Copy Forward

SAGE now offers the option of copying information from a previous grant application to a new grant application (for the same grant program). You must still **check every form** on the left and right side of the Application Menu, update the information (if needed), and re-**Save** each form (even if you have not made changes).

Applying for a New Grant

- Login to SAGE

At your **Start Menu**, in the **Initiate an Application** box (upper right)—

- Click the drop down arrow under Select an RFP
- Select the desired Grant Program
- Click Apply for a New Grant
- At the confirmation box, click OK

Copy Forward?

If this grant program has the Copy Forward option, a popup box will appear asking if you want to copy a previous application.

If you **DO NOT** want to copy last year's information—

- Select ◉ **Do not copy information from last year's application**

If you **DO** want to copy last year's information—

- Click the radio button ◉ for last year's application number
- Click **Next**
- At the confirmation box, click **OK**

Application Menu

If you chose to copy forward, SAGE will have copied *most* of the information from last year's grant application to this year's application. You will see that every Application Form has a error icon. The items on the left side of the Application Menu don't have error icons, but you need to open and check each of them, also. *Only an **Application Contact** can make changes and **Save*** – add contacts, if necessary.

On the left side of the Application Menu—

- Open a section as if you were starting a new application
- Check the information thoroughly
- Click **Edit** and make changes, if necessary
- Click **Save** (even if you didn't make any changes)
- Continue through *every section* until you have opened, checked, and saved them all

Application Forms (right side)

- Open each form
- Check the information thoroughly
- Click **Edit** and make changes, if necessary
- Click **Save** (even if you didn't make any changes)

You will get a message that says **Your information has been saved**.

Back at the **Application Menu**, you will see that the form now has a checkmark icon, indicating that it has been opened and re-saved.

- Open each Application Form and repeat the procedure described above
- **Save** each form

Certification Sheets

Information from your previous application is NOT copied into the **Certification Sheets**. Complete the form, print required attachments, and forward the attachments to DCA.

Budget Overview

Information from your previous application is NOT copied into the **Budget**. Create a new budget following the directions in the Application Instructions.