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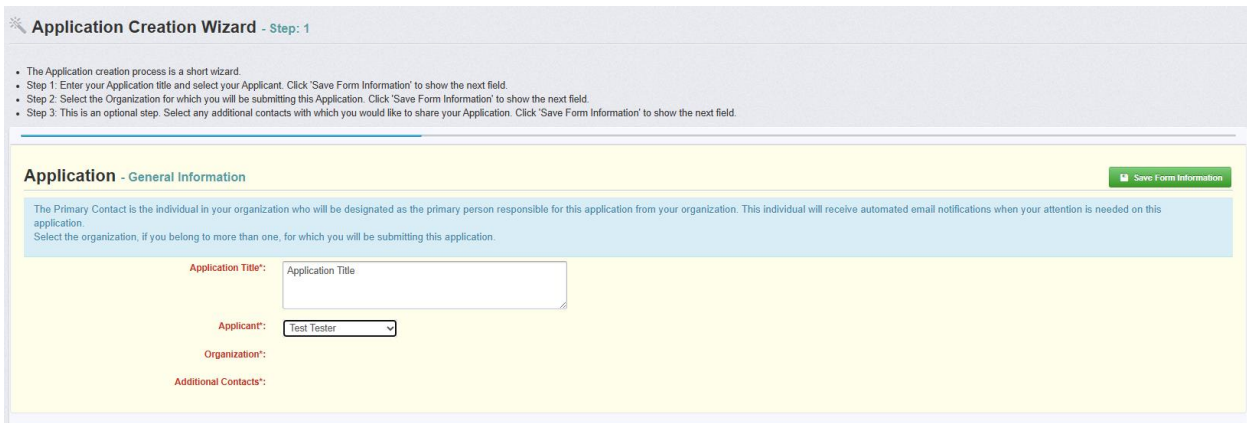
Creating a WebGrants Application

Starting an application

General Information Page

This is a system page that pulls from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

Complete Step 1 in the Application Creation Wizard, then click **'Save Form Information'**:



Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your Applicant. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

Application - General Information Save Form 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*:

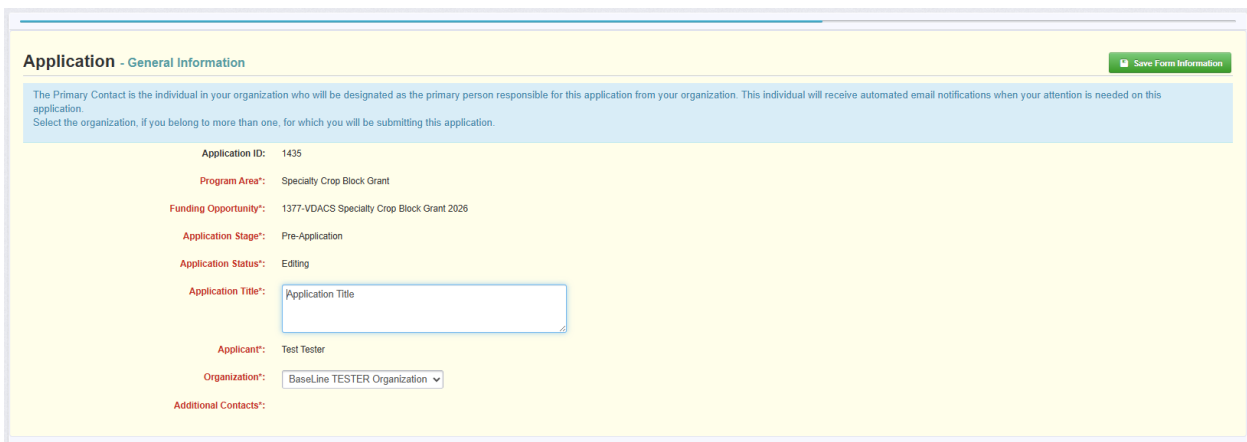
Applicant*:

Organization*:

Additional Contacts*:

Create an application title. This will be the title your application is saved under in WebGrants (this is not the official title of your application).

Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click **'Save Form Information'**:



Application - General Information Save Form 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 ID: 1435

Program Area*: Specialty Crop Block Grant

Funding Opportunity*: 1377-VDACS Specialty Crop Block Grant 2026

Application Stage*: Pre-Application

Application Status*: Editing

Application Title*:

Applicant*: Test Tester

Organization*:

Additional Contacts*:



If you would like to add any 'Additional Applicants' from your Organization, you can add them in Step 3 of the Application Creation Wizard. Then click **'Save Form Information'**:

A screenshot of a web application form titled "Application - General Information". The form has a light yellow background and a blue header bar. In the top right corner of the header bar is a green button labeled "Save Form Information". Below the header, there is a light blue box containing instructions: "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." The form fields are as follows: "Application ID:" 1435; "Program Area:" Specialty Crop Block Grant; "Funding Opportunity:" 1377-VDACS Specialty Crop Block Grant 2026; "Application Stage:" Pre-Application; "Application Status:" Editing; "Application Title:" a text input field with the placeholder "Application Title"; "Applicant:" Test Tester; "Organization:" BaseLine TESTER Organization; "Additional Contacts:" a text input field with the placeholder "Additional Applicants". A small note at the bottom of the form reads: "Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded."

