

Portland Children's Levy – WebGrants Application Guide

How to Use this Guide

This guide is meant to help everyone submit their Portland Children's Levy Small Grants Fund application in WebGrants as smoothly as possible. If you are new to using a grant portal, you may want to review the guide step by step and follow along while you work in the WebGrants system. If you are very comfortable using grant portal software, we recommend you skim this guide, carefully review areas with this exclamation point icon shown in the right-hand margin, and review the Troubleshooting section at the end of the guide.



Table of Contents

What is WebGrants?	2
Registration and preparing to apply	2
Select a Funding Opportunity	3
How to Start an Application	4
How to Navigate to your Application.....	7
How to Preview the Application Questions	8
How to Complete your Application	9
Saving and Editing	10
Required Questions	11
Marking Steps as Complete.....	11
Submitting Your Application	14
Tips for completing Forms in Steps 1- 6.....	15
Step 1 – Eligibility.....	16
Step 2 – Program Data	16
Step 3 – Program Service Details.....	16
Step 4 – Budget Request	16
Step 5 – Narrative upload	17
Questions, ADA Accommodations & Troubleshooting.....	17

What is WebGrants?

WebGrants is the grants management system for the City of Portland. To apply for a Portland Children's Levy grant, you will need to register in WebGrants and submit your application through the system.

WebGrants will track your application and all related documents for your organization.

Registration

Multiple people can register under your organization and work on the same grant application in WebGrants. Important: New users, please register as a WebGrants user right away. For help registering, see our [WebGrants registration guide on the Grant Applications webpage](#). If you have an existing WebGrants account, you will not need to register again. The deadline to register for this PCL grant opportunity is **November 14, 2025**.



If you need an Americans with Disabilities Act (ADA) accommodation or are having trouble with WebGrants, please reach out to info@portlandchildrenslevy.org with "WebGrants" in the subject line. PCL staff will be happy to help.

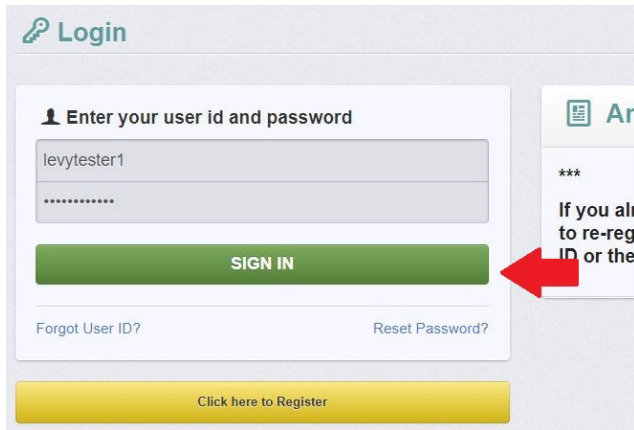
Preparing to Apply

We highly recommend you review all the application questions before beginning your application in WebGrants. The full application includes background information and instructions, application questions, budget guidance, and scoring criteria. You can find the application and instructions here:

portlandchildrenslevy.org/grants/2025-26-small-grants-overview

How to Log In

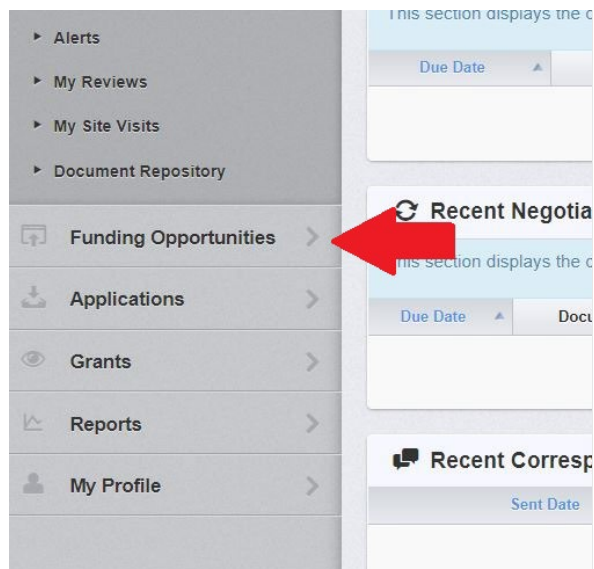
Once you are registered, go to <https://cityofportlandgrants.net/> on a computer or tablet. WebGrants does not work well on a phone. If you don't have the link handy, just google "City of Portland Webgrants." Once there, enter your user ID and password, and click the green "sign in" button.

A screenshot of a web application's login page. At the top left is a 'Login' header with a key icon. Below it is a form titled 'Enter your user id and password'. The form has two input fields: the first contains 'levytester1' and the second is masked with dots. A green 'SIGN IN' button is below the fields. Under the button are two links: 'Forgot User ID?' and 'Reset Password?'. At the bottom is a yellow button that says 'Click here to Register'. To the right of the login form is a partially visible 'Announcements' section with a document icon and the text '*** If you alr to re-regi ID or the'. A red arrow points from the 'SIGN IN' button towards the right.

