Peace Corps Small Grants Program

Peace Corps Grants Online (PCGO)

Guide for Peace Corps Volunteers

May 2019 – v10

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Introduction

This guide is designed for all Peace Corps Volunteers wishing to apply for funding through the Peace Corps Small Grants Program. The guide will lead a Volunteer through each step of filling out an application and completion report through the Peace Corps Grants Online (PCGO) portal. It will also give instructions on how to download a blank form to fill out off-line.

Guide Description

This guide contains four sections: (1) How to register in the online portal, (2) How to fill out a Peace Corps Small Grants Program application, (3) How to fill in a Peace Corps Small Grants Program completion report, and (4) How to fill out a grant application or completion report offline. Volunteers may follow this guide to help them complete the required forms.

Troubleshooting and Help

Peace Corps staff at post are familiar with PCGO and can provide support and troubleshooting to Volunteers utilizing the Application Portal. In the event that Volunteers encounter technical difficulties or errors that staff cannot troubleshoot, Post staff should submit a ticket in the Peace Corps Self Service Center with Type = PCGO. Please try all steps in the Browser Compatibility section if you are experiencing problems in the online portal. Guidance for troubleshooting the offline download/upload tools can be found here.

***Please note that all PCVs have the option of downloading and submitting an offline version of the application as described in this section.** If you are having a lot of trouble with the online portal, you are encouraged to use this option. Note you can also fill out part of the application on the portal and work on the rest of in the offline template.

Helpful Hints

Throughout the guide, you will see blue boxes with a light bulb and text inside. These are meant to give you helpful hints and useful reminders for using PCGO. Please make sure to read the text in these boxes, as they may answer your questions as you enter your application or completion report.

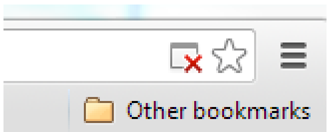
Once you start a new application in PCGO, you may notice hyperlinks throughout the online form that look like this: Get help with this section. If you click on this link, it will open a new window or tab with information explaining how to fill out the application. It will not help with technical difficulties, but will give hints on the correct type of information to enter into the boxes.

An Important Note about Browsers

While PCGO is supported on an array of internet browsers (Internet Explorer, Chrome, Safari, Firefox, etc.), in some circumstances all features may not be optimal on each browser. Google Chrome has proven to work best with the portal across all operating systems. Here are three things to be aware of:

1. To ensure full functionality, make sure pop-ups are disabled for this site in your browser. Windows may open in new tabs or new windows depending on individual settings. This site provides steps to disable the pop-up blocking in any browser: http://www.wikihow.com/Disable-Popup-Blockers.

   In **Google Chrome**, a blocked pop-up is notated like this:

   If you click on the window with the "x", it will give you options to allow the download of the pop-up window.

   In **Internet Explorer**, a note at the bottom of the page may appear, like this:

   The bar at the bottom will give you options for allowing the download.

2. Sometimes, certain functionality in the portal will not work well or at all if your browser cache is full. **It is highly recommended that you clear your cache especially before attempting to download or upload the offline application.** This site provides steps to clear you cache in multiple browsers: http://www.refreshyourcache.com/en/home/

3. Browsers must support Transport Layer Security (Version 2) in order to use the portal effectively. To ensure your browser's security protocols meet the requirements, go to www.howsmyssl.com. It should be "Good" or "Probably Okay".

If you have any issues or questions, contact your small grants coordinator at post.

Register in Portal

Introduction: This section will lead you through the registration process in the online portal, which is the entry way for Volunteers to register for and access the grant application system.

PCGO Portal Link: https://pcgo.peacecorps.gov/login.html

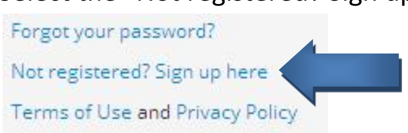
Please Note: This is the **LIVE PCGO portal link.** It is NOT to be used to input practice or test projects. It is ONLY to be used for projects that will ultimately be submitted for funding. You cannot delete applications from the portal, but if you create a draft application that you wish to be removed from your view, change the project title to “DELETE” and it will be removed from the system within two weeks.

How to Register in the Portal

All Volunteers will need to register in the portal in order to apply for a Peace Corps Small Grant.

Use this link to access the live PCGO portal: https://pcgo.peacecorps.gov/login.html

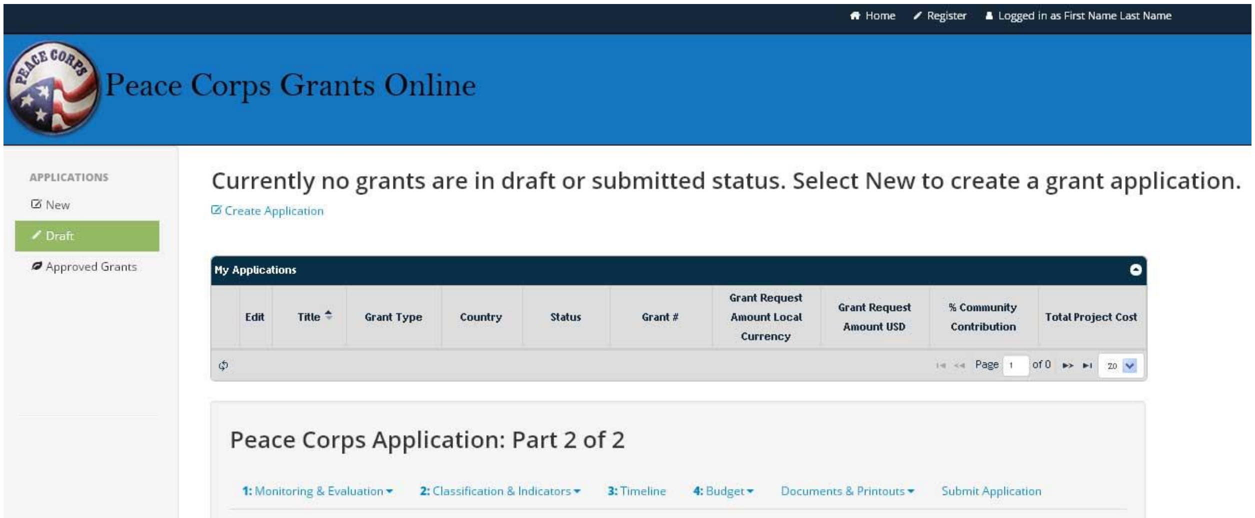
1. Select the “Not registered? Sign up here” link.



2. Complete the required fields. Select “Volunteer”.
    a. Do **not** check the “Request to be a reviewer?” box.
    b. If you know your Volunteer ID, please fill it in. If you do not, you may skip this field.
    c. Enter your first name.
    d. Enter your last name.
    e. Enter your date of birth.
    f. Select your country or post. You will need to click on to select your country. Once you select your country, it will highlight the row in green. Scroll to the bottom of the page and click Ok button.
    g. Insert your email address.
    h. Enter your COS date.
    i. Create a user name.
    j. Create a password.
    k. Confirm your password.
    l. Review the terms of use and privacy policy; select the box.

3. Select the Register Button at the bottom.

Once you have registered with your username and password, you will be logged into the PCGO portal. Once logged in, you will see the home page below (If you see the login screen, select the "Home" link in the upper right):

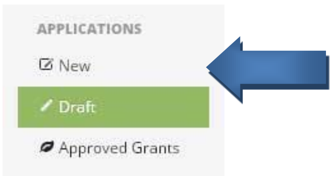


Once you register in the PCGO system, you will have an account that you can log back into at any time to update or submit another application or completion report.

Small Grants Program Application

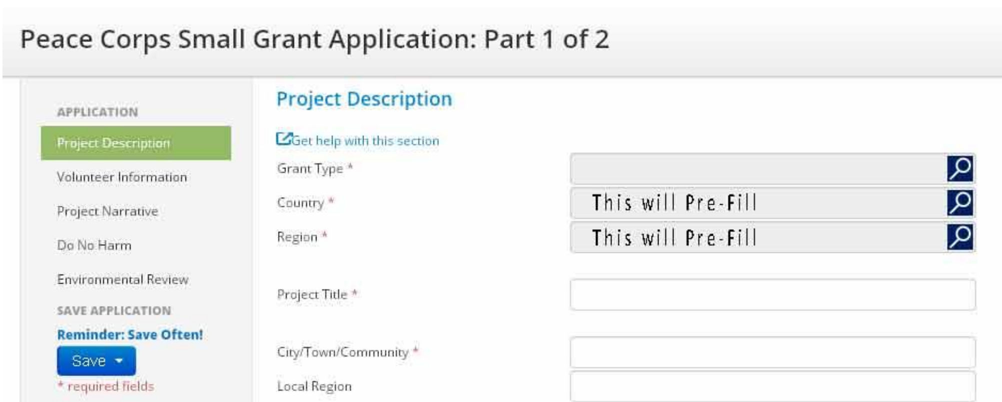
Starting a New Application in the PCGO Portal

1. On the left-hand navigation pane, select "New."



Depending on the settings of the computer you are using, either a new window or tab will open.

The new window will look like this:



Once you fill in the first four fields (Grant type, Country, Region, Project Title, and Program Element for SPA projects), you are able to save the application and [download it as an Excel file](#) to work offline if you choose.

Different browsers display PCGO in slightly different ways. Be sure to scroll all the way to the right to see all the required fields.

If a browser appears strange or text overlaps, please try a different browser.

NOTE: Some Volunteers may wish to download a copy of the application so they may take it back to their communities and work together to fill it out. In this case, you will need to download a blank application form to your personal computer or thumb drive, and save it for later use. You will then work with your community to gather all the necessary information about the project. Once you have all the information, you will need an internet connection to transfer the application data to the PCGO application portal. Click [here](#) to learn how to download and save your project application off-line.

Fields with a red asterisk are required to submit the application.

Completing Application Part 1 of 2

A. Project Description Section

1. **Grant Type:** Select the magnifier and choose which grant type you will use for the project – LGL, FTF, GEF, PCPP, SPA, VAST (not all programs will be available at your post, consult with your grant coordinator if you are unsure of the most appropriate funding source).

   Select your chosen grant type in the grid. After the line is highlighted in green, click the Ok button in the bottom right.

2. **Country:** Should be auto-filled from your registration.

3. **Region:** Should be auto-filled from your registration, however, if not you may select ; then select your Peace Corps region. After the line is highlighted in green click the OK button in the bottom right.

> *The Save button on the left can be used at any time. It is recommended that Volunteers save frequently in order to reduce the risk of losing their work, especially where there is low bandwidth or unreliable internet*

4. This box will only show up if *SPA or VAST is selected*

   Program Element: Select , then select program element (Each country has unique program elements. For this exercise, please choose the program element that is most appropriate for your project. If you do not know what to select, please contact your small grants coordinator.) After the line is highlighted in green, click the Ok button in the bottom right.

   Program Element *

   VAST projects allow you to select up to five program elements depending on the nature of the project's activities, each of which will generate a different set of indicators to report on.

5. **Project Title:** Enter your project title.
   - ***AFTER THIS STEP, YOU WILL BE ABLE TO SAVE THE APPLICATION***
6. **City/Town/Community:** Enter the town where the project will take place.
7. **Local Region:** Enter the region where the project will take place.
8. **Community Group Name:** Enter the community group or organization name.
9. **Group Contact Person:** Enter the name of the local contact working with you on the project.
10. **Group Contact Information:** Enter the contact information for the community group.
11. **Number of PCVs:** type the number of Volunteers participating in the project.
12. **Responsible Program Manager/APCD:** Enter the name of your APCD or Program Manager.

13. **Grant Request Amount (Local Currency):** this field will auto-populate after the budget section is completed; you won't be allowed to enter any figures here.
14. **Grant Request Amount (US Dollars):** this field will auto-populate after the budget section is completed; you won't be allowed to enter any figures here.
15. **Exchange Rate: 1$US=:** work with your post to determine the correct exchange rate to use in this section.

    Note: This field must be filled in to properly enter and save budget lines.
16. **Status:** The status field may appear depending on if you have logged in before or not. Aside from submitting a grant, the project status cannot be changed by the Volunteer; it is displayed here as part of the project description.

PRESS THE 

BUTTON and select save.

B. Volunteer Information Section

1. **Primary PCV**: First and Last name will auto-fill based on your log-in information.
2. **Peace Corps Sector:** Select your Peace Corps sector from the drop-down menu.

3. **COS Date:** If you did not fill in your COS date when registering, please fill in the date here.
4. **PCV 2**: If you are working with additional Volunteers, please fill in their information, as appropriate.
   - i. **Last Name:** type last name.
   - ii. **First Name:** type first name.
   - iii. **Peace Corps Sector:** enter correct sector
   - iv. **COS Date:** enter COS date.
5. **Additional PCVs:** Please fill in all Volunteer information as necessary.

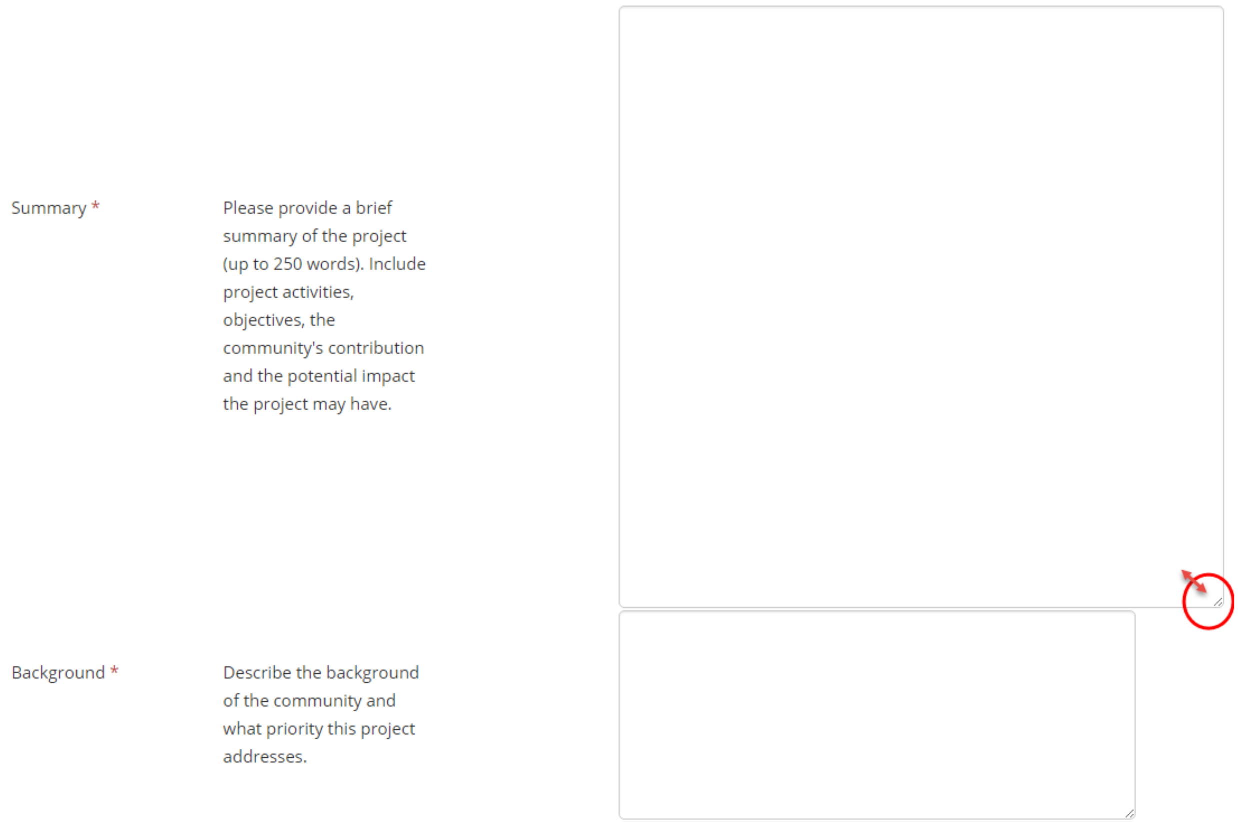
PRESS THE 

BUTTON and select save.

C. Project Narrative Section

Please note:

- ***All of the Narrative sections have a 4,000 character limit enforced in the portal (including spaces and punctuation).***
- ***Any of the text boxes within the narrative section can be expanded for better legibility by clicking and dragging the bottom-right corner of the text box (shown in the screenshot below).***



1. **Summary:** Please provide a brief summary of the project (up to 250 words). Include project objectives, the community's contribution and the potential impact the project may have. (For PCPP and LGL applications, this information will be posted as the project summary on the Peace Corps website. For safety and security reasons, **please do not include the specific village name or any personal identifying information**. The PCPP website will cut off text after 250 words.)