Once you click **'Save Form Information'**, you will be taken to the main application screen.

Note: The system has created and assigned the application # when you clicked 'Save'. If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

You can click on **'Applications'** from the Side Menu or;

Click on **'Funding Opportunities'** and you will see your application in the top section.

Completing an Application

Once you have completed the General Information, you will be returned to the Application Details:

📁 1435 - Application Title

Status: Editing

Stage: Pre-Application

Pre-Application Due Date: Jan 26, 2026 5:00 PM

Program Area: Specialty Crop Block Grant

Funding Opportunity: 1377-VDACS Specialty Crop Block Grant 2026

Organization: BaseLine TESTER Organization

Requested Total:

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Hel

Application Preview
Attachments
Alert History
Map

📄 Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓

Note: The Applications Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.

The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the WebGrants System. Click on the next form listed underneath the General Information which you just completed.

1526 - VAFAP Test HKS

Status: **Editing**

Stage: Final Application

Application Due Date: May 5, 2026 2:10 PM

Program Area: Virginia Agriculture Food Assistance Program

Funding Opportunity: 1520-Virginia Agriculture Food Assistance Program - Spring 2026

Organization: BaseLine TESTER Organization

Requested Total:

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Ask a Question](#) [Withdraw](#)

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2026 4:44 PM - Hiranya Test
Project Details	-	-
Objectives	-	-
Expected Measurable Outcomes	-	-
Project Plan	-	-
Budget and Budget Narrative	-	-
Letters of Support/Attachments	-	-
Acknowledgement	-	-

You will continue to click on each form in the Application Details listing.

Navigating the WebGrants System

Most forms are editable by clicking **'Edit'** at the top part of the section of the form. However, multi-list sections are editable by clicking **'Add'** on the section. If you are completing a multi-list section, you can create as many rows necessary to complete the section. If you want to delete a row, you will click on the row and click **'Delete'**.

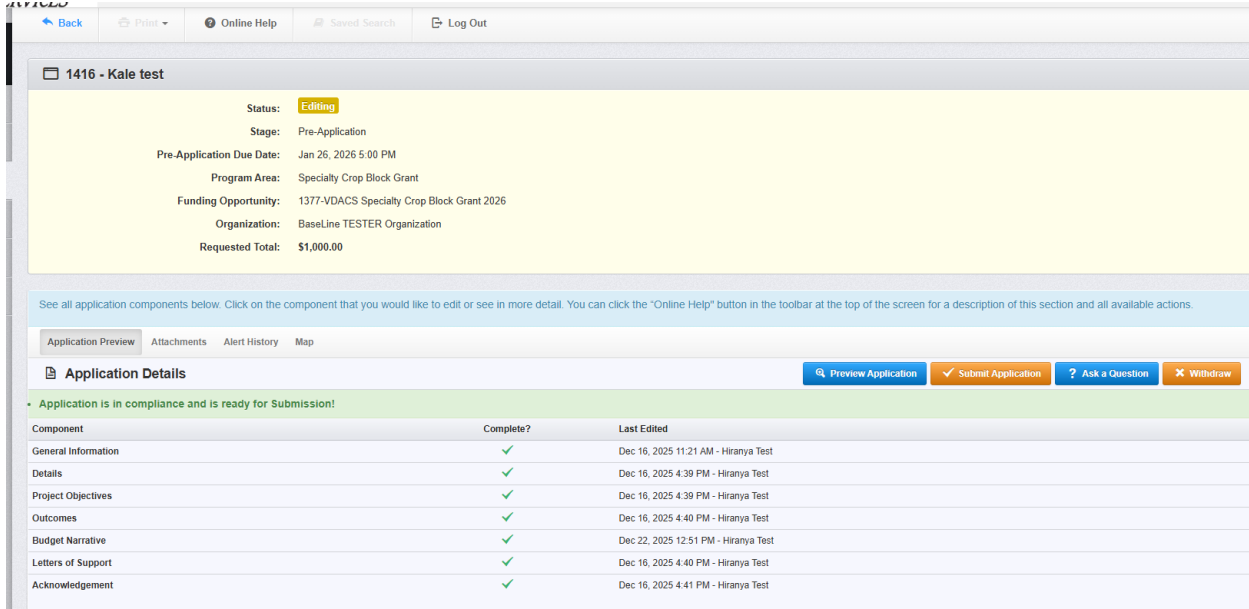
All information must be saved by clicking **'Save'** on the forms. If you do not click 'save' and you back out of the form or section of the form, your information will be lost.