You get your User ID and Password via email when you register. If you forgot either of them, click on the blue links below the sign in button and follow the steps to recover them.

Select a Funding Opportunity

Once you are logged in, you will see all funding opportunities offered by the City of Portland. Make sure you select the one titled “PCL Small Grants Fund.”



When you click on the Funding Opportunity you want to apply for, your application will “live” under this funding opportunity.

	Program	
Bureau of Planning & Sustainability	Portland Clean Energy Fund	{TEST} Community Grants 2025 - Planning
Public Works	Home Water Leak Repair Program	Home Water Leak Repair Program and Outreach Partnership
Vibrant Communities	Portland Children's Levy	PCL Small Grants Fund
Office of Community & Civic Life	East Portland Action Plan	FY2025 East Portland Action Plan (EPAP) Civic Engagement Event Sponsorship Program

How to Start an Application

To start an application, click on the green “start new application” button on the right-hand side of the screen in the funding opportunity.

Funding Opportunity Details

Start New Application

11898 - PCL Small Grants Fund

Funding Opportunity Details

Portland Children's Levy

Final Application Deadline: Dec 1, 2025 11:59 PM

Status:	Test	Program Officer:	Arika Bridgeman-Bunyoli
Award Amount Range:	\$81,000.00 - \$240,000.00	Phone:	(000) 000-0000 x
Project Dates:	07/01/2026 - 06/30/2028	Email:	Arika.Bridgeman-Bunyoli@portlandoregon.gov
Award Announcement Date:			

Description

You will be taken to the “Application Creation Wizard”. **This form is unusual, because you will have to click the “save form information” button multiple times.** Under “Application Title,” enter the title of your application, which should include the name of your program.

Under Primary Contact, your name should appear as the default in the drop-down menu. This is the person who will get the email notifications from the WebGrants system (if you need to change the primary contact later in the process, you can).

Click “Save Form Information” to save this info and bring up the next field to edit.

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your Primary Contact. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: Use a recognizable program title

Primary Contact*: This will populate with your name

Organization*:

Additional Contacts*:

After you click “save form information,” the organization field will pop up. It will auto-populate your organization name in the drop-down menu. Click “save form information” again to bring up the last field to edit.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 6420

Program Area*: Portland Children's Levy

Funding Opportunity*: 6290-PCL After School 2025-2028

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*: Children's Levy Tester

Organization*: your organization name

Additional Contacts*:

After you click save, the optional “additional contacts” field will pop up. The drop-down menu will auto-fill with every individual who is registered in WebGrants and is associated with your organization. You will want to select everyone who will want to edit the application or upload documents. If someone isn’t registered yet,

you can add their name later. Then click “save form information” to complete this section.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 6420

Program Area*: Portland Children's Levy

Funding Opportunity*: 6290-PCL After School 2025-2028

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Program

Primary Contact*:

Organization*:

Select any additional contacts within your organization to include on this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts:

Once this section is done, you have created the application in the system to work in. You will automatically be taken to the application view. Here you have a summary view of your application – the title of your application will be at the top, and the components of the application you need to complete will be listed as steps 1-6 toward the bottom.



(see the screenshot image on the next page)

Status: Editing

Stage: Final Application

Application Due Date: Dec 1, 2025 11:59 PM

Program Area: Portland Children's Levy

Funding Opportunity: 11898-PCL Small Grants Fund

Organization: BaseLine Organization

Requested Total:

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

 **Application Details**  Preview Application ✕ Withdraw

Application cannot be Submitted Currently

- Application Budget is lower than the allowable limit
- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Oct 10, 2025 3:09 PM - Children's Levy Tester
STEP 1 PCL SGF - Eligibility Screening	-	
STEP 2 PCL SGF - Organization budget documents	-	
STEP 3 PCL SGF - Applicant details	-	
STEP 4 PCL SGF Grant Budget Request	-	
STEP 5 PCL SGF - Narrative Application	-	
STEP 6 PCL SGF - Video Submission	-	



Your grant application will live in these six steps

How to Navigate to Your Application

Once the application is created, there are several ways to open it. We recommend clicking on the Applications tab on the left-hand navigation bar, and then clicking on the application record to open it. To enter answers to the application questions, click "edit application" in the top right corner.

