MEMA NSGP Grant Portal
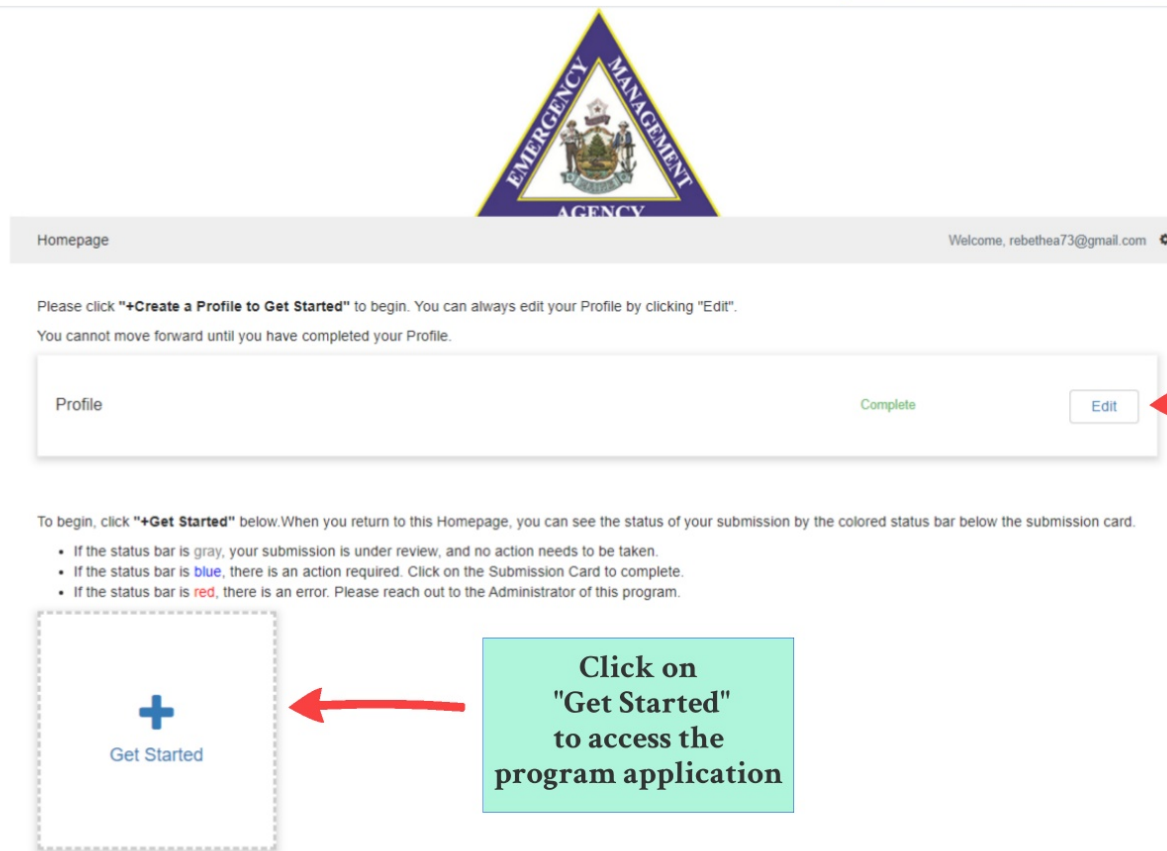## Application Submission Instructions

2

Open
Application

1

Application
Start

3

Application
Completion

Once the profile has been created, an application can be prepared and submitted.

Homepage | Welcome, rebethea73@gmail.com ⚙

Please click **"+Create a Profile to Get Started"** to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

Profile | Complete | Edit

A profile can be edited to update or correct information

To begin, click **"+Get Started"** below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.
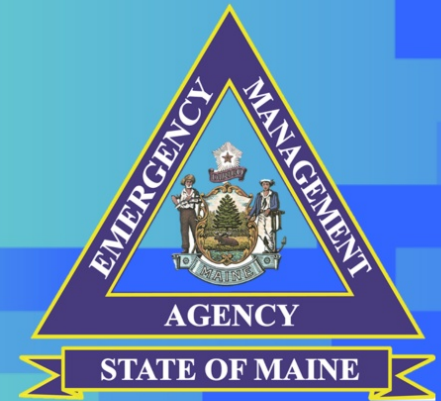
➕
Get Started

Click on "Get Started" to access the program application

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Welcome, rebethea73@gmail.com ⚙

Any Subrecipient

Order by: Newest to Oldest ▾

◼ NSGP Application

Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

NSGP Application

Action Required

Open

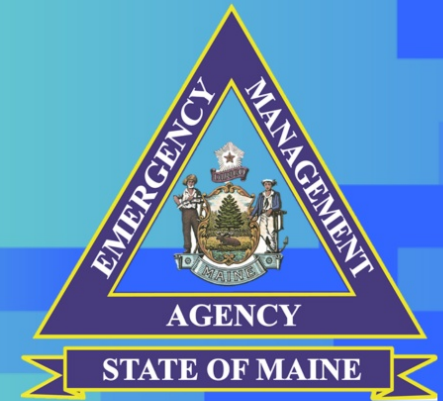The button will update to reflect how you can interact with this step.

Click on "Open"

MEMA NSGP Grant Portal
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1 Application Start

2 Open Application
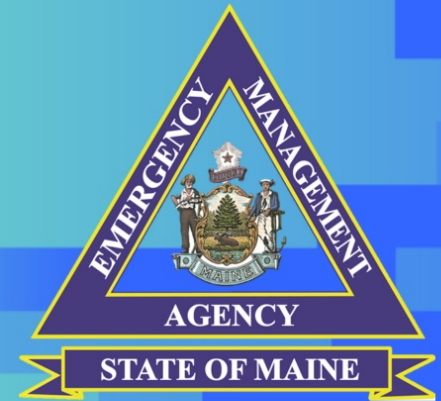
3 Application Completion

When application is complete, click on "Mark Complete"

Enter Subrecipient Organization name

Upload all required documents to complete the application

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