# Completing the Online Neighborly Application for Community Catalyst Grants

**BALTIMORE CITY**
**DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT**

**Online Application Portal**
Community Catalyst Grants

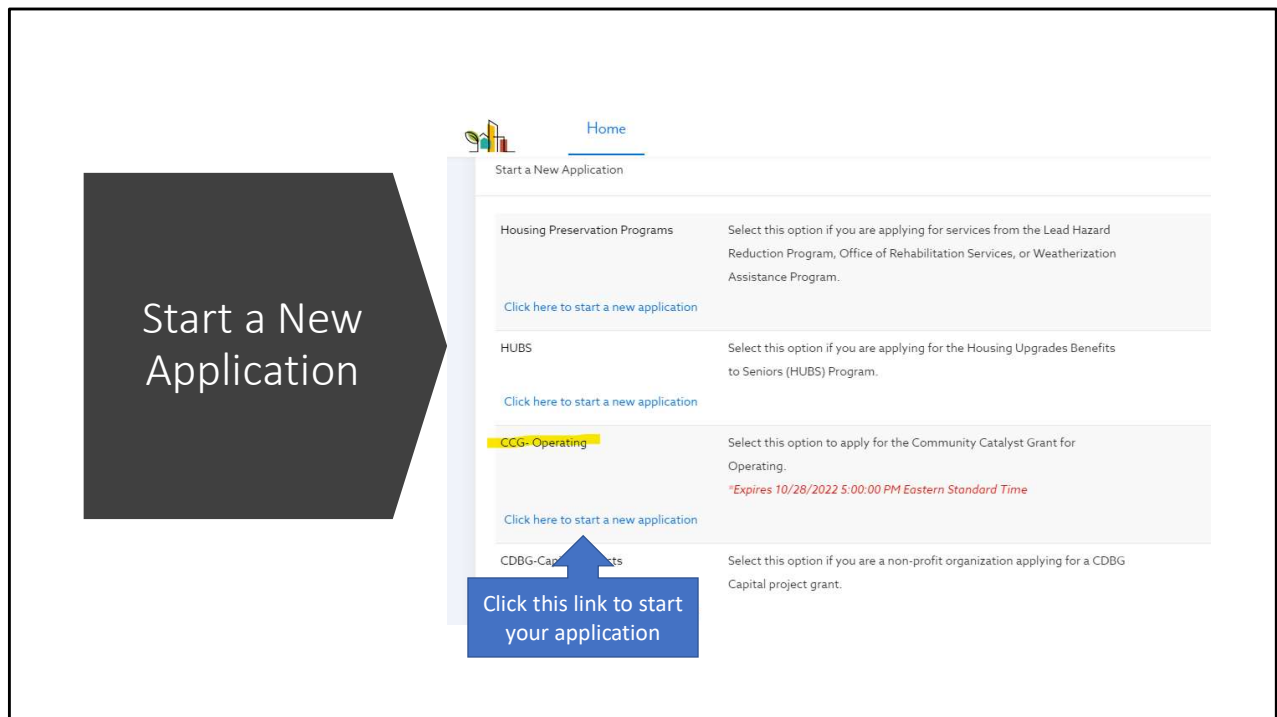*For a more in-depth walkthrough of completing the CCG Operating application, please visit https://www.youtube.com/watch?v=2VYOwlqBk2o for a video tutorial.*

- Navigate to **https://portal.neighborlysoftware.com/baltimoremd/Participant#** to begin your application.

- If you do not yet have a Neighborly account, please "register," then verify your e-mail address to log in.

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- From your participant home page, scroll down to the list of possible applications you may submit. Locate "**CCG – Operating**" and then select "**click here to start a new application**."

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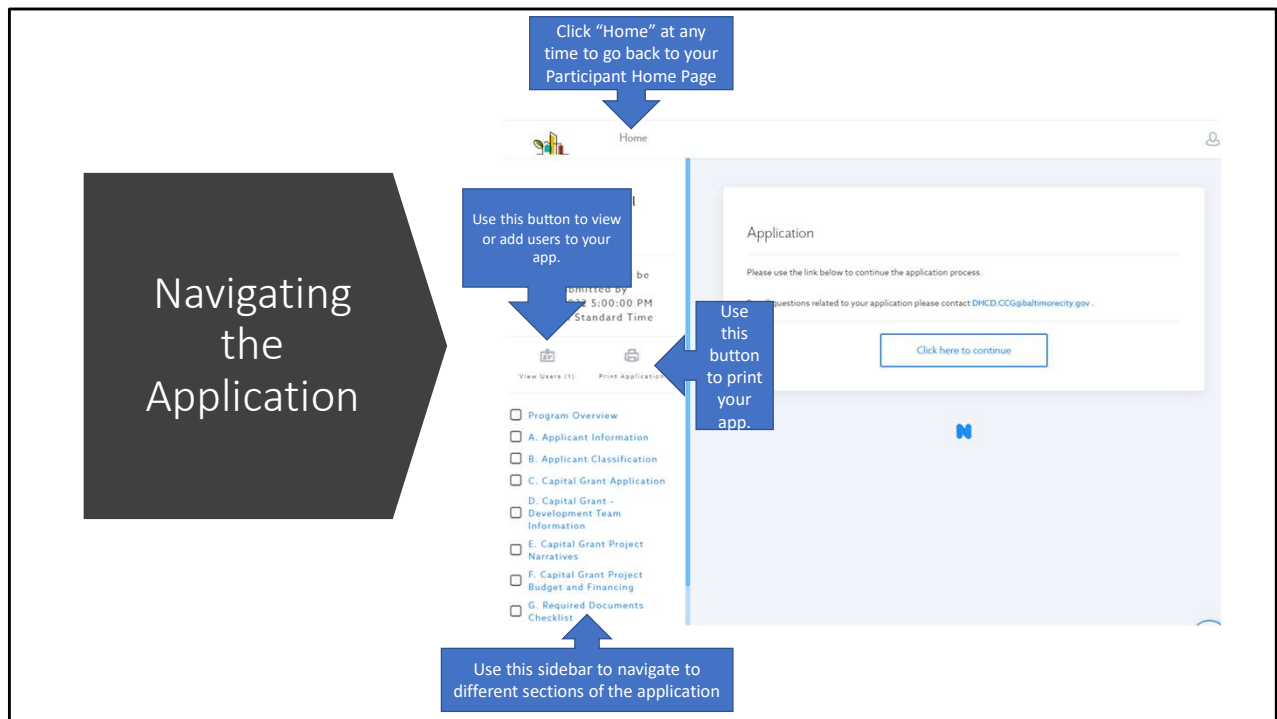
- Once you have begun your application, you will see a **sidebar** on the left which will be your key navigation tool.

