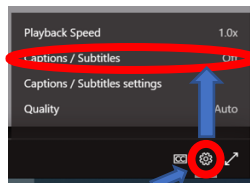
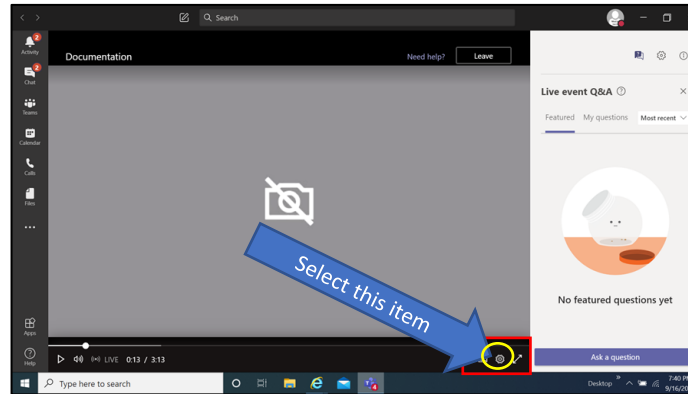
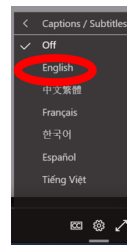


Grant Platform Transition Training for Applicants and Awardees

How you can view the multi-lingual closed captions



When you select it a menu appears, choose **captions / subtitles**



You then select the language of choice



It will then display the language chosen

Disclaimer

The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used and potentially a person speaking that may have an accent.



Montgomery County Office of
Grants Management

**Grant Platform Transition Training
for Applicants and Awardees**

February 3, 2025

Prepared by Montgomery County Office of Grants Management

Welcome!

- This meeting will be recorded and posted for future viewing on the OGM website home page
- The slide deck will also be posted in the same location for your reference

Where to view in progress applications (and current awards coming soon): <https://portal.ecivis.com/#/login>

Information Session Agenda

- Transition support schedule
- Walk through SM Apply to download existing applications and data
- Demonstrate how to download SM Apply applications
- Walk through the NEW eCivis application platform
- Demonstrate how to create a new profile in eCivis
- Review support contact information

Outgoing Grants



Montgomery County Office of
Grants Management

SM Apply to Euna Grants Transition Overview

- OGM is switching from SM Apply to Euna Grants as its grants management platform.
- **SM Apply will close down on Tuesday February 25, 2025 and both OGM and stakeholders will lose access to its data.**
- A handful of grant program awards (Community Project Funds and Cost Sharing Capital Grants) will continue to be managed through SM Apply until February 25, 2025.
- All new grant programs and multi-year grant award renewals will be managed through the new Euna Grants (eCivis).
- Past February 25, 2025, **ALL** grant program functions will be through the new Euna Grants (eCivis) platform.

Outgoing Grants



Montgomery County Office of
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Office Hours Dates and Virtual Meeting Links

	Tuesday	Wednesday	Friday
Week of February 3 – 7	<u>February 4, 2025</u> <u>1:30 to 2:30 PM</u>	<u>February 5, 2025</u> <u>12:30 to 1:30 PM</u>	<u>February 7, 2025</u> <u>12:00 to 1:00 PM</u>
Week of February 10 – 14	<u>February 11, 2025</u> <u>1:30 to 2:30 PM</u>	<u>February 12, 2025</u> <u>12:30 to 1:30 PM</u>	<u>February 14, 2025</u> <u>12:00 to 1:00 PM</u>
Week of February 17 – 21	<u>February 18, 2025</u> <u>1:30 to 2:30 PM</u>	<u>February 19, 2025</u> <u>12:30 to 1:30 PM</u>	<u>February 21, 2025</u> <u>12:00 to 1:00 PM</u>

- Clicking on any of the dates/times above will bring you to an MS Teams meeting.
- Stakeholders may also attend these office hours in person at the Executive Office Building 6th floor conference room (101 Monroe Street Rockville MD, 20850).

