



User Guide for GrantsConnect™ Bridge to Recovery Grant Application Process

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Overview

This document provides helpful tips for navigating GrantsConnect™, the online application portal for the Bridge to Recovery grant program. You will learn how to download a copy of the application, apply for the Bridge to Recovery grant, verify your account is active, upload required documents, and edit or withdraw an application.

Additional Resources

For more information about this grant opportunity, please review the resources available on the Bridge to Recovery for Adult Day Services: COVID-19 Mitigation and Resilience Grant web page:

https://aging.ca.gov/Providers_and_Partners/Grant_Opportunities/Bridge_to_Recovery_for_Adult_Day_Services/. (Click to follow link or copy and paste it in your browser.)

Getting Started

Applicants are required to sign up for a GrantsConnect™ account to begin the application process.

If you already created an account when you submitted the Letter of Intent (LOI), you can skip this step.

Note: For future use and quick reference, applicants should bookmark the GrantsConnect™ application link or save it as a favorite.

Once you create an account you will receive an email confirmation that your account has been created. Next, you must confirm your email address and verify your account to complete your registration.

English (American) ▾

Sign in Sign up

GrantsConnect

ENTER YOUR ACCOUNT DETAILS BELOW

Email address*

Password*

☐ Remember me

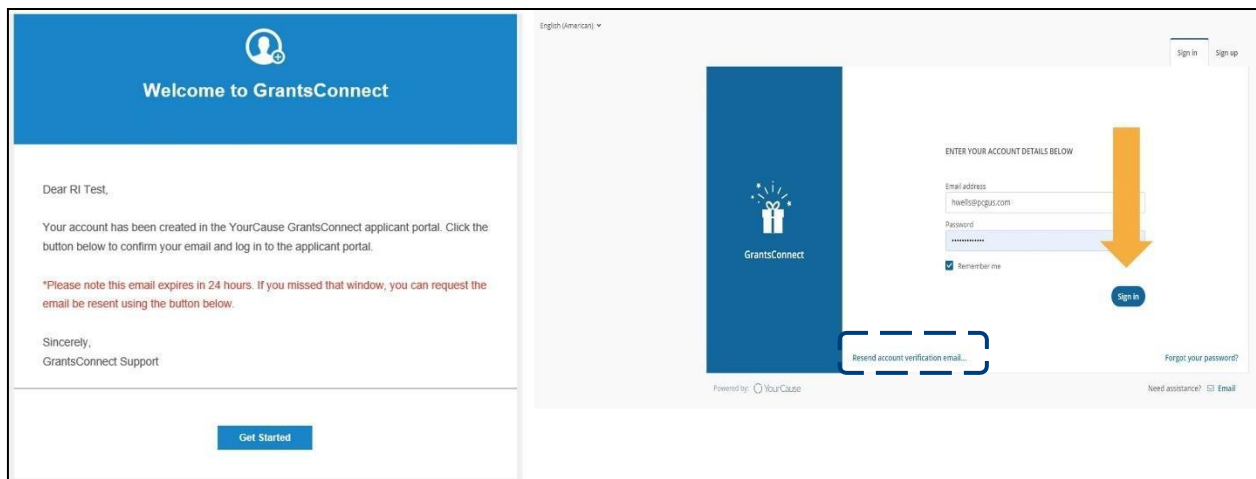
[Need help signing in?](#) Sign in

Account Confirmation and Activation

You will receive a confirmation email from YourCause LLC welcoming you to GrantsConnect™. It will include a link to activate your account. If you do not receive a confirmation email, you should:

1. Check your junk or spam folder.
2. Select “Resend account verification email” on the sign-in screen. Please note, you must click the “Sign in” tab at the top of the screen to find this button.

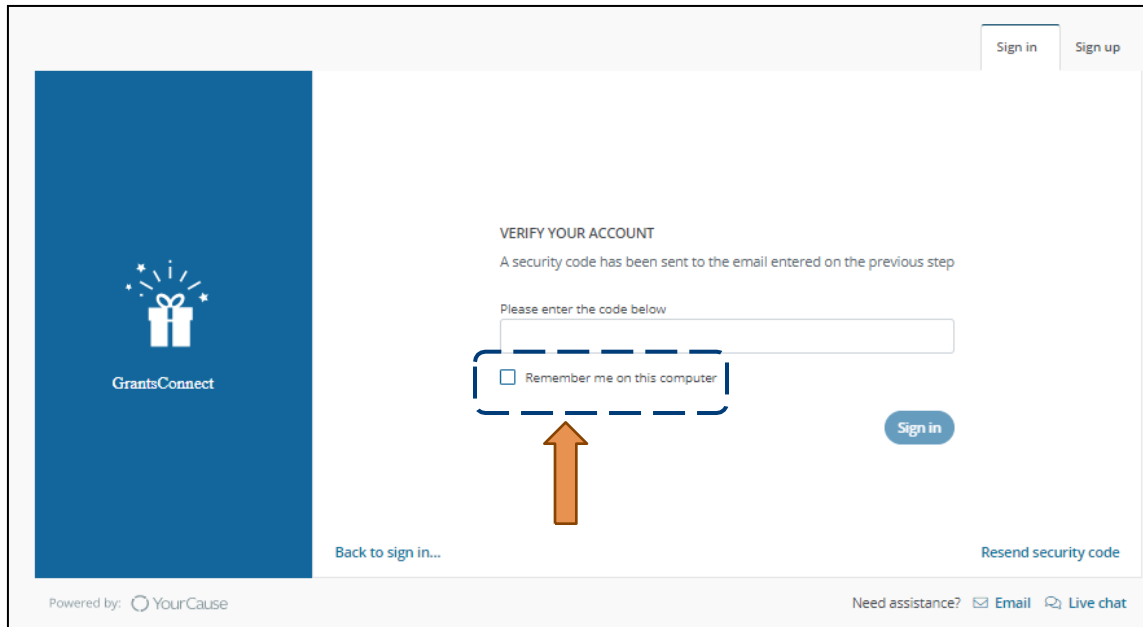
The link in the registration confirmation email **will expire after 24 hours**. If you do not verify your account within that timeframe, you will need to return to the site and select “Resend account verification email”.