Click the "Edit Application" button to make changes or additions to the application. Click the "Ask a Question" button to ask a question about the application or funding opportunity. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

 **Application Details** ✎ Edit Application ✕ Withdraw

12030 - Afterschool Learn-0-Matic

Application Details

Funding Opportunity: 11898-PCL Small Grants Fund

Funding Opportunity Due Date: Dec 1, 2025 11:59 PM

Program Area: Portland Children's Levy

Status: Editing

Initial Submit Date:

Initially Submitted By:

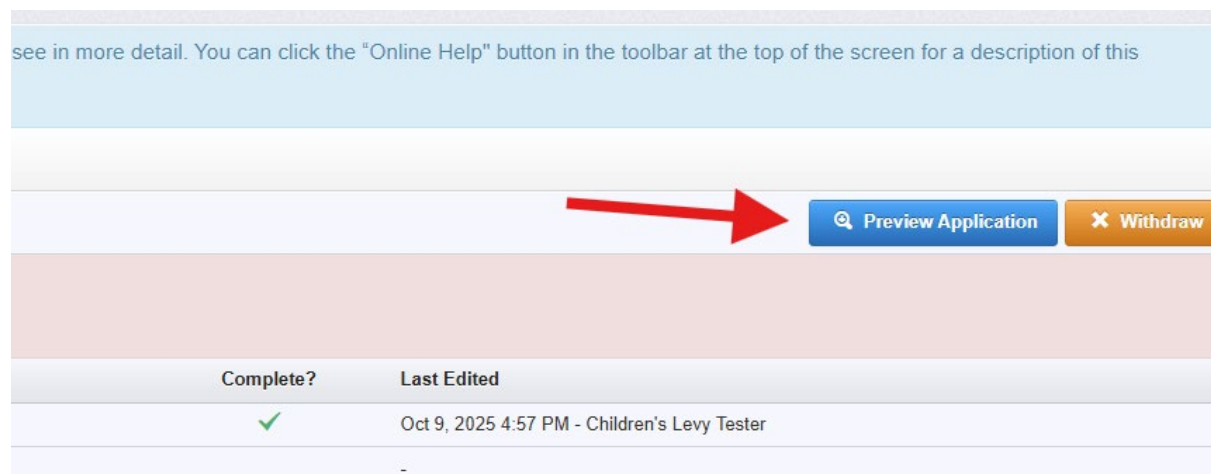
Last Submit Date:

Last Submitted By:

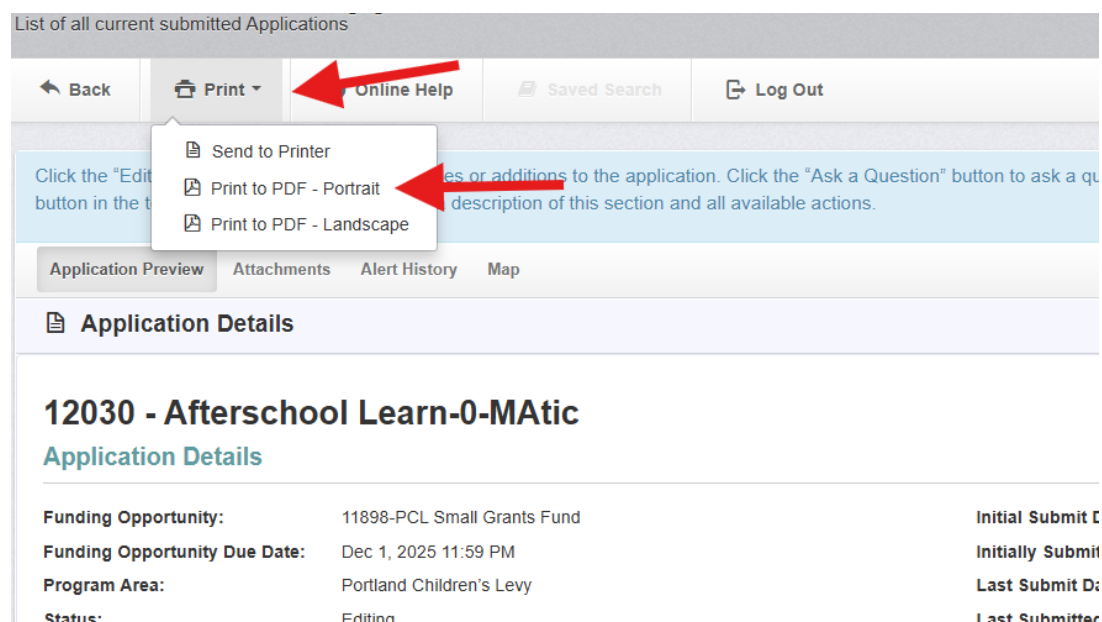


How to Preview the Application Questions

When you are in the application view screen, you can click the blue “Preview Application” button to see all the application questions that are listed in WebGrants.



In the preview screen, you can print your application by clicking on the grey “print” tab up toward the top of the page, and it will give you drop-down options to send it to a printer or convert it to a .pdf. This is a good way to review the WebGrants questions or look over your application responses before you submit.



How to complete your application

There are six sections to the application – steps 1-6. Steps 1-4 have questions about program eligibility, your service population, program model, and budget summary. Step 5 is where you upload your grant narrative. You can find the [narrative template on PCL's website](#). Step 6 is where you enter the link to your video.

