

FY24 VLCF Grant Round

WebGrants Management Portal FAQs

1. How do I start a new application for the FY24 VLCF grant round?

- Make sure that you have registered through the [WebGrants Management Portal](#). See our [document with instructions on how to register](#), if you haven't already.
- Use your User ID and Password to login to the [WebGrants Management Portal](#).
- Navigate to Funding Opportunities, on the left sidebar

The screenshot shows the Grants Management Portal dashboard. The left sidebar contains a menu with 'Funding Opportunities' highlighted by a red box. The main content area displays several sections: 'Approaching Deadlines - Next 30 Days', 'Recent Negotiations - Due Within 30 Days', 'Recent Correspondence - Within the Last 30 Days', and 'My Site Visits - Inbox'. Each section has a table header but contains the message 'No data available in table'.

- Click on the Virginia Land Conservation Fund – FY24 funding opportunity

The screenshot shows the 'Funding Opportunities' page. The left sidebar has 'Funding Opportunities' selected. The main content area shows a table titled 'Currently Posted Funding Opportunities'. The table has columns for ID, Status, Title, Organization, Program Area, and Application Deadline. One entry is visible, highlighted with a red box:

ID	Status	Title	Organization	Program Area	Application Deadline
1242	Posted	Virginia Department of Conservation and Recreation	Virginia Land Conservation Foundation	Virginia Land Conservation Fund - FY24	Aug 18, 2023 4:00 PM

- You can read about the details of the funding opportunity on the page that opens. When you are ready to begin your application, click on the green button that says "Start New Application" at the right side of the page.

DCR Virginia Department of Conservation & Forestry
Grants Management Portal

Gina Tester
 Tester
 Grants, Reviewer

Funding Opportunities
 List of all current funding opportunities

Dashboard > Back Print Online Help Log Out

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, click the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.

ID	Application Title	Organization	Status
1243	Historic App Test	Gina's Land Trust	Submitted

Funding Opportunity Details

1242 - Virginia Land Conservation Fund - FY24
 Funding Opportunity Details

Virginia Land Conservation Foundation
 Final Application Deadline: Aug 18, 2023 4:00 PM

Status: Posted
 Posted Date: Jun 5, 2023 9:09 AM
 Award Amount Range: \$10,000.00 - No Limit
 Project Dates: -
 Award Announcement Date: -

Program Officer: Suzan Bulbulkaya
 Phone: (804) 371-5218 x
 Email: suzan.bulbulkaya@dcr.virginia.gov

Description

Ask a Question Copy Existing Application **Start New Application**

2. Why can't I enter my organization name or additional applicants?

- When you are first beginning an application, in order to fill in your organization name, you must first hit the green "Save Form Information" button.

DCR Virginia Department of Conservation & Forestry
Grants Management Portal

Gina Tester
 Tester
 Grants, Reviewer

Submitted Applications
 List of all current submitted applications

Dashboard > Back Print Online Help Log Out

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: TEST APPLICATION

Primary Contact*: Gina Tester

Organization*:

Additional Applicants*:

Save Form Information

- Once you do so, you will have the ability to choose from the list of organizations associated with your name. After you hit the "Save Form Information" button again, you are then able to add additional applicants that are also in the WebGrants system and linked to your organization. If you do not see the person you wish to add, make sure that they also have an account in WebGrants and are associated with the same organization.

3. How do I fill out the different application components?

- After you complete the General Information section (as shown in the question above), you will be able to see each of the different application component pages. To start filling out the next component, Project Information, click on that title.

DCR Virginia Department of Conservation & Forestry
Grants Management Portal

Gina Tester
 Tester
 Grants, Reviewer

Submitted Applications
 List of all current submitted applications

Dashboard > Funding Opportunities > Applications > Grants > Reports > My Profile >

1450 - TEST APPLICATION

Status: **Editing**

Stage: Final Application
 Application Due Date: Aug 18, 2023 4:00 PM
 Program Area: Virginia Land Conservation Foundation
 Funding Opportunity: 1242-Virginia Land Conservation Fund - FY24
 Organization: Gina's Land Trust
 Requested Total:

Application Preview | Alert History | Map

Application Details

Application cannot be Submitted Currently

- Application Budget is lower than the allowable limit
- Application components are not complete

Preview Application | Ask a Question | Withdraw

Component	Complete?	Last Edited
General Information	✓	Jun 20, 2023 12:17 PM - Gina Tester
Project Information		
Project Description		
Narrative		
Budget		
Documents		

- b. You'll notice that until you have filled out each application component page and marked each as complete, you will see the message in red letting you know your application cannot be submitted yet.

