

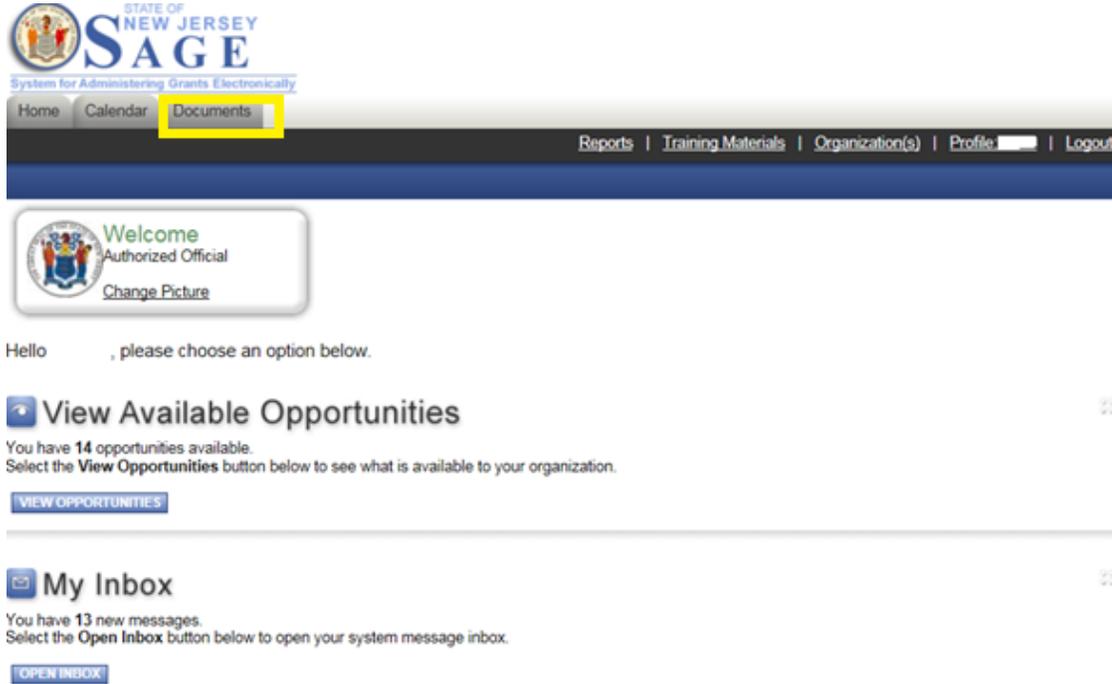
SAGE Guide for FY 2020 General Operating Support Grant (GOS) Grant Applications

This guide will assist you in the process of creating, completing, and submitting your Fiscal Year 2020 General Operating Support (GOS) grant application from the New Jersey Historical Commission (NJHC). For further information, please consult the [GOS grant guidelines](#) available on the NJHC's website at History.NJ.gov.

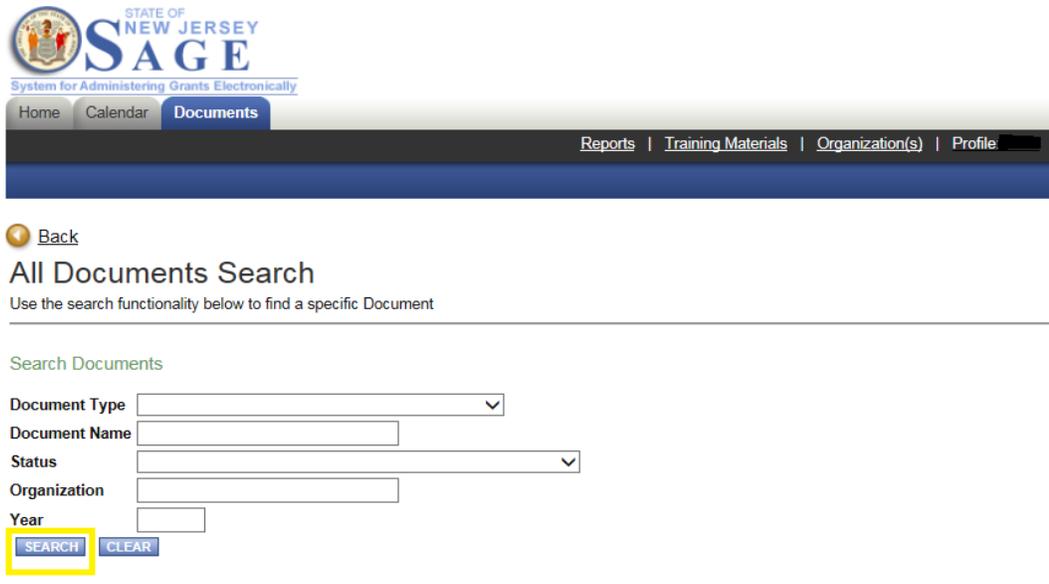
Creating Your Application

SAGE does not automatically generate the forms for your full FY 2020 General Operating Support (GOS) application. Grantees must prompt SAGE to do so. You can make this happen by following the steps below:

- **Log into SAGE and go to the Documents tab at the top of the Home screen.**



- **Once on that page, you can click the search button to populate all of your organization's documents.**



- Once all of your documents are displayed, please locate and select your FY 2020 GOS DOI.