To start answering questions, click on the step you want to work on in the application view. You can work on them in any order and save your progress as you go.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click screen for a description of this section and all available actions.

Application Preview

Attachments

Alert History

Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Oct 9, 2025
STEP 1 PCL SGF - Eligibility Screening	-	-
STEP 2 PCL SGF - Organization budget documents	-	-
STEP 3 PCL SGF - Applicant details	-	-
STEP 4 PCL SGF - Grant Budget Request	-	-
STEP 5 PCL SGF - Narrative Application	-	Oct 9, 2025
STEP 6 PCL SGF - Video Submission	-	Oct 9, 2025

Pick any step to start working on your application

Saving and Editing

When you click on a Step, you will be able to enter information. Save your work at any time by clicking the green “save form” button in the upper right. After you click “save form”, you will need to click the green “edit form” button to go back into the form to keep answering questions or change your answers.

STEP 3 PCL SGF - Applicant details - Current Version

Applicant details

Save Form

Program Area details

1. Select a program area

Program area*: Hunger Relief

2. Select 1 funding priority that your program will primarily focus on during the grant period.

Hunger priorities : Free groceries and/or ready-to-eat meals delivered to families' homes.

Write a one-paragraph summary of the program you want PCL to fund.

Program Summary *:

Click here to save your work



App List Genera STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

STEP 3 PCL SGF - Applicant details - Current Version

Applicant details

Mark as Complete Edit Form

Program Area details

1. Select a program area

Program area*: Hunger Relief

2. Select 1 funding priority that your program will primarily focus on during the grant period.

Hunger priorities : Free groceries and/or ready-to-eat meals delivered to families' homes.

Write a one-paragraph summary of the program you want PCL to fund.

Program Summary *:

Click here to keep answering questions



Required Questions

All fields with a red label are required and must be filled out before you can mark a step as complete. A few questions “pop up” based on your answers to previous questions.

The first screenshot shows the 'Applicant details' section with a red label 'Program area*' and a dropdown menu. A red arrow points to the dropdown with the text 'When you select a choice in the drop-down menu...'. Below the dropdown is a text box for a summary.

The second screenshot shows the same section after a selection. The 'Program area' dropdown now shows 'Mentoring'. A new question '2. Select 1 funding priority that your program will primarily focus on during the grant period.' has appeared, with a red label 'Mentoring priorities :'. A red arrow points to this new question with the text 'This follow up question pops up, and is a required field that must be answered'. A 'Save Form' button is visible in the top right.

Marking Steps as Complete

You must mark each step complete before you can submit your application. If you have filled out all the required questions in a step, you click the save button and then click the orange “Mark as Complete” button.



The screenshot shows the 'Application Details' page with tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. There are three buttons: 'Preview Application', 'Submit Application' (highlighted with a red arrow), and 'Withdraw'. A green banner states 'Application is in compliance and is ready for Submission!'. Below is a table of components.

Component	Complete?	Last Edited
General Information	✓	Oct 9, 2025 4:57 PM - Children's Levy Tester
STEP 1 PCL SGF - Eligibility Screening	✓	Oct 9, 2025 8:52 PM - Children's Levy Tester
STEP 2 PCL SGF - Organization budget documents	✓	Oct 9, 2025 8:22 PM - Children's Levy Tester
STEP 3 PCL SGF - Applicant details	✓	Oct 9, 2025 9:14 PM - Children's Levy Tester
STEP 4 PCL SGF - Grant Budget Request	✓	Oct 9, 2025 8:24 PM - Children's Levy Tester
STEP 5 PCL SGF - Narrative Application	✓	Oct 9, 2025 8:38 PM - Children's Levy Tester

If you click the “Mark as Complete” button but you have not filled out all the required questions, you will get a pop-up error message. The error message will show the name of the Step form, but not the name of the question that is missing. Review the Step form to complete any questions that may be blank.

The screenshot shows a web application interface. At the top, a pop-up error message from 'cityofportlandgrants.net' states: 'The following sections contain missing required fields, please enter the missing data before Marking as Complete.' Below this, the form title is '6421 - After School LEARNS Program'. The form contains several fields: 'Status' (Editing), 'Stage' (Final Application), 'Application Due Date' (Nov 4, 2024 11:59 PM), 'Program Area' (Portland Children's Levy), 'Funding Opportunity' (6290-PCL After School 2025-2028), 'Organization' (BaseLine Organization), and 'Requested Total'. To the right of these fields, a yellow box contains the text: 'If you see this error message: 1. Click OK 2. Go back into "edit form" and answer any questions you may have skipped'. Below the form, there is a navigation bar with tabs: 'App List', 'Genera', 'STEP 1', 'STEP 2', 'STEP 3', 'STEP 4', and 'STEP 5'. Under 'STEP 1', there is a sub-tab 'STEP 1 - Eligibility AFTER SCHOOL - Current Version'. Below this, the 'Eligibility' section is shown with two buttons: 'Mark as Complete' and 'Edit Form'. A red arrow labeled '1.' points to the 'OK' button in the error message, and another red arrow labeled '2.' points to the 'Edit Form' button.

cityofportlandgrants.net says
The following sections contain missing required fields, please enter the missing data before Marking as Complete.

