

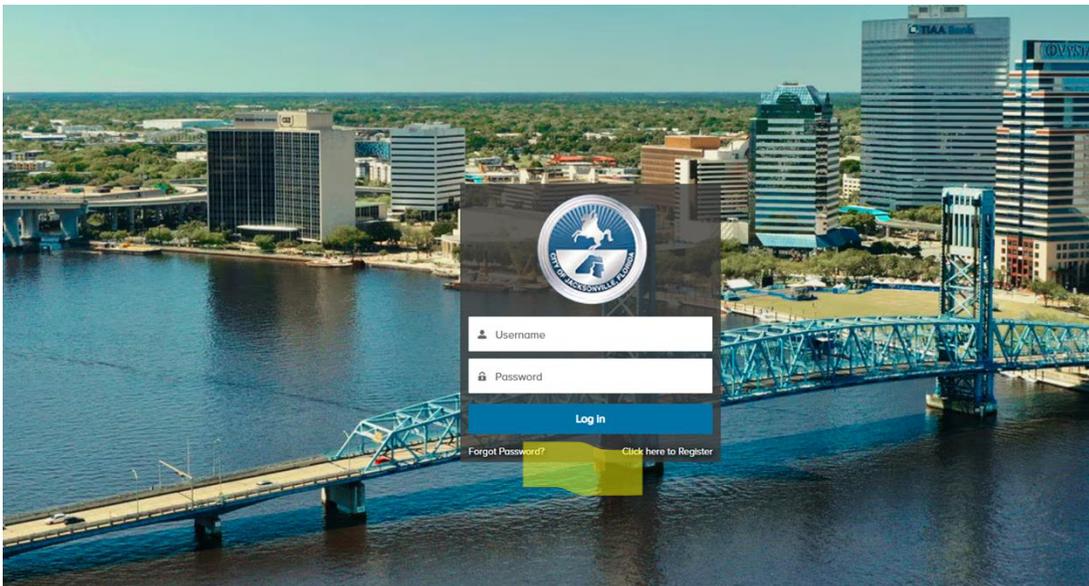


# GRANT MANAGEMENT SYSTEM AGENCY REGISTRATION & PSG APPLICATION USER GUIDE

## SECTION ONE: AGENCY REGISTRATION

### How to Create a New Account

1. Go to the Grant Management System portal: <https://cityofjacksonville.my.site.com>



2. If logging in for the first time, select **Click here to Register**.
3. Complete fields below:

**Sign Up**

\* Select Agency 

**Add Agency**

First Name

\* Last Name

\* Email

\* Access Code 

**Submit**

- a. **Select Agency:** You must first do a search for your agency name. If your agency is on the list, you must select the agency from the drop-down menu. **DO NOT CLICK Add Agency if your agency has already created an account.**
  - b. **Add Agency:** If the search for **Select Agency** does not produce any results, click Add Agency and complete the information requested. Follow instructions on Step #5.
  - c. **First Name:** Enter the first name of representative signing up for an account
  - d. **Last Name:** Enter the last name of representative signing up for an account.
  - e. **Email:** Enter the email address of the representative signing up for an account.
  - f. **Access Code:** Enter the Access Code that is on the certificate you received from the Mandatory Application Workshop. **Note:** You are required to attend this mandatory workshop in order to apply for a Public Service Grant.
4. Click **Submit**
  5. Complete the Agency account information as noted below:
    - a. **Agency Legal Name:** Name exactly as it appears on [Sunbiz.org](http://Sunbiz.org)
    - b. **Also Known As:** Nickname or acronym, if applicable
    - c. **Primary Phone:** Phone number with area code
    - d. **Fax:** Fax number with area code
    - e. **Website:** URL for agency website
    - f. **Federal Tax ID/Employer Identification Number (EIN)**
    - g. **Address:** Street, City, State, Country, Zip Code
    - h. **Executive Director/Chief Executive Officer Details:** This is the individual that will be signing the contract if a grant is awarded. Name must be listed on [Sunbiz.org](http://Sunbiz.org) or there must be a corporate resolution in place, approved by the Board of Directors, authorizing the individual to enter into a legal contract with the City of Jacksonville and sign on the agency's behalf.
      - **First Name**
      - **Last Name**
      - **Email**
      - **Phone**

