CREATING YOUR FORMULA APPLICATION IN EGRANTS
March 1, 2023

1. Create your account from the log-in page: https://egrants.cns.gov	
2. From the home page on the lower left-hand corner under Creating An Application" hit the NEW link.	
3. From "Select a NOFA" choose "AmeriCorps" from the drop down and hit GO. You may get a message that says that this is a closed NOFA as the Competitive due date was 1/4/23. However, you will still use this NOFA for the Formula competition.	

4. Next choose the following NOFA: FY 2023 AmeriCorps State and Territory Commission (New and Continuations) Due Date: 01/04/2023 (Note that your application due date for Formula is March 28, 2023.) Summary: This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants. Scroll down and hit **NEXT**	
5. The next screen will be "*Apply for New Grant.* From the first drop down select "New Jersey" and then from the second drop down select "Prime Application 23AC254835 – Formula Programs."	No pix = Commission doesn't have access – please feel free to share a screengrab with Lisa to update this document!
6. Hit **NEXT** and your application should now be created and you can start filling in the links on the upper left hand. Continue to follow the instructions in the Application Instructions section of the NOFA.	No pix = Commission doesn't have access – please feel free to share a screengrab with Lisa to update this document!
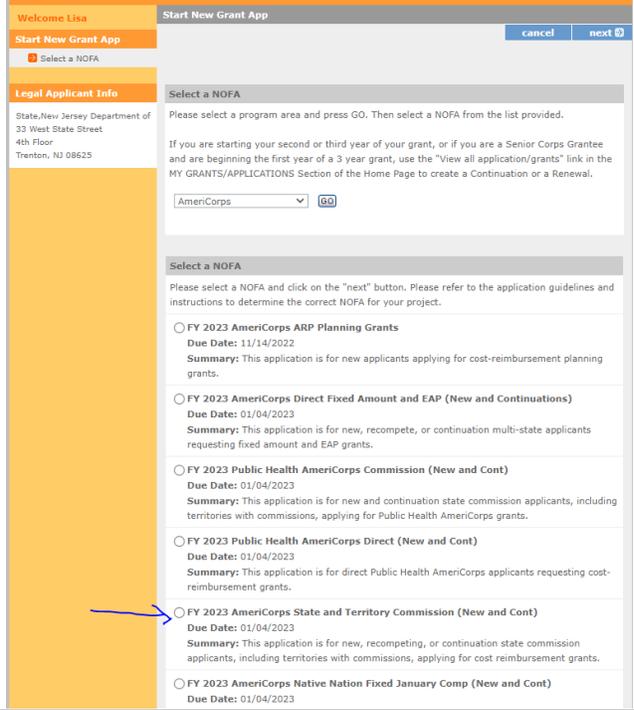
NOTE: Always hit SAVE after you enter data on a page in eGrants otherwise you will lose your data.

Good luck!