After you have entered the Application/Project Name in your application and either saved the draft or marked it complete, your application will now reflect the name of your project rather than "Untitled" throughout your eCivis application portal.

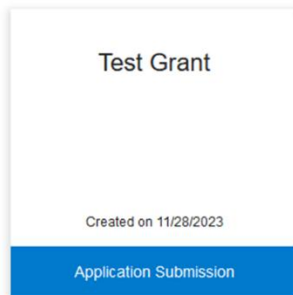


Before you submit your completed profile and application, make sure you complete the budget!

Budget

1. The Budget is not located within the application. It is located **below** the application in a separate “box” labeled “Applications Budget.” If you have saved your application, the Project Title will indicate the corresponding budget; this will be useful if you are applying for multiple grants.

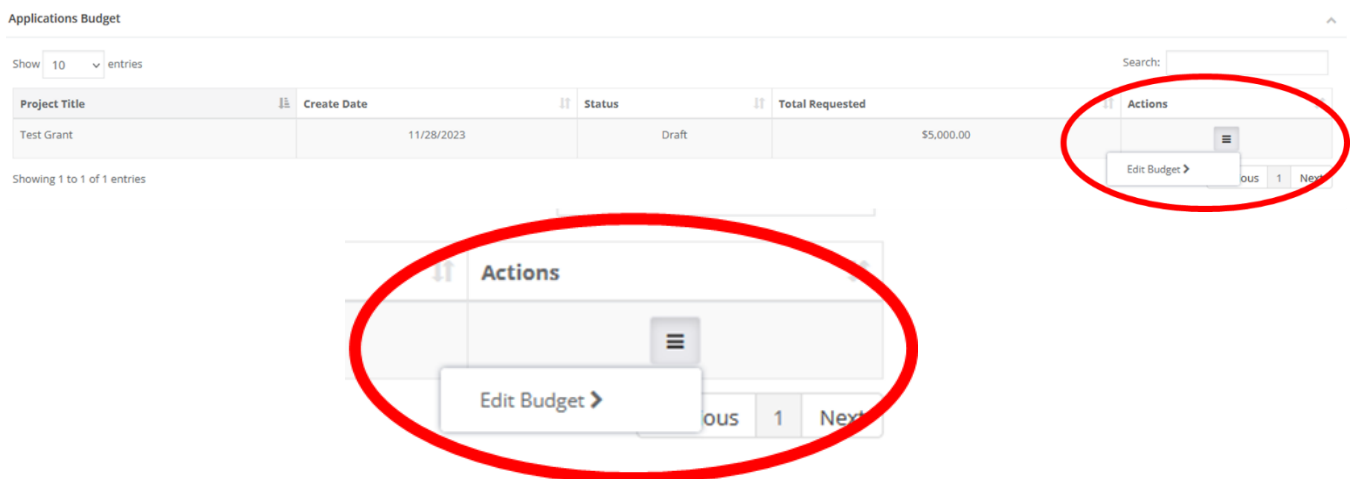
• Status bar is gray, your submission is under review or completed and no action is needed.