Agency Legal Name as registered with [Sunbiz](http://Sunbiz.org)

* Agency Legal Name Demo Hubbard House	Also Known As Hubbard House
* Primary Phone (437) 553-7000	Fax
Website	* Federal Tax ID/ Employer Identification Number (EIN) 123124522

▼ Address

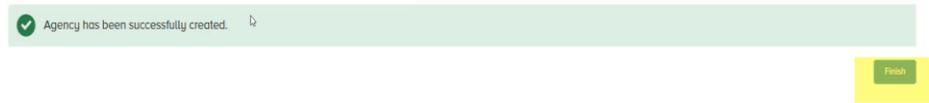
* Street 1820-22 S Grant St	* City Jacksonville
* State FL	* Country United States
* Zipcode 454545	

▼ Executive Director/Chief Executive Officer Details

First Name Demo	* Last Name CEO
Email ceo@yopmail.com	Phone I

6. Click **Submit**

#### Acknowledgement

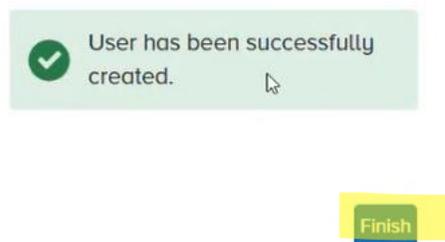


7. Click **Finish**
8. The agency will be prompted to go back to **Sign Up** to add the CEO or Director name representing the organization.

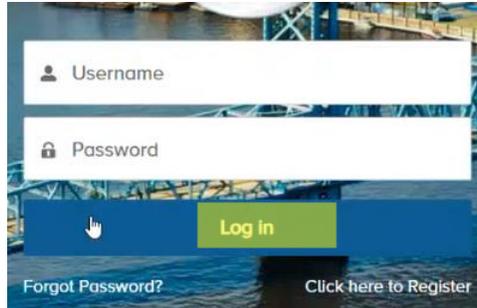
A screenshot of a "Sign Up" form. The form includes a dropdown menu for "Select Agency" with "Demo Hubbard House" selected, an "Add Agency" button, and input fields for "First Name", "Last Name", "Email", and "Access Code". The "Last Name", "Email", and "Access Code" fields are highlighted with red borders and have red error messages below them: "Error: Last Name is required.", "Error: Email is required.", and "Error: Access Code is required." respectively. A yellow button labeled "Submit" is located at the bottom right of the form.

9. The organization will be provided with an Access Code upon completion of the Mandatory Application Workshop.
10. After the **Unique Code** is added in the **Access Code** field, the agency will be successfully created.

#### Acknowledgement



11. Click **Finish**
12. The agency will receive an automated email to login



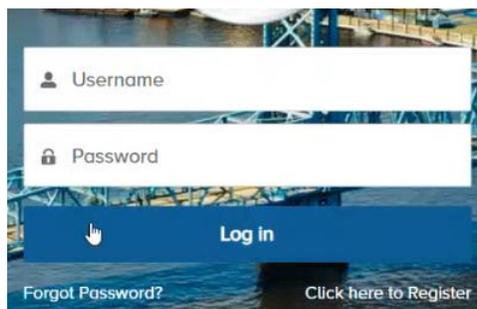
13. The system will prompt the agency to change the password

A screenshot of a 'Change Your Password' form. The title is 'Change Your Password'. Below it, the text says 'Enter a new password for training@yopmail.com. Make sure to include at least:'. There are three radio button options: '8 characters', '1 letter', and '1 number'. Below these are two input fields: '\* New Password' and '\* Confirm New Password'. A '\*required' label is positioned below the second field. At the bottom is a grey button labeled 'Change Password'. A footer note states 'Password was last changed on 2/25/2025, 11:53 AM.'.

