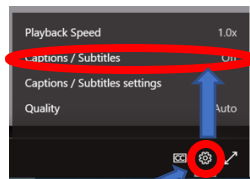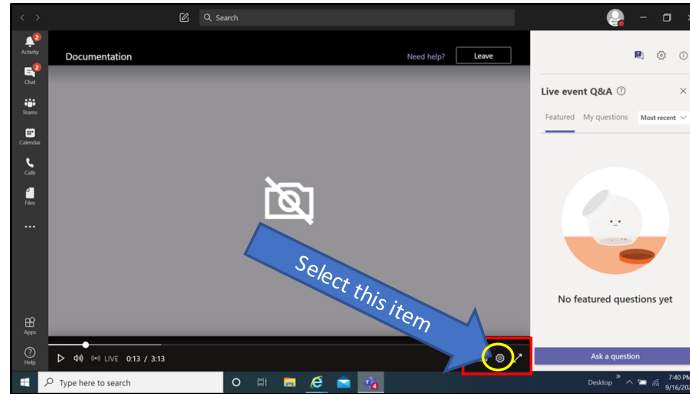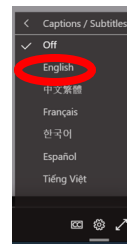# Grant Platform Transition Training for Applicants and Awardees

## How you can view the multi-lingual closed captions



When you select it a menu appears, choose **captions / subtitles**

You then select the language of choice

It will then display the language chosen

## Disclaimer

The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used and potentially a person speaking that may have an accent.

# Montgomery County Office of Grants Management

## Grant Platform Transition Training for Applicants and Awardees

**February 3, 2025**

*Prepared by Montgomery County Office of Grants Management*

# Welcome!

- This meeting will be recorded and posted for future viewing on the OGM website home page

- The slide deck will also be posted in the same location for your reference

Where to view in progress applications (and current awards coming soon): https://portal.ecivis.com/#/login

# Information Session Agenda

- Transition support schedule
- Walk through SM Apply to download existing applications and data
- Demonstrate how to download SM Apply applications
- Walk through the NEW eCivis application platform
- Demonstrate how to create a new profile in eCivis
- Review support contact information

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# SM Apply to Euna Grants Transition Overview

- OGM is switching from SM Apply to Euna Grants as its grants management platform.

- **SM Apply will close down on Tuesday February 25, 2025 and both OGM and stakeholders will lose access to its data.**

- A handful of grant program awards (Community Project Funds and Cost Sharing Capital Grants) will continue to be managed through SM Apply until February 25, 2025.

- All new grant programs and multi-year grant award renewals will be managed through the new Euna Grants (eCivis).

- Past February 25, 2025, **ALL** grant program functions will be through the new Euna Grants (eCivis) platform.

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# Revised Office Hours Dates and Virtual Meeting Links

|  | Tuesday | Wednesday | Friday |
|---|---|---|---|
| **Week of February 3 – 7** | **February 4, 2025** 1:30 to 2:30 PM | **February 5, 2025** 12:30 to 1:30 PM | **February 7, 2025** 12:00 to 1:00 PM |
| **Week of February 10 – 14** | **February 11, 2025** 1:30 to 2:30 PM | **February 12, 2025** 12:30 to 1:30 PM | **February 14, 2025** 12:00 to 1:00 PM |
| **February 17-24** | **February 18, 2025 1:30 to 2:30 PM** | **February 19, 2025 10:30 to 11:30 AM** | **February 19, 2025 12:30 to 1:30 PM** |
|  | **February 21 12:00 PM – 3:00 PM** | **February 24 10:00 AM – 1:00 PM** |  |

- Clicking on any of the dates/times above will bring you to an MS Teams meeting.
- Stakeholders may also attend these office hours in person at the Executive Office Building 6th floor conference room (101 Monroe Street Rockville MD, 20850).