Reminder: If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

You can click on **'Applications'** from the Side Menu or;

Click on **'Funding Opportunities'** and you will see your application in the top section.

Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.



1416 - Kale test

Status: **Editing**

Stage: Pre-Application

Pre-Application Due Date: Jan 26, 2026 5:00 PM

Program Area: Specialty Crop Block Grant

Funding Opportunity: 1377-VDACS Specialty Crop Block Grant 2026

Organization: BaseLine TESTER Organization

Requested Total: \$1,000.00

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

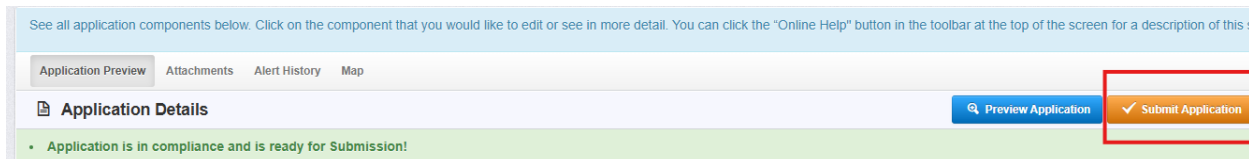
Application Details Preview Application Submit Application Ask a Question Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Dec 16, 2025 11:21 AM - Hiranya Test
Details	✓	Dec 16, 2025 4:39 PM - Hiranya Test
Project Objectives	✓	Dec 16, 2025 4:39 PM - Hiranya Test
Outcomes	✓	Dec 16, 2025 4:40 PM - Hiranya Test
Budget Narrative	✓	Dec 22, 2025 12:51 PM - Hiranya Test
Letters of Support	✓	Dec 16, 2025 4:40 PM - Hiranya Test
Acknowledgement	✓	Dec 16, 2025 4:41 PM - Hiranya Test

Submitting the Completed Application

Click the **'Submit Application' button.**



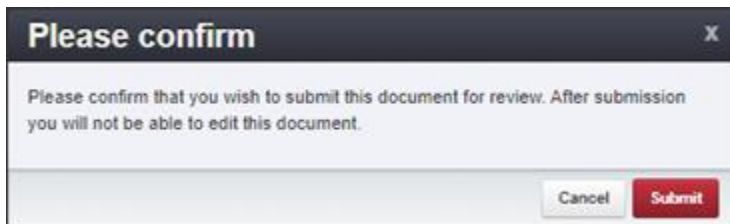
See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this :

Application Preview Attachments Alert History Map

Application Details Preview Application Submit Application

Application is in compliance and is ready for Submission!

You will receive a pop-up confirmation informing you that once you click **'Submit'** the system will no longer let you edit the application.



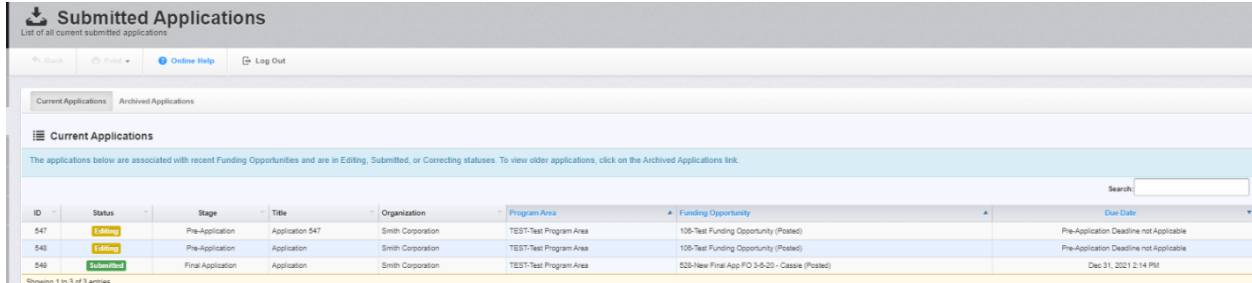
Please confirm X

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel Submit

If ready, click **'Submit'**.

The system will take you back to your Current Applications listing and will show you your submitted application.



ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST:Test Program Area	105-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Editing	Pre-Application	Application	Smith Corporation	TEST:Test Program Area	106-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST:Test Program Area	525-New Final App FO 3-0-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

Printing the Submitted Application

Click on your application in **'Submitted'** status.

Click **'Print'** on your top menu and select **'Send to Printer'**

When finished, click on **'Log Out'**.

For additional help with each required form, please refer to the individual applicant instruction documents below. Forms may be completed in any order, depending on your specific situation.