Verifying Your Account

When you log in, you may be prompted to verify your email address. You will do this by entering a verification code sent to the email address associated with your account. This is done to make sure your data stays safe.

If you select the box “Remember me on this computer” on the login screen, you will not have to enter a code again for the next 30 days.



The screenshot shows the GrantsConnect login interface. On the left is a blue sidebar with the GrantsConnect logo. The main area is titled "VERIFY YOUR ACCOUNT" and states "A security code has been sent to the email entered on the previous step". Below this is a text input field with the placeholder "Please enter the code below". A checkbox labeled "Remember me on this computer" is highlighted with a dashed blue box and an orange arrow pointing to it. To the right of the checkbox is a blue "Sign in" button. At the bottom right is a link "Resend security code". At the bottom left is a link "Back to sign in...". The footer includes "Powered by: YourCause" and "Need assistance? Email Live chat".

Sign in Sign up

GrantsConnect

VERIFY YOUR ACCOUNT

A security code has been sent to the email entered on the previous step

Please enter the code below

☐ Remember me on this computer

Sign in

Back to sign in...

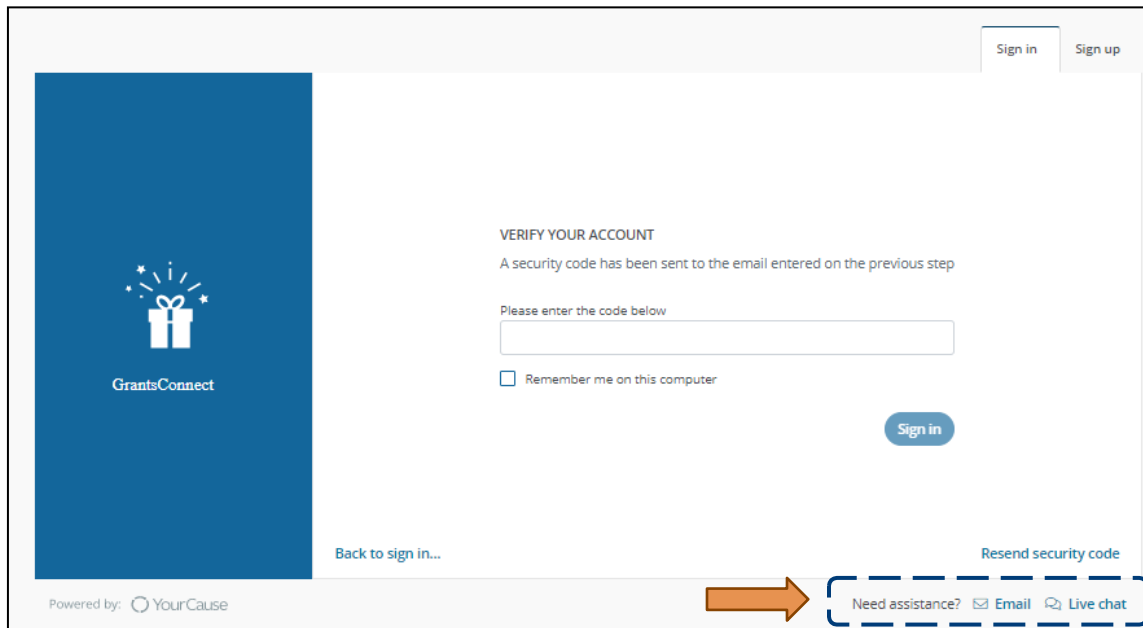
Resend security code

Powered by: YourCause

Need assistance? Email Live chat

Accessing the GrantsConnect™ Support Team

You can get help logging into GrantsConnect™ by contacting the GrantsConnect™ support team. The team can be contacted through live chat or by submitting a ticket using the links at the bottom right of the screen.