Outgoing Grants



Montgomery County Office of
Grants Management

SM Apply Transition Action Items



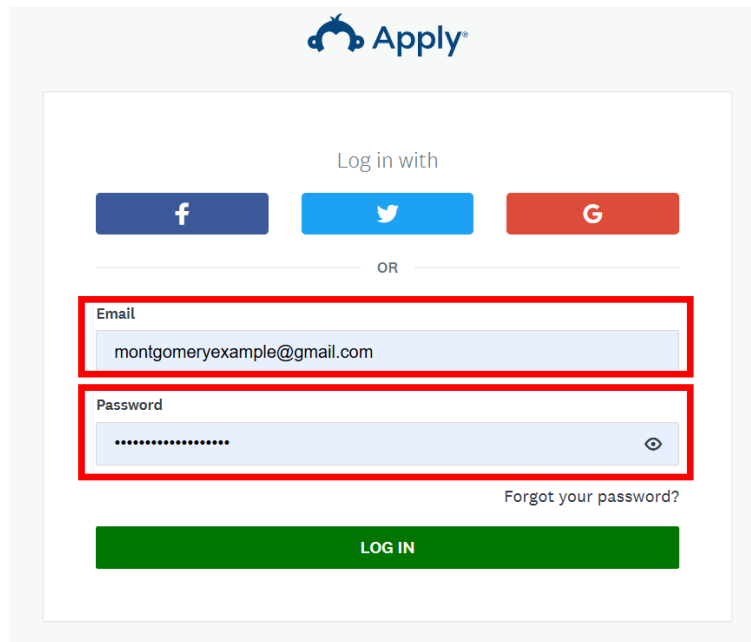
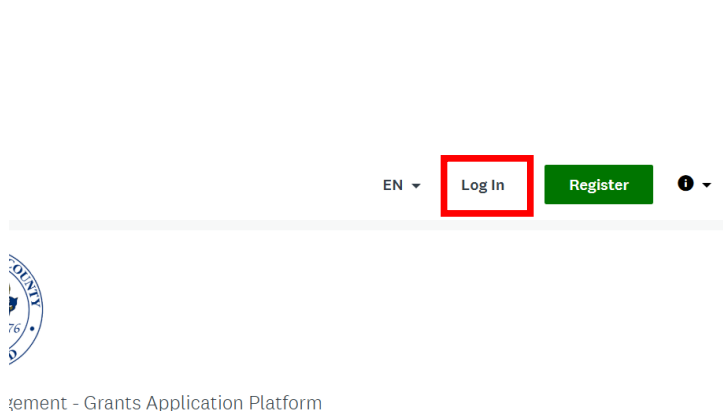
1. **Log into the SM Apply Portal to view your open applications and grant award lists**
<https://mcmdgrants.smapply.org/>

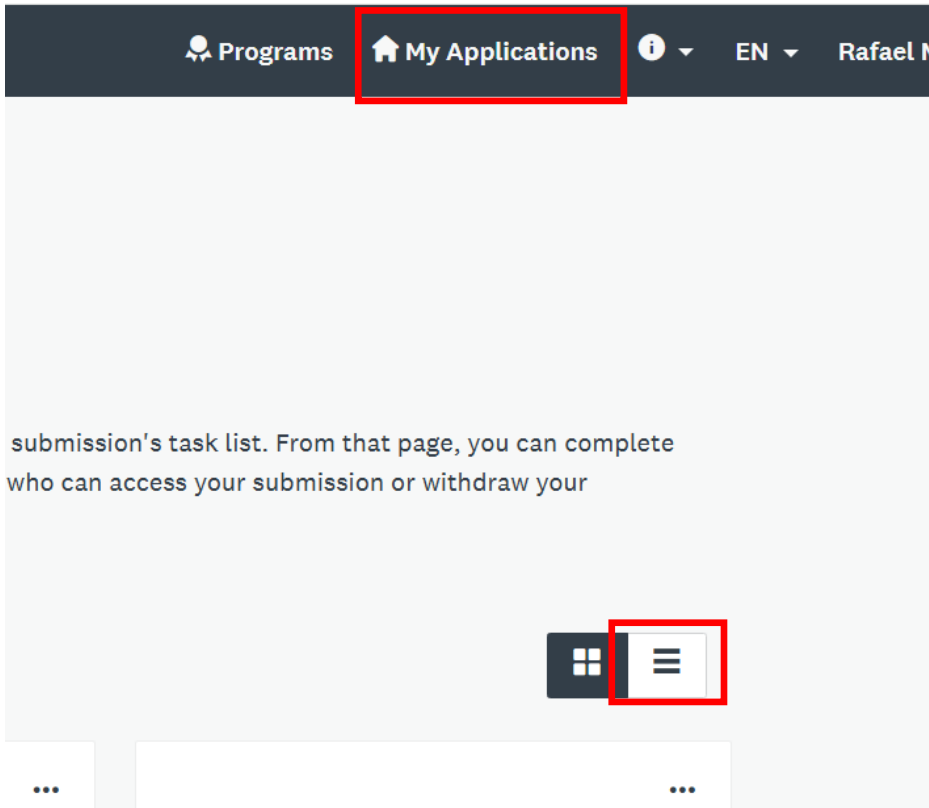
NOTE: Your organization may have more than one SM Account. Please coordinate with your team internally to make sure you download all applications.