Instructions for completing the Project Details Form

This guide helps you complete the Project Details form by providing step-by-step instructions on the information required and how to enter it in the system. After completing Registration and selecting a Funding Opportunity, start a new application and enter general information. You will then be taken to the Application Details page. From the **Application Details** page, click on **Project Details** from the list of forms.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview | Attachments | Alert History | Map

Application Details Preview Application Ask a Question Withdraw

Application cannot be Submitted Currently
 • Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2026 4:44 PM - Hiranya Test
Project Details		-
Objectives		-
Expected Measurable Outcomes		-
Project Plan		-
Budget and Budget Narrative		-
Letters of Support/Attachments		-
Acknowledgement		-

Step 1 - Complete Executive Summary and Funding Information

On the form:

- Executive Summary:**
 This will be the summary that clearly outlines the project’s purpose, need, target population, key strategies, and projected outcomes.
Note:
No more than 10,000 characters.
- Total Amount Requested:**
 Enter the amount needed.

Project Details Save Form

Executive Summary
 No more than 10,000 characters.

Summary*:

10000 character(s) left

Total Funds Requested

Total Amount Requested*:

Step 2 - Enter Prior Funding Information

- Project Continuation:**
 Select **Yes** if this applicant or organization previously received or currently hold VAFAP Funding
 Select **No** otherwise.
- Describe (Required if Yes):**
 If **Yes** is selected, provide details(year, amount and project).

Prior Funding Information

Has the applicant or organization previously received or currently hold VAFAP Funding?

Response*:

If you answered yes to the above, please provide details(year, amount and project).

Describe*:

1500 character(s) left

Step 3 - Complete Project Purpose Section

- Complete all required fields in the **Project Purpose** section.
 - **Farmer & Producer Partnerships**
 - **Operational Capacity**
 - **Distribution Site Development**
 - **Equity & Access**
 - **Transportation Plan**
 - **Storage Infrastructure**
 - **Labor & Staffing**
 - **Inventory Management**

Project Purpose

Explain how the project will achieve the goals of the grant. Describe the applicant's strategy for building and maintaining strong partnerships with local farmers and vendors, including how these collaborations will ensure consistent, equitable, and sustainable food procurement. Highlight the project's potential for large-scale impact by demonstrating community-wide or regional reach and outlining measurable outcomes that reflect success

Farmer & Producer Partnerships

How will the applicant develop relationships with Virginia farmers and producers to acquire products for distribution to persons in need?

Response:

2000 character(s) left

Operational Capacity

How does the applicant demonstrate the capacity to operate at a large-scale, community-wide, or regional level?

Response:

2000 character(s) left

Distribution Site Development

How will the applicant utilize or develop adequate distribution sites to disburse food to persons in need?

Response:

2000 character(s) left

Equity & Access

How will the applicant ensure a fair and equitable distribution system so that persons in need are able to access food?

Response*:

2000 character(s) left

Transportation Plan

How will the applicant transport food to distribution sites?

Response*:

2000 character(s) left

Storage Infrastructure

Does the applicant provide adequate storage facilities (both cold and dry) that ensure secure and sanitary conditions to prevent food loss or contamination?

Response*:

2000 character(s) left

Labor & Staffing
Does the applicant demonstrate the ability to provide adequate labor to receive, store, distribute, and track all food products?

Response:

2000 character(s) left

Inventory Management
What system will the applicant use to maintain an accurate food inventory and tracking system?

Response:

2000 character(s) left

[Save Form](#)

Click **Save Form**.

Step 4 - Mark the Form as Complete

- Once all required fields have been completed and reviewed, click **Mark as Complete**.

Project Details - Current Version [Create New Version](#) [View Versions](#)

Project Details [Mark as Complete](#) [Edit Form](#)

Executive Summary
No more than 10,000 characters.

Summary:

Once you mark the form as complete, it will take you to the main application page.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

[Application Preview](#) [Attachments](#) [Alert History](#) [Map](#)

Application Details [Preview Application](#) [Ask a Question](#) [Withdraw](#)

Application cannot be Submitted Currently
• Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2026 4:44 PM - Hiranya Test
Project Details	✓	Mar 30, 2026 9:07 AM - Hiranya Test
Objectives	-	-
Expected Measurable Outcomes	-	-
Project Plan	-	-
Budget and Budget Narrative	-	-
Letters of Support/Attachments	-	-
Acknowledgement	-	-

Instructions for completing the Objectives Form

This guide helps you complete the Objectives form by providing step-by-step instructions on the information required and how to enter it in the system. After completing Registration and selecting a Funding Opportunity, start a new application and enter general information. You will then be taken to the Application Details page. From the **Application Details** page, click on **Objectives** from the list of forms.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Ask a Question](#) [Withdraw](#)

Application cannot be Submitted Currently
 • Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2026 4:44 PM - Hiranya Test
Project Details		-
Objectives		-
Expected Measurable Outcomes		-
Project Plan		-
Budget and Budget Narrative		-
Letters of Support/Attachments		-
Acknowledgement		-

Step 1 - Enter Project Objectives

On the form:

- **Objective 1 (Required):**

Enter a response describing how your organization will increase purchases of local foods, particularly from local farmers and producers, and build a network to provide fresh foods to food-insecure individuals.