4. Do I have to fill out the whole application at once?

- a. No! You can work on your application intermittently. Just be sure to hit the green "Save Form" button before you log out, in order to save your work.

DCR Virginia Department of Conservation & Forestry
Grants Management Portal

Gina Tester
 Tester
 Grants, Reviewer

Submitted Applications
 List of all current submitted applications

Dashboard > Funding Opportunities > Applications > Grants > Reports > My Profile >

1450 - TEST APPLICATION

Status: **Editing**

Stage: Final Application
 Application Due Date: Aug 18, 2023 4:00 PM
 Program Area: Virginia Land Conservation Foundation
 Funding Opportunity: 1242-Virginia Land Conservation Fund - FY24
 Organization: Gina's Land Trust
 Requested Total:

Project Information - Current Version

Applicant/Project Information

In addition to answering the specific questions asked in this section, you will have an opportunity to write more about your project in the Narrative section later in this application.

Applicant Type: Qualified Nonprofit

Please choose one.

For qualified nonprofit entity, number of years office maintained in Virginia:

Number of Years: 8

Public Body Co-Holder:

Project Location:

Country: Town:

Save Form

- b. When you log back in to work on your application, you will need to navigate back to it. The easiest way to do that is to click on the "Applications" tab on the left sidebar. This will show you all of your applications that are in editing or have been submitted. Simply select the one you wish to work on.

DCR Virginia Department of Conservation & Recreation
Grants Management Portal

Gina Tester
 Tester
 Grants, Reviewer

Submitted Applications
 List of all current submitted applications

Dashboard > Back > Print > Online Help > Log Out

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Current Applications Archived Applications

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
1405	Submitted	Final Application	Gina's FY24 Farmlands Application	Gina's Land Trust	VLCF-Virginia Land Conservation Foundation	1219-Virginia Land Conservation Fund - FY23 (Test)	May 16, 2023 4:00 PM
1414	Submitted	Final Application	Farmland Test Application	Gina's Land Trust	VLCF-Virginia Land Conservation Foundation	1219-Virginia Land Conservation Fund - FY23 (Test)	May 16, 2023 4:00 PM
1415	Submitted	Final Application	Historic Test Application	Gina's Land Trust	VLCF-Virginia Land Conservation Foundation	1219-Virginia Land Conservation Fund - FY23 (Test)	May 16, 2023 4:00 PM
1418	Submitted	Final Application	Another Farmlands Test Application	Gina's Land Trust	VLCF-Virginia Land Conservation Foundation	1219-Virginia Land Conservation Fund - FY23 (Test)	May 16, 2023 4:00 PM
1419	Submitted	Final Application	Another Forestry Test App	Gina's Land Trust	VLCF-Virginia Land Conservation Foundation	1219-Virginia Land Conservation Fund - FY23 (Test)	May 16, 2023 4:00 PM
1420	Submitted	Final Application	Natural Areas Test App	Gina's Land Trust	VLCF-Virginia Land Conservation Foundation	1219-Virginia Land Conservation Fund - FY23 (Test)	May 16, 2023 4:00 PM
1421	Submitted	Final Application	Open Spaces and Parks Test App	Gina's Land Trust	VLCF-Virginia Land Conservation Foundation	1219-Virginia Land Conservation Fund - FY23 (Test)	May 16, 2023 4:00 PM
1422	Submitted	Final Application	Wilderness Test	Gina's Land Trust	VLCF-Virginia Land Conservation Foundation	1219-Virginia Land Conservation Fund - FY23 (Test)	May 16, 2023 4:00 PM
1450	Editing	Final Application	TEST APPLICATION	Gina's Land Trust	VLCF-Virginia Land Conservation Foundation	1242-Virginia Land Conservation Fund - FY24 (Posted)	Aug 18, 2023 4:00 PM

Showing 1 to 9 of 9 entries

- c. Once you have opened the application you want to continue working on, click the green “Edit Application” button to begin filling it out again.