PRESS THE Save **BUTTON and select save.**

2. **Background:** Describe the background of the community and what priority this project addresses. (Is this a priority project identified by the community? Why is this project needed?)

PRESS THE Save **BUTTON and select save.**

3. **Community Involvement:** How is the community the driving force behind the project? Provide examples that demonstrate the community's involvement in the design and planning of this project.

PRESS THE Save BUTTON and select save.

4. **Outcomes:** Briefly describe the desired outcome of the project.

PRESS THE Save BUTTON and select save.

5. **Implementation:** Describe the implementation plan that will be used to achieve the goals and objectives of this project. Do you foresee any challenges to project implementation? Refer to your goals and objectives and timeline sections.

PRESS THE Save BUTTON and select save.

6. **Capacity Building:** How will the project contribute to building skills and capacity within the community?

PRESS THE Save BUTTON and select save.

7. **Sustainability:** How will the community be able to sustain the activities and/or benefits of this project? What is the community's plan to sustain the benefits of the project after the initial material support has ended?

PRESS THE Save BUTTON and select save.

D. Do No Harm Section

1. **General:** Please report on the results of your "do no harm" discussions. Did you find that there were consequences you hadn't thought about?
2. **Environmental:** If the proposed project is not solely a training project (i.e. if it involves construction, agriculture, natural resources, water, wells, installation of large equipment, etc.), please discuss possible negative environmental impacts with your community. What are potential negative environmental impacts of the project activities?
3. **Mitigation:** For each of the potential negative impacts described in questions 1 and 2, please describe the measures the community will adopt in order to monitor and mitigate against potentially harmful effects.

PRESS THE Save BUTTON and select save

E. Environmental Review Section – ONLY to be completed if requesting SPA or FTF funds for a project that may have an impact on human health or the environment, including water/sanitation, agriculture, or the natural resource management. This section is not required for training activities about the above issues.

If you are filling out an LGL, GEF, PCPP, or VAST grant, please skip Section E in this guide and go to Section F: Completing Application Part 1 of 2.

First, confirm which type of environmental review you need to complete. FTF grants should follow Step 1 below while SPA grants should determine whether to follow Step 1 or 2 based on the criteria below.

1. If you are proposing either a:
    a. SPA grant involving water/sanitation, agriculture, or natural resource management

       AND your program element name starts with a number (i.e. "3.1.3…") instead of a letter OR you are serving in any of these 5 countries (Gambia, Fiji, Samoa, Tonga, Vanuatu)

    b. FTF grant involving water/sanitation, agriculture, or natural resource management

    Then click the link for Environmental Review Checklist and fill out the sections that appear below after clicking the link.

    i. **Project/Activity Description:** Briefly describe your project.
    ii. **Type of Project/Activity:** What type of project is included?
    iii. **Baseline Environmental Conditions:** What is the current environmental condition?
    iv. **Section A, Checklist:** Answer the checklist for items 1-11 with Yes, No, Maybe, or Beneficial.
    v. **Section B, Explanation of Environmental Consequences:** If you answered "yes", "maybe", or "beneficial" for any of your answers in section A 1-11, you will need to provide further explanation in this section.
    vi. **Section C, Identified Significant Environmental Impacts (including physical, biological and social), if any:** Use the Environmental Review to identify significant environmental impacts and describe them here.
    vii. **Section D. Proposed Mitigation Measures (if any):** How will you ensure the environment is impacted in a negative way as little as possible?
    viii. **Section E. Proposed Monitoring Measures (if any):** How will you measure impact?

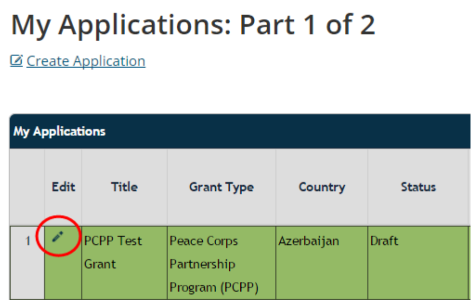
2. All other SPA grant proposals must first select their project type from the dropdown list. If you selected "Not Applicable" then you can skip the remainder of this section. Otherwise, complete the linked Environmental Impact Assessment Tool spreadsheet.
    a. Please click the link to save the spreadsheet to your computer (DO NOT change the name of the file),
    b. Open the spreadsheet and enter in your Grant Application Title and your full name at the top. Then go through each question and choose "Yes" or "No" as your answer.
    c. For all answers where you choose "Yes", please provide a detailed answer based on the text that appears to the right of the textbox.
    d. Finally, upload it under the Documents & Printouts tab on PCGO prior to submitting your grant for approval.

F. Completing Application Part 1 of 2

You are now finished with Part 1 of 2 of the application! Please ensure that you continue to part 2 of 2.

1. **Save and Close:** Throughout the application, you have been saving the application to ensure that no data is lost as you work. Now that you have completed Part 1 of 2, it is safe for you to save and close the application.

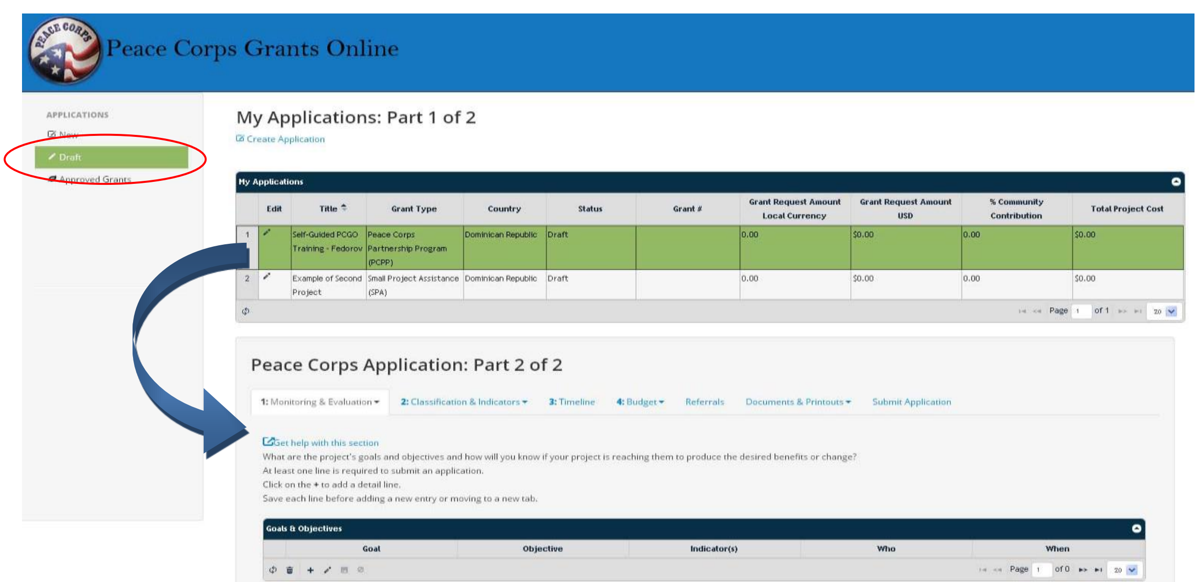
***You can return to part 1 of the application at any time by clicking on the application from the portal "home" page by clicking on the application to highlight it green and clicking the edit icon that looks like a marker.**



Completing Application Part 2 of 2

A. Selecting the Correct Application

After you saved and closed Application Part 1 of 2, go back to the PCGO home screen at the top of the portal screen. If this is the first time you have started a grant, you will only see one grant under the title, "My Applications." Select the grant you would like to work on – it will be highlighted in green in the My Applications grid:



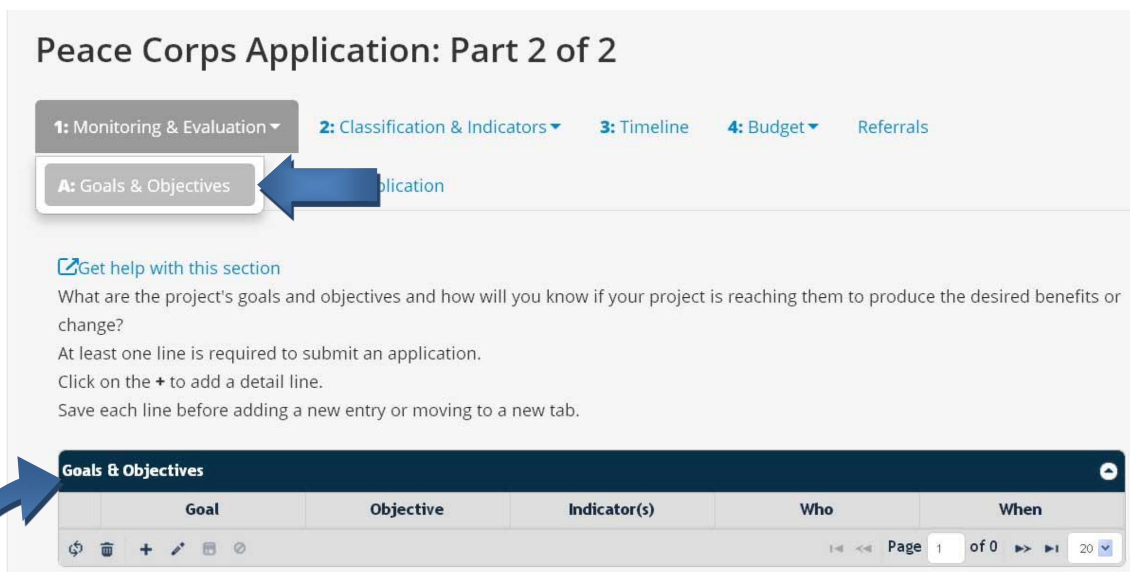
Selecting the correct application is important, as the information you will enter under Peace Corps Application Part 2 of 2 will be linked to the grant highlighted in green.

You will now proceed to work on the Peace Corps Small Grants Application Part 2 of 2. Please note the legend below – you will need to use these buttons to input data in this part of the Application.

Icon	Description
	***Note**: These menu options are used for each section in the Peace Corps Small Grants Application Part 2 of 2*
	Reload Grid: Use this button to re-set the grid. If you use this button without saving, you will lose any work completed since your last save.
	Delete Selected Row: This will delete the highlighted row.
	Add New Row: You must select this button to add a new row into the grid.
	Edit Selected Row: Select the row that you would like to edit and click this button.
	Save Row: Save each row once you have completed filling it out.
	Cancel Row Editing: This will get rid of any new text that you are adding to a row.

B. Tab 1: Monitoring and Evaluation

1. **Select Tab 1:** Monitoring and Evaluation tab, **Item A:** Goals and Objectives.



Once you select Tab 1: Monitoring & Evaluation, you will be working with the table titled "Goals and Objectives".

***Helpful Hint:** the portal auto-sorts the goals and objectives listed in alphabetical order, so to make them appear together, number your goals and objectives. For example:

Goals & Objectives		
	Goal	Objective
1	1. Goal 1 text	1.1 Goal 1, Objective 1 text
2	1. Goal 1 text	1.2 Goal 1, Objective 2 text
3	2. Goal 2 text	2.1 Goal 2, Objective 1 text

2. Select + icon to create a row:
   e. Under **Goal**, please type in the first overarching goal of your project. (Goals articulate intermediate or longer-term outcomes that need to occur to achieve the project's purpose.)
   f. **Tab or click over to the Objective box**. Under objective, please enter an objective that will be completed to help achieve the goal above. (Objectives are similar to goals but are much more specific and focus on the short-term results you need to meet the longer-term goal(s) of the project. For each project goal, you should have at least two or more objectives.)
   g. **Tab or click over to the Indicator box**. Insert how you will know that the objective has been achieved – what will you measure?
   h. **Tab or click to the Who box**. Insert who will be accomplishing this objective.
   i. **Tab or click to the When box.** Insert the proposed time for when this will be accomplished.
   j. Select the icon to save.
3. Select + icon to add a second row. If you have more than one objective per goal, you will need to copy your **goal** from the row above into the row below. To do this, follow the steps below:
   a. Insert the same goal as in #2, as above.
   b. **Tab or click over to the Objective box**. Here you will include an additional objective for the goal.
   c. **Tab or click over to the Indicator box**. Insert how you will measure success for this objective.
   d. **Tab or click to the Who box.** Insert who will accomplish this objective.
   e. **Tab or click to the When box**. Insert when this will be accomplished.
   f. Select the icon to save the row.
4. Now you know how to add goals and objectives. Continue to add as many goals and objectives as you like for your project. Due to their smaller scale, Peace Corps Small Grants Program projects should only have one or two goals with 2 to 3 objectives each. Work with your APCD or Program Manager if you need help developing these. For more information, review the Peace Corps Small Grants Program Volunteer Handbook (found on the PCLive Small Grants Page).

Once you have completed steps 1 through 4, your screen should look like similar to the table below. Of course your goals and objectives will be different.

Goals & Objectives

	Goal	Objective	Indicator(s)	Who	When
1	New computers will provide new skills for staff and community members	Computer systems are operational by January 2014.	All computers have been set up and tested by trainers.	Students from the polytechnic.	January 2014.
2	Select community members will be trained on the new computers	Training will be developed to teach community members basic computer skills on Word, Excel, and PowerPoint.	Training developed and tested.	Students from the polytechnic.	January 2014
3	Select community members will be trained on the new computers	Computer training will be delivered to 30 community members	30 Community members successfully complete computer training and score at least 80% on post test.	Students from the polytechnic.	February 2014

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5. In case you need to change or edit a row: select the row that you wish to change. It will turn green. Then click the icon. This means to edit. Once you click the icon, the cells in the row will turn white and allow you to edit the text. When you are done, you should save your changes by selecting the icon.

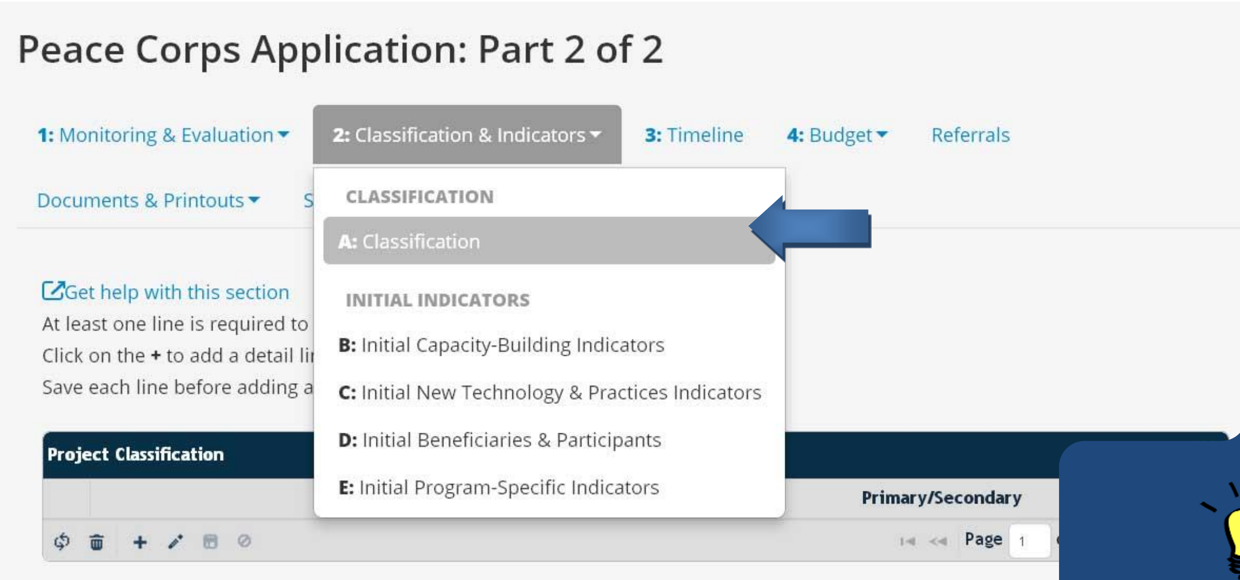
   Once you save the row, the table will update and show your change.

