

Air Quality Grant Application Instructions

URL for AQGrants: www.aqgrants.net

Registration

After accessing the web page, click on “Register Here”.

Maricopa County Air Quality Department
1001 North Central Ave, Suite 125 Phoenix, AZ 85004
Phone: 602.506.6010
Fax: 602.372.0587

MARICOPA COUNTY

System Compatibility

Log In

Log In

User ID:*

Password:*

Log In

[Forgot User Id?](#)

[Forgot Password?](#)

New to Maricopa County Air Quality - WebGrants?
[Register Here](#)

WebGrants - Maricopa County Air Quality

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Figure 1 Web Grants Log In Page

In the “Register” screen:

1. Enter personal information.
2. Enter Organization Information (if applicable).
 - a. If you are not affiliated with an organization, you may indicate “No” and leave this section blank.
3. Click on “I am Not a Robot” captcha.
4. Click on “Register” in the lower right corner.
 - a. You will see an on-screen message thanking you for registering, if you have successfully completed the process.
5. After you register, you will receive a new user registration email confirmation. If you do not receive an email within the hour, check your Spam folder.
6. Once your registration has been approved, you will receive two (2) emails: one with your user ID and another with your password.
7. Return to the website and login as a “Return User” using your User ID and Password provided in the emails.

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- a. Once approved to use the system, you do not have to register again. If you forget your password, click on “Forgot Password” and the system will automatically generate an e-mail to the e-mail address you provided when you registered with your forgotten password.
8. You will be prompted to change your password. Click “Save” once you have entered your new password. You will receive a new email with your user ID and new password “WebGrants: Password Changed” in the subject line.

Submittal of Pre-Application

URL for AQGrants: www.aqgrants.net

1. On the Log In page:
 - a. Enter your UserID
 - b. Enter your Password
 - c. Click on “Log In”
2. From the Main menu click on “Funding Opportunities”

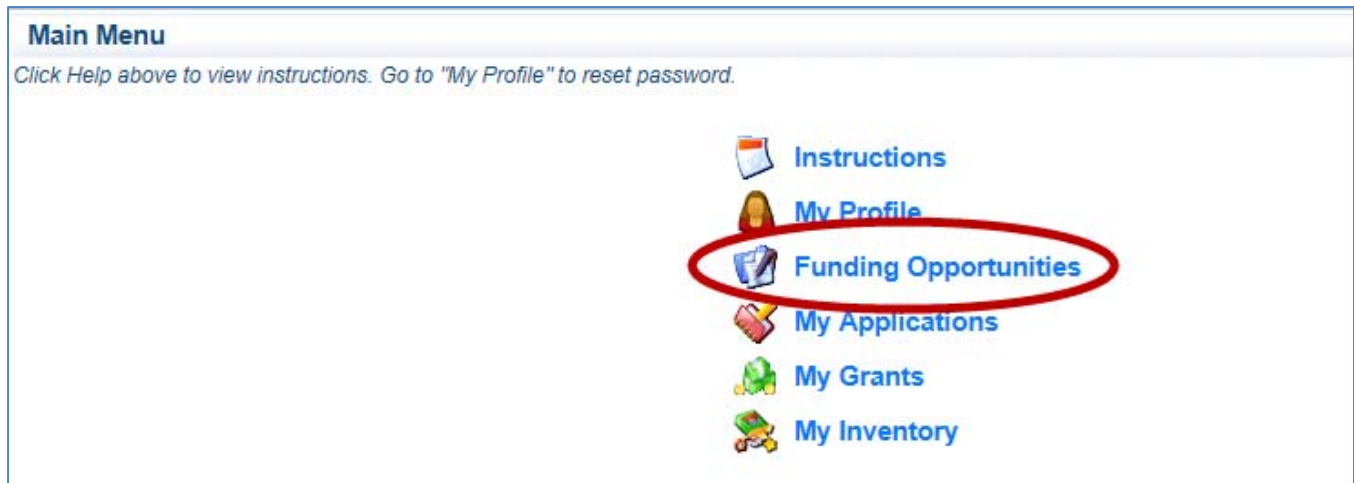


Figure 2 Web Grants Main Menu

3. Click on the Opportunity Title you are interested in applying for.
4. Click on “Start a New Application” on the middle right of the page.

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Round	Application Title	Status
00075	Final Application	Addams Corp	Submitted

Opportunity Details [Copy Existing Application](#) [Start a New Application](#)

00002 Maricopa County Fireless Retrofit Project (MCFRP)

Figure 3 Web Grants Funding Opportunities Application Page

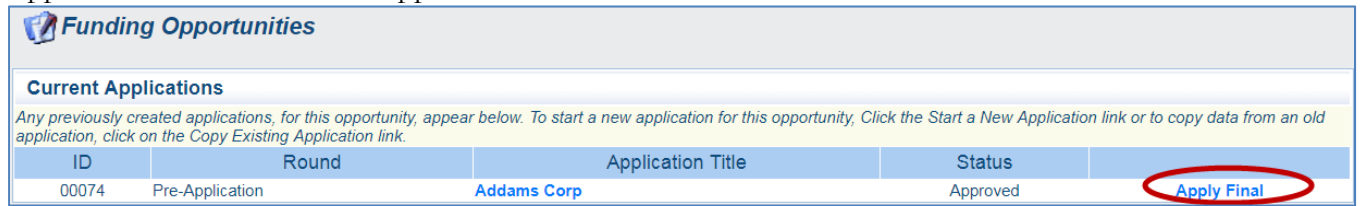
5. General Information Form
 - a. “Project Title” – enter your last name unless you are an organization in which case enter your organization name.
 - b. “Organization” – choose your organization from the drop-down or “Apply as Individual” if applicable.
 - c. Click “Save” in the upper right corner.
 - d. A view will show you completed General Information. You have the option to click “Edit” and edit your information or add additional users to your account.
6. Click on “Go to Application Forms” to complete the pre-application process.
7. Click on the form(s) that are not yet marked complete in the “Application Forms” section.
8. Click “Edit” in the upper right.
9. Read and follow instructions in the middle of the page.
 - a. After you click “Edit” the first time, “Edit” will be grayed out.
10. Click “Save” in the upper right after you have completed all form(s).
11. Click on “Mark as Complete”. You will then be sent back to the Applications Forms page.
12. Verify all required forms have been completed. Click on “Submit” on the right of page.

Final Application

1. Once your Pre-Application has been approved, you will receive an e-mail notification that will indicate that your pre-application has been approved. You will then need to log into the system to complete your Final Application.
2. Log back into the system.
3. Click on “Funding Opportunities”, NOT on “Current Applications”.
4. Click on the “Funding Opportunity Title” as stated in your email.

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5. Click on “Apply Final” on the middle right of the page. Do not click on “Copy Existing Application” or “Start a New Application”.



Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Round	Application Title	Status	
00074	Pre-Application	Addams Corp	Approved	Apply Final

Figure 4 Web Grants Final Application Location

6. Select Organization or “Apply as Individual” in the drop-down menu. Click “Save”.
7. Click on “Go to Application Forms” on the right.
8. Click on and complete any form that is not already marked complete.
9. You will follow the same procedure on the Final Application as you did the Pre-Application. You must have all required fields in the forms completed and every form must be marked as complete to “Submit” your Final Application. (See steps 8 through 11, above.)
10. You will also receive an email confirmation that your Final Application has been successfully submitted.

Awarded Grant

You will receive an email that your application has been awarded with instructions on how to proceed.