2. **Download and archive your old reports, applications, and other SM Apply data**

NOTE: Downloading an application will also download all submitted reports and other content associated with the application; not just the application content.

Step 1: Log into your SM Apply account at <https://mcmdgrants.smapply.org/> by clicking on the “Log In” button and then entering your user name and password.






Step 2: Click on the “My Applications” tab to get a list of all of your draft and submitted applications. Then click on the List View tab (three parallel lines) to enable the download option.

Step 3: Click on the white square next to the “Program” heading to select all your applications.

All Applications ▾

0 Actions ▾

<input type="checkbox"/> Program	Application	Deadline	Status	Completion	Last edited	
<input type="checkbox"/> FY23 Nonprofit Technical Assistance and Management Support (NTAMS) Grant Program	0000000018			✔ Submitted	Oct 30 2024 10:55 AM (EDT)	VIEW
<input type="checkbox"/> FY24 Community Projects Fund Grant Program (Quarter 1)	Youth Impact			✔ Submitted	Jul 8 2024 02:32 PM (EDT)	VIEW
<input type="checkbox"/> FY24 Community Projects Fund Grant Program (Quarter 2)	Youth Fentanyl Alternative Engagement Program			✔ Submitted	Oct 11 2023 03:04 PM (EDT)	VIEW
<input type="checkbox"/> FY24 Nonprofit Security Grant Program	Nonprofit Security Grant Application		Grant Closed	✔ Submitted	Apr 10 2024 10:12 AM (EDT)	VIEW
<input type="checkbox"/> FY24 EquiCare: Subsidy Seats Grant Program	Equicare Application			✔ Submitted	Feb 12 2024 03:37 PM (EST)	VIEW
<input type="checkbox"/> FY25 Nonprofit Security Grant Program	Wheaton House of Worship Security 		Grant Closed	✔ Submitted	Nov 8 2024 11:17 AM (EST)	VIEW

Outgoing Grants



Montgomery County Office of
Grants Management

Step 4: Click on the “Download” option to download and archive in your organization’s drives your old reports, applications and other SM Apply data by selecting grant programs from your list of applications.

All Applications ▾



12

Actions ▾

Download

	Application	Deadline	Status	Completion	Last edited	
<input checked="" type="checkbox"/>	FY25 School-Based Food Assistance Grant Program	OGM Test Application		<input checked="" type="checkbox"/> Submitted	Jul 29 2024 05:19 PM (EDT)	VIEW
<input checked="" type="checkbox"/>	FY25 Nonprofit Security Grant Program	Wheaton House of Worship Security	Grant Closed	<input checked="" type="checkbox"/> Submitted	Nov 8 2024 11:17 AM (EST)	VIEW
<input checked="" type="checkbox"/>	FY25 EquiCare: Subsidy Seats Grant Program	FY25EquiCare-000000010	Sep 30 2024 11:59 PM (EDT)	Application in Progress and NOT Submitted	8 of 8 tasks complete	Sep 18 2024 01:43 PM (EDT) CONTINUE

Outgoing Grants



Montgomery County Office of Grants Management

Download Options

Applications selected: 6

Download selected applications as...

Separate PDF for each selected application (with attachments in...)

Include in downloaded file name

Application ID

Applicant Name

Application Title

Application tasks to include

All application tasks

Choose application tasks

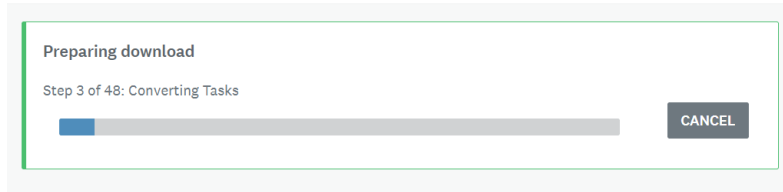
Please select...

Download Cancel

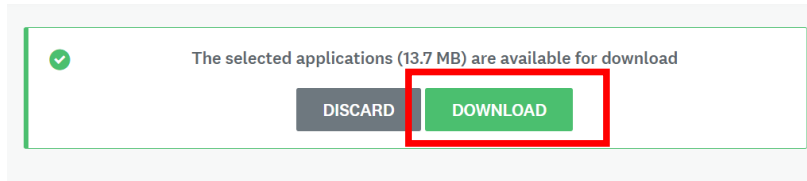
Step 5: Choose the preferred Download Options. OGM recommends these choices for the three Download Options:

1. **Separate PDF for each selected application (with attachments in original format)** – keeps files separate for each application and files in original format
2. **Application ID** – easiest way to track applications
3. **All application tasks** – ensures all items are included from all Stages