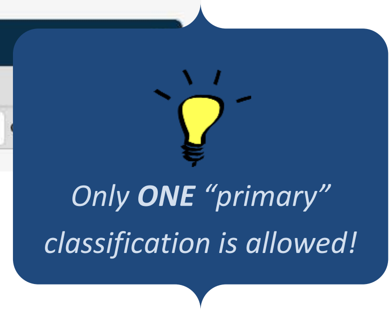
Note: If you would ever like to delete an entire row. You may select the row, which will highlight the row in green, and click . This will delete the entire row.

C. Tab 2: Classification & Indicators

Please note that the Classification & Indicators tab has five items. You will need to click through each item and fill in indicators for each. These step-by-step instructions will lead you through this.

1. **Select Tab 2:** Classification & Indicators, **Item A:** Classification.





Select the + icon.

a. Make a primary classification by selecting an item from the drop down list in the classification column. Here you will choose the PRIMARY type of project that you will implement.

b. The other drop down should remain "Primary."

c. Select the icon to save.

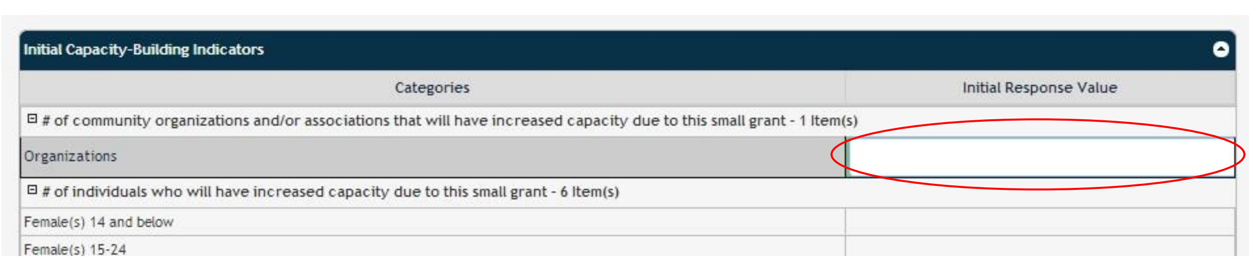
2. Select the + again to make a secondary classification.
   a. From the drop down menu in the classification column, select a secondary classification for your project.

   b. From the drop down menu in the Primary/Secondary column, select "Secondary."

   c. Select the icon to save the line item.

   d. Repeat these steps for as many secondary classifications as you wish to add.

3. **Select Tab 2:** Classification & Indicators, **Select Item B:** Initial Capacity-Building Indicators



   a. Click the [+] icons to the left of the categories that apply to your grant to expand them.

b. Each value will have 0 entered by default, so only update those values you are reporting on.

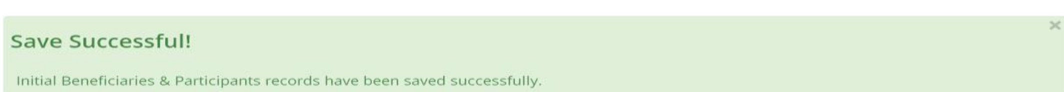
c. Choose the indicators that best fits your project – are you working with a community organization, individuals, or a service provider? You can choose more than one. Enter the number in the relevant age groups for who you will be working with. **For any cell that does not apply to your project, leave it as "0".**

d. Once finished, select the Save Indicators button.

4. **Select Tab 2:** Classification & Indicators, **Select Item C:** Initial New Technology & Practices Indicators
   a. For this tab, you will be filling out information on the number of individuals who will be increasing their capacity as a result of the project, as well as the number of technologies that will be adopted due to the project.
   b. Again, fill in the cells for those that apply and leave it as "0" for those that do not.
   c. Select the Save Indicators button.
5. **Tab 2:** Classification & Indicators, **Select Item D:** Initial Beneficiaries & Participants
   a. For this section, include the number of beneficiaries and participants.
   b. Again, fill in the cells for those that apply and leave it as "0" for those that do not. Review your Small Grants Program Volunteer Handbook for how to determine beneficiaries vs. participants.
   c. Select the Save Indicators button.
6. **Tab 2:** Classification & Indicators, **Select Item E:** Initial Program Specific Indicators
   (**This section does not apply to PCPP.** SPA, VAST, FTF, LGL, and GEF **must** complete!)
   a. If you are doing a SPA, VAST, FTF, LGL, or GEF grant, you must go through each indicator and fill in the cells that apply to your project. For ANY indicator that does not apply to your project, leave it as "0". Each indicator must have a value entered (whether it is a zero or a number relevant to your project) in order for the application to be submitted!
   b. Select the Save Indicators button.

> *Every indicator box **must** be filled out in order to submit the grant for review. If the indicator does not apply, simply leave it as a "0" value in that box. Always make sure to review all pages.*

7. Once you click the Save Indicators button, you will see the following message below the "My Applications" grid, if the save was successful. (You must look above the Application Part 2 of 2 to see it.)



D. Tab 3: Timeline

1. **Select tab 3:** Timeline. (There are no sub-tabs)
2. Enter a Project Start Date and Project End Date. This date range should encompass all pre-project planning activities as well as post-project evaluation and reporting activities. If you don't

know the exact dates, provide your best estimates. The timeline can later be adjusted during project implementation if you choose.

3. Select the icon to add a line.
    a. In the "Activity" field, add the description for the first activity that you plan to accomplish for your project.
    b. In the "Person Responsible" field, add those who will complete the activity.
    c. In the "Implementation Start Date" and "Implementation End Date" fields, provide your best estimate for the date range when this activity will take place. The activity implementation start and end dates must be within the project start and end date range.
    d. Select the icon to save
4. You will repeat the steps under #3 as many times as necessary to complete your timeline. You should plan out all activities required to complete your project.

Below is an example of the beginning of a timeline. Most timelines will be more detailed than the example below. Note that you can sort the activities chronologically by clicking on the implementation start and end date column headings.

Timeline

	Activity	Person(s) Responsible	Implementation Start Date	Implementation End Date
1	Project Planning meeting	Counterpart, PCV	10/2/2017	10/2/2017
2	Distribute permission slips	School Director	10/2/2017	10/9/2017
3	Purchase materials	Counterpart, PCV	10/20/2017	11/14/2017

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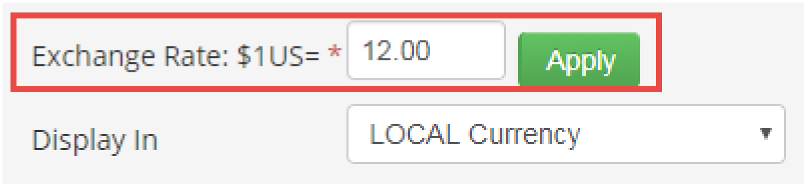
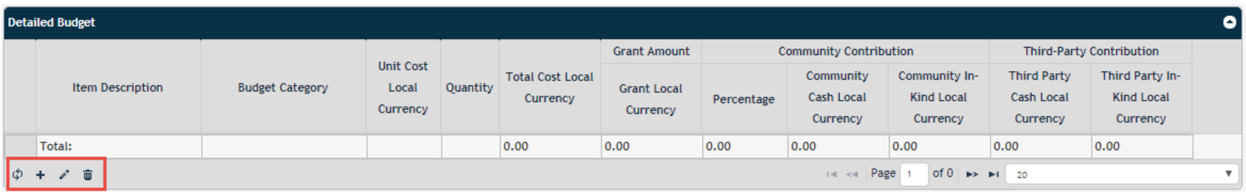
E. Tab 4: Budget

Remember: All *projects must meet a required 25% required community contribution in order to be submitted for review. If the community contribution is less than 25% it will appear in red.*

1. **Select Tab 4:** Budget; **Section A:** Detailed.

2. At the top of the detailed budget section, enter [the current exchange rate](), or your best approximation and click "Apply". If you intend to fill out your application budget in US Dollars rather than local currency, enter 1 as the exchange rate. Note that the "Display In" field below provides the option of viewing your budget lines as entered in local currency value or the equivalent values in USD, according to the exchange rate you apply.

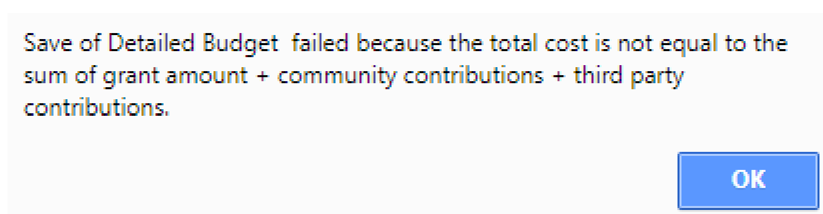



Detailed Budget

Item Description	Budget Category	Unit Cost Local Currency	Quantity	Total Cost Local Currency	Grant Amount		Community Contribution		Third-Party Contribution	
					Grant Local Currency	Percentage	Community Cash Local Currency	Community In-Kind Local Currency	Third Party Cash Local Currency	Third Party In-Kind Local Currency
Total:				0.00	0.00	0.00	0.00	0.00	0.00	0.00

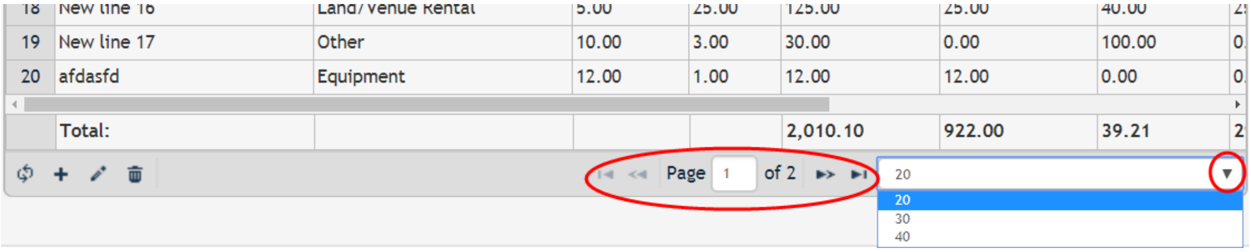
3. Select the + to add a new budget line. A new window should appear with a budget line form.
   a. For the **Item Description**, enter the first item that will need to be purchased for the project.
   b. For the **Budget Category**, select the type of item that is being purchased from the list.
   c. For **Unit Cost, Local Currency,** enter the estimated amount for ONE unit of the item in local currency.
   d. For **Quantity**, enter the number of items needed. Note after you enter a unit cost and quantity, the total cost will calculate below.
   e. Determine who will be purchasing this item or service. Is it a cost that the grant will pay for? If yes, enter the total amount under "Grant Amount". If it is a cost that the community will pay for, you will fill it in under "Community Cash". If it is a contribution that the community will make in-kind and not purchased with cash, enter your best estimate of the value of this good or service in the Community In-Kind field. Likewise, if it is a cost that a third party will pay for or contribute in-kind, enter the amount in the corresponding field below. The cost of items may also be split among any or all of these sources, so for example, you could have $50 worth of the same budget line paid for by grant funds and $40 paid for by the community. The important thing is that the total cost equal the sum of the amounts below.
   a. Select the icon to save and close.

Please note that if you attempt to save the line item and the amounts don't add up, you will see the following error message and all the fields will clear, so you will have to reenter the line with the correct amounts.

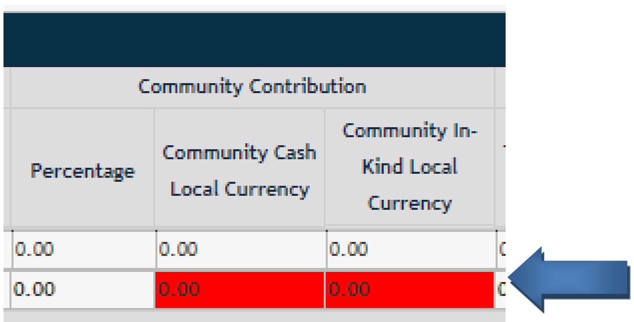


4. Continue to select the + icon to add additional rows. You can add as many rows as necessary for your project budget. Please include all costs that will be used for the project. Don't forget to determine the value of in-kind contributions from the community and any third-party and include these in your budget as well. Work with your APCD, Program Manager, or Small Grants Coordinator if you have trouble with this section.

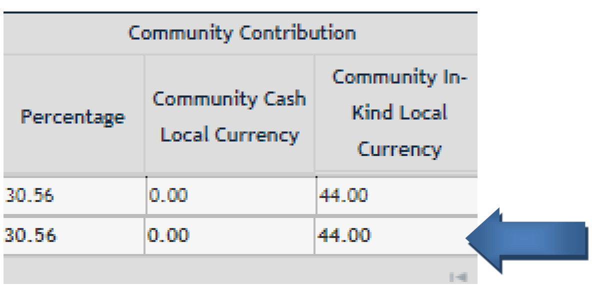
Note: In order to see the full detailed budget, scroll to the right or left. Once a budget reaches its maximum number of rows, be sure to "page over," or increase the number of rows visible – circled in red below.



PAUSE: Below is an example of a project that has not met the required 25% community contribution. These cells will remain red, until the budget has been corrected. The second screen shot shows a budget that has achieved the required 25% community contribution.



Once the community contribution reaches at least 25%, the red will disappear.



As you learned previously, if you need to change or edit a row: select the row that you wish to change. It will turn green. Then click the icon. This will allow you to edit. Once you click the icon, the cells in the row will turn white and allow you to edit the text. When you are done, you should save your changes by selecting the icon. Once you save the row, the table will update and show your change.

5. **Select Tab 4:** Budget, **Section B:** Summary.

This section is for review only. Data cannot be entered into these fields; rather it is compiled from data that was entered into the detailed budget. This way you are aware of how much of the budget is in each category.

6. **Select Tab 4:** Budget, **Section C:** Narrative.*
   ***Note: this section is optional unless required by your post.**

   This section describes the types of items that will be purchased in each budget category. It gives a snapshot of what will be purchased to complete the project. The budget narrative differs from the detailed budget, in that it summarizes all budget line items within the same category. The fields completed should match the categories used in the detailed budget:

Budget Narrative

	Budget Category	Grant Contribution	Community Contribution	Third-Party Contribution
1	Labor	The grant will pay for an excel trainer to train participants how to create a spreadsheet, and a facilitator for all sessions.	Three community members will lead business development sessions.	
2	Equipment			Third-Party will supply laptops for trainees.
3	Land/Venue Rental			A third-party will be donating three large rooms to hold the training
4	Travel/Per Diem/Food/Lodging	The grant will pay for 5 community members breakfast and lunch over three days.	Local Business leaders are donating a bus to pick up and drop off trainees.	

   When you open the tab, you will see each budget category listed.

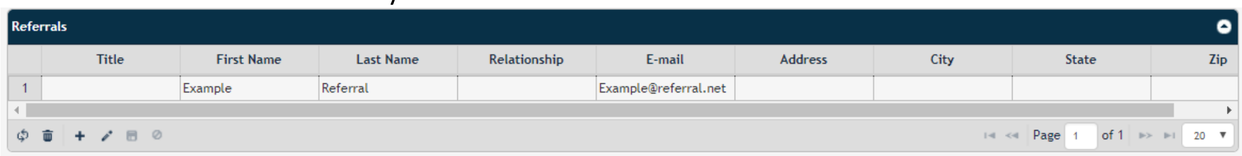
7. Under **Budget Narrative**, Select line 1, Labor, highlighting the row in green. Select the icon to edit the grid. Select the first column, grant contribution.
   a. Will the grant pay for any labor? If yes, describe in sentences, what labor the grant will be purchasing. If the answer is no, you may leave it blank.
   b. Will the community contribution be paying for any labor? If yes, please describe what they will be providing. If the answer is no, you may leave it blank.
   c. Will a third party provide any labor? If yes, please describe what they will be providing. If the answer is no, you may leave it blank.
   d. Select the icon to save.
8. Please go through each budget category and follow the steps above until each has been filled out.

F. Referral Tab (For PCPP/LGL project applications only. If you are using any other grant type, you may skip to Section G)

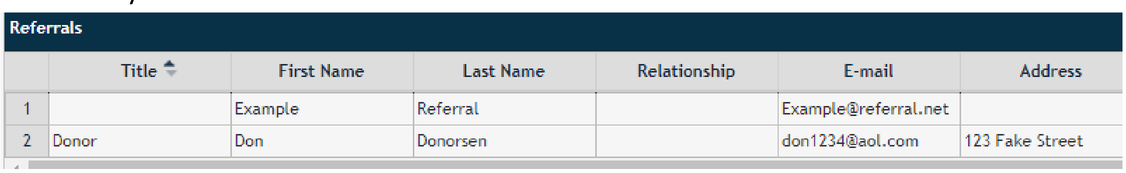
This section is to help Volunteers fundraise for a PCPP project – filling it out is encouraged, but not mandatory. Volunteers have the option to provide contact information for friends and family. Once received, headquarters staff will fundraise for the Volunteer's project by reaching out to any friends and family listed here.