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# SM Apply Transition Action Items

1. **Log into the SM Apply Portal to view your open applications and grant award lists** **https://mcmdgrants.smapply.org/**

   *NOTE: Your organization may have more than one SM Account. Please coordinate with your team internally to make sure you download all applications.*

2. **Download and archive your old reports, applications, and other SM Apply data**

   *NOTE: Downloading an application will also download all submitted reports and other content associated with the application; not just the application content.*

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**Step 1:** Log into your SM Apply account at https://mcmdgrants.smapply.org/ by clicking on the "Log In" button and then entering your user name and password.
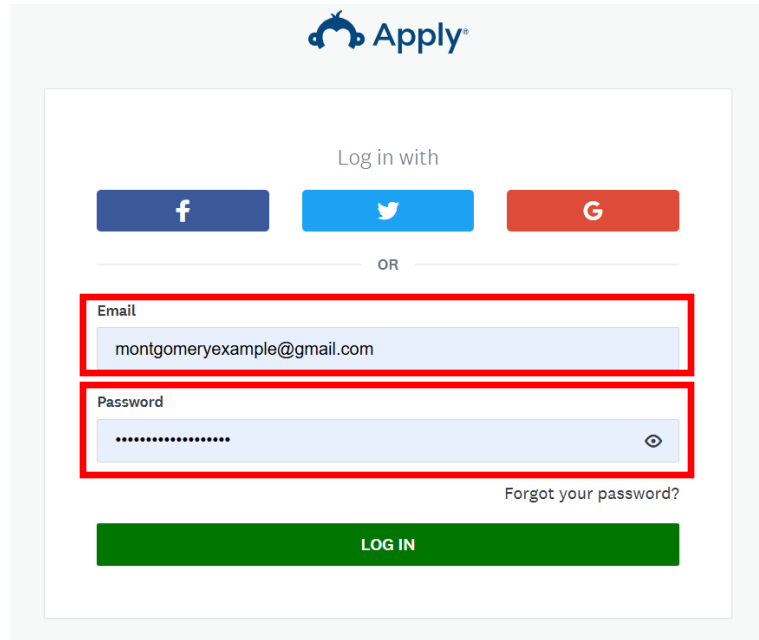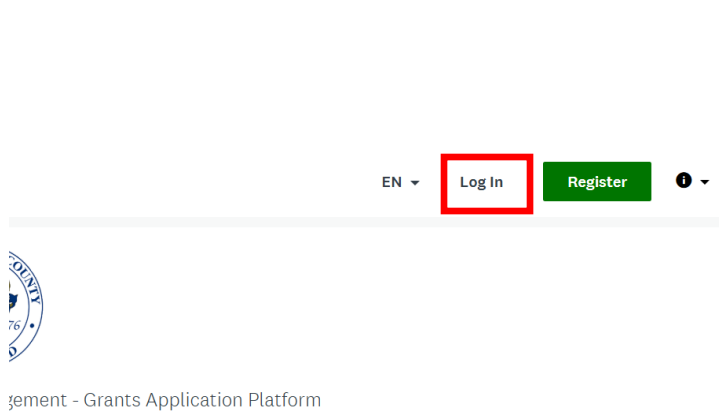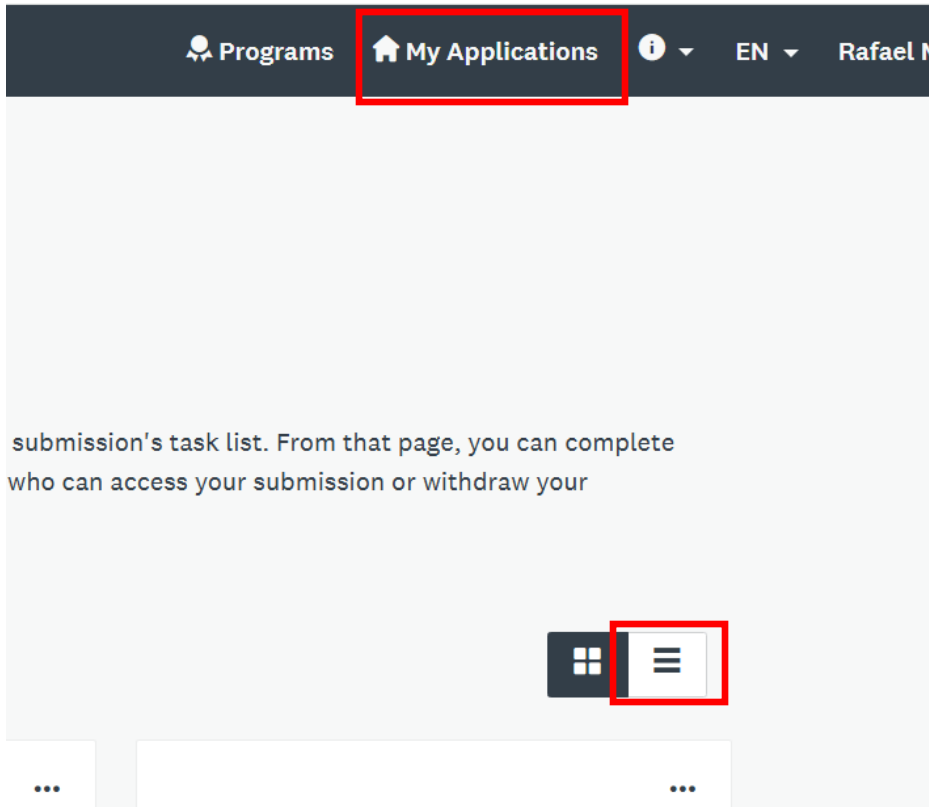
**Step 2:** Click on the "My Applications" tab to get a list of all of your draft and submitted applications. Then click on the List View tab (three parallel lines) to enable the download option.