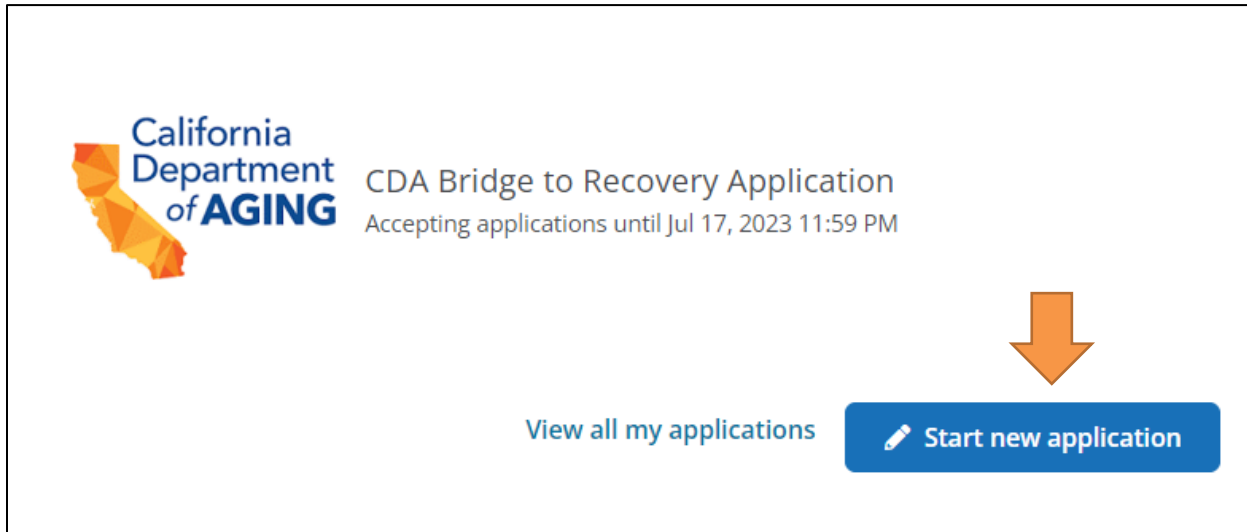
If you are logged in, you can contact the support team by clicking on the question mark icon next to your name in the top right corner of the screen. Then select either “Contact Support” to submit a ticket or “Live Chat” to message a support team member.



New Applications

To start a new application, select “Start new application” on the welcome page.

Please note: You will return to the link below or the grant webpage each time you start an application for a **new** site: <https://apply.yourcausegrants.com/apply/programs/6a854d07-d551-4790-816e-6da2bbbf9089>.




The screenshot shows the California Department of Aging logo on the left, which includes a stylized orange and yellow map of California. To the right of the logo, the text reads "CDA Bridge to Recovery Application" and "Accepting applications until Jul 17, 2023 11:59 PM". Below this text, there are two buttons: "View all my applications" and "Start new application". The "Start new application" button is blue with a white pencil icon and text. An orange arrow points down towards the "Start new application" button.

California Department of AGING

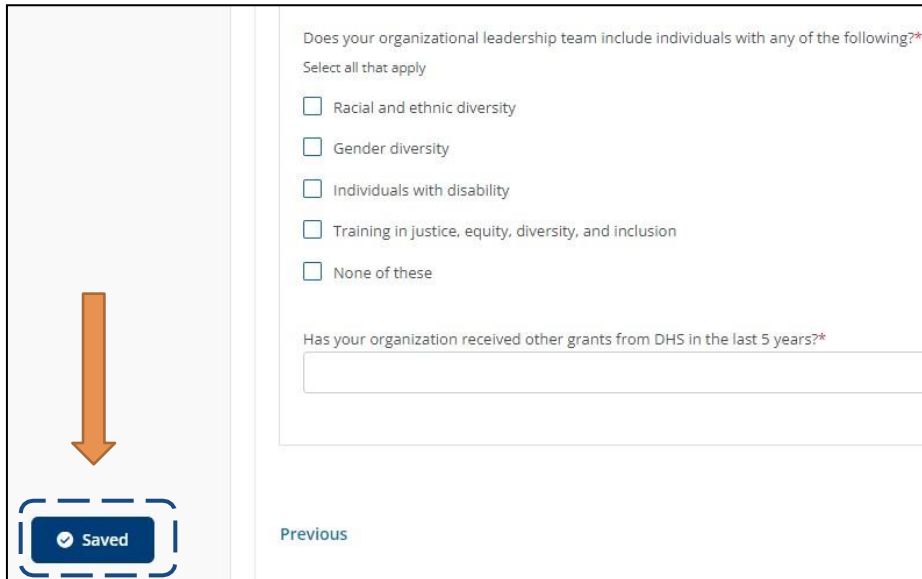
CDA Bridge to Recovery Application
Accepting applications until Jul 17, 2023 11:59 PM

View all my applications

 Start new application

Saving an Application

The blue icon on the left of the application screen will refresh and auto-save your application while it is in process. If you leave the application page or are disconnected, the auto-saved information will display when you return to the application.