1. Select the icon to add a line.
    a. Under the First Name column, type the first name.
    b. Under the Last Name column, type the last name.
    c. Under Email column, enter the email address.
    (Always give email addresses. This allows PC/headquarters staff to email potential donors and include links to your project's webpage in the email.)
    d. Any other fields are optional for your own records only and not required.
    e. Select the icon to save.

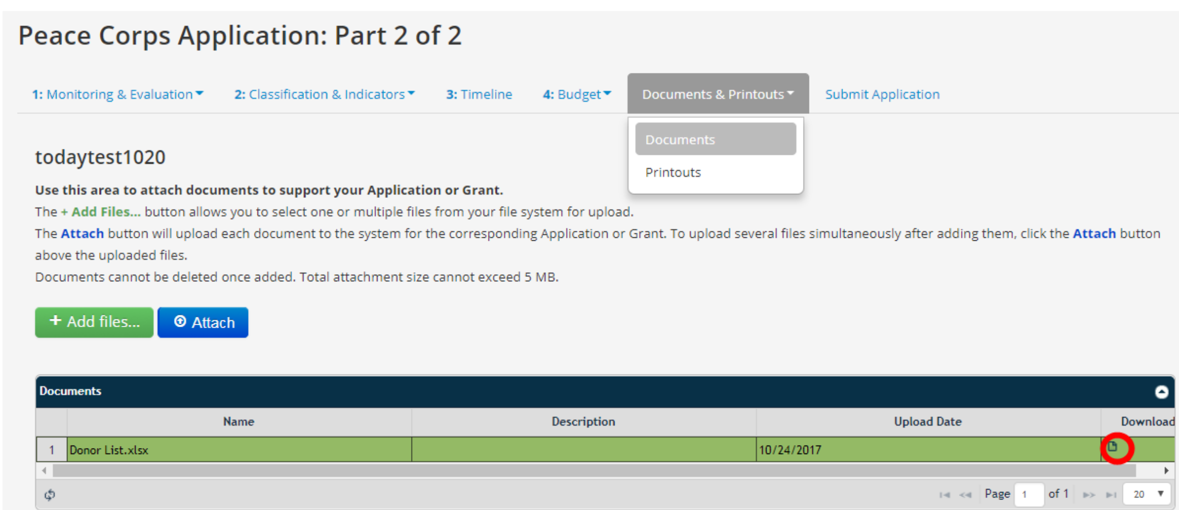
Do this for each row of contacts you would like to include.



Once the project has been posted online and people have begun contributing to the project, any donors to the project who have given permission for their contact information to be shared will appear in the Referrals section with "Donor" in the Title field. The current list of donors to the project will be updated on a weekly basis.



After the project has been fully funded, the complete donor list will be attached in the "Documents" section of the PCGO portal. You can download it by clicking the download icon in the Documents grid.

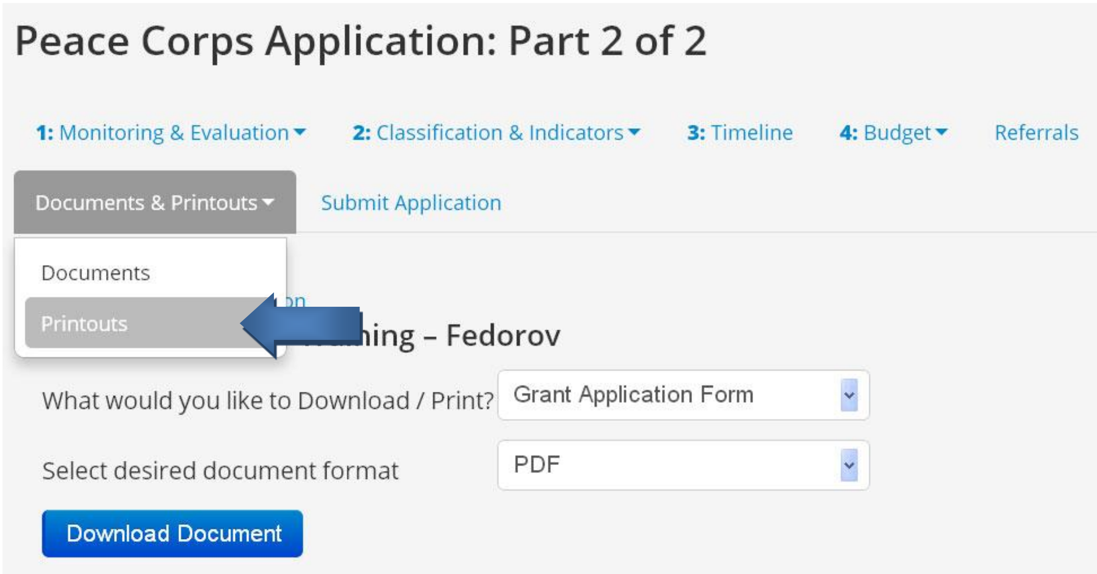


G.

Documents and Printouts

You will still need to print out and sign the appropriate signature forms.

1. **Select tab:** Documents and Printouts, and choose "Printouts"



a. From the "What would you like to Download/Print?" dropdown, select "All signature forms."

b. Select PDF for the desired format. (Select another format if you do not have adobe installed.)

c. Press the 

button.

d. A PDF document of the signature forms should appear on screen.

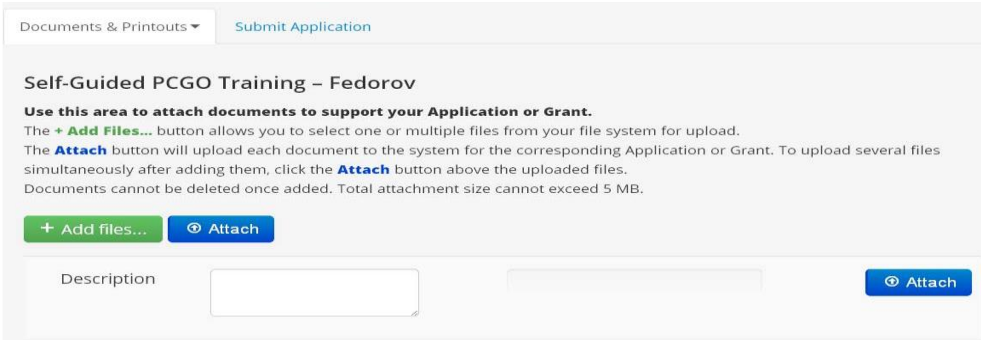
NOTE: If your document does not pop up, please turn off your pop-up blocker. See [Notes about Browsers] for more information.

You can also download a document and save it to your computer to fill out later.

e. The signature pages will need to be printed, signed and submitted before funds are released to the project.

2. Volunteers must attach additional documents including photos (for PCPP and LGL), and signature pages (all grant types) to their project. They may do this through the PCGO portal under Documents and printouts.
    a. **Select tab:** Documents and printouts, and choose "Documents".
    b. **Click to + Add files… and then Attach**
    c. **Please give the document a clear description of what it is so it can be easily identified.** Include the word "photo" if it is a photo.

*__Note that Volunteer documents cannot be deleted from the portal or edited once they are uploaded, but grant coordinators can delete them or edit the description from the database side.__



After a Volunteer signs the signature forms, and completes any necessary waivers, he/she may upload the forms here, or view any files that staff has uploaded. As a Volunteer completes a project they may also upload a photograph here.

H. Submit Grant

1. Finally, once all your information is complete, select the **Submit Application tab.**

2. Select the  button.

   If any required fields were overlooked, a red "Submit Application Failed!" notice will appear beneath the My Applications grid.

   The notice will outline any omissions of required fields. Please return to any sections listed and complete the required fields. Be sure to save before returning to the Submit Application tab.

3. You will know you have submitted the Application successfully when you see this green message:

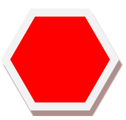
Note: If post grant coordinators or the Small Grants committee has suggestions for improvement after your application has been submitted, post staff must move the application back to ***Draft*** status to allow your revisions. Otherwise, Volunteers cannot make adjustments until the project is approved and the completion report feature become active.

Small Grants Program Completion Report

PCGO Portal Link: https://pcgo.peacecorps.gov/login.html

This link should be used to report final data for a project already submitted. This is a live link and not to be used for practice or testing.

Introduction: The PCGO portal application and completion reports are linked, essentially becoming one linear, streamlined document. A Volunteer can begin working on the completion report as soon as the CD has approved the project and project funds have been received, enabling the Volunteer to begin tracking receipts online as soon as they begin incurring costs. **Please note that the project must be in *Project Active* status in order to edit the completion report. If it is not, contact your grant coordinator and ask that they change the status.**



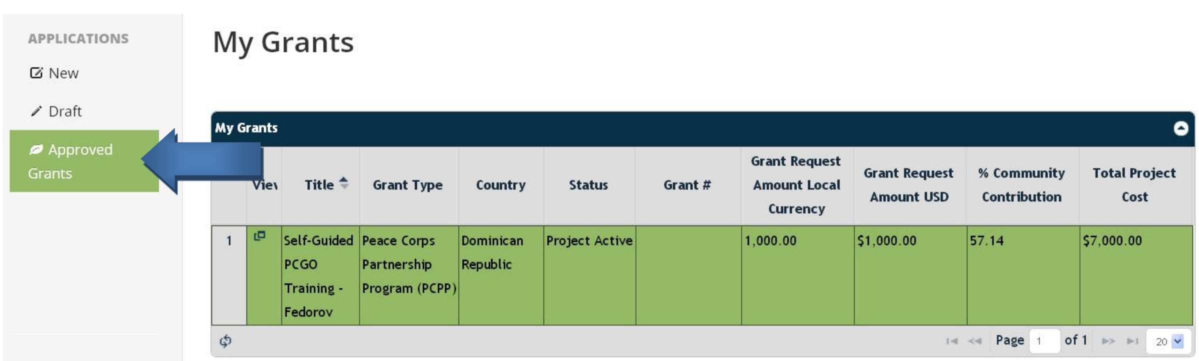
STOP: You cannot enter information into your completion report until your grant has been approved and grant funds have been received.

The completion report can only be started after the grant status has been changed by Peace Corps staff in the PCGO database to **Project Active**

To download and fill out an offline version of the completion report, please refer to the offline completion report instructions.

Logging into the Completion Report

1. Log into the PCGO Portal.
2. In the navigation pane on the left column, select approved grants.



3. Select the project for which you would like to input completion report data. This project should now be highlighted in green. See screenshot above. (Your project will only appear in this section if the project status was approved by PC staff. If that has not been done, contact you small grants coordinator and let them know you would like to enter data into your completion report.

4. Once you have selected the correct approved grant, you are ready to move to Exercise 2.

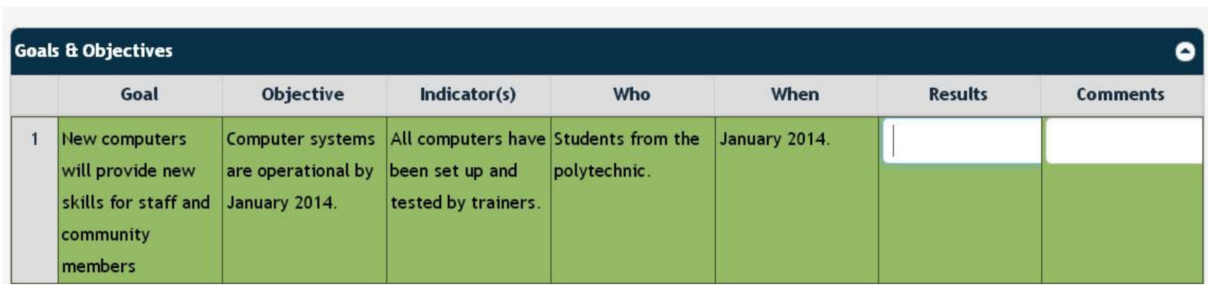
Entering Completion Report Information

A. Tab 1: Monitoring and Evaluation

1. Select **Tab 1:** Monitoring and Evaluation tab, **Item B:** Final Results.

   a. This is your chance to report on the success of your project. Now you will report on the indicators that you determined in the application.

   b. Select line 1, highlighting it in green, then select the icon to edit the results and comments fields.



Goals & Objectives

	Goal	Objective	Indicator(s)	Who	When	Results	Comments
1	New computers will provide new skills for staff and community members	Computer systems are operational by January 2014.	All computers have been set up and tested by trainers.	Students from the polytechnic.	January 2014.		

   c. Enter the results of that Indicator. Did you achieve the objective?

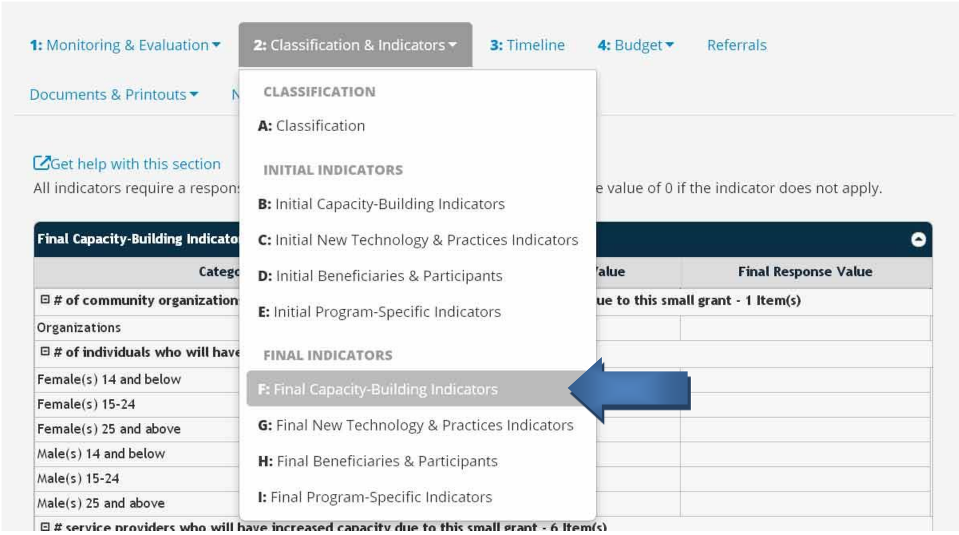
   d. Enter any comments that have to do with the objective or indicator (optional).

   e. Select the icon to save.

2. Repeat the steps above for EVERY goal and objective that you entered. Each one should have a reported result. Remember to click the icon to save.

B. Tab 2: Classification & Indicators,

1. Select **Tab 2:** Classification & Indicators, **Item F:** Final Capacity Building Indicators.



   a. In your application, you estimated how many individuals, organizations, or service providers would be building capacity through this project. In this section you will report the actual numbers.
   b. Enter the appropriate number in each cell.
   c. Click the Save Indicators button.

2. Select **Tab 2:** Classification & Indicators, **Item G**: Final New Technology & Practices Indicators.
   a. In your application, you estimated how many individuals would apply new technology through your project. You also determined how many new technologies or practices would be learned.
   b. Enter the actual number in each cell.
   c. Click the Save Indicators button.

Remember all lines require a value, even if the value is zero. Be sure to review all pages before moving on to the next item.

3. Select **Tab 2:** Classification & Indicators, **Item H**: Final Beneficiaries & Participants.
   a. In your application you estimated how many beneficiaries and participants would be involved in your project.
   b. Enter the actual number in the cells.
   c. Click the Save Indicators button.

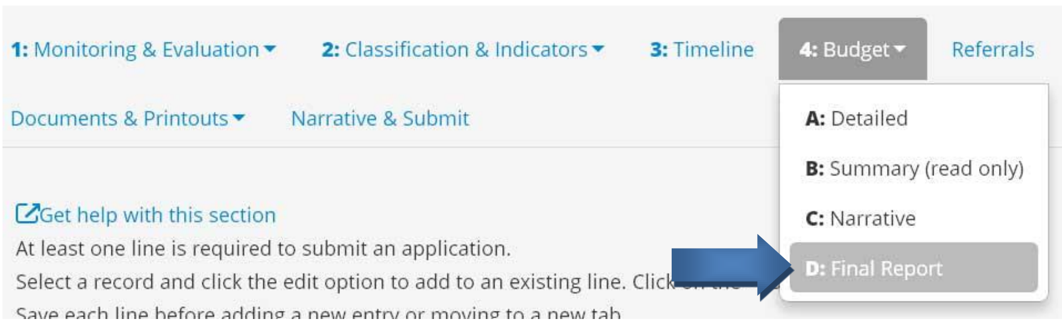
4. Select **Tab 2:** Classification & Indicators, **Item I**: Final Program-Specific Indicators. (**This section does not apply to PCPP, but other grant types must complete)**
   a. In your application, you filled out these indicators with estimates for each cell.
   b. Enter the actual numbers in each cell.
   c. Click the Save Indicators button.