HC GOS 2020 DOI **GOS-DOI-2020-004** DOI Approved 2020

- You should now see the following screen.

Home | Calendar | Documents

Reports | Training Materials | Organization(s) | Profile: [REDACTED] | Logout

ADD NOTE

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

Back

Document Information: [GOS-DOI-2020-013](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	HC GOS 2020 DOI		Authorized Official	DOI Approved	N/A - N/A N/A

- At the top of this page, you will need to click on the “Related Documents and Messages” button. In that section, you will see an option to “Initiate a/an HC General Operating Support 2020 Application.” Once you click that, an agreement screen will appear; please click “I Agree,” to be granted access to your application forms.

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

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Document Information: [GOS-DOI-2020-013](#)

Details

Info	Document Type	Organization

Related Documents

Name
Initiate a/an HC General Operating Support 2020 Application (DR)

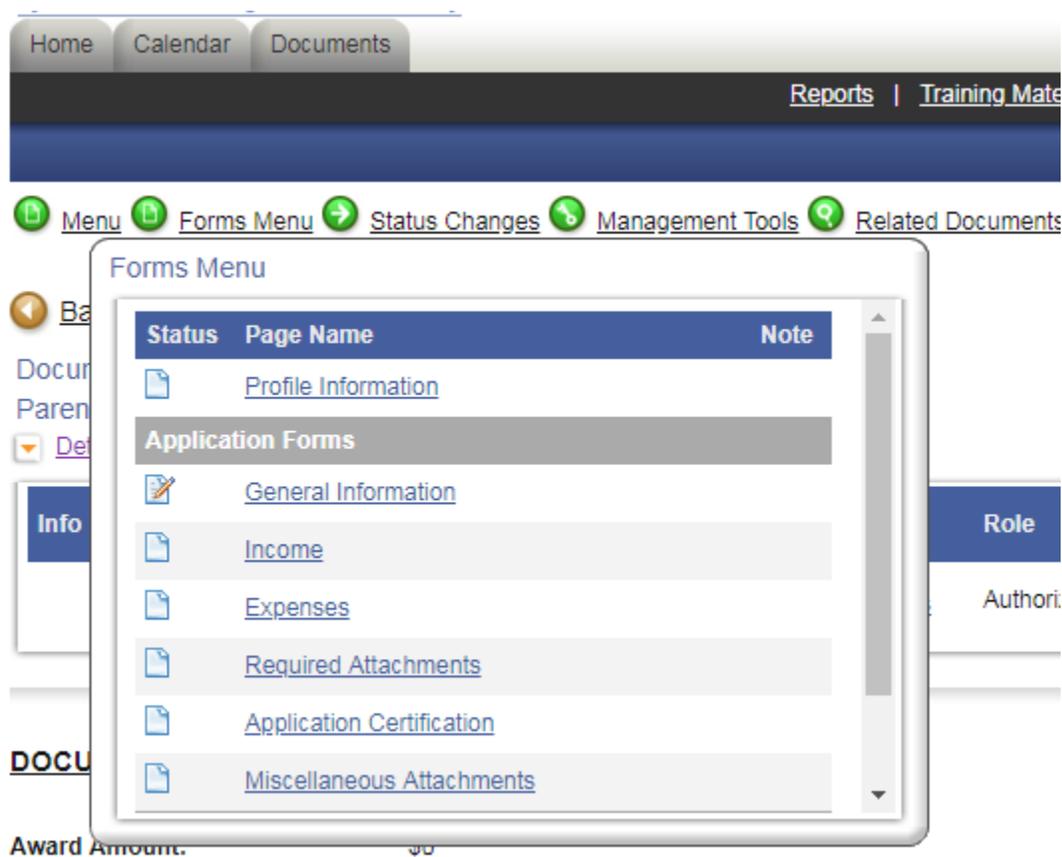
Related Messages

Agreement

Please make a selection below to continue.

Are you sure you want to start a GOS application?

- At the top of this page, you will need to click on the “Forms Menu.” This is how you will access each component of your GOS application.



