*Grantee Profile*

*You only need to complete one profile per agency, regardless of the number and type of grants for which you are applying or have been awarded*.

To create your profile, click on the “Grantee Profile” tile:

1. Organization Information: This section requests basic information about your organization.
2. Key Personnel Information: Please make sure the names and contact information you enter in this section are correct because we will ultimately use them to create and execute contracts for organizations deemed eligible.

1. Organization Demographics: This section asks for some basic aggregate data about your staff and board.

1. Attachments: This is the place for you to upload your required organizational documents and policies, including your board list, strategic plan, sustainability plan, conflict of interest policy, confidentiality policy, non-discrimination policy, organizational code of conduct, internal controls policy, recordkeeping policy, whistleblower policy, and confirmation of 501(c)(3) status.

1. Certification: This is where you will certify that all profile information is accurate and current, which you will be asked to do on an annual basis. Once you hit “submit,” the system will enter the current date as the “Date of Last Certification” at the top of the screen.



*Subgrantee Supplemental Applications*

Once you have created your Grantee Profile, it will be time to create and submit an “*Application with Actual Budget*” for the federal award you have received.

To create an Application with Actual Budget:

1. Click on the “Application with Actual Budget” tile and then “Create Actual Budget.”
2. You will then select the applicable program (in red below) for the application.
	1. 23-24 Domestic Violence Grants
	2. 23-24 Sexual Assault Grants
	3. 23-24 Stand Alone SA Grants
	4. 23-24 FVPSA CORE
3. Complete “Part A. Eligibility Application”. You MUST enter the budget amount as reflected in your award letter. Please also include the match.



1. Scroll down to the Supporting Documents section at the bottom of the screen, and upload your completed FY23-24 Supplemental Application Form for the program listed in the “Program

Description” field and the county selected in the “County”. Click “Submit.”