DCR Virginia Department of Conservation & Recreation
Grants Management Portal

Gina Tester
 Tester
 Grants, Reviewer

Submitted Applications
 List of all current submitted applications

Dashboard > Back > Print > Online Help > Log Out

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Application Preview Alert History Map

Application Details

1450 - TEST APPLICATION

Application Details

Funding Opportunity: 1242-Virginia Land Conservation Fund - FY24
 Funding Opportunity Due Date: Aug 18, 2023 4:00 PM
 Program Area: Virginia Land Conservation Foundation
 Status: Editing
 Stage: Final Application

Initial Submit Date:
 Initially Submitted By:
 Last Submit Date:
 Last Submitted By:

Contact Information

Ask a Question Edit Application Withdraw

- d. You can then click on the application component page you wish to start working on. Once it is open, click the green “Edit Form” button to resume working on that page.

DCR Virginia Department of Conservation & Recreation
Grants Management Portal

Gina Tester
 Tester
 Grants, Reviewer

Submitted Applications
 List of all current submitted applications

Dashboard > Back > Print > Online Help > Log Out

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

1450 - TEST APPLICATION

Status: Editing

Stage: Final Application

Application Due Date: Aug 18, 2023 4:00 PM

Program Area: Virginia Land Conservation Foundation

Funding Opportunity: 1242-Virginia Land Conservation Fund - FY24

Organization: Gina's Land Trust

Requested Total:

App List Genera Project Project Narrat Budget Docum

Project Information - Current Version

Applicant/Project Information

In addition to answering the specific questions asked in this section, you will have an opportunity to write more about your project in the Narrative section later in this application.

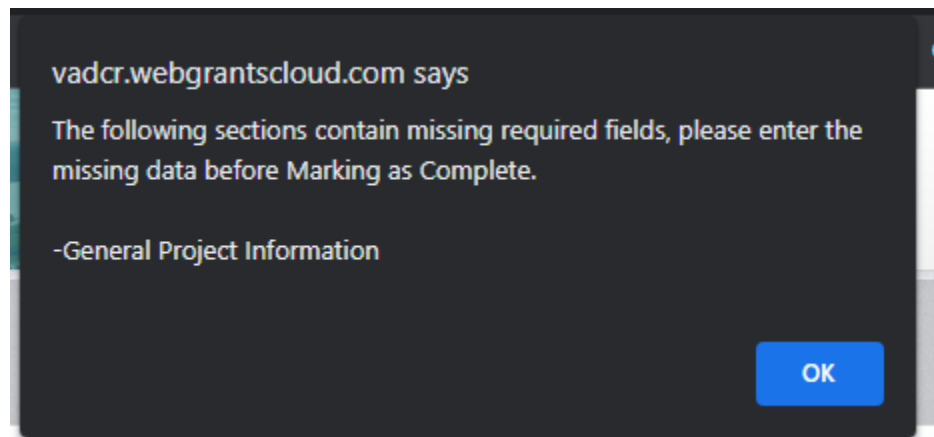
Applicant Type: Qualified Nonprofit
 Please choose one.

For qualified nonprofit entity, number of years office maintained in Virginia:
 Number of Years: 8