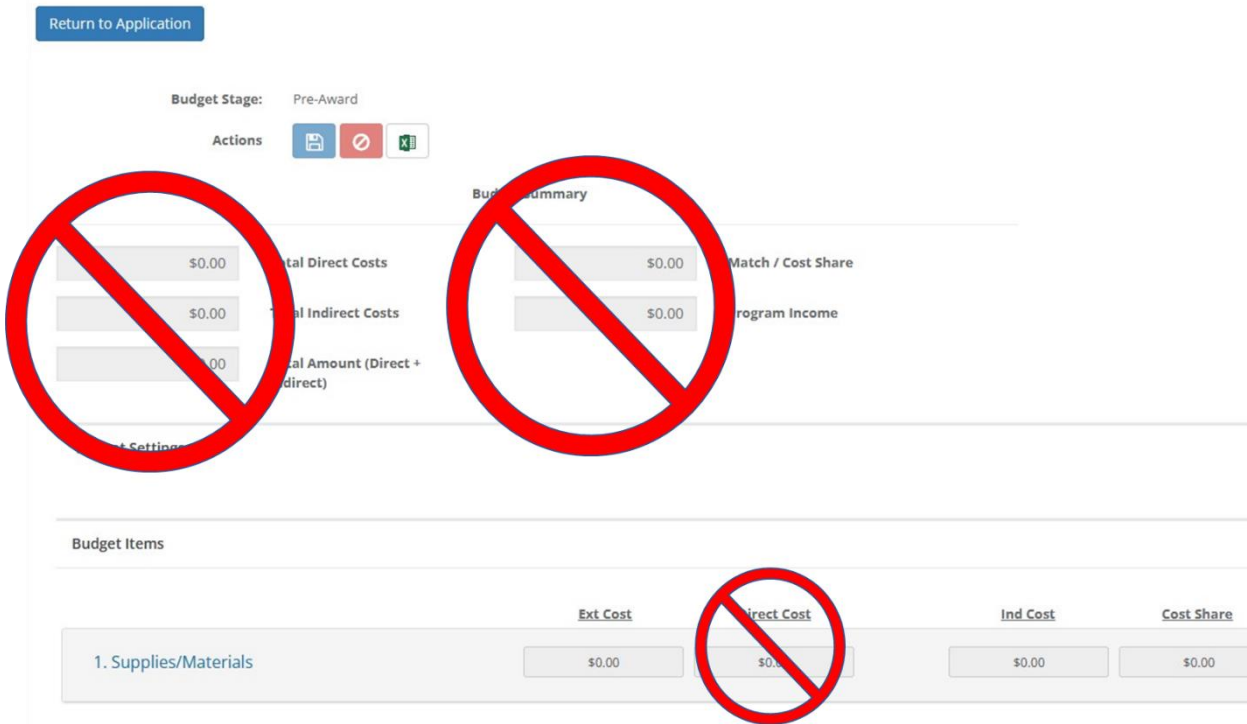
The 'Applications Budget' table header is circled in red. Below it, the first row of the table is also circled in red.

Project Title	Create Date	Status	Total Requested	Actions
Test Grant	11/28/2023	Draft	\$5,000.00	

2. Click the hamburger button under the actions column and select “Edit Budget.” A brief message may appear that reads, “Sorry, that budget does not exist” that you can ignore; it will resolve within a few seconds and load the budget form.



- The budget form does not allow you to edit the fields at the top of the form, nor at the category level. Do not try to type in those fields, you will not be able to. Instead, you will edit the charts under the appropriate budget categories, which will auto-calculate that category as well as the total budget at the top of the page.



- Click on each category to pop-out the category chart where you can enter your proposed costs. You only need to make changes to categories in which you are proposing expenditures. For more detail on the different budget categories, see the grant instructions documents.

1. Supplies/Materials

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Supplies/Materials Totals:	\$1,750.00	\$2,400.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Picture Books	diverse books based on gaps from audit	50.00	\$35.00	\$1,750.00	\$1,750.00		Direct Cost
Laptop	for outreach events	0.00	\$0.00	\$0.00	\$650.00		Direct Cost

[Add Row](#)



- You may add as many rows as you like to each category by selecting "Add Row" or right clicking on the chart and choosing to insert a row. To remove a row, right click on the row you would like to remove and select "Remove row."

1. Supplies/Materials

		<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>C</u>		
Supplies/Materials Totals:		\$1,750.00	\$2,400.00	\$0.00			
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Picture Books	diverse books based on gaps from audit	50.00	\$35.00	\$1,750.00	\$1,750.00		Direct Cost
Laptop	for outreach events	0.00	\$0.00	\$0.00	\$650.00		Direct Cost

Insert row above
 Insert row below
 Remove row

- When filling out the budget charts, the Title, Description and Cost categories are required. If appropriate, you may use the Units/Unit Cost columns to calculate the cost for multiple units of a single item. You may leave GL code blank.

		<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>C</u>		
Supplies/Materials Totals:		\$1,750.00	\$2,400.00	\$0.00			
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Picture Books	diverse books based on gaps from audit	50.00	\$35.00	\$1,750.00	\$1,750.00		Direct Cost
Laptop	for outreach events	0.00	\$0.00	\$0.00	\$650.00		Direct Cost

Optional if applicable!