14. Changing the password, the Grant Management System **Home** page will appear.

### **How to Log in if the Agency has an Account**

1. Go to the Grant Management System portal: <https://cityofjacksonville.my.site.com>



2. Enter **Username** (email) and password then select **Log In**.

# SECTION TWO: APPLYING FOR A PSG GRANT

## To complete the PSG Grant Application

1. Log in to the Grant Management System portal: <https://cityofjacksonville.my.site.com>
2. If already registered, once you log in, the following home page will appear:



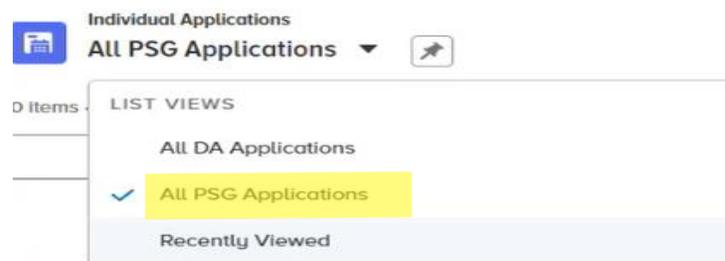
3. Click **Apply for Grants**
4. Click **Funding Opportunities**. Example: **PSG Funding FY 2025-2026** (Note: If the agency has applied for this grant in the new Grant Management System before, the agency can view their current and past applications. The previous year's application will only be available to view.)

Funding Opportunities  
Active PSG Funding Opportunities

32 Items - Sorted by Name - Filtered by All funding opportunities - Status, Record Type - Updated a few seconds ago

Name	Application Due Date	Status
1 18FEB	2/23/2025, 2:30 PM	Active
2 23fsdg	2/28/2025, 9:00 AM	Active
3 API Testing	2/27/2025, 10:00 AM	Active
4 Demo @ Akshat	2/28/2025, 9:00 AM	Active
5 Demo test Sharepoint FO	2/25/2025, 12:00 PM	Active
6 Demo PSG Grant 2025-2026	2/16/2025, 10:00 AM	Active
7 DO NOT USE KK Draft funding app	7/29/2025, 10:22 PM	Active
8 E2E Funding opp 1	1/30/2025, 9:00 AM	Active

5. From the dropdown under **Individual Applications** select **All PSG Applications**.



6. Select the grant/application(s) to complete or review.

Name	PSG Grant 2025-2026 Demo	Status	Active
Application Due Date	2/25/2025, 9:00 PM		

## 7. Select Apply for Grant

Name	PSG Grant 2025-2026 Demo	Status	Active
Application Due Date	2/25/2025, 9:00 PM		



8. Enter **Unique Code**, click **Next**. **Note:** Applying for a Grant requires a **Unique Access Code** for the current year's application. This code is provided with the certificate from the Mandatory Application Workshops.

### Unique Code

\*Please enter the unique code

Next

9. Complete **Entity Information Section**. Complete the following fields:

### Entity Information

FY: 2025 October 1 2024 to September 30 2025

If you're a grant writer and want to submit grant application for different Agency, [click here](#).

### Grant Information

PSG Grant 2025-2026 Demo

### Ordinance Links

Agency Legal Name Demo Hubbard House	Also Known As Hubbard House
* Address 1820-22 S Grant St	* City Jacksonville
* State FL	* Zip Code 454545
* Primary Phone (437) 553-7000	Fax
Website	* Federal Tax ID/ Employer Identification Number (EIN) 123124522
* Agency's Fiscal Year End Date	
* ED or CEO First Name	* ED or CEO Last Name

- **Agency Legal Name:** Must be listed exactly as registered on Sunbiz.org
- **Address**
- **City**
- **State**

- **Zip Code**
- **Primary Phone**
- **Fax**
- **Website**
- **Federal Tax ID/Employer Identification Number (EIN)**
- **Agency's Fiscal Year End Date**
- **ED or CEO First Name:** Full name of the Executive Director/CEO authorized to sign contract. Must be listed on [Sunbiz](#) or a Corporate Resolution is required.
- **ED or CEO Last Name:** Executive Director/CEO authorized to sign contract ([Sunbiz](#))

10. Select **Next**

11. Complete **Category Information** Sections 1-4.

**Category Information**

**Section I - Community Need and Target Audience**

Provide a description of the following:

- **Need** for the program
- Target audience for Most Vulnerable Persons and Needs
- Outreach to the target audience
- Anticipated impact and success on the target audience
- Anticipated number of people served

(Maximum 7,000 characters with spaces—equivalent to 3 pages)

**Note:** Section III (b) – **Program Management Expertise and Evaluation** (Information on Non-Compliance). Non-compliance incidents within the past three (3) years are required to be reported.