Does your organizational leadership team include individuals with any of the following?*

Select all that apply

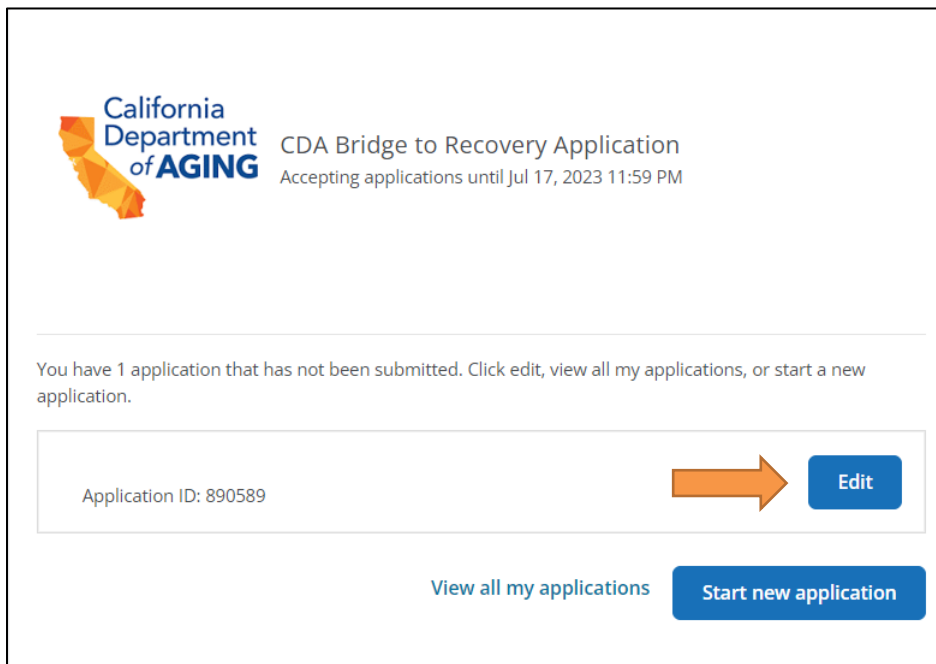
- ☐ Racial and ethnic diversity
- ☐ Gender diversity
- ☐ Individuals with disability
- ☐ Training in justice, equity, diversity, and inclusion
- ☐ None of these

Has your organization received other grants from DHS in the last 5 years?*

[Previous](#)

✓ Saved


If you have already started an application, you will see the open application on the welcome page, with the option to “Edit.”



California Department of AGING CDA Bridge to Recovery Application
Accepting applications until Jul 17, 2023 11:59 PM

You have 1 application that has not been submitted. Click edit, view all my applications, or start a new application.

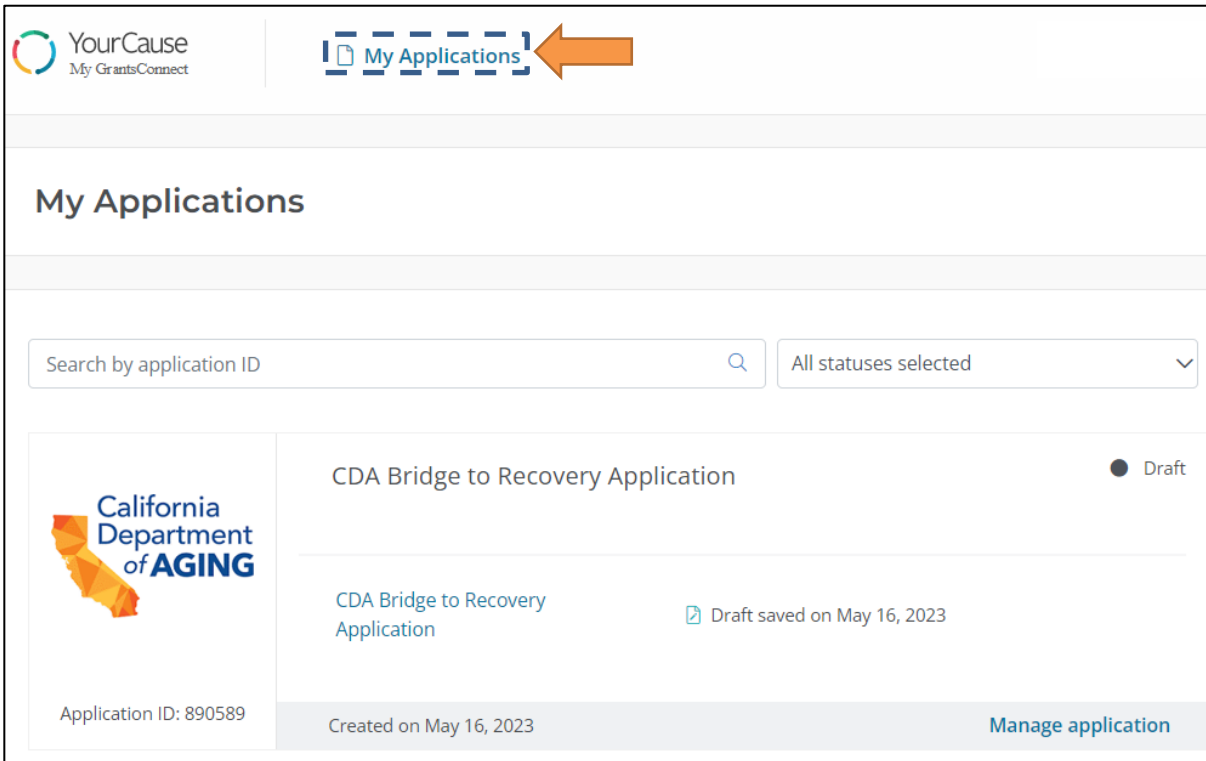
Application ID: 890589

 [Edit](#)

[View all my applications](#) [Start new application](#)

Viewing Your Applications

You can view all your applications in the “My Applications” page by clicking the link at the top of your screen.