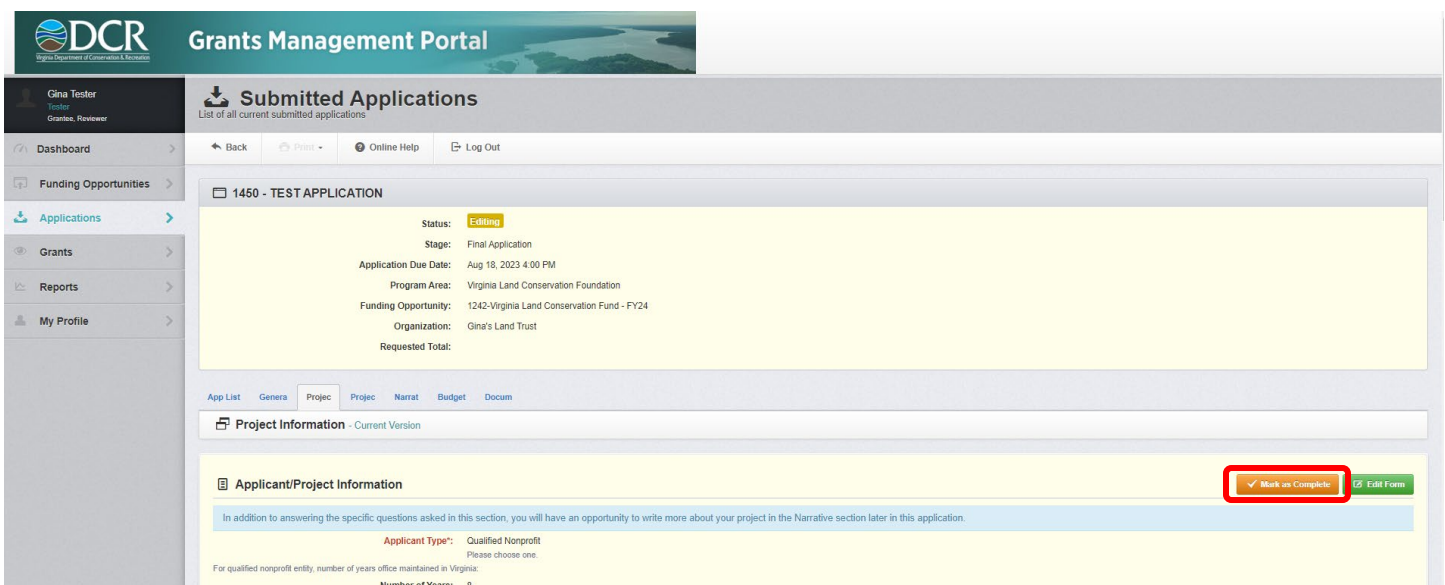
Mark as Complete Edit Form

5. I am trying to mark an application component page as complete, but it will not let me. Why not?

- a. Throughout the application, there are some required fields. If you have skipped over a required field, you will not be able to mark that page as completed. If this happens, you will get a pop-up window that tells you information is missing.



- b. Read through the identified section again and ensure that all required fields are completed.
- c. After all fields are completed, you can then mark the application component page as complete by clicking on the orange “Mark as Complete” button.



- d. Once a component is marked as complete, you can still edit it further if you need to by opening the page clicking the green “Edit Form” button.

6. If I select a secondary category, do I have to answer all the questions for it?

- a. Yes. If you select a secondary category, you will be prompted to answer all the required questions for that category, in addition to your primary category.
 - i. You will not be able to mark that application component page as complete unless you answer all of the required questions for your primary and secondary categories.
- b. On occasion, projects may end up getting fully or partially funded through the secondary category, so we need to ensure that we have all the information needed to score your project based on the criteria for that category.

7. How do I enter my match amount on the Budget component page?

- After entering your Requested Amount, you must hit the green “Save Form” button before you can enter additional information on this page.

The screenshot shows the 'Budget - Current Version' page in the Grants Management Portal. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants, Reports, and My Profile. The main content area has a 'Budget' section with a 'Requested Amount' input field containing '250000'. Below this are fields for 'Match Amount', 'Total Project Cost', and 'Match Percentage'. A green 'Save Form' button is highlighted with a red box in the top right corner. At the bottom, there is a 'Budget Details - Multi-List' table with columns for various costs and a 'TOTAL PROJECT COST' column. The table currently shows 'No Data for Table'.

- Your Total Project Cost and Match Percentage will be automatically calculated based upon what you enter in the Budget Details section. To enter data in Budget Details or Match Sources sections, click on the “Add Row” button.

This screenshot shows the same 'Budget - Current Version' page but with more sections visible. Below the 'Budget' section, there is a 'Budget Details - Multi-List' table with columns for various costs and a 'TOTAL PROJECT COST' column. Below this is a 'Match Sources - Multi-List' section with a 'Please Note' and a table for match sources. Both the 'Add Row' buttons in the 'Budget Details' and 'Match Sources' sections are highlighted with red boxes. The 'Match Sources' table has columns for 'Have you identified your match source?', 'Match Source', 'Match Amount', 'Have you secured sources for the full value of your required match?', 'State Agency or Tribe', and 'Match Commitment Letter'. The table currently shows 'No Data for Table'.

8. Do I need to submit all the requested documents?

- On the application components page for Documents, some are marked as required (those have a check mark next to them in the “Required” column). You will not be able to mark this component as complete if you are missing any of the required documents.
- Depending on the project and the category you are applying for, you should include some of the additional documents mentioned on that page.
- While we do not require that you submit GIS data, it helps us greatly if you can submit a ZIP file of the shapefile showing the boundary of the property.
- To upload a document, click on the name of document being uploaded. For example, to upload an Aerial map, click on the blue link that says “Aerial map.”

