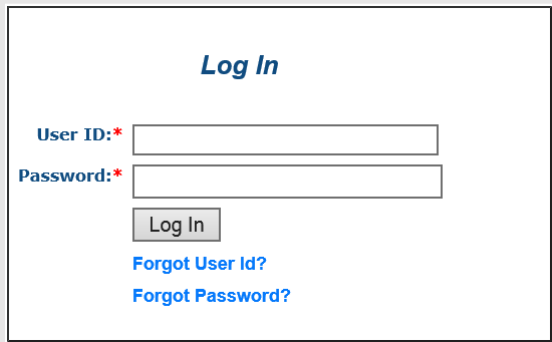


VERMONT PRODUCE SAFETY IMPROVEMENT GRANTS

How to Submit an Application in WebGrants

1

Log in to [WebGrants](http://WebGrants.agriculturegrants.vermont.gov) at agriculturegrants.vermont.gov.



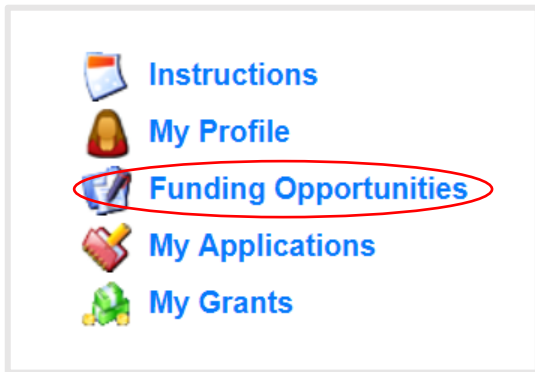
Note

If you have not previously registered in WebGrants, click **Register Here** and complete the registration form.

[Register Here](#)

2

From the Main Menu, click **Funding Opportunities**.



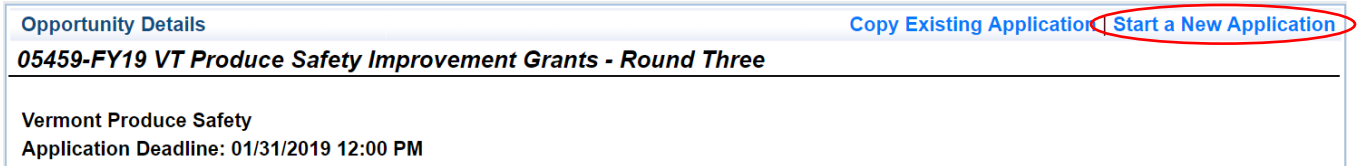
3

Under **Opportunity Title**, click FY19 VT Produce Safety Improvement Grants

Program	Opportunity Title
Big E	Big E 2019 - Vendor Application
Trade Show Assistance	FY19 Trade Show Assistance Grants
Vermont Produce Safety	FY19 VT Produce Safety Improvement Grants - Round Three

4

Review the Opportunity Details, then click **Start a New Application**.



5 Complete the **General Information** form.

General Information

Primary Contact:* Vermont Tester1

Project Title:
(limited to 250 characters)*

Authorized Official:* Vermont Tester1

Organization:*

6 Click **Save**, then **Go to Application Forms**.



[Go to Application Forms](#)

7 Complete each form listed under **Application Forms**.

Application Forms

Form Name
General Information
Applicant Information
Farm Description
Project Description
Produce Safety Project Budget
Application Checklist

8 As you complete each form, click **Save**, then **Mark as Complete**.



[Mark as Complete](#)

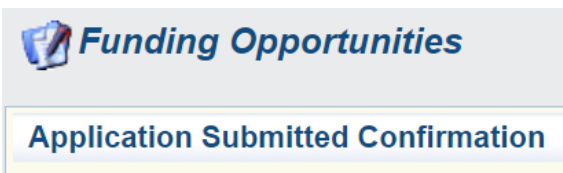
9 Click **Edit** to make changes to your responses.



10 When you have completed each form and marked all as complete, click **Submit**.

Application Details		Submit	Withdraw
Complete?	Last Edited		
✓	01/03/2019		
✓	01/03/2019		

11 All Forms must be marked complete before you can successfully submit your application. After you submit your application, you will see an **Application Submitted Confirmation**.



Make sure to add agriculturegrants.vermont@webgrantsmail.com to your email contact list to ensure you receive messages and alerts from the system.

For technical assistance with WebGrants, please contact our Grants & Contracts Team:

Diana Ferguson
Grants Specialist
Diana.Ferguson@vermont.gov

Melissa M. Moon
Grants & Contracts Specialist
Melissa.Moon@vermont.gov

Last Updated Jan 2019