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**Step 3:** Click on the white square next to the "Program" heading to select all your applications.



All Applications ▾

0 | Actions ▾

| ☐ Program | Application | Deadline | Status | Completion | Last edited | |
|---|---|---|---|---|---|---|
| FY23 Nonprofit Technical Assistance and Management Support (NTAMS) Grant Program | 0000000018 | | | ✅ Submitted | Oct 30 2024 10:55 AM (EDT) | VIEW |
| FY24 Community Projects Fund Grant Program (Quarter 1) | Youth Impact | | | ✅ Submitted | Jul 8 2024 02:32 PM (EDT) | VIEW |
| FY24 Community Projects Fund Grant Program (Quarter 2) | Youth Fentanyl Alternative Engagement Program | | | ✅ Submitted | Oct 11 2023 03:04 PM (EDT) | VIEW |
| FY24 Nonprofit Security Grant Program | Nonprofit Security Grant Application | | Grant Closed | ✅ Submitted | Apr 10 2024 10:12 AM (EDT) | VIEW |
| FY24 EquiCare: Subsidy Seats Grant Program | Equicare Application | | | ✅ Submitted | Feb 12 2024 03:37 PM (EST) | VIEW |
| FY25 Nonprofit Security Grant Program | Wheaton House of Worship Security 👥 | | Grant Closed | ✅ Submitted | Nov 8 2024 11:17 AM (EST) | VIEW |

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**Step 4:** Click on the "Download" option to download and archive in your organization's drives your old reports, applications and other SM Apply data by selecting grant programs from your list of applications.

All Applications ▾

12  Actions ▾

Download

| | | Application | Deadline | Status | Completion | Last edited | |
|---|---|---|---|---|---|---|---|
| ☑ | FY25 School-Based Food Assistance Grant Program | OGM Test Application | | | ✅ Submitted | Jul 29 2024 05:19 PM (EDT) | **VIEW** |
| ☑ | FY25 Nonprofit Security Grant Program | Wheaton House of Worship Security 👥 | | Grant Closed | ✅ Submitted | Nov 8 2024 11:17 AM (EST) | **VIEW** |
| ☑ | FY25 EquiCare: Subsidy Seats Grant Program | FY25EquiCare-0000000010 | Sep 30 2024 11:59 PM (EDT) | Application in Progress and NOT Submitted | 8 of 8 tasks complete | Sep 18 2024 01:43 PM (EDT) | **CONTINUE** |