The screenshot displays the 'My Applications' interface. At the top left is the 'YourCause My GrantsConnect' logo. To its right is a 'My Applications' link with a document icon, highlighted by an orange arrow. Below this is the 'My Applications' title. A search bar labeled 'Search by application ID' and a status filter dropdown set to 'All statuses selected' are present. The main content area shows a table with one application: 'CDA Bridge to Recovery Application', marked as a 'Draft'. It includes the 'California Department of AGING' logo, the application ID '890589', and the creation date 'May 16, 2023'. A 'Manage application' link is at the bottom right of the application entry.

From the “My Application” screen, you can:

- Edit any unsubmitted applications.
- Check the status of submitted applications.
- Complete any requested revisions.
- View the Application ID for any application you submitted using this username.

Applicant Information

This information is auto-populated from the data you input when you create your account. If necessary, you may edit this data by navigating to your name on the upper-right side of the webpage and selecting “My account.” This is also where you can create a new password for your account if applicable.



Once you have started an application, you may add additional applicants within your organization who may review or edit the application. You can adjust permissions so these additional applicants can edit the application, add additional applicants, or receive email updates on the status of your application.

For example, if you are the director completing an application for your organization and you want to keep your financial manager informed on the progress or status of the application, you can add the financial manager by adjusting their permissions. They will need to sign up and create their own account in GrantsConnect™ before you can grant them permission to view/edit the application.

If you know the additional applicant(s) already has an account, select the Person+ symbol to the left of “Manage applicants.” (You can only do this if you have an application already started.)



To search for any additional applicants who have access, you can search by their email address. You can manage their permissions by selecting either “Can manage applicants” (allows the user to edit an application) or “Receives email notifications for application status updates” (allows the user to stay updated on the application status).

Manage Applicants

Add Applicant
Add additional applicants to this application and select what permissions they have.

Search for applicant

Permissions

☐ Can manage applicants

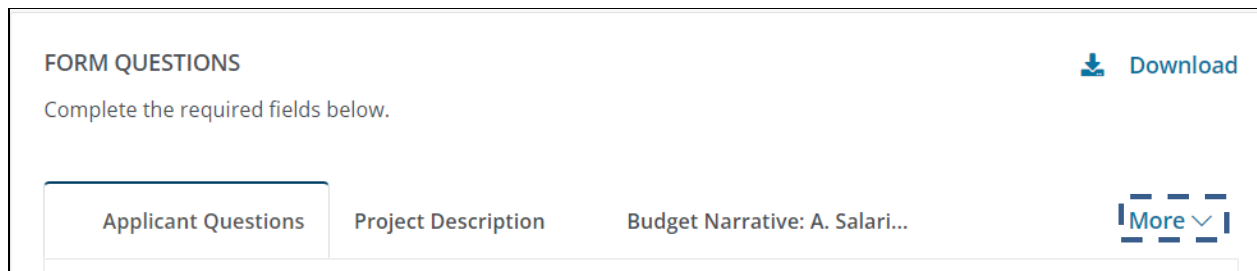
☐ Receives email notifications for application status updates


Clear Add

APPLICANT	PERMISSIONS
Hallie Wells hwells@pcgus.com	


Navigating the Application

You can jump between sections of the application using the top-line navigation bar. Click “More” to see any sections cut off by your browser window.



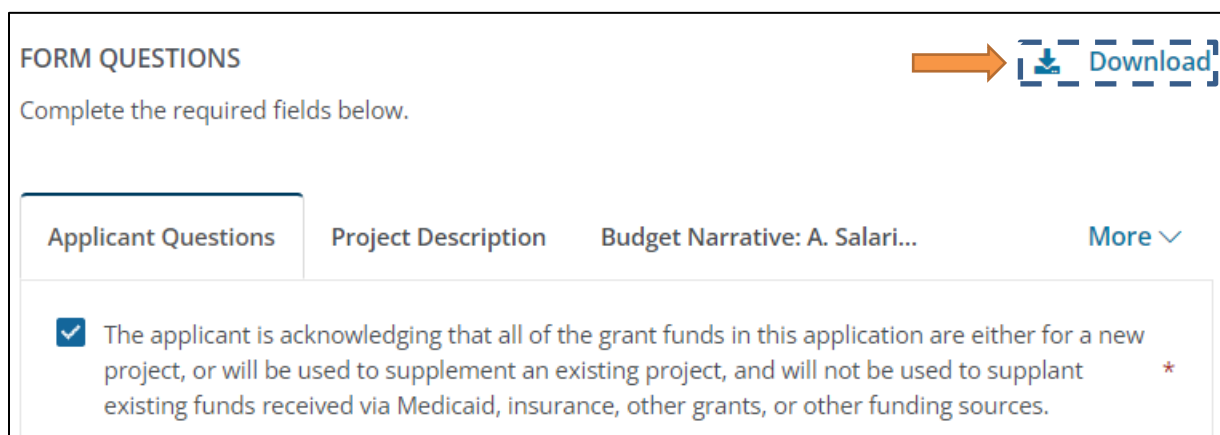
FORM QUESTIONS  Download



Complete the required fields below.