-Eligibility

OK

1.

6421 - After School LEARNS Program

Status: Editing

Stage: Final Application

Application Due Date: Nov 4, 2024 11:59 PM

Program Area: Portland Children's Levy

Funding Opportunity: 6290-PCL After School 2025-2028

Organization: BaseLine Organization

Requested Total:

If you see this error message:
1. Click OK
2. Go back into "edit form"
and answer any questions
you may have skipped

App List Genera STEP 1 STEP 2 STEP 3 STEP 4 STEP 5

STEP 1 - Eligibility AFTER SCHOOL - Current Version

Eligibility

Mark as Complete Edit Form

2.

When you successfully mark a step as complete, you will be taken back to the application summary view, where you will see a green check mark that shows the step has been completed (see the screenshot on the next page)

Application Preview
Attachments
Alert History
Map

Application Details
Preview Application

Application cannot be Submitted Currently

- Application components are not complete

Component	The green check means the form is marked complete	Complete?	Last Edited
General Information		✓	Oct 9, 2025 4:57 PM - Chil
STEP 1 PCL SGF - Eligibility Screening		✓	Oct 9, 2025 8:22 PM - Chil
STEP 2 PCL SGF - Organization budget documents		✓	Oct 9, 2025 8:22 PM - Chil
STEP 3 PCL SGF - Applicant details		✓	Oct 9, 2025 5:29 PM - Chil
STEP 4 PCL SGF - Grant Budget Request			Oct 9, 2025 8:24 PM - Chil
STEP 5 PCL SGF - Narrative Application			Oct 9, 2025 5:08 PM - Chil
STEP 6 PCL SGF - Video Submission			Oct 9, 2025 5:10 PM - Chil

Note: after you mark a step as complete, you can still make changes in it. You click on the step and click “edit form” and make whatever changes you need, just like before. Once you have marked a step as complete, however, it stays marked as complete regardless of any changes you make.



Submitting Your Application

Once all five steps are filled out, documents are uploaded, and the steps are all marked as complete, the orange “submit application” button will appear in the application view screen. You **MUST** click on this button to submit your final application to PCL. Once you have submitted, you cannot edit your application.



See all application components below. Click on the component that you would like to edit or see in more detail. You can click the “Online Help” button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details Preview Application Submit Application Withdraw

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Oct 9, 2025 4:57 PM - Children's Levy Tester
STEP 1 PCL SGF - Eligibility Screening	✓	Oct 9, 2025 8:22 PM - Children's Levy Tester
STEP 2 PCL SGF - Organization budget documents	✓	Oct 9, 2025 8:22 PM - Children's Levy Tester
STEP 3 PCL SGF - Applicant details	✓	Oct 9, 2025 5:29 PM - Children's Levy Tester
STEP 4 PCL SGF - Grant Budget Request	✓	Oct 9, 2025 8:24 PM - Children's Levy Tester

Note: if you see a red message on this screen that says “application budget is higher (or lower) than the allowable limit”, this means that your answer to question 1 on Step 4 – Grant Budget Request is outside of the range of \$81,000-\$240,000. Adjust your budget request, and the “submit application” button will appear.

Application Preview Attachments Alert History Map

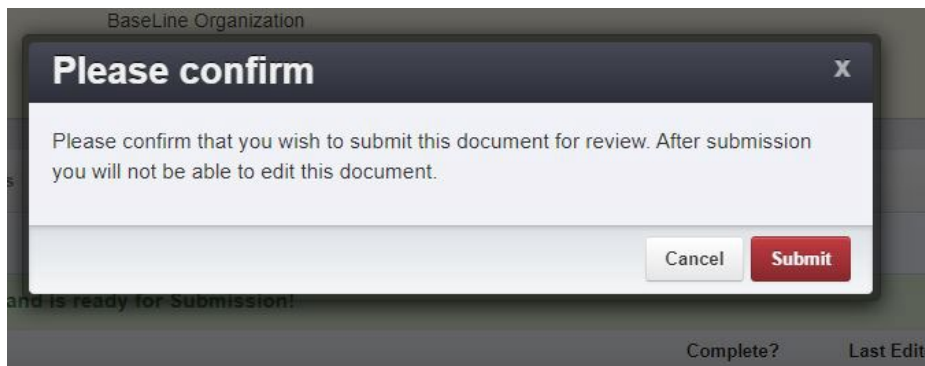
Application Details Preview Application Withdraw