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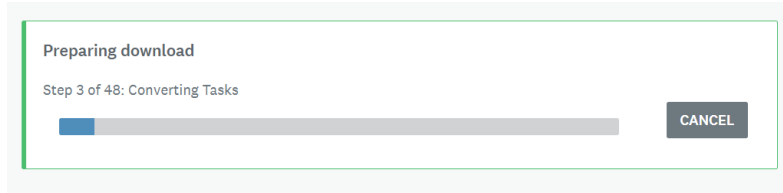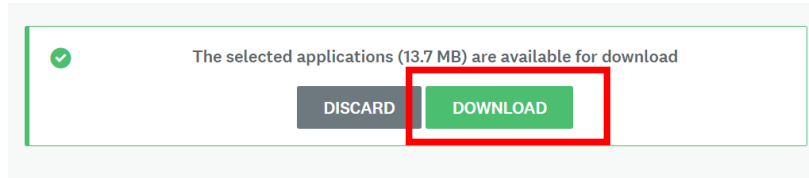**Step 5:** Choose the preferred Download Options. OGM recommends these choices for the three Download Options:

1. **Separate PDF for each selected application (with attachments in original format)** – keeps files separate for each application and files in original format
2. **Application ID** – easiest way to track applications
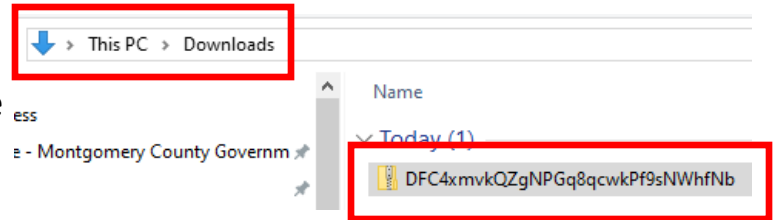3. **All application tasks** – ensures all items are included from all Stages

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**Step 6:** A new browser tab will open up and show you the progress towards creating your download.

Preparing download

Step 3 of 48: Converting Tasks

CANCEL

Once the file is complete, click on the green "Download" button.

✓  The selected applications (13.7 MB) are available for download

DISCARD    DOWNLOAD

A zip file will appear in your computer's "Downloads" folder.  Check the files to ensure They are complete and resave or share as needed.  You are done!

> This PC > Downloads

Name

ess

e - Montgomery County Governm

∨ Today (1)

DFC4xmvkQZgNPGq8qcwkPf9sNWhfNb

# Frequently Asked Questions?

- **Can I download applications submitted by other people in my organization?** Applications should be downloaded by through the profile of the person who started or submitted the application to ensure all data is captured. Collaborators may not have access to all data for an application through their profile (i.e. reports).

- **How do we transfer "Ownership" of an application from one person/profile to another to consolidate the the download process?** SM Apply has a detailed tutorial on how to set up Collaborators and transfer application ownership. How to Transfer Ownership of an Application | Apply Help

- **What do we do if the person/profile that submitted an application is no longer with our organization?** Contact OGM as we can proxy into any account and help transfer ownership to you.

**Euna (eCivis) Transition Action Items**

1. **Log into the Euna (eCivis) Portal to create an application profile** **https://portal.ecivis.com/#/login**

2. **Download and review the Euna (eCivis) applicant user guides**
   1. [Logging into Your eCivis Portal Account](#)
   2. [Reviewing and Submitting your application](#)
   3. [Transfer Application Ownership](#)
   4. [Guide for Applicants](#), including budget assistance

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**Step 1:** Open  **https://portal.ecivis.com/#/login** and click on the green "Create an Account" button.

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# New Account Signup

Welcome to the grant application portal.
This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.

First Name

Last Name

Email Address (Portal username)

Password

**Weak**

Sign Up

← Back to Login

**Step 2:** Fill in the data fields for the profile owner and set a password.  Then click the blue "Sign Up."

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**Welcome to the Portal**

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

## Please verify your email!

Thank you for signing up. Please verify your email address by clicking the following link:

Confirm my account

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

**Step 3:** Euna Grants (eCivis) will send an email to the account being registered for confirmation. Go to your email address, find the email from the platform, and click the "Confirm my account" link.

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# Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

## Your email is verified!

Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

Login to the Portal

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

**Step 4:** Once your email is confirmed, click the "Login to the Portal" link.

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**Step 5:** Type in your Login, Password, and then click on the blue "Portal Login" button to begin building your profile.