C. Tab 3: Timeline

Select **Tab 3: Timeline**. The completion report does not require any data to be filled out in the timeline. However, you may update the information in the timeline at any point during project implementation, including modifying the project start and end dates or activity start and end dates or adding new activities. Reviewing the timeline developed during project planning may help to assess the success of a project. You may want to reference this timeline as you compose the completion report narrative.

D. Tab 4: Budget, Section D: Final Report

1. Select **Tab 4**: Budget, **Section D**: Final Report.



2. The budget tab's Final Report is an integral part of not only the completion report but throughout the project implementation itself. Volunteers and their counterparts should utilize this tool to track and manage project expenditures.

3. Here you will enter each item that you purchased for this project. Each cost must be linked to a receipt. You will also enter what was spent or contributed in-kind under the corresponding Community Contribution and Third-Party contribution sections. Items that you planned to purchase in your initial budget will appear here with blank amount fields. To modify these lines and enter final amounts spent, click the  icon. If you did not actually end up purchasing these items, just leave the amounts blank and ignore these lines (they cannot be deleted). To add new items that you didn't have in your initial budget, click the  icon. A new window should appear.

    a. In the date field, enter the date of the purchase or contribution.
    b. In the receipt field, insert the number of the receipt – this can be from the number on the receipt itself, or you can just number them in order 1, 2, 3, 4, etc.
    c. In the unit cost column enter the cost for one item or service.
    d. Under Quantity, enter the number of items or services purchased.
    e. Determine who purchased this item. Is it a cost that the grant paid for? If yes, enter the total amount under "Grant Amount". If it is a cost that the community paid for, you will fill it in under "Community Cash" or "Community In-Kind" if it was a donation of goods or services. If it is a cost that a third party paid for, you will fill it in under "Third-Party Contribution" or "Third Party In-Kind" if it was donated. You may also split the total cost among multiple sources.
    f. The Exchange Rate field should automatically show the exchange rate at the time funds were sent for the project. Most PCVs should just leave this field as it is. However, if your post's

banking system uses US Dollars and withdraws money in local currency throughout project implementation at varying exchange rates, for each item, enter the exchange rate at which money was withdrawn for that particular purchase.

   g. Select the icon to save and close.

4. You will follow the steps above for each item or cost associated with your project. If you have several items on one receipt, you should cost out each item and use the same receipt number for each. If you purchased multiple items with the same description and same unit cost on the same receipt, do not enter separate lines for each of these items, just increase the quantity for a single project log line item.

E. Documents and Printouts

1. Select the **Documents and Printouts** tab, select the **printouts** section.
   a. From the first drop down, labeled "what would you like to download/print", select **Completion Signatures Form**.
   b. From the second drop-down, labeled "desired document format", select "PDF" or "word."
   c. Select the Download Document button.
   Volunteers will need to complete this form when completing a grant. It should be printed, signed, scanned, and uploaded to the project. If a Volunteer cannot scan the documents, they will need to submit the forms to the small grants coordinator so he/she may do so.

How to Attach Files

Below are instructions for how to attach files to a project through the portal. Under the **Documents and Printouts** tab, you will select the **Documents** option. This is where Volunteers should upload a photograph of their project and their signed "Completion Report Signatures Form" if technical capabilities allow. (If Volunteers do not have access to upload a scanned item, staff may do so through the PCGO Database.)

1. Select the green add files button.
2. Search for the file(s) you wish to add. Select "Open" from the windows/file dialogue box that appears.
3. After the file is listed in your Documents and Printouts screen select the blue "Attach" button next to the file.
4. After the file has been successfully uploaded a green "File Attach Success!" message will appear below the My Grants grid, and uploaded files will appear in a Documents grid in the Documents & Printouts tab.

A project status will not be moved to "project completed" until all completion signature pages are uploaded by the Volunteer or staff

E. Narrative & Submit

1. Select the **Narrative & Submit** tab.

As you go through this section, remember to save often! In this section you will use the "save or submit" button. As you are working through the Narrative section, you will click save. Once all sections are filled out, you will click submit.

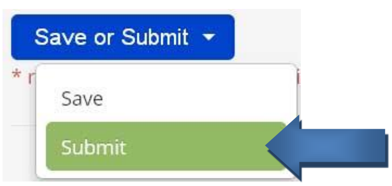
2. Click in the box beside "**Your Story**"
   a. Every project has a story. Please describe any anecdotal evidence/stories from a community member or your personal experience that attest to the project's success. This vignette may be used to highlight your exemplary work when reporting to stakeholders. If you have photos from the project, please attach a JPG file(s) and share them with your small grant coordinator. Please note that your coordinator may send these photos to PC /headquarters.
   Click Save or Submit and save.
3. Click in the box beside "**Goals Achieved, Changes in Initial Objectives, and Community Feeling**"
   a. Explain if the project goals and objectives were achieved? Describe any changes in the initial project goals and objectives. Did the community feel they reached the goals of the project? How do you know?
   b. Click Save or Submit and save.
4. Click in the box beside "**Capacity and Skills Built**"
   a. Describe how the project built capacity in the community? What new skills have been acquired by the project participants? (Be specific as to what skills and which participants/community members.)
   b. Click Save or Submit and save.

5. Click in the box beside “**Sustainability**”
   a. Explain how the community members will apply their new skills or otherwise sustain the activities and/or benefits of the project? How will they cover any recurring costs?
   b. Click 

 and save.
6. Click in the box beside “**Unexpected Events and Recommendations**”
   a. Describe any unexpected events (positive or negative) that you encountered during the project? Based on your experiences, do you have any recommendations for others implementing a similar project?
   b. Click 

 and save.
7. Click in the box beside “**Lessons Learned and Promising Practices**”
   a. Include major lessons learned during this project. If you have developed modules or training materials, please share them with the grants coordinator or the IRC manager at your post for sharing with other PCVs.
   b. Click 

 and save.
8. Congratulations! You have finished your completion report! (That wasn’t so bad!) Select the blue Save or Submit button and select submit from the drop down.



9. If you see the following error message, you have not completed all areas of the Completion report.

The error message will list the items that still need to be completed before you can submit. If this occurs, please go back and complete those sections.

You will see the following message if you have successfully submitted your completion report:

Working on an Application Offline

Please note that you must have Microsoft Excel software on your computer in order to work on the document offline. Excel installed on a Mac computer will work, but Numbers for Mac will not.

Each Excel file downloaded from the PCGO portal is linked to one particular application. Any uploads of information from that Excel file or copies of that file will replace the information stored in that particular application. This means:

- ✕ **DO NOT send an Excel application or completion report document that you downloaded from the portal for one of your own projects to another Volunteer for them to fill out a grant application.**
- ✕ **DO NOT use an Excel template that you received from another Volunteer for your own application.**
- ✕ **DO NOT fill out an application for another grant using the same file that you downloaded for a previous grant.**

Doing any of the things above will not create a new application, it will replace the information from the application that was originally downloaded with the new information that is uploaded.

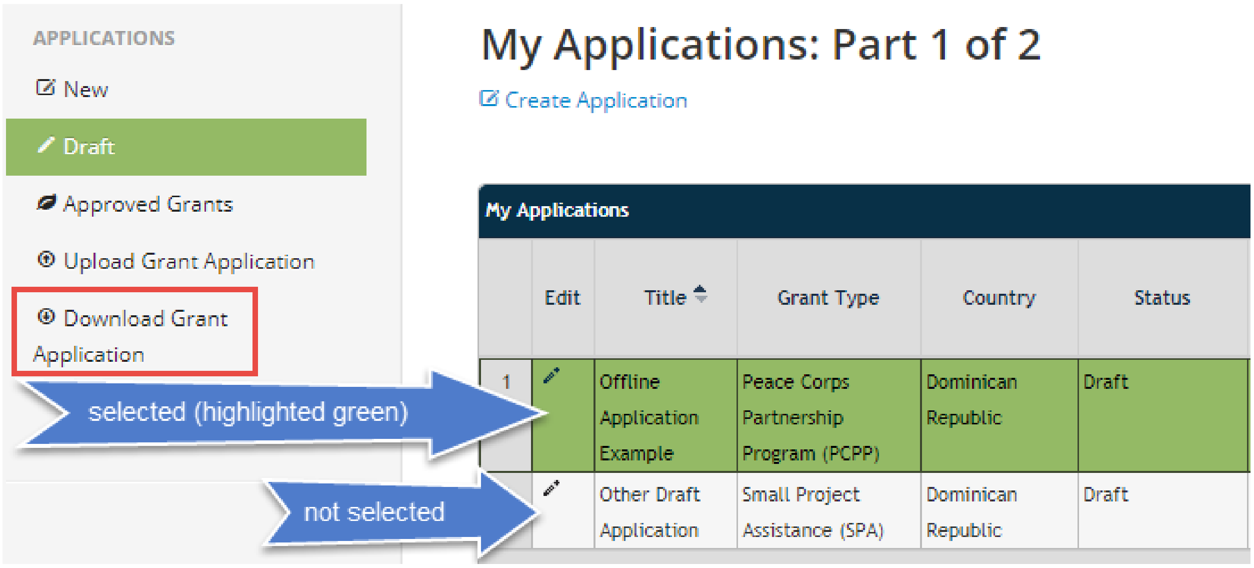
If you choose to work on your grant application offline, first register in the PCGO portal and fill out the first few fields required to save the grant application (as shown on pages 5-8 above).

Please note that your browser settings must support the offline application download and upload functionality, particularly the pop-ups. If pop ups are blocked for the page, you will not see the windows that appear to enable download and upload. If the download or upload of the document isn't working, try clearing your cache and then reloading the browser page and signing back into the portal. **Please refer to the offline application troubleshooting guide if you have problems with upload or download.**

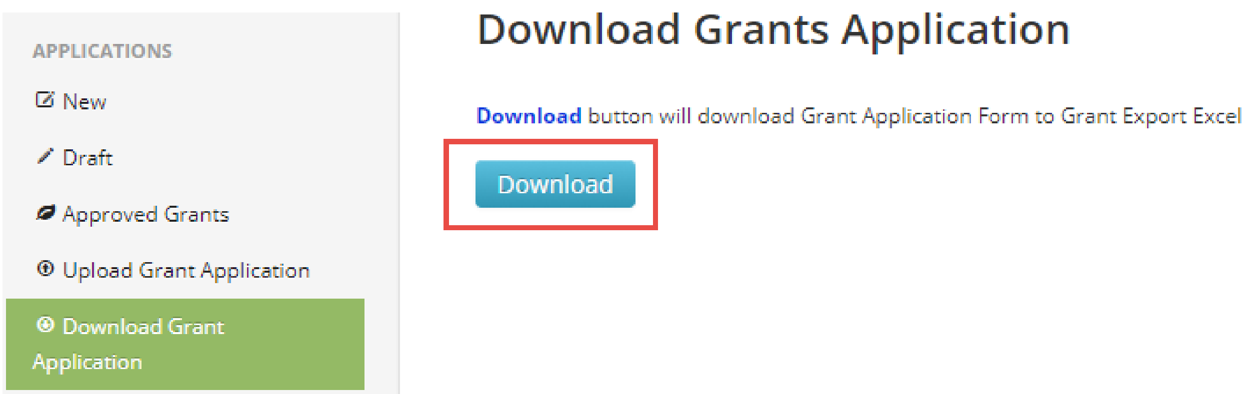
*If you are not able to register in the PCGO portal or fill out the first few fields and save the application, please contact your grant coordinator. You will need to let them know what type of small grant you are applying for and the title you want to give the project. They can then create the application for you and download it to an Excel document, which can be sent to you in an email attachment or saved to a USB drive and physically transferred to you. You would then proceed to fill out the information in the Excel document following steps 5-14 below and once finished, email or transfer the document to your grant coordinator to upload and submit through the PCGO portal.

Steps:

1. Once you have successfully saved the application, it should appear in the "Draft" section of the PCGO Portal. Note that if you just saved the application in Part 1, you will need to refresh the page in your browser in order for it to appear in the "My Applications" grid. Ensure the application you want to download is selected (highlighted green), then click "Download Grant Application". *Please note that due to a bug, you will not be able to download the application if the project title contains special characters "&" or "#" (these should be changed to "and" and "number" or "hashtag", respectively).*



2. On the download page, click the blue “Download” button.

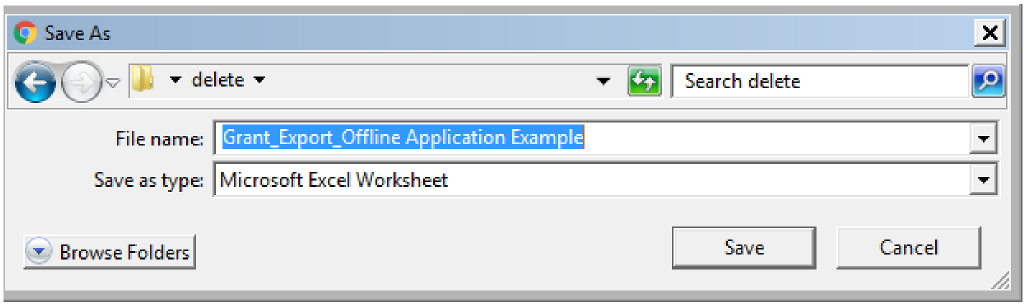


It may take a few seconds to several minutes to download the application, depending on your local internet bandwidth and how many sections have already been filled out online.

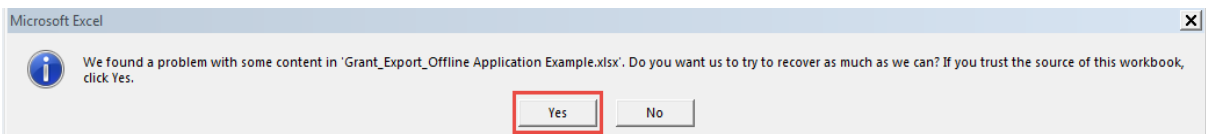
If you are working with a slow internet connection, it’s recommended to complete only the minimum amount of information required to save online before downloading to reduce download time.

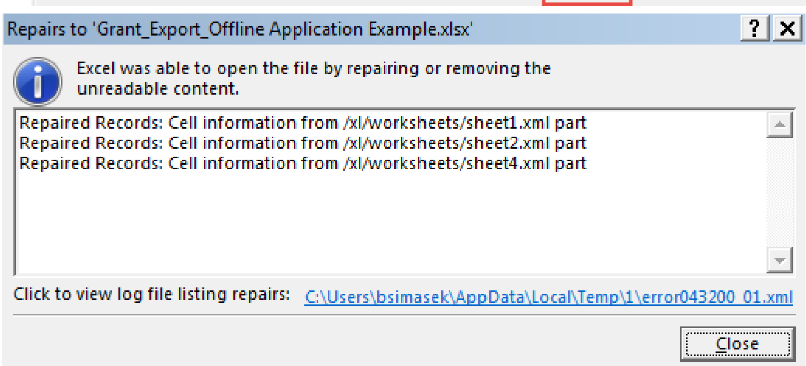
The upload will take longer the more data you are transferring, so if you want to reduce upload time, you may upload the application piece by piece as you complete individual sections and reconnect to the internet, rather than all at once.

3. Eventually, an Excel file should appear called “Grant_Export”. Save this file to your computer or a USB drive if you are working from a public computer. You are welcome to change the name of the file, but do not change the file type from Microsoft Excel Worksheet.