Project Objectives [Save Form](#)

In this section, the objectives should be clearly defined, realistically attainable, and thoughtfully designed to align with the goals and priorities of the grant program.

Objective 1 (purchase related):
 Describe how your organization will increase purchases of local foods—particularly from local farmers and producers—and build a network to provide fresh foods to food-insecure individuals.

Response:

5000 character(s) left

- **Objectives 2 (Required):**

Enter a response describing how your organization will expand the reach of food distribution programs to previously unserved areas and ensure services meet the

needs of all food-insecure individuals.

Objective 2 (distribution related):

Describe how your organization will expand the reach of food distribution programs to previously unserved areas and ensure services meet the needs of all food-insecure Virginians.

Response*:

5000 character(s) left

- **Objectives 3 (Required):**

Enter a response describing how your organization will create and sustain partnerships between local farmers or producers and food distribution agencies to reach individuals in need, including those in underserved communities.

Objective 3 (related to improving outcomes):

Describe how your organization will create and sustain partnerships between local farmers/producers and food distribution agencies to reach individuals in need, including those in previously underserved communities.

Response*:

5000 character(s) left

- **Objectives 4 (Required):**

Enter a response describing how your organization will promote equity and access by developing a more inclusive food distribution program that reflects the diversity of the community.

Objective 4: (equity and access)

Describe how your organization will develop a more equitable food distribution program that serves food-insecure individuals while engaging farmers and producers who reflect the diversity of Virginia.

Response*:

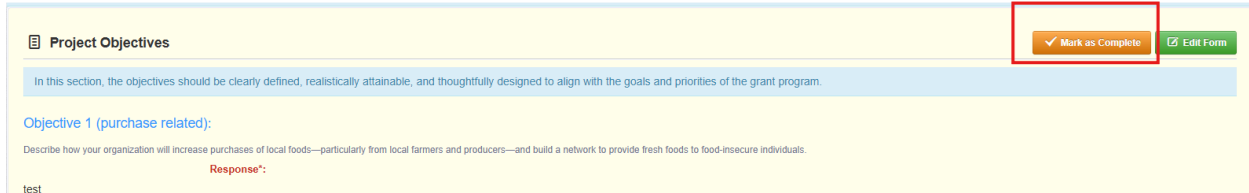
5000 character(s) left

Save Form

Click **Save Form** after entering the objective(s).

Step 2 - Mark the Form as Complete

- Once all objectives have been entered and reviewed, click **Mark as Complete**.



Project Objectives ✓ Mark as Complete Edit Form

In this section, the objectives should be clearly defined, realistically attainable, and thoughtfully designed to align with the goals and priorities of the grant program.

Objective 1 (purchase related):
Describe how your organization will increase purchases of local foods—particularly from local farmers and producers—and build a network to provide fresh foods to food-insecure individuals.

Response:
test

Tips:

- Your objectives should generate an idea of what your project aims to do.
- All objectives should relate directly to the proposed project.
- Keep in mind that your objectives should tie into the outcomes entered in the next section.

Instructions for completing the Expected Measurable Outcomes Form

This guide helps you complete the Outcomes form by providing step-by-step instructions on the information required and how to enter it in the system. After completing Registration and selecting a Funding Opportunity, start a new application and enter general information. You will then be taken to the Application Details page. From the **Application Details** page, click on **Expected Measurable Outcomes** from the list of forms.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details Preview Application Ask a Question Withdraw

Application cannot be Submitted Currently
• Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2026 4:44 PM - Hiranya Test
Project Details	-	-
Objectives	-	-
Expected Measurable Outcomes	-	-
Project Plan	-	-
Budget and Budget Narrative	-	-
Letters of Support/Attachments	-	-
Acknowledgement	-	-

Step 1 - Enter Metrics and Outcomes

On the form:

- **Number of local producers purchased from:**
Enter the total number of local producers your organization expects to purchase from during the project period.
- **Number of socially disadvantaged producers purchased from:**
Enter the number of socially disadvantaged producers your organization expects to include.
- **Value of food purchases:**
Enter the total dollar value of food your organization expects to purchase
- **Value of food distributed:**
Enter the total dollar value of food your organization expects to distribute.
- **Number of individuals served:**
Enter the estimated number of individuals who will benefit from the program.
- **List of localities (counties and cities) served:**
Select the names of all counties and cities where services will be provided from the drop down.
- **Pounds of food distributed:**
Enter the total estimated pounds of food that will be distributed.
- **Number of food distribution sites:**
Enter the number of locations where food distribution will occur.
- **Types of foods purchased (produce, dairy, meats, grains):**
Enter the categories of food your organization plans to purchase and distribute.