Applicant Questions Project Description Budget Narrative: A. Salari... 


Downloading the Application

You can download a copy of the application at any time by selecting the download icon on the top right of the application page. Note: You must submit your application through GrantsConnect™; you cannot complete and submit a downloaded copy.



FORM QUESTIONS   Download

Complete the required fields below.

Applicant Questions Project Description Budget Narrative: A. Salari... More 

☒ The applicant is acknowledging that all of the grant funds in this application are either for a new project, or will be used to supplement an existing project, and will not be used to supplant existing funds received via Medicaid, insurance, other grants, or other funding sources. *

Entering Your Letter of Intent Application ID

The application in GrantsConnect™ includes a space to enter the Application ID from your Letter of Intent (LOI).

Name of Organization Applying for Funds*	Applicable License ID/Number*
<input type="text"/>	<input type="text"/>
Project Name*	Total Grant Funds Requested*
<input type="text"/>	<input type="text" value="\$"/> USD
Name of Primary Contact Entity listed on Letter of Intent*	Letter of Intent Application ID received in confirmation email*
<input type="text"/>	<input type="text"/>
Secondary Contact Person	
<input type="text"/>	

You can find your LOI Application ID in the confirmation email you received when you submitted your LOI.

You have successfully submitted your application for the following program:

PCG California -CDA / California CDA
Letter of Intent

Application ID: 888888

Form Submitted: CA Aging Letter of Intent

Sincerely,
GrantsConnect Support

[Go to GrantsConnect](#)

You can also find your LOI Application ID on the “My Applications” screen, if you logged in with the same username as when you submitted your LOI.

Updating Information from Your Letter of Intent

The application in GrantsConnect™ includes space to update information from your Letter of Intent.

Are you using funds from other sources to supplement this project?*

No

Do you need to make any changes to the information on your Letter of Intent?*

Yes

If yes, please provide a list of what changes you made.*

250 word maximum

1 word

Select “Yes” and then enter your list of changes.

Completing Short Answer Questions

The application includes short answer questions. These questions list the maximum word count and your current word count. You can make the entry window larger or smaller using the controls in the bottom-right corner of the window.

Describe your organization. Include when it was founded, its mission statement, its service area(s), and its programs.*

Here is where you will submit information about your organization.

250 Word maximum

10 words

Maximum Word Count

Current Word Count

Window Controls

Completing Budget Tables

The application includes budget tables for multiple categories of expenses. The related sections of the application will appear based on which categories you indicate are relevant to your project.

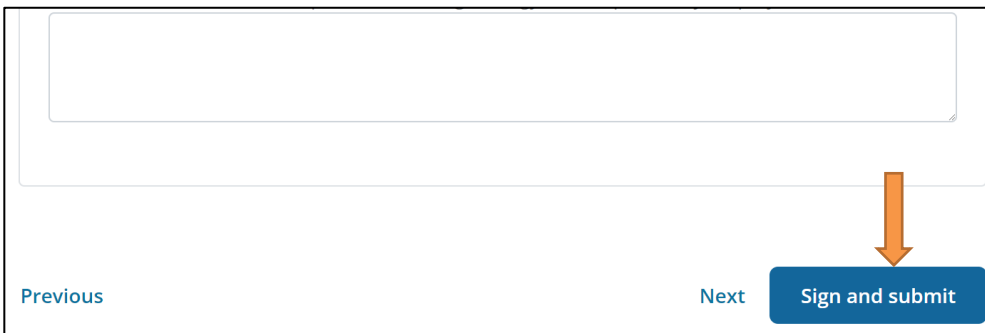
How many supplies*
2

Item Type	Cost per Unit	Number of Units	Funds Requested
Supplies: Item type 1*	Supplies: Cost per Unit 1*	Supplies: Number of Units 1*	Supplies: Funds Request 1*
Item 1	\$ 5.00 USD	20	\$ 100.00 USD
Supplies: Item type 2*	Supplies: Cost per Unit 2*	Supplies: Number of Units 2*	Supplies: Funds Request 2*
Item 2	\$ 10.00 USD	30	\$ 300.00 USD
Supplies Subtotal			\$ 400.00 USD

You can add more rows to your budget tables by adjusting the field at the top. Your subtotal will auto-populate based on the values you enter under Funds Requested.

Submitting the Application

Once you have completed your application, click “Sign and submit” in the bottom right corner.



A screenshot of a web form. At the top is a large, empty rectangular box for a signature or drawing. Below this box, on the left, is a blue link labeled "Previous". In the center is a blue link labeled "Next". On the right is a blue button labeled "Sign and submit". An orange arrow points from the bottom of the signature box down to the "Sign and submit" button.