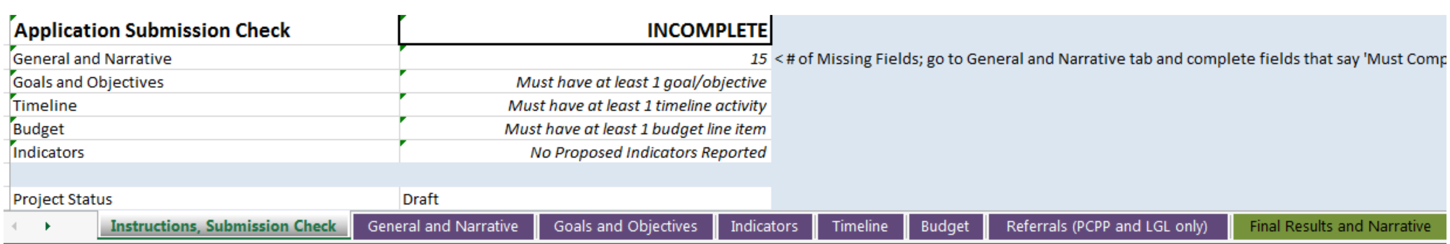
4. Open the exported grant file. When you first open it, you will see a couple of error messages. First click “Yes” to trust the source of the workbook.



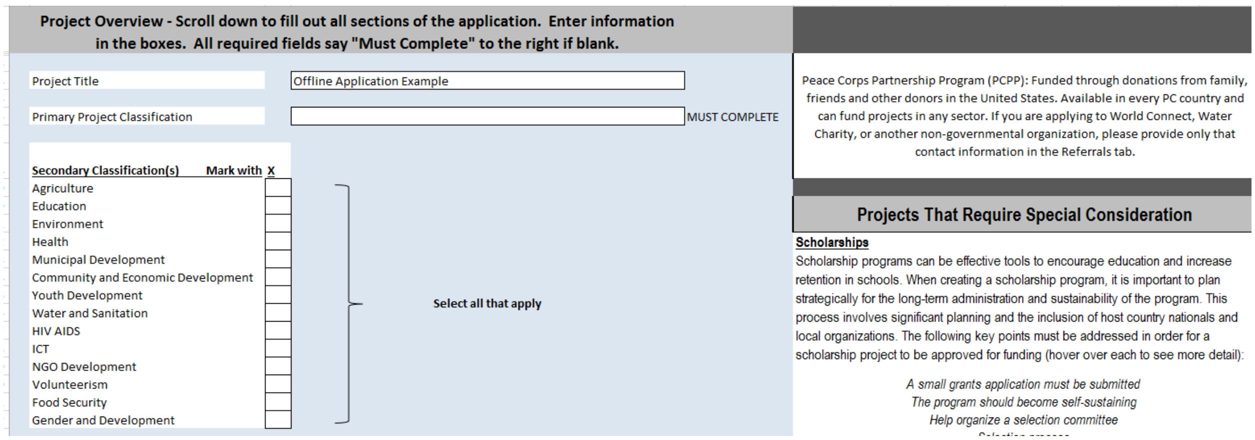


Then close the “Repairs” error message.

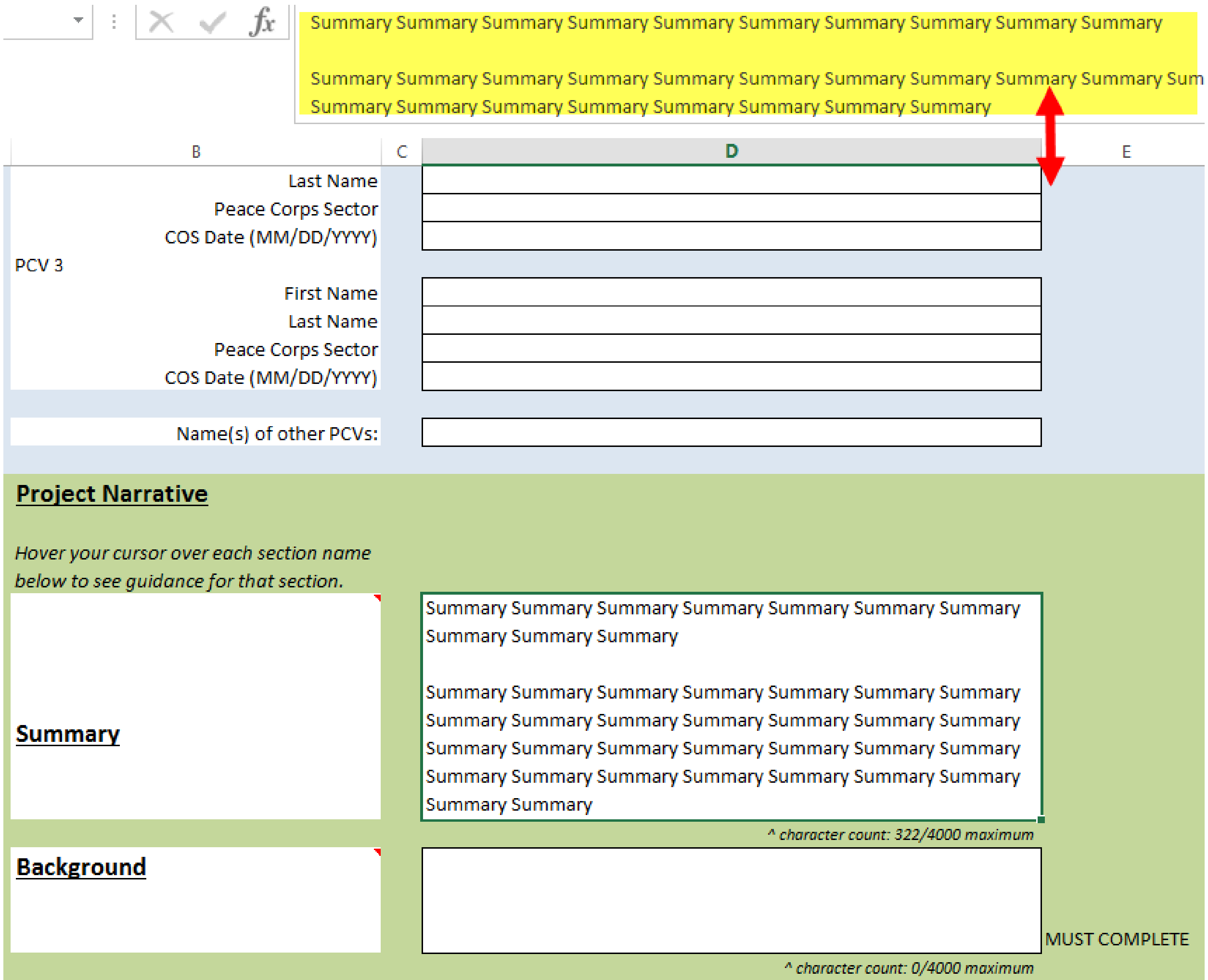
5. The page should open to the “Instructions, Submission Check” tab. Please read carefully the instructions at the top of this tab.
   - Below the instructions, the “Application Submission Check” will change to “COMPLETE” once all of the minimum information required to submit the application is filled out in the workbook. The purple tabs at the bottom of the workbook are the ones that must be filled out for the initial grant application. If you are working on the initial application, please DO NOT fill out any of the green completion report tabs to the right.



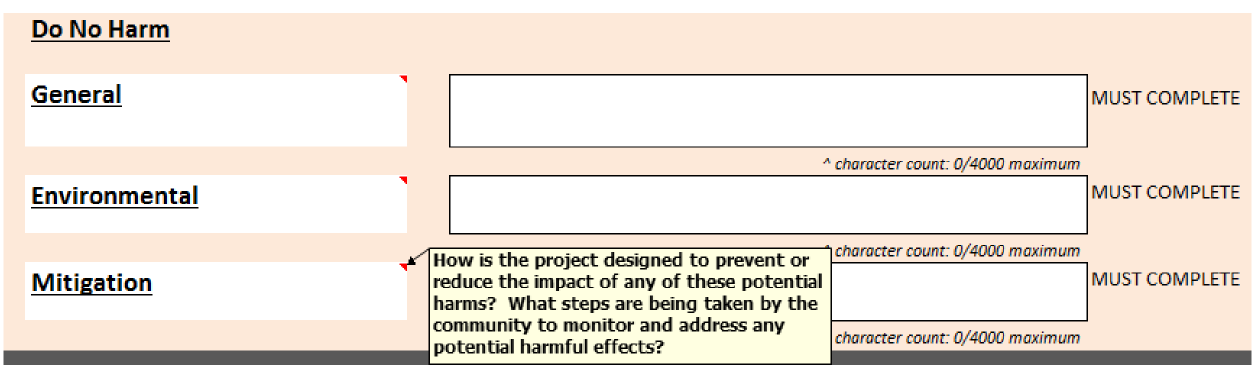
6. Once you have read the instructions, click on the purple “General and Narrative” tab at the bottom of the workbook. Any information that you completed online should appear in this document, including the project title.
    - **Please note that if the Project Title field is blank, or does not match the title that you gave the application before saving, you will not be able to upload this document to the PCGO portal. If this is the case, please return to the portal and go back to step 1 above to ensure the application is selected in green before downloading it.**



7. Fill out all of the applicable application sections in the General and Narrative tab. Note that any field that says “Must Complete” next to it is required in order to submit the project.
    - The height of the narrative sections below should automatically adjust according to the amount of text you enter in them. For ease of editing the narrative sections, you may manually adjust the row heights or column widths in Excel. You may also choose to use the formula bar at the top of the Excel document rather than clicking and entering the text directly in the cell. The formula bar can be dragged down to see more text. In order to enter a line space for a new paragraph, hold down Alt + Enter on your keyboard. You may also choose to type your narrative sections into a Word document and then paste them into the cells of the Excel document.



- Note that if you hover your cursor over any cells with a red triangle in the top right corner, a note will appear containing prompts or tips for that corresponding field.



8. Once you have finished entering information in the General and Narratives section, click to open the Goals and Objectives tab.
   - In this tab, fill out each of the columns in the table for each Goal/Objective/Indicator. You copy and paste your goals and objectives to rows below, but do not leave them

blank. For example if there are multiple indicators under one objective, do not leave the objective and goal lines blank for subsequent lines.

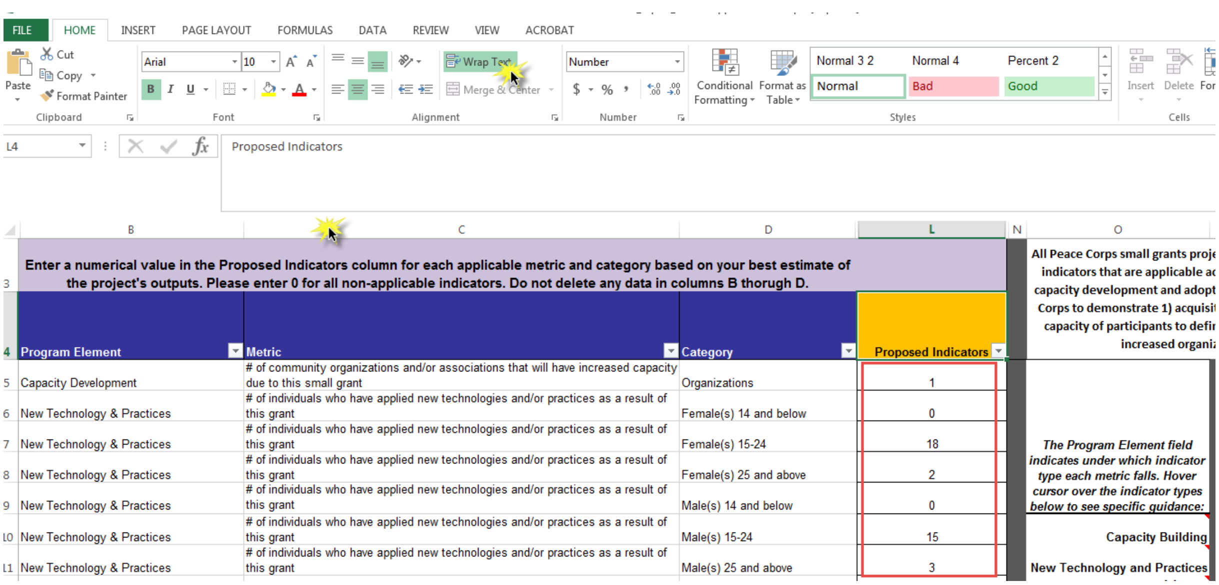
Incorrect:

Goal	Objective	Indicator(s)	Who	When	
Example Goal	Objective 1 Text	1: Indicator Text	People	Timeframe	
		2: Indicator Text	People	Timeframe	INCOMPLETE - Please add Goal, Objective, and Indicator for each line
	Objective 2 Text	1: Indicator Text	People	Timeframe	INCOMPLETE - Please add Goal, Objective, and Indicator for each line

Correct:

Goal	Objective	Indicator(s)	Who	When
Example Goal	Objective 1 Text	1: Indicator Text	People	Timeframe
Example Goal	Objective 1 Text	2: Indicator Text	People	Timeframe
Example Goal	Objective 2 Text	1: Indicator Text	People	Timeframe

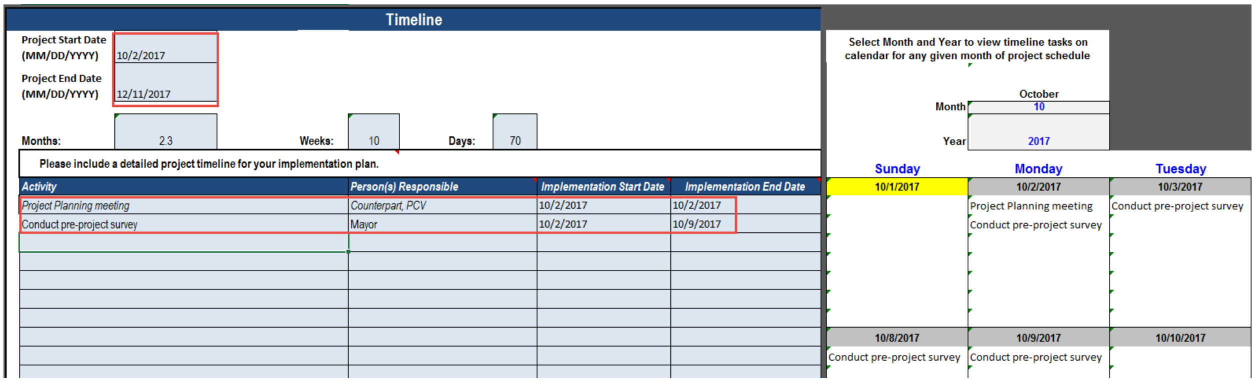
9. In the Indicators tab, just fill out the applicable numbers in the Proposed Indicators column (L) based on your project's projected impact. Please do not edit any information in the Program Element, Metric, or Category columns (B through D) or the data will fail to upload.
    - Note that you can better read the metric column by clicking the column heading (C) and then clicking "Wrap Text" from the Home tab of Excel.