Application cannot be Submitted Currently

- Application Budget is higher than the allowable limit

Component	Complete?	Last Edited
General Information	✓	Oct 10, 2025 9:52 AM - Children's Levy Tester
STEP 1 PCL SGF - Eligibility Screening	✓	Oct 10, 2025 2:55 PM - Children's Levy Tester
STEP 2 PCL SGF - Organization budget documents	✓	Oct 10, 2025 2:56 PM - Children's Levy Tester
STEP 3 PCL SGF - Applicant details	✓	Oct 10, 2025 10:21 AM - Children's Levy Tester
STEP 4 PCL SGF Grant Budget Request	✓	Oct 10, 2025 3:06 PM - Children's Levy Tester
STEP 5 PCL SGF - Narrative Application	✓	Oct 10, 2025 10:22 AM - Children's Levy Tester
STEP 6 PCL SGF - Video Submission	✓	Oct 10, 2025 2:58 PM - Children's Levy Tester

You will get a pop-up message to confirm you wish to submit the grant. Click “Submit”.



You can confirm your application is submitted by navigating back to the Funding Opportunity, where you will see your application with a green “submitted” status.

Application Preview

Attachments

Alert History

Map

Application Details

Preview Application

Submit Application

Withdraw

• Application is in compliance and is ready for Submission!

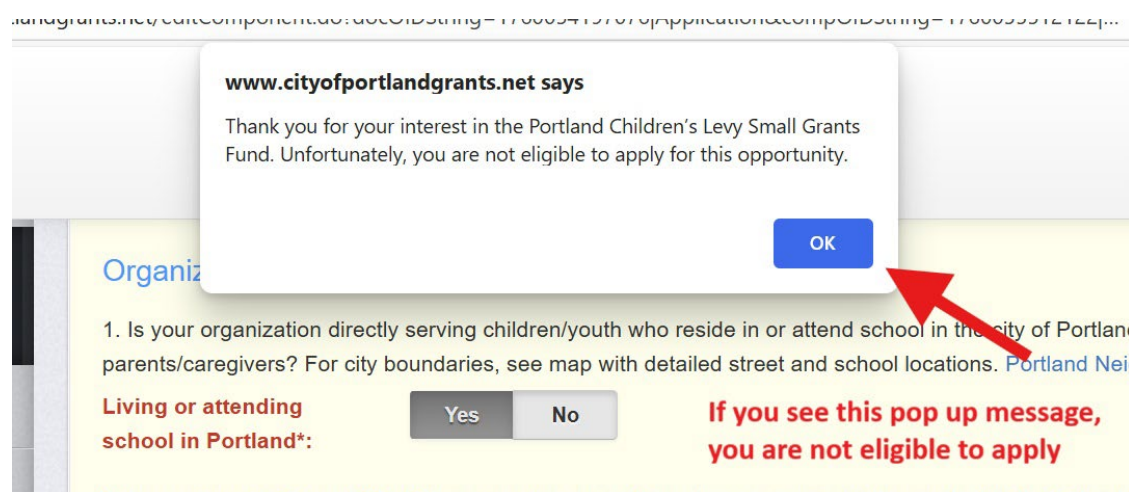
Component	Complete?	Last Edited
General Information	✓	Oct 9, 2025 4:57 PM - Children's Levy Tester
STEP 1 PCL SGF - Eligibility Screening	✓	Oct 9, 2025 8:52 PM - Children's Levy Tester
STEP 2 PCL SGF - Organization budget documents	✓	Oct 9, 2025 8:22 PM - Children's Levy Tester
STEP 3 PCL SGF - Applicant details	✓	Oct 9, 2025 9:14 PM - Children's Levy Tester
STEP 4 PCL SGF - Grant Budget Request	✓	Oct 9, 2025 8:24 PM - Children's Levy Tester
STEP 5 PCL SGF - Narrative Application	✓	Oct 9, 2025 8:38 PM - Children's Levy Tester
STEP 6 PCL SGF - Video Submission	✓	Oct 9, 2025 9:08 PM - Children's Levy Tester

Tips for completing forms in Steps 1- 6

Use the brief tips below to help you complete the fields in the forms for Steps 1 – 6 of the application. You can also refer to pages 6- 7 of the Small Grants Application published on PCL’s website: portlandchildrenslevy.org/grants/2025-26-small-grants-overview/grant-applications

Step 1 – Eligibility

Answer the yes or no eligibility questions. If you answer “yes” to question number four, an additional question will pop up asking for details about your fiscal sponsor. If you answer no to questions 1-3, you will receive a pop-up message telling you that your organization is not eligible.