- Virtually all your costs will be direct costs, which is pre-filled for all categories except for "Other Operational Expenses." The other operational expenses category is reserved exclusively for indirect costs (aka overhead) and is pre-filled as Indirect Cost; you may choose to request up to 10% of your total grant award request for indirect costs if you like.

8. If the library will be providing a significant match that you would like to include in the budget, you may change the direct cost on the chart to "Cost Share" by clicking on the drop-down in the chart.

\$0.00	
GL Code	Item Type
0	Direct Cost
	Direct Cost
	Cost Share
	Indirect Cost

9. Do not enter anything in the "Other" category or the "Program Income" section. Every expenditure you plan to make that is eligible for a LORI grant will fit in one of the five major budget categories, and LORI grant programs cannot earn project income.

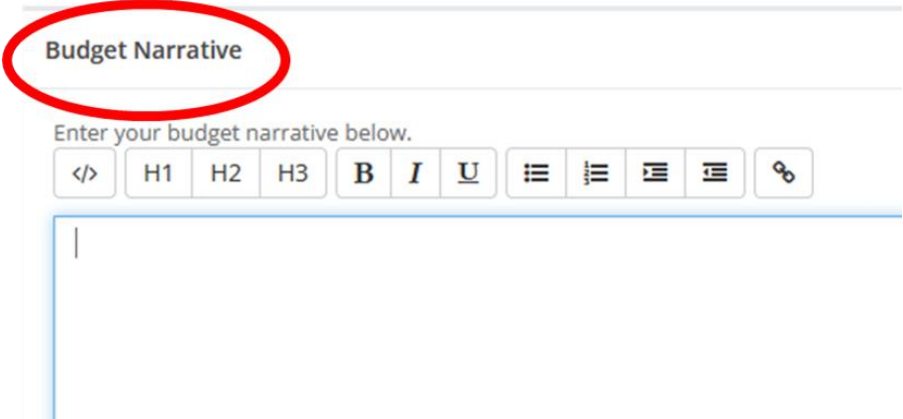
Other				
	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
1. Other	\$0.00	\$0.00	\$0.00	\$0.00

Program Income	
	<u>Income</u>
1. Program Income	\$0.00

10. Click "Save Changes" at the bottom of your budget chart.

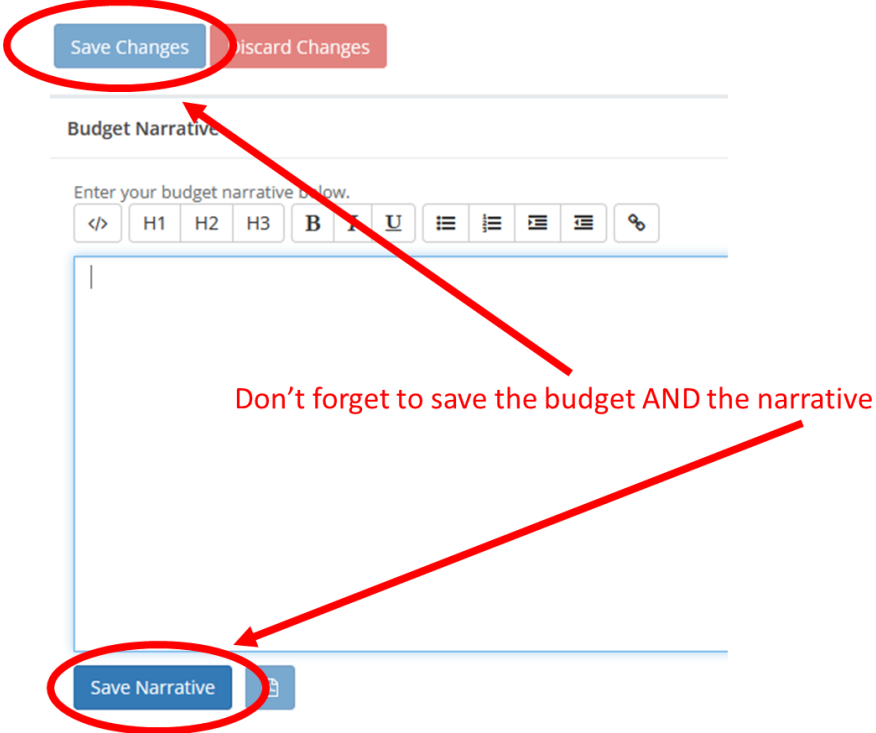
Save Changes	Discard Changes
--------------	-----------------

11. Enter the budget narrative. Explain how all the costs entered in the chart above align with your proposed project’s purpose and how these purchases will be used within the project’s activities.