- Click "**View Users**" to see the e-mail accounts associated with your application. Here, you can add additional users to give them access to view and edit the application.

- Click "**Print Application**" to print or save a PDF of your full application.

- Use the left side bar to navigate between different pages of the application. A **green check mark** will appear in the boxes next to application pages when they have been completed to provide you a visual cue of what you have and have not finished.

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- Carefully read **all information** on the Program Overview page.

- Utilize the linked **FUNDING GUIDELINES** document for all submission information. Utilize the **VIDEO TUTORIAL** link to view a YouTube video guiding you through your application.

- There are no questions to complete on the Program Overview page.

- For each application page, you can either **SAVE** what you've done to come back to later, or **COMPLETE AND CONTINUE** to make the section done.

- NOTE: Only operating funds are being offered at this time. If organizations were **previously awarded CCG Funds in BOTH Round 1 (FY 19) _and_ Round 2 (FY 20-21)** for Operating or Capital grants, they are **ineligible for a Round 3 award.**

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A. Applicant Information

- When you see a blue question mark, hover your mouse over it for a **"tool tip"** related to the question.

- **Some questions in the application will open new questions.** For example, if you click "yes" to applying with a partner or Fiscal Agent, more questions will populate about those additional stakeholders for you to answer. Be sure to answer ALL questions that generate based on your other responses for a complete application.

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- For additional information on if your organization should be classified as **"Emerging"** or **"Established,"** please review the FUNDING GUIDELINES document.

- For **file uploads**, click **"Upload File"** and select the appropriate document saved to your device. You may also upload additional documents if needed.

- If you see a question with "**Add Row**," click it to add as many rows as needed to answer the question completely.

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- Use the drop down to select from the three pre-set amounts you can apply for.

- If you have any questions about Impact Investment Areas or how to use CoDe Map, please e-mail the CCG Team.

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D. Operating Grant Project Narratives

- Each narrative includes guiding questions. Please address each as thoroughly as possible.

- Note that each narrative has a **maximum page limit**.

- **The Project Schedule MUST be completed using the CCG Project Schedule template**. You can download the template directly on the application.

- PDF files are recommended over Word Documents.

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- Applicants must download and use the Operating Budget Form and the Evidence of Matching Funds Form provided in the application. Documents submitted in any format but the provided template will not be accepted for review.

- Please be sure to complete ALL TABS of the Budget Form.

- Include letters of intent/award letters for any matching funds already committed.

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- As you upload documents in the application, they will auto-populate in the "Required Documents Checklist."

- At this page, you may upload optional documents as supplemental information.

- At this page, you must upload some documents that are required, but were not part of previous pages of the application (such as a 990-tax return, articles of incorporation, etc).

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- Read the certification of compliance carefully, then indicate your acceptance and understanding by checking the box and electronically signing.

- If a joint venture, all stakeholders must sign a certification of compliance. Clicking "yes" will provide you with the downloadable certification to have all stakeholders sign, then upload.

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- Please only **SUBMIT** your application when it is complete and ready for review. Once submitted, you cannot make further changes, and only a CCG Team administrator can re-open your application.

- If you have a Fiscal Agent or multiple organizations, download the Certification and Authorization Form, have all sign it, then upload.

- When ready, hit **"Complete and Submit."**

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To locate your in-progress or submitted application, log in to your Participant Portal. You will see the STATUS of your application, as well as a link to view or edit your application.

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# Questions and Inquiries

- Interested applicants can submit **questions and inquiries** in writing only to **DHCD.CCG@baltimorecity.gov** no later than **October 14, 2022 at 5:00 PM ET.**

- DHCD will make best efforts to post responses on its website no later than COB **October 21, 2022**. DHCD reserves the right to decline questions that are project-specific.

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