You will then be taken to a signature screen where you can type, upload, or draw your signature.



A screenshot of a web form titled "Sign and Submit". Below the title is a paragraph: "In order to proceed, please use one of the options below to sign and submit your application. By clicking Submit I understand that this is a legal representation of my signature." Below this paragraph are three tabs: "Type", "Upload", and "Draw". The "Type" tab is selected. Under the "Type" tab, there is a text input field labeled "Type your full name" containing the word "Signature". To the right of this field is a dropdown menu labeled "Style" with "Signature" selected. Below these fields is a large rectangular box containing the word "Signature" in a cursive font. At the bottom left is a blue link labeled "Cancel". At the bottom right is a blue button labeled "Sign and submit".

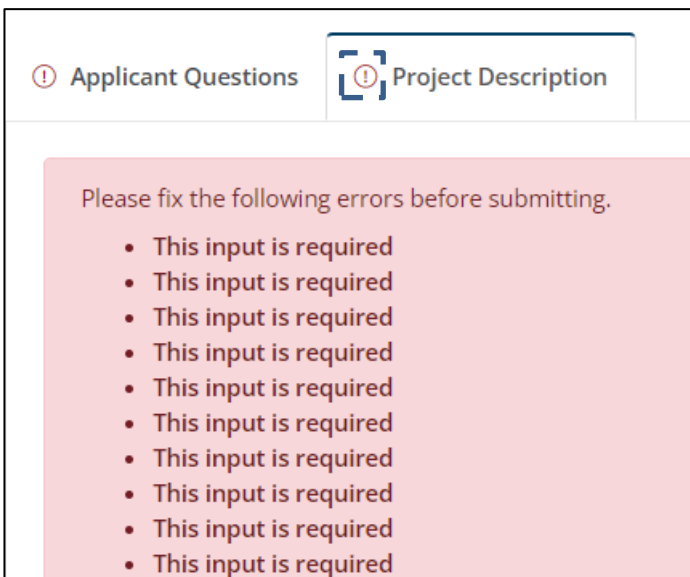
Once you have signed your application, click “Sign and submit” again. This will submit your application and generate a confirmation email.

Once an application has been submitted, only a grants administrator (a member of the internal grant review team) can initiate changes. Please reach out to CDA_BridgeToRecovery@pcgus.com if you need to make a change to a submitted application or if you need help completing the application.

Please note that the application may **not** be edited after the application close date of **July 17, 2023**.

Error Messages

A red exclamation point will appear beside any section with errors when you try to submit your application. When you navigate to that section, you will also see a list of errors at the top.



The screenshot shows a web interface with two tabs at the top: "Applicant Questions" and "Project Description". The "Project Description" tab is active and highlighted with a blue border. Below the tabs, a large pink rectangular box contains the following text and list:

Please fix the following errors before submitting.




- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required

Correct any errors before you attempt to resubmit your application.

Checking the Status of Your Application

A quick view of your application's status is shown in “My Applications”. Statuses include:

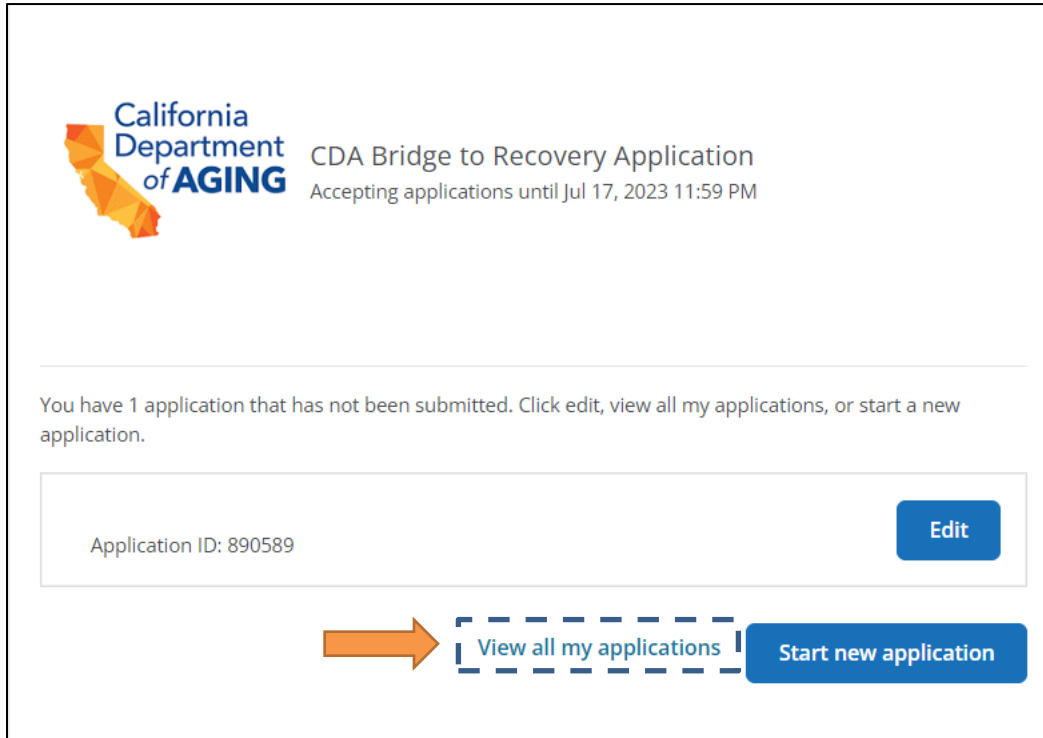
- **Draft** - The application has been started and saved but not yet submitted.
- **Awaiting Review** - The application has been submitted, and it has not yet been reviewed.
- **In Progress** - The review process is in progress, and a grants administrator is performing a review for this application.
- **On Hold** - A grants administrator requested a revision.
- **Approved** - The application has been approved.
- **Declined** - The application has been denied.