The screenshot shows a form section titled "Budget Narrative" which is circled in red. Below the title is the instruction "Enter your budget narrative below." followed by a rich text editor toolbar containing icons for code, H1, H2, H3, bold (B), italic (I), underline (U), bulleted list, numbered list, link, and unlink. Below the toolbar is a large empty text area for entering the narrative.

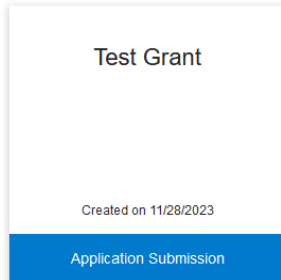
12. The narrative portion of the budget requires you to save it separately from the rest of the budget; do not forget to click “Save Narrative” as well as “Save Changes” to the budget chart.



This screenshot shows the same form as above, but with two buttons circled in red. The "Save Changes" button is circled at the top left, and the "Save Narrative" button is circled at the bottom right. A red arrow points from the "Save Narrative" button to the "Save Changes" button. Another red arrow points from the text "Don't forget to save the budget AND the narrative" to the "Save Narrative" button. The text "Don't forget to save the budget AND the narrative" is written in red in the center of the image.

Submit the Application

1. When you have completed your profile, marked your application complete, and filled out your budget worksheet, re-open your application by clicking on the application "card" that reads "Application Submission." You will be prompted to log in again to open it.

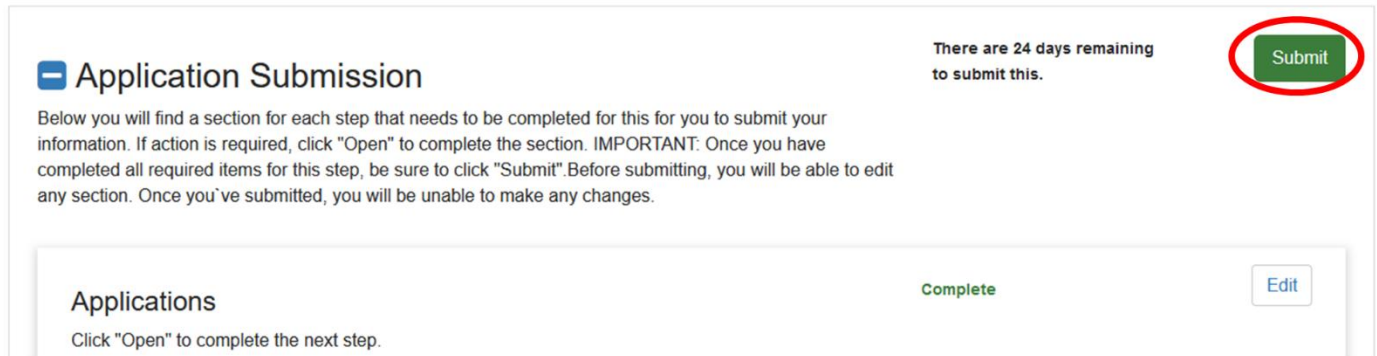


2. When you have checked your application for completeness and accuracy, click the green Submit button to submit your application! There is a handy countdown on your application screen that will alert you to how many days you have until the application is due.

Order by: Newest to Oldest ▾

Test Grant

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.



Application Submission

There are 24 days remaining to submit this.

Submit

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. **IMPORTANT:** Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

Applications Complete Edit

Click "Open" to complete the next step.

3. You can return to edit your application and profile after they have been marked complete but NOT after you have submitted them. If for some reason you accidentally submit your application before it is complete, contact Nicolette.baffoni@olis.ri.gov to have your application moved back from submitted to in process.