Program Element	Metric	Category	Proposed Indicators
Capacity Development	# of community organizations and/or associations that will have increased capacity due to this small grant	Organizations	1
New Technology & Practices	# of individuals who have applied new technologies and/or practices as a result of this grant	Female(s) 14 and below	0
New Technology & Practices	# of individuals who have applied new technologies and/or practices as a result of this grant	Female(s) 15-24	18
New Technology & Practices	# of individuals who have applied new technologies and/or practices as a result of this grant	Female(s) 25 and above	2
New Technology & Practices	# of individuals who have applied new technologies and/or practices as a result of this grant	Male(s) 14 and below	0
New Technology & Practices	# of individuals who have applied new technologies and/or practices as a result of this grant	Male(s) 15-24	15
New Technology & Practices	# of individuals who have applied new technologies and/or practices as a result of this grant	Male(s) 25 and above	3

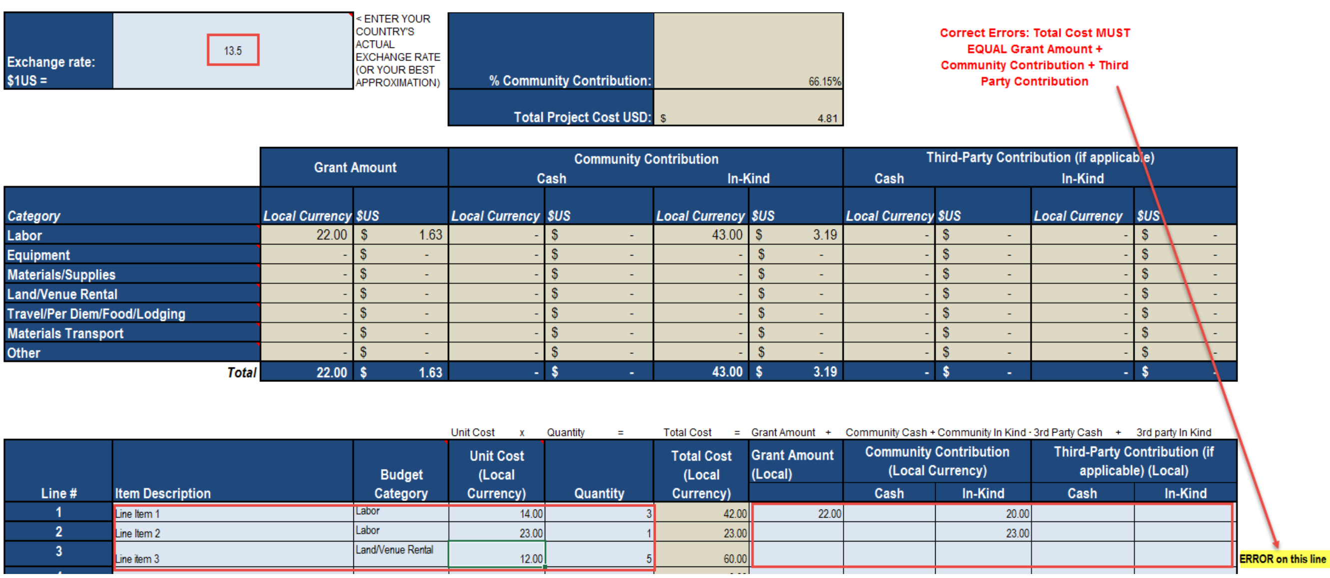
10. In the Timeline tab, first enter a Project Start and End date at the top. Then, enter each of the project activities, the people responsible for carrying them out, and the start and end dates for each activity. It's okay to give your best estimates for when the project and all project activities will start and end – this timeline can be adjusted throughout project implementation.

- As you fill out the items in the grid, the calendar to the right will fill with project activities. You can change the month and year by clicking the dropdown menus next to those boxes, which will change the project planning calendar displayed. This calendar is just a project planning tool, which you may choose to use however you see fit.



11. In the Budget tab, do not fill in any of the brown cells – only the blue ones. Start by entering your country of service's current exchange rate. If your post uses US Dollars, just enter 1 here.

    Enter your budget lines in the Detailed budget table below. Be sure to enter a Description, Budget Category, Unit Cost, Quantity, and amount(s) in the source fields to the right to indicate whether the item is being contributed by the grant funds, a purchase or in-kind donation by the community or a third party. The sum of the amounts entered in these boxes must equal the total cost, otherwise you will see an error message and the budget line will not properly upload. Note that the brown cells above will automatically fill as you enter detailed budget lines below.



Do not leave any of the first four columns in the budget table blank or skip budget lines, as shown in the following screenshot. Lines with blank required fields will not import and any lines after a skipped line will fail to import (In the screenshot example below, only Line # 1 would successfully import).

Line #	Item Description	Budget Category	Unit Cost (Local Currency)	Quantity
1	Item 1	Land/Venue Rental	12.00	4
2	Item 2		55.51	2
3				
4	Item 3	Equipment	7.10	2

12. The Referrals tab is for PCPP projects only. Once your project is approved and posted on the fundraising webpage, Peace Corps will send an email to any referrals you choose to list, informing them of how they can support your project.

Please provide the names of those in your network who might consider supporting your project. Ensure that their e-mail addresses are recorded accurately. If you are applying to World Connect or another non-governmental organization, please provide only that contact information.

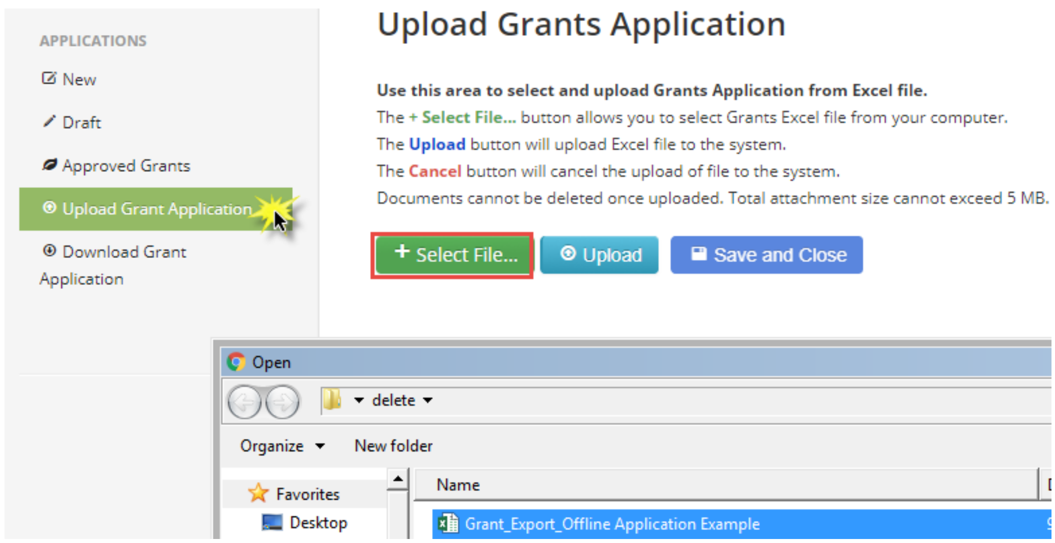
First Name	Last Name	Email
Ralph	Wiggum	ralph123@aol.com

13. Once you have filled out the relevant information in each tab, return to the "Instructions, Submission Check" tab and see the Application Submission Check box. If you filled out all required fields correctly, it will say "Okay to submit", which means once you upload the document to the portal, you should be able to successfully submit your application. If it says "Incomplete", look at each of the tab sections to find out what is missing or incorrect. You may upload the data from the Excel document to the portal at any point in the process, even if it is incomplete, but you will be prevented from submitting it for review.

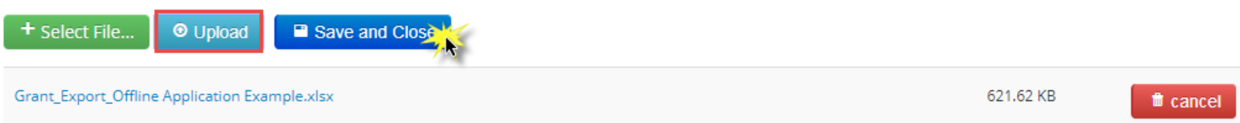
Application Submission Check	**INCOMPLETE**	
General and Narrative	*14*	< # of Missing Fields
Goals and Objectives	*Goal + Objective + Indicator Required for each line*	
Timeline	*Missing Project Start/End Date*	
Budget	*Budget Contains Errors*	
Indicators	*Please enter zeroes for any non-applicable*	

Application Submission Check	**Okay to submit**
General and Narrative	*OK*
Goals and Objectives	*OK*
Timeline	*OK*
Budget	*OK*
Indicators	*OK*

14. Once you have saved your Excel document with your edits and reconnected to the internet, click "Upload Grant Application" on the left side of the [PCGO Portal](). Then click Select File and choose your updated Excel file.



15. Then click Upload and wait to the file to upload. Once it does, click "Save and Close".



After you click Save and Close, the data from the Excel file will be transferred to your project in the portal (and to the database). This process may take a few seconds to several minutes, depending on the speed of your internet connection and the amount of data you are transferring. With the maximum amount of data being uploaded, at 1 Mbps (a relatively slow speed), the upload will take about 5 minutes. Please be patient while the file is uploading – it should eventually work. Though you must keep the PCGO portal open in your browser while the file is uploading, you are welcome to use other programs on your computer in the meantime (though bandwidth-heavy activities like downloading files or streaming video may slow down the data transfer).

You may upload the same Excel file multiple times without downloading in between. Only new information added to the Excel file after the last upload will be added to the system (preexisting records will remain in the system). However, if you delete any information from the Excel file before uploading it, those records or fields will be deleted or cleared in the portal after upload.

16. Once the data transfer completes, the page will redirect to Part 1 of the application, where you should see any information you entered in the "General and Narrative" tab of the Excel document. You can continue to edit the information here or return to Part 2 by clicking the "Home" icon at the top of the webpage.

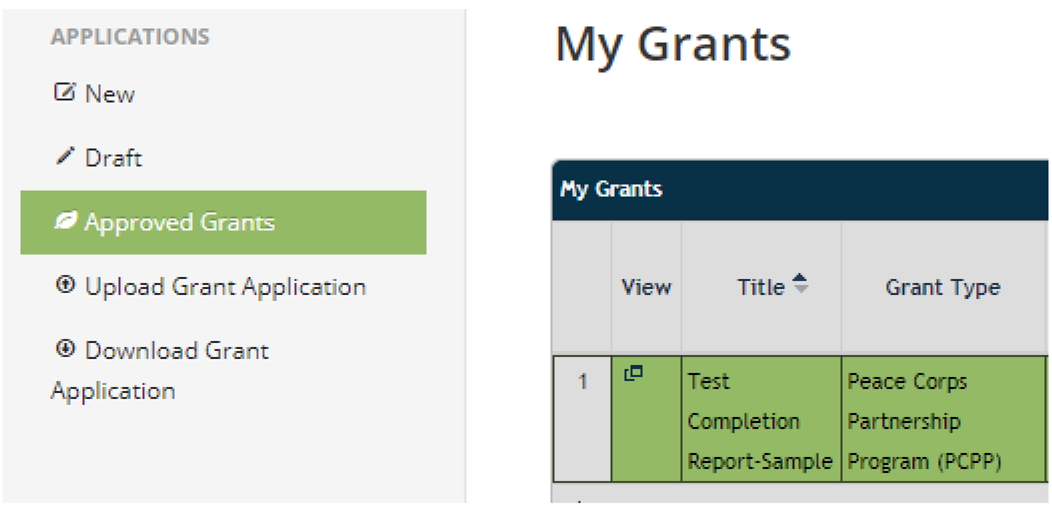
From the home page, you will be able to click through the different tabs in Part 2 of the application to see the information entered in the corresponding tabs of the Excel document.

17. Note that the Documents section of the Documents and Printouts tab is where you can attach files related to the project (including photos, which are required for certain projects).
18. Once you have filled out all of the necessary information and you are ready, you may submit your application.

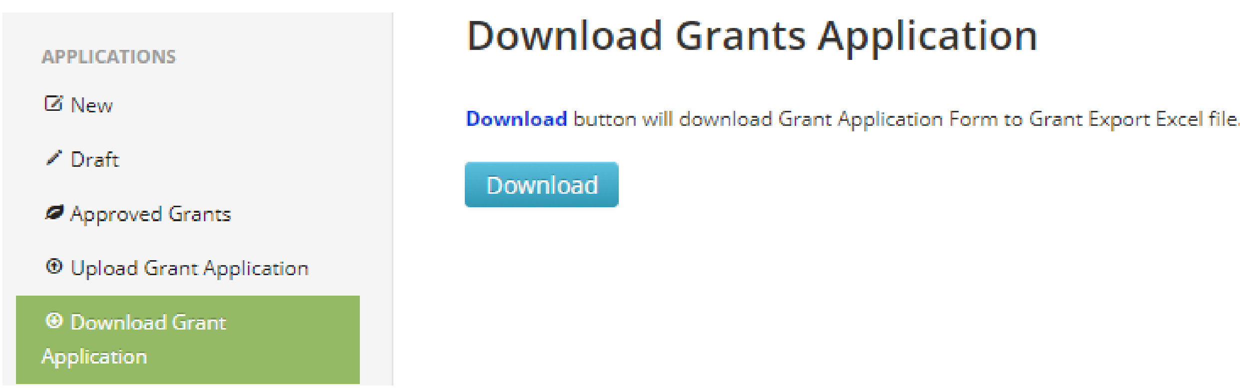
Work on a Completion Report Offline

Like with the initial application, you may complete any portion of the completion report offline. Please note that your **browser settings and your cache may also affect your ability to upload or download the application. Please refer to the offline application troubleshooting guide if you have any problems with upload or download. If you are unable to download the completion report, please contact your grant coordinator and request that they do so for you. If you are unable to upload it, you may send it to your grant coordinator to do so for you.**

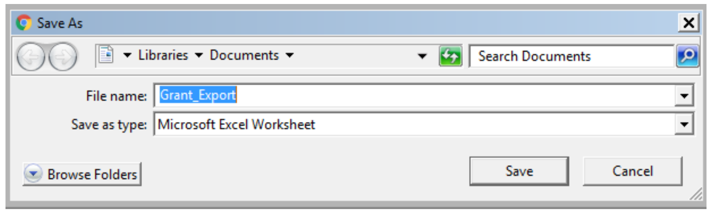
1. To download the completion report, first find the project under "Approved Grants" in the portal and highlight it to select it in green.



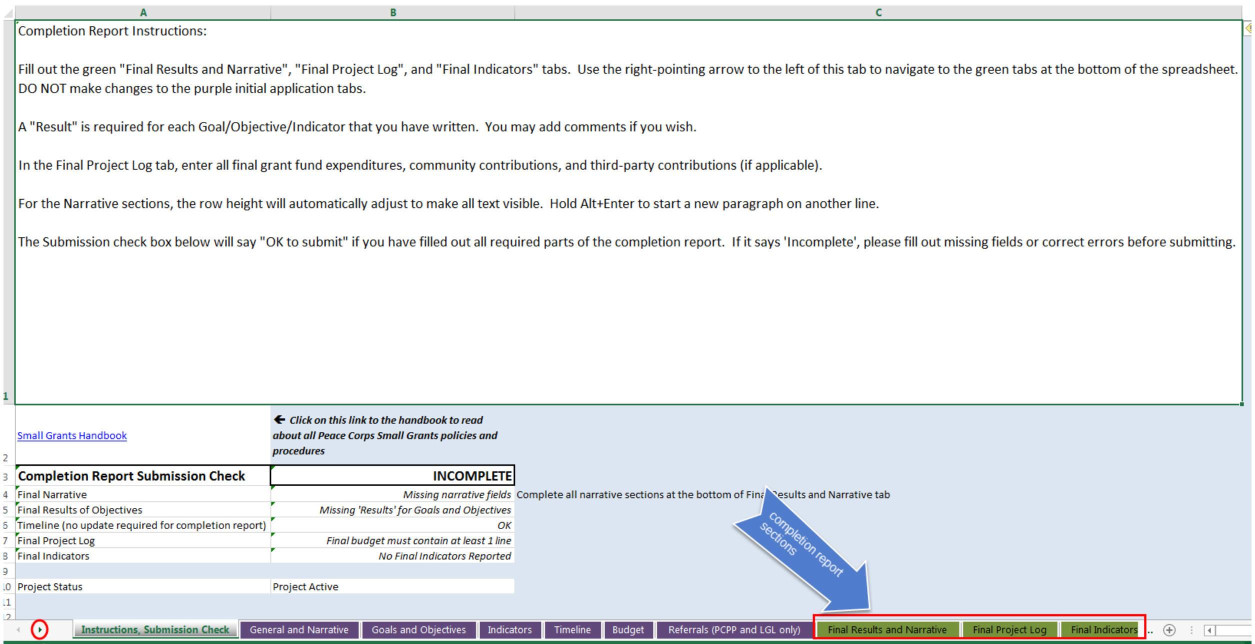
2. Select "Download Grant Application" (the completion report and application are in the same document). Then click the blue Download button.