*Attach an **aerial map** to show the geographic location of the project. The map should show the shape of the planned project in relation to adjacent/nearby conserved lands.
 *Attach a **topographic map** for the project. The map should show the shape of the planned project in relation to adjacent/nearby conserved lands.
 (DO NOT enter the entire topographic map data available from the US Geological Survey. Instead, show your project area on the USA Topo Maps base map found in the **Natural Heritage Data Explorer**.)
 *We would greatly appreciate having a shapefile that shows the boundary of the property. Shapefiles should be compressed into a ZIP file for upload.

Additional:

*You have the option to complete a scoring sheet for your project. If you wish to do so, you can find scoring sheets in Appendix B of the May 2023 Grant Manual and upload your completed sheet in the **Additional** section.

**You have the option to complete a scoring sheet for your project. If you wish to do so, you can find scoring sheets in Appendix B of the May 2023 Grant Manual and upload your completed sheet in the Appendix Items section below.*

Named Attachment	Required	Description	File Name 	Type	Size	Upload Date	Delete?
A signed letter from all landowners stating that they are willing participants in the proposed transactions or a notice of intent to sell	✓	Signed letter	IMG-2533.JPG	JPG	240 KB	06/20/2023 02:03 PM	Delete
Public Body Letter (for nonprofit applicants only)							
Required Match Letter (if required match is not confirmed)							
Maps							
Aerial map	✓						
Topographic map	✓						
ConserveVirginia layers	✓						
ZIP file of the shapefile showing the boundary of the property							

Last Edited By: Gina Tester - Jun 20, 2023 2:03 PM

✓ Mark as Complete

Named Attachment	Required	Description	File Name (Z)	Type	Size	Upload Date	Delete?
Farm management plan							
Forest management plan							
Appraisal or pre-appraisal							
Letters of support for the project							
Scoring sheet(s)							

Last Edited By: Gina Tester - Jun 20, 2023 2:03 PM

- All of the application component pages must be marked as completed before your application can be submitted.
- Here you can see an application in which only four of the six components have been completed, so the application therefore cannot be submitted:

List of all current submitted applications

[Back](#)
[Print](#)
[Online Help](#)
[Log Out](#)

☐ 1450 - TEST APPLICATION

Stage: Final Application

Application Due Date: Aug 18, 2023 4:00 PM

Program Area: Virginia Land Conservation Foundation

Funding Opportunity: 1242-Virginia Land Conservation Fund - FY24

Organization: Gina's Land Trust

Requested Total:

Application Preview

 Application Details

[Preview Application](#)

[? Ask a Question](#)

 Withdraw

Application cannot be Submitted Currently

- Application Budget is lower than the allowable limit
- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jun 20, 2023 12:17 PM - Gina Tester
Project Information	✓	Jun 20, 2023 1:35 PM - Gina Tester
Project Description	✓	Jun 20, 2023 1:37 PM - Gina Tester
Narrative	✓	Jun 20, 2023 1:55 PM - Gina Tester
Budget		-
Documents		Jun 20, 2023 2:03 PM - Gina Tester

- c. Once all the application component pages have been filled out and marked as completed, you can submit your application. Once your application is submitted, you cannot make further edits to it.



Gina Tester
Tester
Grantee, Reviewer

Dashboard >

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Submitted Applications

List of all current submitted applications

Back

Print

Online Help

Log Out

1450 - TEST APPLICATION

Status: Editing

Stage: Final Application

Application Due Date: Aug 18, 2023 4:00 PM

Program Area: Virginia Land Conservation Foundation

Funding Opportunity: 1242-Virginia Land Conservation Fund - FY24

Organization: Gina's Land Trust

Requested Total: \$240,000.00

Application PreviewAlert HistoryMap

Application Details

Preview ApplicationSubmit ApplicationAsk a QuestionWithdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jun 20, 2023 12:17 PM - Gina Tester
Project Information	✓	Jun 20, 2023 1:35 PM - Gina Tester
Project Description	✓	Jun 20, 2023 1:37 PM - Gina Tester
Narrative	✓	Jun 20, 2023 1:55 PM - Gina Tester
Budget	✓	Jun 20, 2023 3:00 PM - Gina Tester
Documents	✓	Jun 20, 2023 3:21 PM - Gina Tester