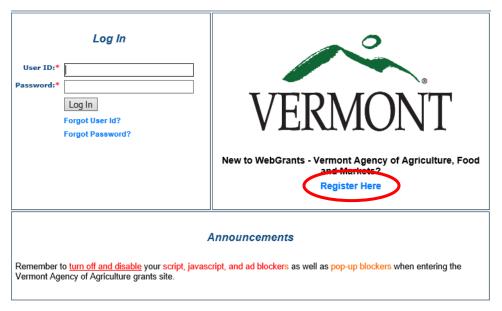
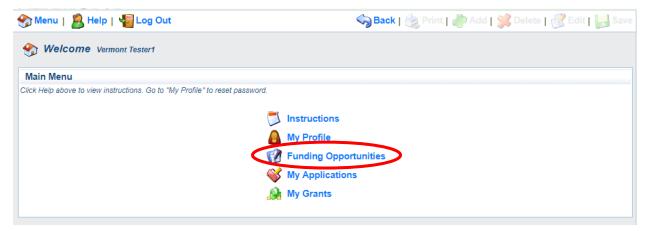
FY18 Trade Show Assistance Grant

"How-to" guide for applying

- 1. Go to agriculturegrants.vermont.gov
 - a. Enter your User ID
 - b. Enter your Password
 - c. Click Log InIf you do not have a User ID, click Register Here



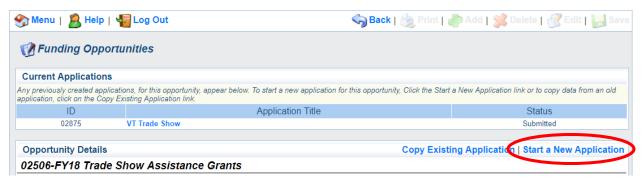
2. From the Main Menu, click Funding Opportunities



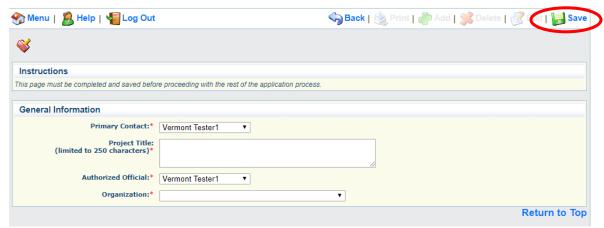
3. From the Funding Opportunities page, select FY18 Trade Show Assistance Grants



4. Click Start a New Application.



5. Fill out the General Information form that appears. Click Save when you are done.

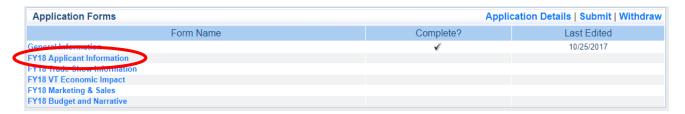


After clicking "Save," your project will have an application number. If you need to log out and log back in you can return to your application by clicking "My Applications" in the Main Menu, or by clicking Funding Opportunities, where you will see your application in the top section. Do not click "Start a New Application."

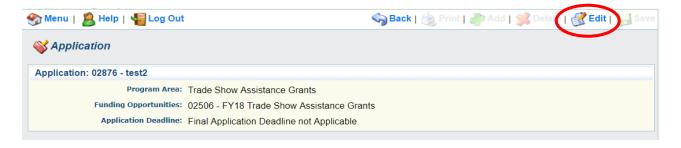
6. Click Go to Application Forms to begin your application.



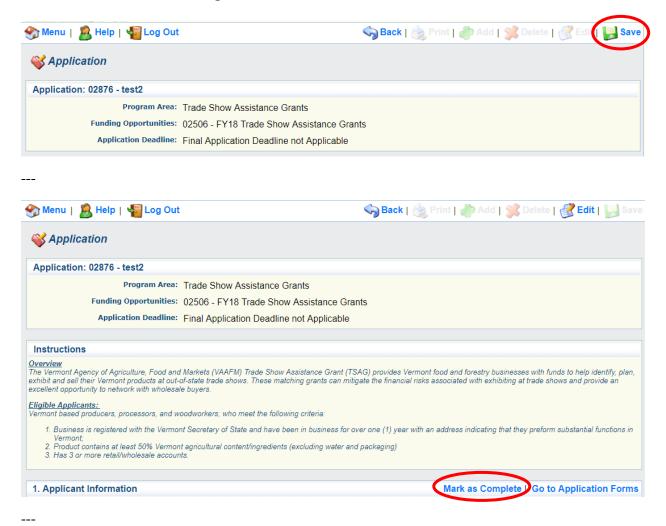
7. Click on FY18 Applicant Information



8. After clicking on the form's name, click Edit in the top right-hand corner to add your information. When finished (or if you need to pause and walk away) click Save. Click Go to Application Forms to return to the menu.



- After completing each form, click Save, then Mark as Complete. All forms must be marked as complete before you may submit your application. You can continue to edit forms after marking as complete up until you submit.
 - *If you do not save and you back out of the form or a section of the form, your information will be lost. (You will receive a pop-up notifying you that you will lose the information if you back out before saving.) Also, be sure to answer all required questions. You will not be able to save without doing so.



IMPORTANT: Use the system's Back button (see below) to navigate within the system. Do not use your browser's back button.



10. Click on the next application form, and complete steps 8 and 9 until all forms are complete.

IMPORTANT: Once all forms are complete. **Be sure to click Submit**. We highly recommend that you do not wait until the last day to submit your application.

*We find it is much easier to write your essay answers in a word processor such as Microsoft Word to easily catch spelling errors and word counts and then copy and paste your answers into the forms. In the word processor, make sure to check the character count, as WebGrants counts characters rather than words (spaces included).



11. Upon submission, you will receive a Confirmation Page confirming that your pre-application (letter of intent) has been submitted.



Congratulations! You have successfully submitted your application.

For help navigating the Grants Management System, please contact:

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802-622-4094

For questions related to the Trade Show Assistance Grants, please contact:

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802-505-5413