How to Apply for 2021 NRA Grants

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DASNR Sponsored Programs
How to Apply for NRA Foundation Grants

OSU Policies and Procedures

Key Dates

Application

Walk Through of Application

Future Sessions
OSU POLICIES & PROCEDURES

• **OSU employee must be responsible person**
  • CED or County Educator
  • Cannot be volunteer

• **Safety plan**
  • On file with Terry Nelson prior to initiation of application

• **University routing**
  • University policy says all proposals must be routed. However, NRA Foundation grants have been granted an exception due to their nature.
    • Sheer number
    • Many are awarded as merchandise only and no $$ come to OSU
KEY DATES
Key Dates

• **December 16, 2020**
  - Be sure Safety Plans have been turned in to Terry Nelson

• **January 6, 2020**
  - OSU deadline
  - Send copy of application to Michelle German for review and approval.

• **January 12, 2020**
  - Submission to NRA via website
NOTE:

• **2020 Grants**
  • Have all received an extension to 10/31/21.
  • Are unaffected by the 2021 process.
  • You will have two grants running simultaneously – 2020 and 2021.
  • You will still need to keep the funds, merchandise, activities, and reports separate for the two grants.
APPLICATION
Application

• [https://www.nrafoundation.org/](https://www.nrafoundation.org/)
• Click Menu>Grant>Apply for a Grant
• Follow prompts to select Okl...
• Create new account
  • Complete Profile
Application

- New Account:

  Sign In/Sign Up Instructions

  For New Users:
  By clicking Sign Up, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

  For Returning Users:
  Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "Forgot your password?" and follow the prompts to reset your password.

Note: NRA Foundation grant applicants from previous years/grant cycles will need to create a new account for this system the first time they login.
Application

• Complete profile for OSU employee

Profile

First Name
Michelle

Last Name
German

Email
michelle.german@okstate.edu

Phone Number
405-744-7086
Application

• Click “Get Started” to start a new application or Application Intake to enter application.
Application

• You can save your application and when complete the submit button on the right will turn green. Click Open button to enter application.
Application

• Please include your County name in the Project Title

Project Title *
Please include your County!!

Title this project in 10 words or less

*Note: The Answer to the Question Below Determines What Questions Will Be Asked Throughout the Remainder of the Application. Changing this Answer will affect the Application Form Below.

A Capital Improvement includes projects that seek to improve a facility, including clubhouse or classroom improvements, commercial grade trap machines, or any other permanent improvement to an organization’s property. This does NOT include most JROTC/ROTC air rifle ranges.

Which Best Describes This Grant Request? *

- Event (one time)
- Series of Events/Recurring Program
- Team Activity
- Support for Law Enforcement Activities
- Capital Improvement / Range Improvement
Application

- There is now a drop down menu for Organization. Please be CERTAIN the tax ID is OSU’s 73-1383996.

Applying Organization

Instructions:
- Please first attempt to link your organization to this application. You can use the field below to search for your organization in our system. If you cannot find it, please select Other and then complete the required information.

If you cannot find your organization, please select "Other" and enter your details below.

Search for my Organization:

Love County 4-H - 73-1383996

Search Organization via name, or TID

Name
Love County 4-H

Tax ID
73-1383996
Application

• *If your County is not listed, please contact Michelle German before moving forward with the application.*
Application

• First Contact MUST be an OSU employee with OSU email.

Request Contact Information

First Name *

Last Name *

Email *

Correspondence regarding this request will sent to this email account
Application

• **Complete fields based upon your program/project**
  • Grant Proposal Information
    • Please list project cost as the same amount as your funding request.
    • Please list the project completion date as 10/31/2021.

  **Project Completion Date**
  
  10/31/2021

  Estimated date in which the project will be completed.

• Participants and Users
Application

• Funding Request
  • Click provided link to open the Funding Request Development Tool
  • Do your shopping in the tool
    • Enter the code provided in the field provided on the Funding Request ID
  • You cannot access your request once you complete the tool
    • If you want a record of your request, print to .pdf, and save to your computer
    • If you need to make changes, you’ll need to start a completely new “Request” and get a new code to enter

Funding Request

EACH GRANT APPLICATION MUST HAVE A UNIQUE FUNDING REQUEST ID FOR THIS GRANT YEAR. If multiple applications are being submitted requesting the same items, a new funding request must be created for each application. Requests cannot be duplicated, merged or manipulated once the Funding Request ID is generated. Make sure to enter the correct ID for this grant application.

Click HERE to Access the Funding Request Development Tool

Fund Request ID
Application

• Once everything is complete
  • Select “Print Form” to save a .pdf (if browser does not automatically provide you the print dialog box, please select Ctrl+P, and then select “Save as .pdf”)

  Application
  
  Please complete all required fields.
  You can save this application as a draft and return later to complete it by clicking "Save Draft" at the bottom of the page.
  When you are ready to submit this application, please click the blue "Mark Complete" button at the bottom of the page.

• Email .pdf to Michelle German for review and approval NO LATER THAN JANUARY 6.
Application

• Once Michelle has approved your application
  • Select “Mark Complete”

Save Draft  Mark Complete  Close

• Submit

When every step in this application is complete, the “Submit” button to the right will become green and clickable.

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

- If you need to edit
  - After you hit “Mark Complete” but BEFORE submission
WALK THROUGH OF APPLICATION
FUTURE SESSIONS
Future Sessions

• **NRA Awards**
  • Spring 2021

• **Award Closeout**
  • Fall 2021
DASNR Sponsored programs
241 Ag Hall
Stillwater, OK 74078

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dasn.okstate.edu/ag-sponsored-programs