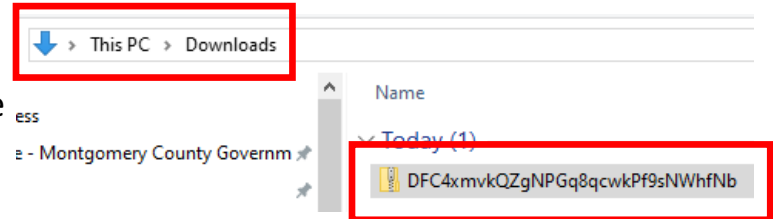
Step 6: A new browser tab will open up and show you the progress towards creating your download.



Once the file is complete, click on the green “Download” button.



A zip file will appear in your computer’s “Downloads” folder. Check the files to ensure they are complete and resave or share as needed. You are done!



Frequently Asked Questions?

- **Can I download applications submitted by other people in my organization?** Applications should be downloaded by through the profile of the person who started or submitted the application to ensure all data is captured. Collaborators may not have access to all data for an application through their profile (i.e. reports).
- **How do we transfer “Ownership” of an application from one person/profile to another to consolidate the the download process?** SM Apply has a detailed tutorial on how to set up Collaborators and transfer application ownership. [How to Transfer Ownership of an Application | Apply Help](#)
- **What do we do if the person/profile that submitted an application is no longer with our organization?** Contact OGM as we can proxy into any account and help transfer ownership to you.


Euna (eCivis) Transition Action Items



1. **Log into the Euna (eCivis) Portal to create an application profile**
<https://portal.ecivis.com/#/login>
2. **Download and review the Euna (eCivis) applicant user guides**
 1. [Logging into Your eCivis Portal Account](#)
 2. [Reviewing and Submitting your application](#)
 3. [Transfer Application Ownership](#)
 4. [Guide for Applicants](#), including budget assistance

Step 1: Open <https://portal.ecivis.com/#/login> and click on the green “Create an Account” button.

Welcome to the Portal


eCivis
A Euna Solutions Brand

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

Outgoing Grants



Montgomery County Office of
Grants Management

New Account Signup

Welcome to the grant application portal.

This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.

Weak

Sign Up

[← Back to Login](#)

© 2025 All rights reserved. eCivis, Inc. For technical assistance please contact support@ecivis.com [Privacy Policy](#)

Step 2: Fill in the data fields for the profile owner and set a password. Then click the blue “Sign Up.”

Outgoing Grants



Montgomery County Office of
Grants Management

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Please verify your email!

Thank you for signing up. Please verify your email address by clicking the following link:

[Confirm my account](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

Step 3: Euna Grants (eCivis) will send an email to the account being registered for confirmation. Go to your email address, find the email from the platform, and click the “Confirm my account” link.

Outgoing Grants



Montgomery County Office of
Grants Management

Welcome to the Portal

This service provided by [eCivis](#) makes it possible for interested parties to save, collaborate, and apply for solicitations.

Your email is verified!

Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

[Login to the Portal](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

Step 4: Once your email is confirmed, click the “Login to the Portal” link.


Outgoing Grants



Montgomery County Office of
Grants Management

Step 5: Type in your Login, Password, and then click on the blue “Portal Login” button to begin building your profile.

Welcome to the Portal


eCivis
A Euna Solutions Brand

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

[Forgot Password?](#)

[Don't have an account?](#)

[Create an account](#)