Completing Your Application

A complete application consists of a completed Income form, Expenses form, all Required Attachments (see: everything with a *), and Application Certification. You may also choose to submit clearly labeled supplemental/support materials in the Miscellaneous Attachment form. As you complete the Income and Expenses forms, please be sure to only include eligible funding categories, as outlined by New Jersey Historical Commission guidelines. In the event that any of your income or expenses is categorized as ‘Other’, do not forget to upload an itemization or explanatory document to the Income or Expense form.

NOTE: For instructions on the Narrative content, length, and formatting guidelines (part of Required Attachments), please refer to the [GOS grant guidelines](#) (Pages 10-11).

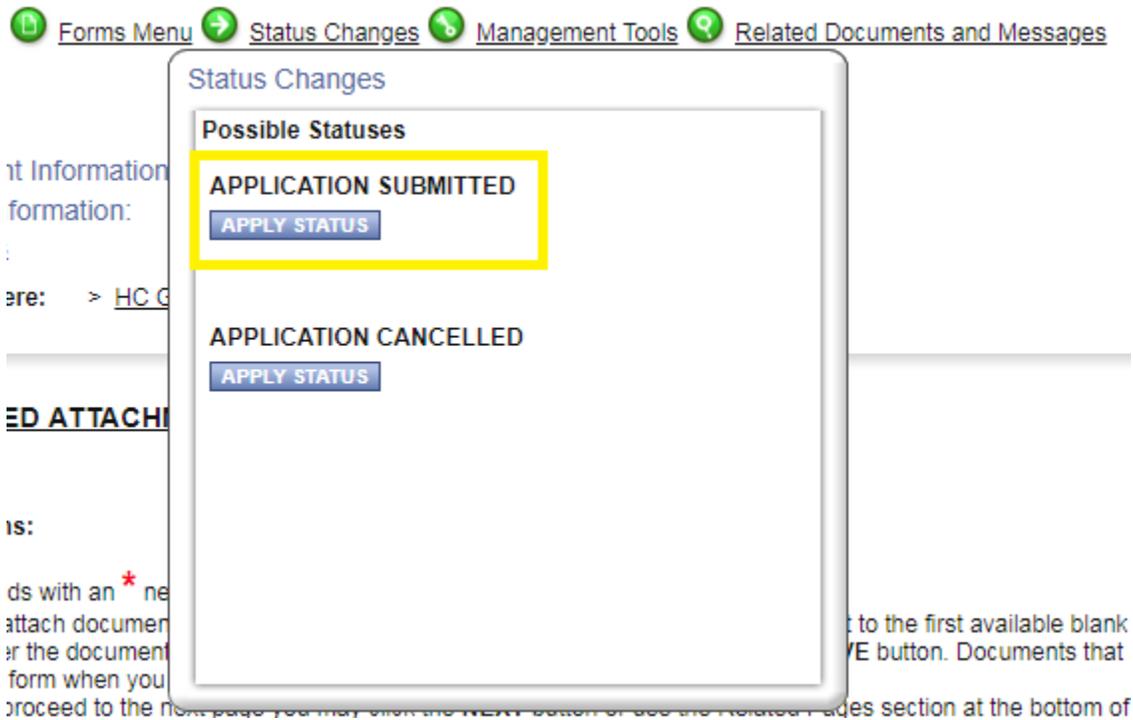
Complete all of the forms contained in the ‘Forms’ section. Do not forget to click SAVE before leaving the page of any form.

If, after reading the instructions provided on each form, you still have any questions about the content of these forms, or technical questions about submitting information and uploading documents, please contact the New Jersey Historical Commission at (609) 292-6062.

Submitting Your Application

Once all of the required forms and components of your application have been completed in SAGE and do not show any error messages, it is time to submit your report. *Please remember to review and proofread all elements of your application before submitting.* Absolutely **no** changes to your GOS application will be allowed after the 3:00 p.m. deadline on April 15, 2019.

To submit your application, please click the “Status Changes” button at the top of the page. You will then need to select “Apply Status” under the Application Submitted option as shown below.



The screenshot displays the top navigation bar of the SAGE application submission interface. The navigation items are: Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. The 'Status Changes' dropdown menu is open, showing two options: 'APPLICATION SUBMITTED' and 'APPLICATION CANCELLED'. The 'APPLICATION SUBMITTED' option is highlighted with a yellow box, and an 'APPLY STATUS' button is visible below it. The 'APPLICATION CANCELLED' option also has an 'APPLY STATUS' button below it. The background shows a partially visible form with fields for 'Information', 'are: > HC G', and 'ED ATTACHI'. There is also a section for 'is:' and a note about documents with an asterisk, and a 'NEXT' button.