All forms automatically open in "Edit" mode the very first time you go into the form. After that you have to click "Edit" to go into Edit mode.
The form must be "Mark As Complete" before submitting the application.

Please refer to the [Application Instructions](#) if you need additional help.

Metrics and Outcomes
Save Form

Ensure that objectives are clearly defined and measurable, with outcomes that align closely with the purpose of the program. Targets should be thoughtfully set to be realistic, attainable, and reflective of the project's capacity to deliver meaningful results.

Please respond to the following outcome measures:

1. Number of local producers purchased from
Value*:
2. Number of socially disadvantaged producers purchased from
Value*:
3. Value of food purchases
Value*:
4. Value of food distributed
Value*:
5. Number of individuals served
Value*:
6. List of localities (counties and cities) served
Localities*:
7. Pounds of food distributed
Value*:
8. Number of food distribution sites
Value*:
9. Types of foods purchased (produce, dairy, meats, grains)
Types*:

Save Form

Click **Save Form**.

Step 2 - Mark the Form as Complete

- Once all outcomes have been saved and reviewed, click **Mark as Complete**.

Metrics and Outcomes

✓ Mark as Complete
Edit Form

Ensure that objectives are clearly defined and measurable, with outcomes that align closely with the purpose of the program. Targets should be thoughtfully set to be realistic, attainable, and reflective of the project's capacity to deliver meaningful results.

Please respond to the following outcome measures:

1. Number of local producers purchased from
Value*: 1

Instructions for completing the Project Plan Form

This guide helps you complete the Project Plan form by providing step-by-step instructions on the information required and how to enter it in the system. After completing Registration and selecting a Funding Opportunity, start a new application and enter general information. You will then be taken to the Application Details page. From the **Application Details** page, click on **Project Plan** from the list of forms.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Ask a Question](#) [Withdraw](#)

Application cannot be Submitted Currently
• Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2026 4:44 PM - Hiranya Test
Project Details	✓	Mar 30, 2026 9:07 AM - Hiranya Test
Objectives	✓	Mar 30, 2026 9:20 AM - Hiranya Test
Expected Measurable Outcomes	✓	Mar 30, 2026 10:13 AM - Hiranya Test
Project Plan		Mar 30, 2026 10:13 AM - Hiranya Test
Budget and Budget Narrative		Mar 30, 2026 10:13 AM - Hiranya Test
Letters of Support/Attachments		Mar 30, 2026 10:12 AM - Hiranya Test
Acknowledgement		Mar 30, 2026 10:12 AM - Hiranya Test

Step 1 – Add Project Plan Entry

- Click **Add Entry** to begin entering project plan details.

Tip: You will need to complete a separate entry for each major activity or phase of the project. Ensure all activities reflect the overall project timeline, including planning, implementation, monitoring, and closeout.

Project Plan - Current Version

All forms automatically open in "Edit" mode the very first time you go into the form. After that you have to click "Edit" to go into Edit mode.
The form must be "Mark As Complete" before submitting the application.

Project Plan - Multi-List [Add Entry](#)

Implement the project over a 12-month timeline, starting with planning and resource allocation, followed by execution of key activities. Monitor progress regularly, and ensure all deliverables are completed on schedule. Conclude with final reporting, evaluation, and project closeout.

Event	Responsible Party	Start Date	End Date
No Data for Table			

[Add Entry](#)

Step 2 – Enter Project Plan Details

On the entry form:

- **Event:**
Enter the name or description of the activity (e.g., Final Reporting).
- **Responsible Party:**
Enter the individual or organization responsible for the activity.
- **Start Date:**
Select the date the activity is expected to begin.
- **End Date:**
Select the date the activity is expected to be completed.

Project Plan
Save Row

Implement the project over a 12-month timeline, starting with planning and resource allocation, followed by execution of key activities. Monitor progress regularly, and ensure all deliverables are completed on schedule. Conclude with final reporting, evaluation, and project closeout.

Event*: Ex. Final Report

Responsible Party*: Ex. Joe Smith

Time Frame

Start Date*:

End Date*:

Save Row

Click **Save Row** after entering the details.

Tip: Repeat this process to add all required project activities.

Step 3 – Upload Additional Attachments (If Applicable)

- Use the **Additional Attachments** section to upload any extra additional documents that support or strengthen your project plan, such as event flyers, promotional materials, or other supporting resources that demonstrate project activities and community engagement.

Tip: Ensure all files are clearly labeled.

Additional Attachments - Other Attachments

Mark as Complete
Add New Attachment

Please upload any additional documents that strengthen your project plan, such as event flyers, promotional materials, or other supporting resources that demonstrate project activities, community engagement. Ensure that all files are clearly labeled.