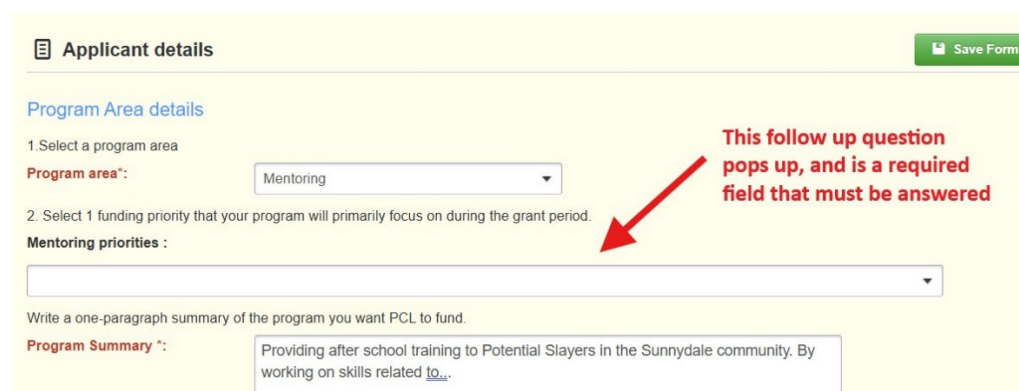
The screenshot shows a web application interface for the Portland Children's Levy Small Grants. A white pop-up message box is centered on the screen, titled "www.cityofportlandgrants.net says". The message reads: "Thank you for your interest in the Portland Children's Levy Small Grants Fund. Unfortunately, you are not eligible to apply for this opportunity." There is a blue "OK" button at the bottom right of the pop-up. A red arrow points from the text "If you see this pop up message, you are not eligible to apply" to the "OK" button. In the background, a question is visible: "1. Is your organization directly serving children/youth who reside in or attend school in the city of Portland parents/caregivers? For city boundaries, see map with detailed street and school locations. Portland Neig". Below the question are "Yes" and "No" radio buttons. The text "Living or attending school in Portland*:" is also visible.

Step 2 – Organization budget details

You are required to upload a budget in question 1. Questions 2 and 3 are only required if you are applying with a fiscal sponsor.

Step 3 – Applicant Details

After you select a program area, a follow-up question will pop-up with a drop-down menu. This question is required. The demographic questions are all optional.



The screenshot shows the "Applicant details" section of the PCL WebGrants application. At the top, there is a tab labeled "Applicant details" and a green "Save Form" button. Below the tab, the section is titled "Program Area details". The first question is "1. Select a program area". The "Program area*:" is a required field with a dropdown menu currently set to "Mentoring". The second question is "2. Select 1 funding priority that your program will primarily focus on during the grant period." Below this, the "Mentoring priorities :" field is a required dropdown menu. A red arrow points from the text "This follow up question pops up, and is a required field that must be answered" to the "Mentoring priorities :" dropdown. At the bottom, there is a text area for "Program Summary *:" with the text "Providing after school training to Potential Slayers in the Sunnydale community. By working on skills related to...".

Step 4 – Grant Budget Request

The budget form will accept numbers either as integers (34152) or with currency formatting (\$34,152.00)

Step 5 – Narrative upload

In this step, upload the narrative file. Make sure you are using the PCL template for your narrative document, and that it meets font size and page length requirements. Upload the file as a .pdf or a Microsoft word document (.doc or .docx).

Step 6 – Video Submission

In this step, the link to the video is required. If you select “yes” to the translation question, a follow-up question will pop-up asking which languages are spoken in the video.

Questions, ADA Accommodations & Troubleshooting

If you need an Americans with Disabilities Act (ADA) accommodation or are having trouble with WebGrants, please reach out to info@portlandchildrenslevy.org with “WebGrants” in the subject line. PCL staff will be happy to help.

I need to add another contact so they can have access to the WebGrants application. What do I do?

- 1) Have your colleague register in WebGrants.
- 2) Once their registration is approved by PCL staff, they will get their user ID and password to log on via email.
- 3) Once they get their user ID and password, go into the application summary page and click on the “general information” section.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the top right corner of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details

Preview Application

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Oct 9, 2025 4:57 PM - Children's Levy Tester
STEP 1 PCL SGF - Eligibility Screening	✓	Oct 9, 2025 8:52 PM - Children's Levy Tester
STEP 2 PCL SGF - Organization budget documents	✓	Oct 9, 2025 8:22 PM - Children's Levy Tester
STEP 3 PCL SGF - Applicant details	✓	Oct 9, 2025 9:14 PM - Children's Levy Tester
STEP 4 PCL SGF Budget detail (corrected)	-	-
STEP 5 PCL SGF - Narrative Application	✓	Oct 9, 2025 8:38 PM - Children's Levy Tester
STEP 6 PCL SGF - Video Submission	✓	Oct 9, 2025 9:08 PM - Children's Levy Tester

4) Click on the "Additional Contacts" field and add the person's name from the drop-down menu

Funding Opportunity*: 6290-PCL After School 2025-2028

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*:

Organization*:

Select any additional contacts within your organization for this grant. Include all contacts that

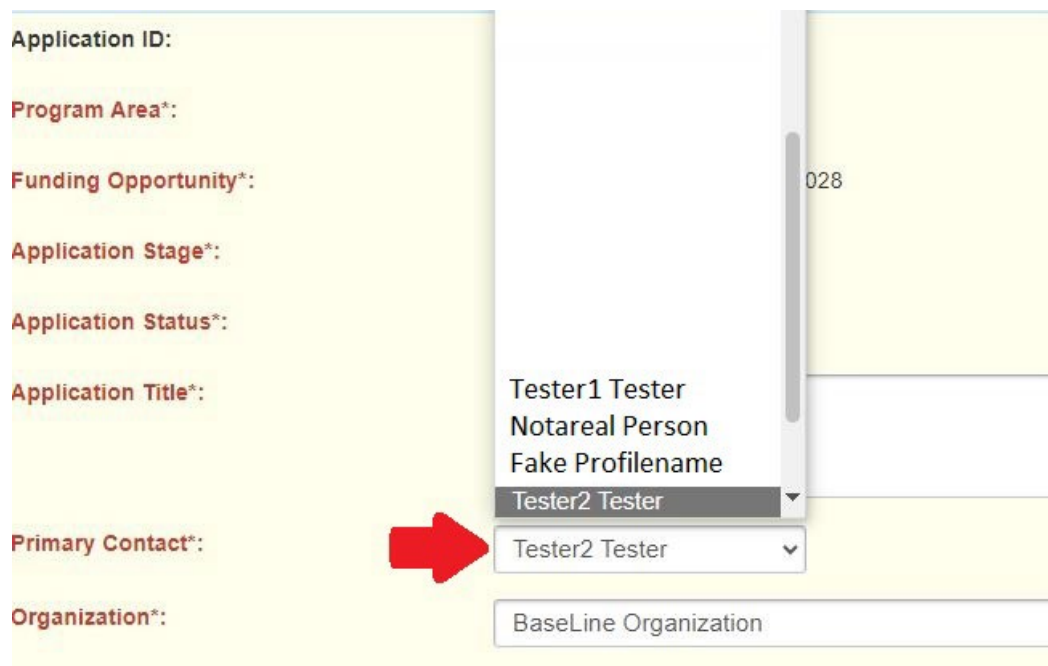
Additional Contacts:

Program Name #1
Program Name #2
Program Name #3

5) Click "save form information". Your colleague should now be able to access the grant application.

I need to change the primary contact, so someone else gets the WebGrants system alerts. How do I do that?

- 1) Follow the steps 1-4 from the question above to get your colleague registered in WebGrants and click on the “general information” section of the application.
- 2) Click on the “primary contact” drop-down menu, and choose the name of the person affiliated with your organization who needs to be the primary contact.



The screenshot shows a web form with several fields: Application ID, Program Area*, Funding Opportunity*, Application Stage*, Application Status*, Application Title*, Primary Contact*, and Organization*. The 'Primary Contact*' field is highlighted with a red arrow. A dropdown menu is open for this field, showing a list of names: Tester1 Tester, Notareal Person, Fake Profilename, and Tester2 Tester. The 'Tester2 Tester' option is selected and highlighted. The 'Organization*' field below it shows 'BaseLine Organization'.

I marked one of my grant forms as “complete,” but then I needed to change something. How do I mark it as “complete” again? I don’t see the orange button anymore!

Once you mark a step as complete, it stays marked as “complete” in the system, even if you change or delete information. After you make changes to a completed step and click save, the orange “mark as complete” button will not be available to click. You can confirm this by going to the main application summary view, where it shows all the steps and shows the green checks for each section that is marked as complete.

I am not getting WebGrants-related emails confirming anything (registration or grant submission). What do I do?

- 1) Make sure you check your spam folder for any WebGrants emails.
- 2) Add cityofportland@mail.webgrantscloud.com as a safe sender in your email filter settings.
- 3) If this does not work, contact PCL staff at info@portlandchildrenslevy.org for assistance with “WebGrants help” in the subject line **within 48 hours of your submission.**

I tried to mark a form as complete, but I got an error message. All the red fields are filled out. What do I do?

Sometimes there are follow-up questions that pop up which are required. These questions do not have red labels, so they may not be as easy to see at first. Return to the step editing function and fill out any blank fields, and then mark the step as complete.

I was working in the budget form, and I entered some numbers and clicked save, and then I got a very long and confusing error message – what happened?

If you enter two decimal points into one field (for example, \$2500.00.0) the system experiences an error that takes you to an intimidating-looking error screen. Click the back button on your browser, check your numbers, and remove any extra decimal points.

I want to read through my entire application before I click submit. How do I do that?

See “how to preview the application questions” on page 8 and follow those steps to “print” your application to a .pdf file. It will print the application questions along with your answers.