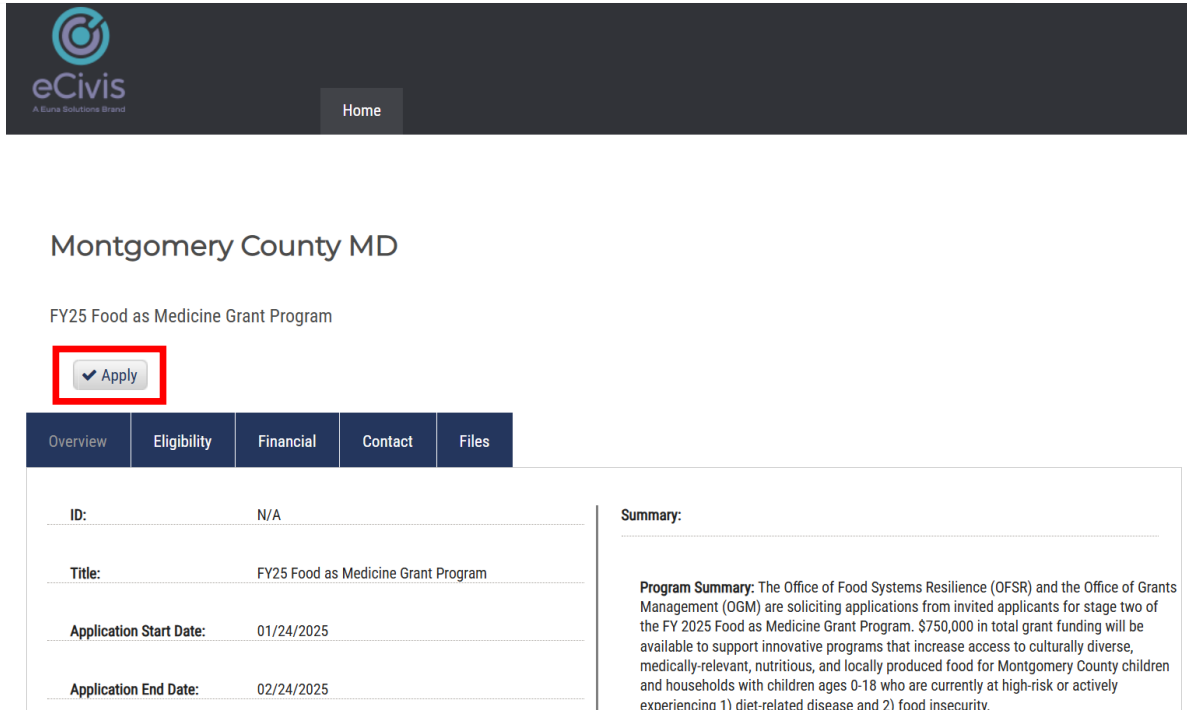
eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

Outgoing Grants



Montgomery County Office of
Grants Management

To apply for a competitive grant program, go to the Grant Program Page and click the grey “✓Apply” button:



The screenshot shows the eCivis website interface. At the top left is the eCivis logo with the tagline 'A Buma Solutions Brand'. A 'Home' button is visible in the top navigation bar. The main heading is 'Montgomery County MD', followed by the sub-heading 'FY25 Food as Medicine Grant Program'. A grey button with a checkmark and the text 'Apply' is highlighted with a red rectangle. Below this are five tabs: 'Overview', 'Eligibility', 'Financial', 'Contact', and 'Files'. The 'Overview' tab is active, displaying a table with the following information:

ID:	N/A
Title:	FY25 Food as Medicine Grant Program
Application Start Date:	01/24/2025
Application End Date:	02/24/2025

To the right of the table is a 'Summary:' section containing the following text:

Program Summary: The Office of Food Systems Resilience (OFSR) and the Office of Grants Management (OGM) are soliciting applications from invited applicants for stage two of the FY 2025 Food as Medicine Grant Program. \$750,000 in total grant funding will be available to support innovative programs that increase access to culturally diverse, medically-relevant, nutritious, and locally produced food for Montgomery County children and households with children ages 0-18 who are currently at high-risk or actively experiencing 1) diet-related disease and 2) food insecurity.

Outgoing Grants



Montgomery County Office of
Grants Management

To add a Team Member to your application, click the blue “ADD TEAM MEMBER” button

Team Members

Team Members

Not Started Application Stage

Not Started Lead Applicant Infor...

Not Started Project Strategy

Not Started Project Budget

Not Started Budget Narrative/Ju...

Not Started Project Staffing Plan

Add as many team members as needed.
After that, proceed with the first stage (read stage instructions) and fill out and submit the stage's forms.

ADD TEAM MEMBER

Team Member Email	Status	Sent	Accepted	Action
allison.hoy@montgomerycountymd.gov	Invitation Sent	01/27/2025	-	

Outgoing Grants



Montgomery County Office of
Grants Management

Support Links & Contact Info

SM Apply Support: <https://help.surveymonkey.com/en/apply/faqs/#faq>

Euna Grants (eCivis) Support: support@ecivis.com

- Can assist with account issues or technical issues in the grant application
- Their response time can take up to 24 hours (morning requests are often answered same day)
- User Guides for download
 1. [Logging into Your eCivis Portal Account](#)
 2. [Reviewing and Submitting your application](#)
 3. [Transfer Application Ownership](#)
 4. [Guide for Applicants](#), including budget assistance

OGM Support: grants@montgomerycountymd.gov

Outgoing Grants



Montgomery County Office of
Grants Management

Further Questions?



Montgomery County Office of **Grants Management**

Naomi Lewis

Administrative Specialist III

Office of Grants Management

240-773-7976

grants@montgomerycountymd.gov

OGM Website

<https://montgomerycountymd.gov/ogm/>

