

**SAGE Guide for Completing the FY 2020 Cultural Trust History Institutional and Financial Stabilization (IFS) Declaration of Intent to Apply (DOI)**

**Step 1** – Log into the System for Administering Grants Electronically (SAGE) website ([SAGE.NJ.gov](http://SAGE.NJ.gov))

**Step 2** – Click the “View Opportunities” button.

 **View Available Opportunities**

You have 329 opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

**VIEW OPPORTUNITIES** 

 **My Inbox**

You have 33 new messages.  
Select the **Open Inbox** button below to open your system message inbox.

**OPEN INBOX**

**Step 3** – Filter Opportunities through “NJSAGE\_DOS”:

 **Back**

**Opportunities**

To apply for an item listed below, select the **Apply Now** button below each description.

**RESET OPPORTUNITIES**

Provider:

**NJSAGE\_DOS** 

Document Instance:

Due Date (From - To):

 - 

**FILTER** 

**Step 4** – Scroll Down to “Cultural Trust IFS History DOI” (options in alphabetical order) and click “Apply Now”:

**(SCROLL TO NEXT PAGE)**

**Cultural Trust IFS History DOI 2020** 

Offered By:  
NJSAGE\_DOS

DOS DOI Availability Dates:

DOS DOI Period:

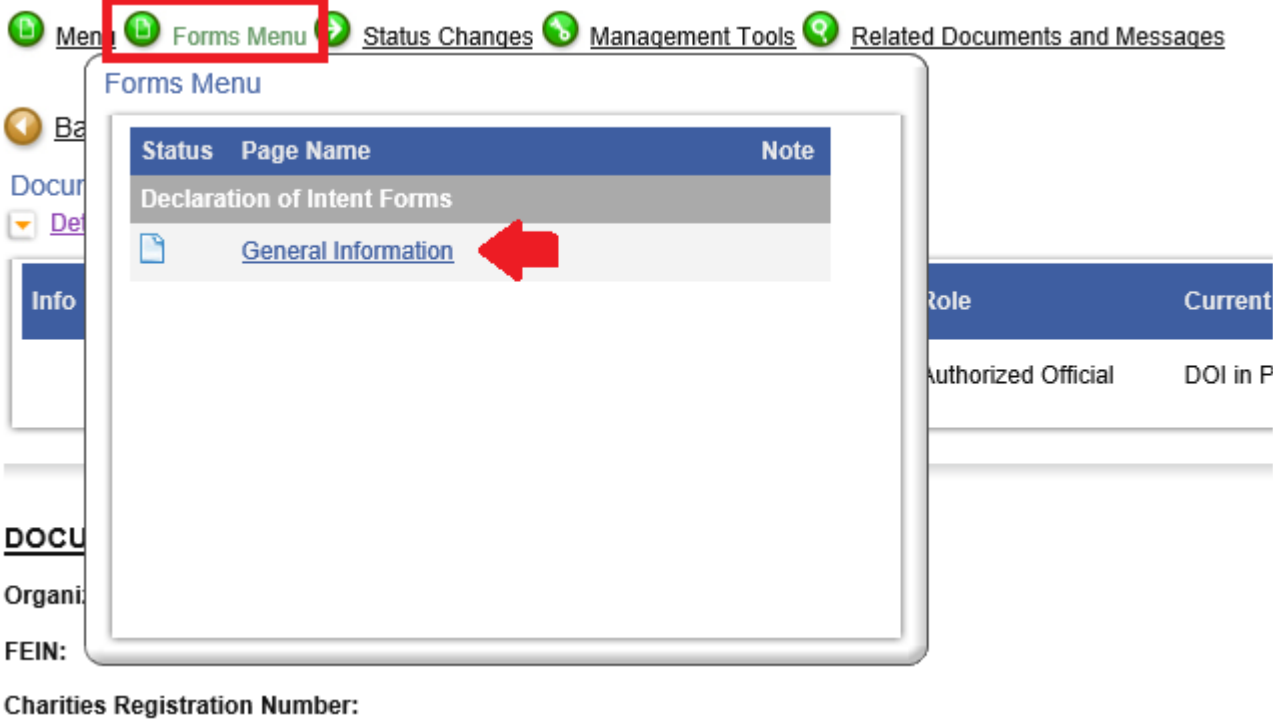
DOS DOI Due Date:  
not set

Description:  
Cultural Trust IFS History Declaration of Intent 2020

**APPLY NOW**

NOT INTERESTED

**Step 5** – On the Document Snapshot main page, scroll over Forms Menu to Access the “General Information” link.



Menu **Forms Menu** Status Changes Management Tools Related Documents and Messages

Forms Menu

Status	Page Name	Note
	Declaration of Intent Forms	
	<a href="#">General Information</a>	

Role	Current
Authorized Official	DOI in P

Charities Registration Number:

**Step 6** – On the General Information page, hit “SAVE” and some of the information should populate from your organization’s SAGE profile. You will need complete the remainder of the form.

**(SCROLL TO NEXT PAGE)**

Legislative District:  \*

Congressional District:  \*

Email Address:

Website:

Name of Primary Contact:  \*  \*  \*

Phone:

Email:

Name of Mayor:  \*  \*  \*

FE/EIN number:

Is the applicant qualified by the NJ Cultural Trust? \*  Yes  Submitted - Awaiting Approval

Fiscal Year End:

Charities reg. #: \*

Project Type: \*

Financial Stabilization: Cash Reserve  Financial Stabilization   
Organizations must be Qualified by in order to be eligible.

Name of Board Chair:

Address 1

Address 2

City, State, ZIP

Phone

Email

Name of CEO:

Address 1

Address 2

City, State, ZIP  New Jersey

Phone

Email

**Budget Summary**

Total Project Costs:  \*

Total Grant Requested:  \*  
(Cannot be more than \$30,000)

a. Describe the primary challenge(s) confronting your organization's stability that this grant request will address.

\*  0 of 1500

b. Describe the proposed project and how it addresses your stability challenges (for publication purposes).

\*  0 of 1500

**Step 7** – When the DOI is complete and all of the information saved, you will need to scroll over the Status Changes tab to formally submit. Click the “DOI Submitted” button.

*(NOTE: The DOI will not be received unless this is done)*

[Menu](#) [Forms Menu](#) **[Status Changes](#)** [Management Tools](#) [Related Documents and Messages](#)

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[Document Information](#)

[Details](#)

You are here: > [Cultu](#)

### GENERAL INFORMA

**Instructions:**

- Fields with an \* ne
- After entering all in
- All Calculations an
- To proceed to the n
- To return to the Ap
- Click [here](#) to view i

**Status Changes**

**Possible Statures**

**DOI SUBMITTED**  
[APPLY STATUS](#)

**DOI CANCELLED**  
[APPLY STATUS](#)



es section at the bottom of the page  
Grants Application Handbook.

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