## Welcome to the Portal

This service provided by **eCivis** makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

eCivis
A Euna Solutions Brand

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account
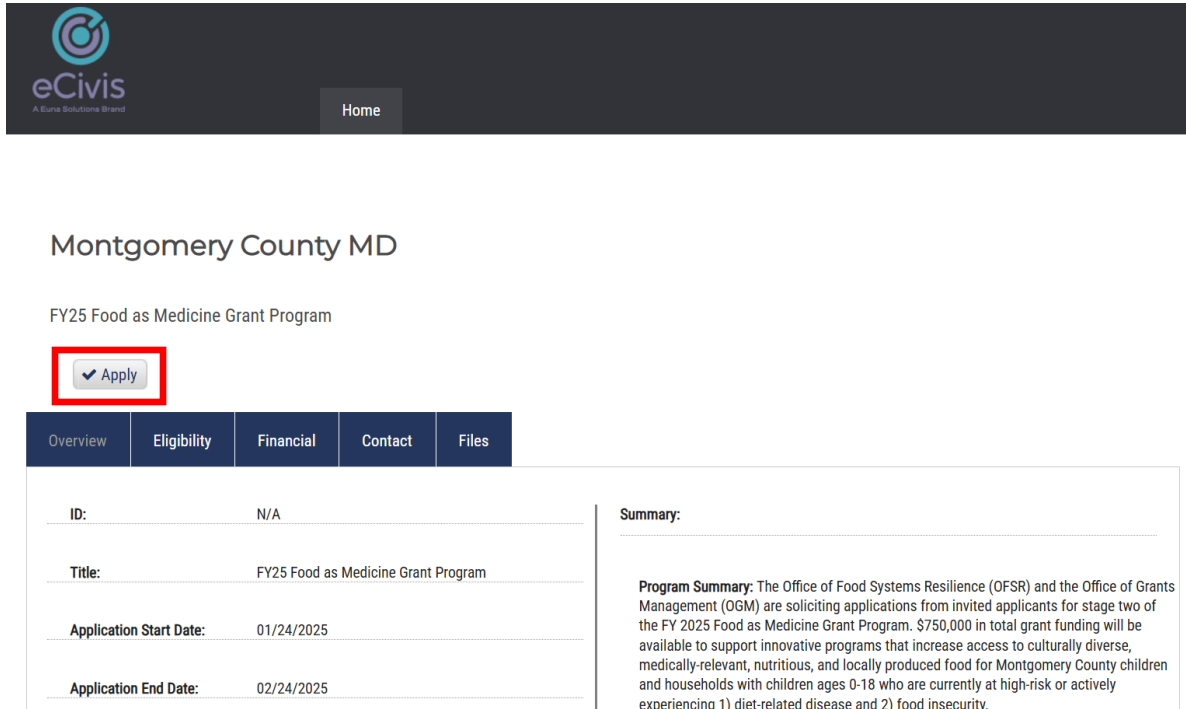
**eCivis Grants Network user?**
Use your existing login above and the Grants Network® Login button.

To apply for a competitive grant program, go to the Grant Program Page and click the grey "✔Apply" button:

# To add a Team Member to your application, click the blue "ADD TEAM MEMBER" button

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# Support Links & Contact Info

**SM Apply Support:** **https://help.surveymonkey.com/en/apply/faqs/#faq**

**Euna Grants (eCivis) Support:** **support@ecivis.com**
- Can assist with account issues or technical issues in the grant application
- Their response time can take up to 24 hours (morning requests are often answered same day)
- User Guides for download
    1. Logging into Your eCivis Portal Account
    2. Reviewing and Submitting your application
    3. Transfer Application Ownership
    4. Guide for Applicants, including budget assistance

**OGM Support: grants@montgomerycountymd.gov**

# Further Questions?


Montgomery County Office of Grants Management

**Naomi Lewis**
**Administrative Specialist III**
**Office of Grants Management**
**240-773-7976**
grants@montgomerycountymd.gov

**OGM Website**
https://montgomerycountymd.gov/ogm/