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Hiranya Test - Mar 30, 2026 10:13 AM

Step 4 - Mark the Form as Complete

- After completing and reviewing the details, click **Mark as Complete**.

Instructions for completing the Budget and Budget Narrative Form

This guide helps you complete the Budget and Budget Narrative form by providing step-by-step instructions on the information required and how to enter it in the system. After completing Registration and selecting a Funding Opportunity, start a new application and enter general information. You will then be taken to the Application Details page. From the **Application Details** page, click on **Budget and Budget Narrative** from the list of forms.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Ask a Question](#) [Withdraw](#)

Application cannot be Submitted Currently
• Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2026 4:44 PM - Hiranya Test
Project Details	-	-
Objectives	-	-
Expected Measurable Outcomes	-	-
Project Plan	-	-
Budget and Budget Narrative	-	-
Letters of Support/Attachments	-	-
Acknowledgement	-	-

Step 1 - Enter Direct Project Costs (Minimum 90%)

On the Budget Narrative Section, enter the funds requested for Direct Project Costs and to provide a justification explaining how the funds will be used.

- **Direct Project Costs:**
Enter the dollar amount requested for that Direct Project Costs.
- **Direct Project Costs Justification:**
Provide a clear explanation of all anticipated costs and a clear breakdown of how funds will be used.

Notes:

- These costs must be at least 90% of the total budget.

Budget and Narrative by Categories Save Form

Please provide a detailed budget and budget narrative explaining all anticipated costs and expenditures for the proposed project.

Direct Project Costs must be at least 90 percent of the total budget. These funds will be reimbursed to the farmer/producer and include costs associated with harvesting, processing, packaging, or transporting Virginia agricultural products to charitable food organizations.

Administrative Costs may be up to 10 percent of the total budget and may include personnel, travel, supplies, and contractual costs. Travel must comply with GSA regulations. And the mileage can be reimbursed at the prevailing **GSA rates**.

Unallowable Costs include tuition and stipends, equipment purchases (items with a unit cost of \$5,000 or more and a useful life of more than one year), and entertainment costs.

Direct Project Costs (Must be at least 90 percent of the budget)

Direct Project Cost may include:

- These funds represent the amount to be reimbursed to the farmer or producer.
- Direct Project Costs include costs associated with Harvesting, Processing, or Transporting Virginia agriculture products to charitable food organization.

Cost*:

Direct Project Costs Justification
Include a detailed budget narrative that explains all anticipated costs and provides a clear breakdown of expenditures.

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Step 2 - Enter Administrative Costs (Maximum 10%)

For the Administrative Costs, enter the funds requested for each budget category and to provide a justification explaining how the funds will be used. For each budget category listed enter:

- **Funds Requested:**
Enter the dollar amount requested for that category.
- **Justification:**
Provide a clear explanation of how the funds will be used and how the costs are necessary to support the budget category

The budget categories for Admin Costs include:

- **Personnel**
- **Travel**
- **Supplies**
- **Contractual**

Notes:

- These costs must be at least 10% of the total budget.
- Travel must comply with GSA regulations. And the mileage can be reimbursed at the prevailing GSA rates.

Administrative Costs (Total may be up to 10 percent of the total budget).

Personnel:

Cost:

Personnel Justification

List all positions, including the number of hours, rate of pay, and the total amount of funds requested for each employee.

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Travel:

Cost:

Travel Justification

Break travel down by mileage. Travel must comply with GSA regulations. And the milage can be reimbursed at the prevailing [GSA rates](#).

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Supplies:

Cost:

Supplies Justification

List all materials and supplies and explain how each will support the purpose and goals of the proposal.

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Contractual:

Cost:

Contractual Justification

Contractual costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship.

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 Save Form

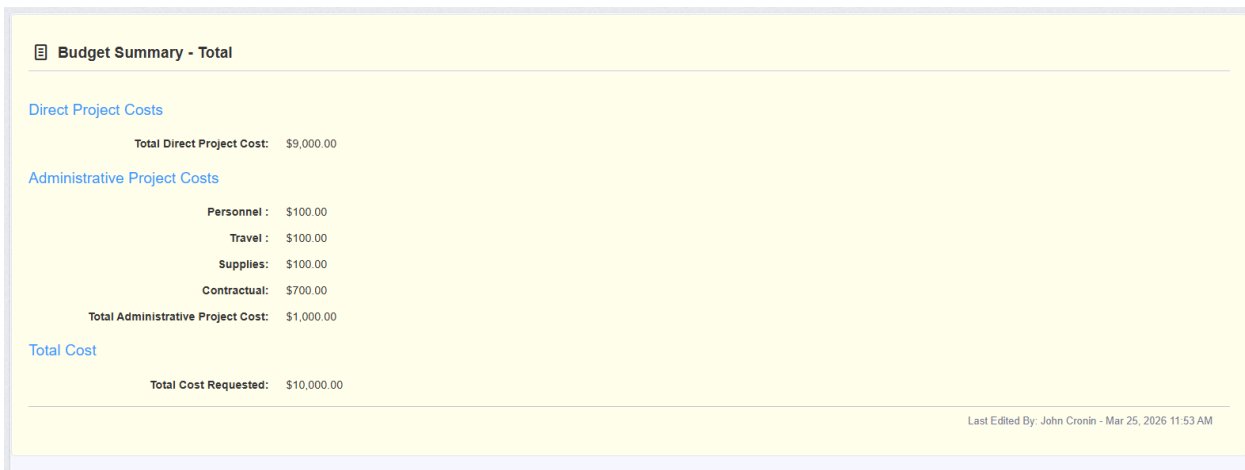
Click **Save Form** after entering all the information.