	CDA Bridge to Recovery Application		
	CDA Bridge to Recovery Application	 Draft saved on May 16, 2023	
	Application ID: 890589	Created on May 16, 2023	Manage application

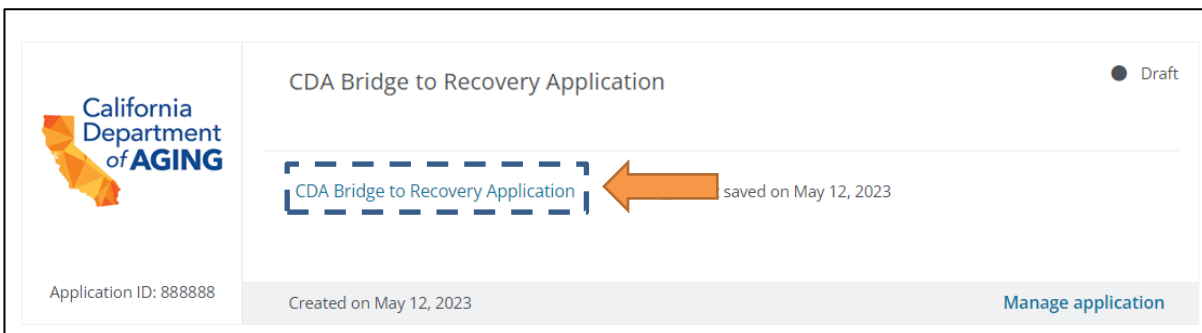
Editing an Application

You may edit a **draft** application (one that has not yet been submitted) or an application that has been placed on hold by the review team for revisions or clarification. To view your application log into the applicant portal.

On the initial screen, select “View all my applications.”



This will take you to the “My Applications” screen. Select the application you want to edit by clicking the blue link under the application title.



Responding to Requests for Revisions

The purpose of a revision request is to:

- Ensure the information in the application matches the eligibility form or the information that CDA has on file.
- Ensure applicants agree to attestations.
- Provide an opportunity for applicants to clarify points of issue.

If there is a revision request, it will place the application on hold allowing applicants time to clarify and or edit the application.

If an application requires revisions the status will show as “On Hold.” You will also receive an automated email to advise you that revisions are required. To edit your application, select the blue link or select “Revise Form” at the top of the My Applications page.

The screenshot displays the 'My Applications' interface. At the top, there is a search bar labeled 'Search by application ID' and a dropdown menu for 'All statuses selected'. Below this, a yellow notification banner states 'Revision Required' with the message 'An administrator requested changes to a form you submitted.' and a 'Revise form' button, which is pointed to by an orange arrow. The main content area shows the 'CDA Bridge to Recovery Application' with a 'Test Agent Name' field. Below this, the application title 'CDA Bridge to Recovery Application' is shown alongside two status entries: 'Submitted on May 12, 2023' and 'Revision requested on May 12, 2023'. The 'Revision requested' entry is enclosed in a dashed blue box and pointed to by an orange arrow. To the right of the application title, a status indicator shows a yellow dot and the text 'On hold'. At the bottom left, the 'Application ID: 888888' is displayed. At the bottom center, it says 'Created on May 12, 2023'. At the bottom right, there is a 'Manage application' link.


If you need assistance locating and/or revising an application, please email CDA_BridgeToRecovery@pcgus.com.

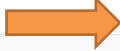
Deleting or Withdrawing an Application



You can delete or withdraw an application if you accidentally submitted multiple applications or decide you no longer want to apply for an award. To delete or withdraw your application:

1. Log into your applicant portal.
2. Identify the application you would like to delete or withdraw.
3. Select “Manage application.” If your application is a draft, select “Delete application.” If the application has been submitted, select “Cancel application.”

The screenshot shows the 'CDA Bridge to Recovery Application' management page. On the left is the California Department of Aging logo and the application ID '888888'. The main header shows the application title and a 'Draft' status indicator. Below this, it says 'Draft saved on May 12, 2023'. A 'Manage application' link is visible. An orange arrow points to a dropdown menu that contains two options: 'Delete application' (with a red 'x' icon) and 'Cancel application' (with a red trash can icon).

 Application ID: 888888	CDA Bridge to Recovery Application ● Draft	
	CDA Bridge to Recovery Application 📅 Draft saved on May 12, 2023	
Created on May 12, 2023	Manage application	



 Delete application
 Cancel application