**Section III.b. – Program Management Expertise and Evaluation (Information on Non-Compliance)**

Answer the question below:

- Has your agency had a noncompliance incident within the past three years that has resulted in the requesting agency being placed on the Council Auditor's Chapter 118 noncompliance list

Yes  
 No

- If Yes is checked, please list the following with respect to each noncompliance incident:
  - a) the noncompliance dates (e.g., the start date and end date)
  - b) an explanation for the noncompliance

**Non Compliance Incidents**

START DATE	END DATE	DESCRIPTION

[New](#)

 Non Compliance Records are required

12. To document non-compliance incidents: NOTE: Must report all incidents within the past three (3) years

- Select **Yes** and click **New** to record non-compliance incidents
- Complete fields
- Click **Save**

Non Compliance Incidents

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\* Start Date  
02-25-2025

\* End Date  
02-27-2025

\* Description  
Failed to comp I

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13. If there are multiple incidents, for each incident **in the past 3 years:**

- Select **New**
- Complete fields
- Click **Save**

Non Compliance Incidents

START DATE	END DATE	DESCRIPTION
02-25-2025	02-27-2025	Failed to comply with tax regulations
02-26-2025	02-28-2025	Failed to comply with grant regulations

14. To upload all required documents, Click **Upload Files, Next**

The maximum file size allowed for upload is 12MB. Please ensure your file does not exceed this limit.

\*Please upload the completed Excel with this information below

Or drop files

Please upload all the mandatory documents to proceed with your application

15. Complete **Document Upload**

16. Upload all required documents, select **Submit**. Upload the following required documents:

- **Good Standing Certificate:** Certificate of Status from [Florida Division of Corporations](#)
- **Charitable Solicitation Permit:** [Florida Department of Agriculture and Consumer Affairs](#)

- **Fiscal Balance Sheet and Statement of Income and Expenses for the last two fiscal years**
- **Complete Tax Returns (IRS Forms 990) for the last three years**
- **Certificate of Attendance for Mandatory Application Workshop**
- **Office of General Council Affidavit: Signed and notarized**

\* A copy of Good Standing Certificate from Florida Division of Corporations

Or drop files

Please upload all mandatory documents to proceed with your application

\* Charitable Solicitation Permit

Or drop files

Please upload all mandatory documents to proceed with your application

\* Fiscal Balance Sheets and Statement of Income and Expenses for the last two fiscal years

Or drop files

Please upload all mandatory documents to proceed with your application

\* Complete tax returns (IRS Forms 990) for last three years

Or drop files

Please upload all mandatory documents to proceed with your application

\* Certificate of Attendance for Mandatory Application Workshop

Or drop files

Please upload all mandatory documents to proceed with your application

\* Office of General Counsel Affidavit

Or drop files

Please upload all mandatory documents to proceed with your application

## 17. Select **Submit**

**Note:** The agency can save and exit an application at any time up until the deadline.

### To Return to a Saved Application

1. Log in to the Grant Management System portal: <https://cityofjacksonville.my.site.com>
2. Select application(s) in progress to view and complete, select **Application Submitted** and click **Finish**

**Application Submitted**

Thank you for completing the application. The application ID is IA-0000000300 and it will be reviewed by our team.

**Steps**

- Entity Information
- Category Information
- Documents Upload
- Application Submitted

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Individual Applications

Recently Viewed

2 Items - Updated a few seconds ago

Search this list...

	Application ID	Agency	Program	Grant Category Name	Application Status	Date Applied
1	IA-0000000300	Demo Hubbard House	test	New category	Submitted	2/25/2025, 12:17 PM
2	IA-0000000299	Demo Hubbard House	test	New category	Draft	

For any issues, email Grants & Contact Compliance Division at [grants@coj.net](mailto:grants@coj.net)