Step 3 - Review Budget Summary

Budget Summary section is automatically generated based on the amounts entered in the Budget Narrative section.

Notes:

- No data entry is required in the Budget Summary
- The **Total Cost** will be calculated automatically



Budget Summary - Total

Direct Project Costs

Total Direct Project Cost: \$9,000.00

Administrative Project Costs

Personnel :	\$100.00
Travel :	\$100.00
Supplies:	\$100.00
Contractual:	\$700.00
Total Administrative Project Cost:	\$1,000.00

Total Cost

Total Cost Requested: \$10,000.00

Last Edited By: John Cronin - Mar 25, 2026 11:53 AM

Step 4 - Mark the Form as Complete

- Once all budget narrative information has been entered and reviewed, click **Mark as Complete**.

Instructions for completing the Letters of Support Form

This guide helps you complete the Letters of Support form by providing step-by-step instructions on the information required and how to enter it in the system. After completing Registration and selecting a Funding Opportunity, start a new application and enter general information. You will then be taken to the Application Details page. From the **Application Details** page, click on **Letters of Support** from the list of forms.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details Preview Application Ask a Question Withdraw

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2026 4:44 PM - Hiranya Test
Project Details	-	-
Objectives	-	-
Expected Measurable Outcomes	-	-
Project Plan	-	-
Budget and Budget Narrative	-	-
Letters of Support/Attachments	-	-
Acknowledgement	-	-

Step 1 – Letters of support

On the form:

- Upload at least one letter of support from a relevant partner, stakeholder, or organization that demonstrates endorsement of the project, its goals, and its potential impact.
- Letters should clearly describe the nature of the relationship, the supporter’s role (if any), and their commitment to the project’s success.
- Click **Save Form**.

All forms automatically open in "Edit" mode the very first time you go into the form. After that you have to click "Edit" to go into Edit mode. The form must be "Mark As Complete" before submitting the application.

Please refer to the [Application Instructions](#) if you need additional help.

Letters of Support/Attachments Save Form

Please attach at least one letter of support from a relevant partner, stakeholder, or organization that demonstrates endorsement of the project, its goals, and its potential impact. Letters should clearly describe the nature of the relationship, the supporter's role (if any), and their commitment to the project's success.

Letter 1: Select file

Letter 2: Select file

Letter 3: Select file

Save Form

Step 2 - Mark the Form as Complete

- After saving, click **Mark as Complete**.

Instructions for completing the Acknowledgement Form

This guide helps you complete the Acknowledgement form by providing step-by-step instructions on the information required and how to enter it in the system. After completing Registration and selecting a Funding Opportunity, start a new application and enter general information. You will then be taken to the Application Details page. From the **Application Details** page, click on **Acknowledgement** from the list of forms.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Ask a Question](#) [Withdraw](#)

Application cannot be Submitted Currently
• Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 27, 2026 4:44 PM - Hiranya Test
Project Details	-	-
Objectives	-	-
Expected Measurable Outcomes	-	-
Project Plan	-	-
Budget and Budget Narrative	-	-
Letters of Support/Attachments	-	-
Acknowledgement	-	-

Step 1 – Fill Out the Acknowledgement Form

On the form:

- **I Affirm:** Select **Yes** from the dropdown.
- **Applicant Name:** Enter your *First and Last Name*
- **Title:** Enter your title.
- **Date:** Enter the current date.

The form must be "Mark As Complete" before submitting the application.
Please refer to the [Application Instructions](#) if you need additional help.

Acknowledge and Submit [Save Form](#)

I hereby certify that all information that I have completed and submitted as a part of this application process is true and correct and accurately reflects the VAFAP Grant.

I Affirm*:

Authorized Representative Name*:
First Name Last Name

Title*:

Date*:
Date

[Save Form](#)

Click **Save Form**.



Step 2 – Mark the Form as Complete

- After saving, click **Mark as Complete**.