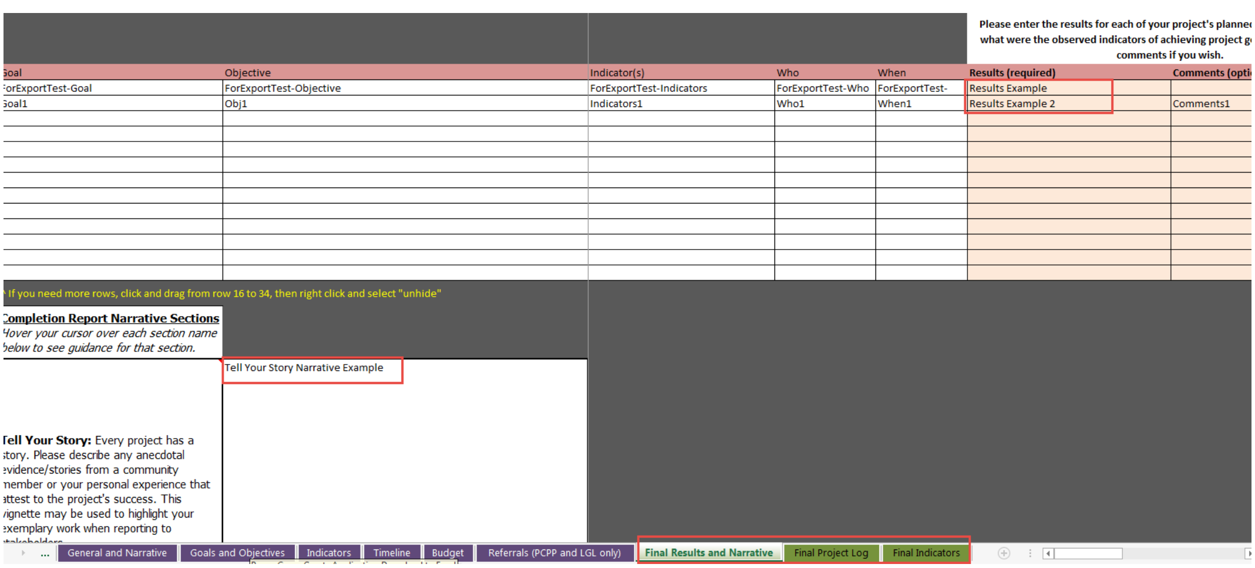
3. Once the Grant_Export file appears, save it to your computer or USB drive (feel free to give it a different name).



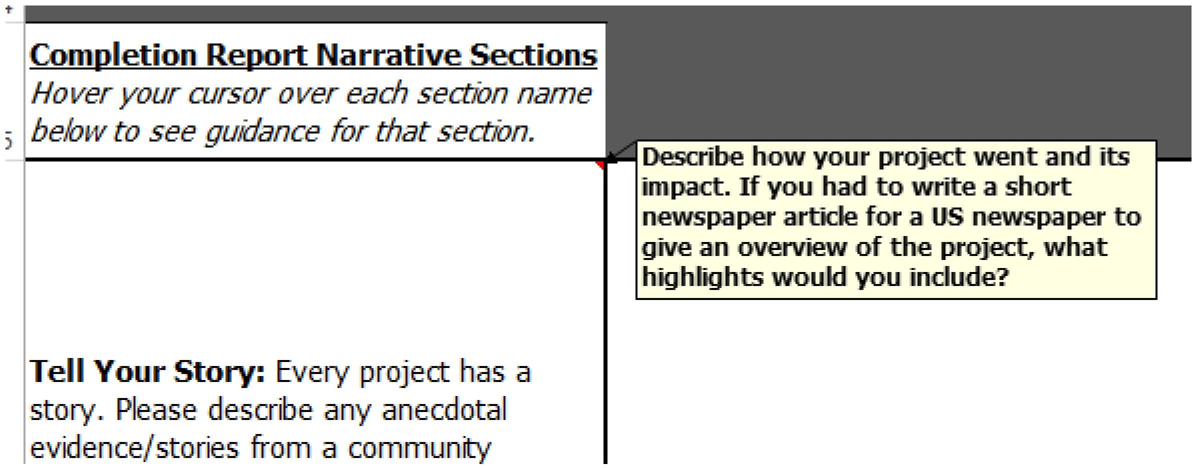
4. When you open the document, you should see the Completion Report Instructions and the submission check. Please read the instructions and note that the submission check will say “Okay to Submit” once all of the required information is filled out for the completion report.



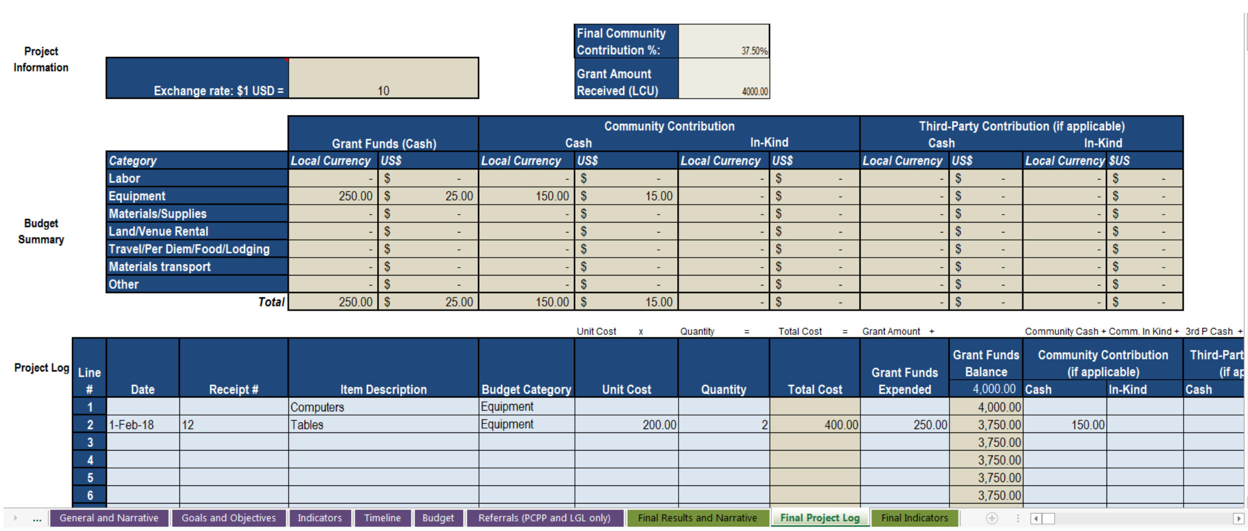
5. Click on the Final Results and Narratives tab. Write about the results for each of your goals and objectives – were the expected indicators observed or did they differ? Add comments if desired.



6. Below, enter the narratives for each of the Completion report Narrative prompts. Note that you can hover over each section with a red triangle in the corner to see a prompt.
    - The height of the narrative sections should automatically adjust according to the amount of text you enter in them. For ease of editing, you may manually adjust the row heights or column widths in Excel. You may also choose to use the formula bar at the top of the Excel document rather than clicking and entering the text directly in the cell. The formula bar can be dragged down to see more text. In order to enter a line space for a new paragraph in Excel, hold down Alt + Enter on your keyboard. You may also choose to type your narrative sections into a Word document and then paste them into the cells of the Excel document.



7. Click on the Final Project Log tab. After reading the instructions, scroll down to the Project Log section. In the blue cells of this section, you will enter the expenditures and contributions towards the project. Note that the item description and budget category of items that you entered in your initial budget will appear in this table. If those items were actually purchased with grant funds or if the community or a third party contributed them, you can fill out the corresponding blue cells. If not purchased, just leave those fields blank and ignore those lines. You can add new lines that weren't in your initial budget. The budget summary section will automatically fill as you enter lines.



Project Information

Exchange rate: $1 USD =	10
Final Community Contribution %:	37.50%
Grant Amount Received (LCU)	4000.00

Budget Summary

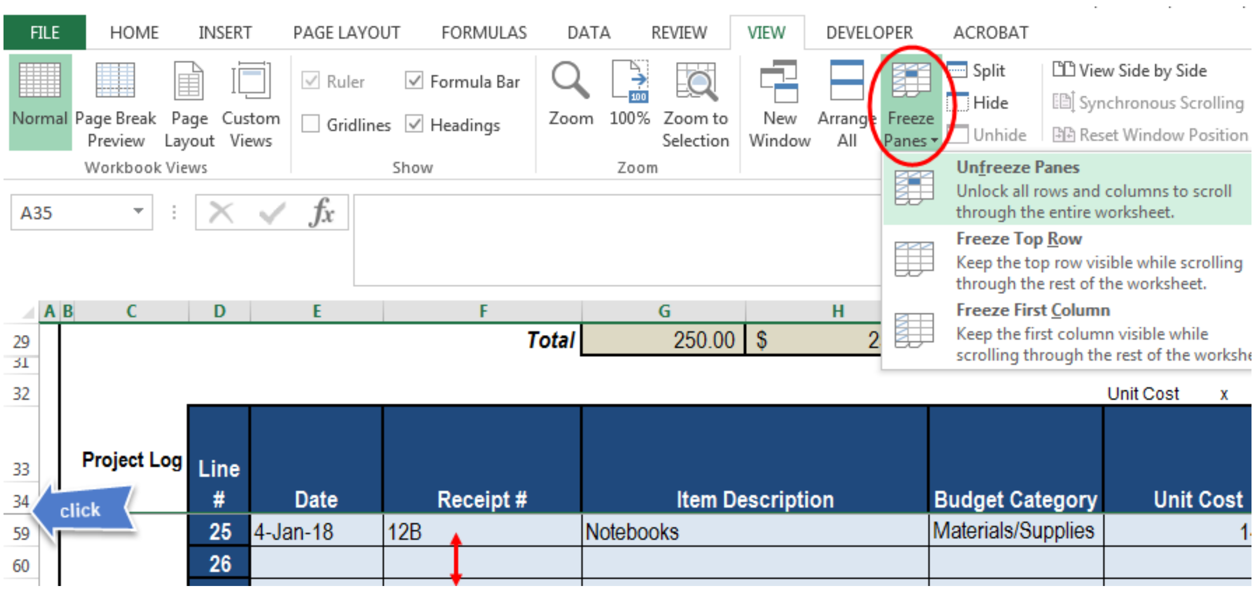
	Grant Funds (Cash)		Community Contribution Cash		Community Contribution In-Kind		Third-Party Contribution (if applicable) Cash		Third-Party Contribution (if applicable) In-Kind	
Category	*Local Currency*	*US$*	*Local Currency*	*US$*	*Local Currency*	*US$*	*Local Currency*	*US$*	*Local Currency*	*$US*
Labor	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -
Equipment	250.00	$ 25.00	150.00	$ 15.00	-	$ -	-	$ -	-	$ -
Materials/Supplies	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -
Land/Venue Rental	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -
Travel/Per Diem/Food/Lodging	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -
Materials transport	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -
Other	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -
Total	250.00	$ 25.00	150.00	$ 15.00	-	$ -	-	$ -	-	$ -

Unit Cost x Quantity = Total Cost = Grant Amount + Community Cash + Comm. In Kind + 3rd P Cash +

Project Log

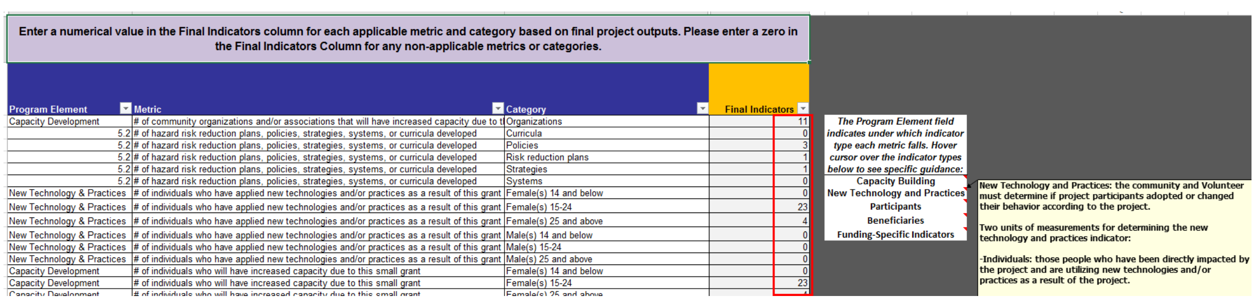
Line #	Date	Receipt #	Item Description	Budget Category	Unit Cost	Quantity	Total Cost	Grant Funds Expended	Grant Funds Balance 4,000.00	Community Contribution (if applicable) Cash	Community Contribution (if applicable) In-Kind	Third-Part (if ap Cash
1			Computers	Equipment					4,000.00			
2	1-Feb-18	12	Tables	Equipment	200.00	2	400.00	250.00	3,750.00	150.00		
3									3,750.00			
4									3,750.00			
5									3,750.00			
6									3,750.00			

If your project log has many lines, it may be useful to freeze the column headings so that you can see them as you scroll down and enter additional lines. To do this, click on row 35 (just below the column headings in row 34), then within the Excel View tab, click Freeze panes.



As with the initial budget, do not leave the budget category, item description, unit cost, or quantity blank for any lines in the final project log. Be sure that there are no errors – the total cost must be designated covered as grant funds, community or third party contributions (cash or in-kind) or some combination of these. Do not skip lines in the table (any lines below the skipped line will not import).

8. For the final indicators, enter numbers in the final indicators column according to the observed outputs of the project. Do not edit the program element, metric, or category information to the left.

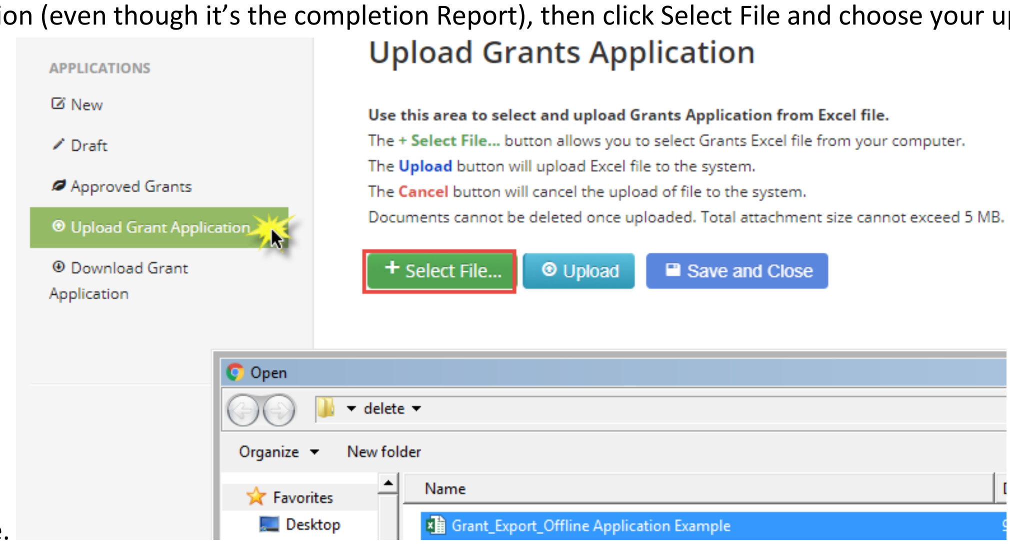


9. To verify you have entered all required information for the completion report, check the “Completion Report Submission Check” section in the Instructions, Submission Check tab. It should say “Okay to submit”.

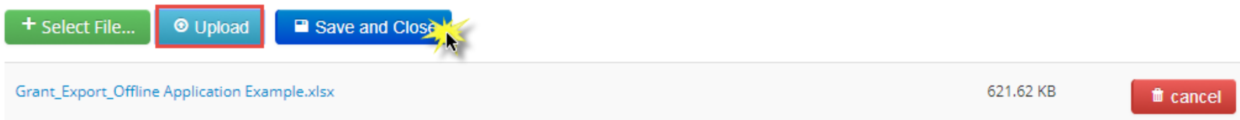
When working with the completion report offline, as with the grant application, you may upload the same Excel file multiple times without downloading in between. Only new completion information added to the Excel file after the last upload will be added to the system (preexisting data will remain in the system). However, if you delete any information from the Excel file before uploading it, those records or fields will be deleted or cleared in the portal after upload.

Completion Report Submission Check	Okay to submit
Final Narrative	*OK*
Final Results of Objectives	*OK*
Timeline (no update required for completion report)	*OK*
Final Project Log	*OK*
Final Indicators	*OK*

10. Save the document to your computer or a USB drive.
11. When you are connected to the internet, return to the PCGO Portal. Select "Upload Grant Application (even though it's the completion Report), then click Select File and choose your updated Excel file.

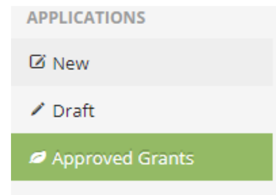


12. Then click Upload and wait to the file to upload. Once it does, click "Save and Close".



After you click Save and Close, the data from the Excel file will be transferred to your project in the portal (and to the database). This process may take a few seconds to several minutes, depending on the speed of your internet connection and the amount of data you are transferring. Please be patient while the file is uploading – it should eventually work.

13. Once the file uploads, the screen will load part 1 of the application (which doesn't make a lot of sense, since you just uploaded the completion report), just click the "Home" icon at the top of the page, then click "Approved Grants" on the left side and scroll down to view the completion report.



14. You can then [attach the completion signatures form]() and once you are ready, submit your completion report.