

Guide to the NJHC Project Grant Declaration of Intent to Apply on SAGE

This guide will assist you in the process of creating, completing, and submitting your SAGE Declaration of Intent to apply for a Project grant from the New Jersey Historical Commission for the upcoming fiscal year. For further information about these grants, please consult the grant guidelines available on the Commission's website at <http://history.nj.gov>.

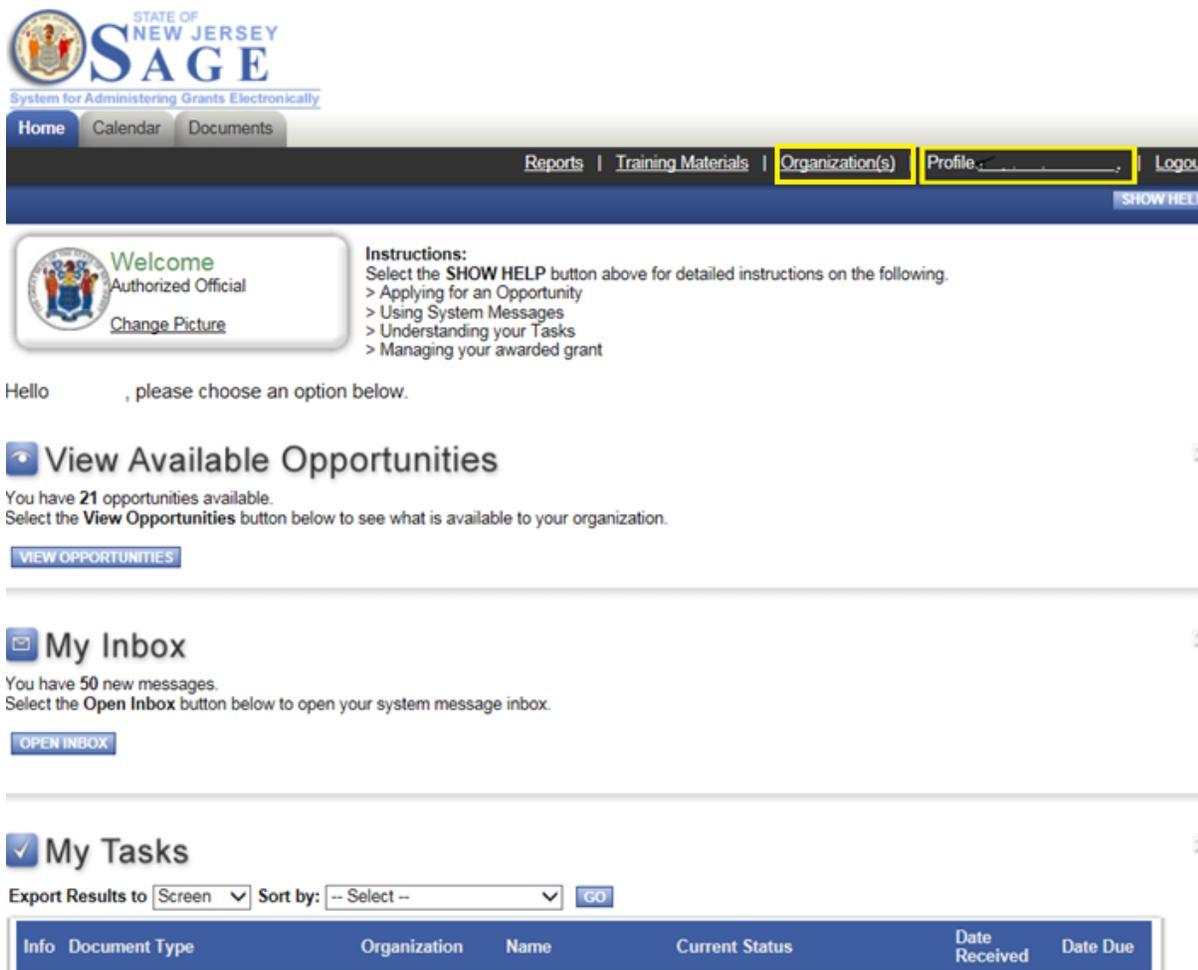
Getting Started

Before creating an application, all applicants must first create, complete, and submit a Declaration of Intent to apply (DOI). The DOI is not a competitive application, and is used only to determine eligibility.

Before creating a DOI, all applicants must first register with SAGE and your account must be validated. If you have not yet registered for SAGE, please consult the Orientation to SAGE guide on the Commission's website at <http://history.nj.gov>. If you have registered, but have not yet been validated, please contact the Commission at (609) 292-6062.

New Applicants

Before creating a DOI, all new applicants must enter in and confirm necessary contact information. ***New applicants that do not take this step will not be able to submit their DOI.*** To enter in and confirm this information, you should first log in to SAGE. This will take you to the MAIN MENU (shown below).



The screenshot shows the SAGE system interface. At the top, there is a navigation bar with links for Home, Calendar, Documents, Reports, Training Materials, Organization(s), Profile, and Logout. Below the navigation bar, there is a "Welcome" message for an "Authorized Official" with a "Change Picture" link. To the right, there are "Instructions" for using the system, including links for "Applying for an Opportunity", "Using System Messages", "Understanding your Tasks", and "Managing your awarded grant". Below the instructions, there is a "Hello" message and a prompt to "please choose an option below". There are three main sections: "View Available Opportunities" (with 21 opportunities available and a "VIEW OPPORTUNITIES" button), "My Inbox" (with 50 new messages and an "OPEN INBOX" button), and "My Tasks" (with an "Export Results to" dropdown set to "Screen", a "Sort by" dropdown set to "-- Select --", and a "GO" button). At the bottom, there is a table header with columns: Info, Document Type, Organization, Name, Current Status, Date Received, and Date Due.

To enter in and confirm your personal contact information, click on the 'Profile' link located in the top right corner. To enter in and confirm your organizational information, please click on the 'Organization' link, located next to the 'Profile' link. When filling out your organizational information, do not forget to click the 'Organization Details' link to access the required 'Additional Profile Information' form.

Remember to click the SAVE button before navigating away from any page. Information that is entered into any form will not be saved unless you click the SAVE button.

Returning Applicants

All returning applicants should check and, if necessary, update their individual and organizational contact information before beginning a DOI. The contact information that is listed in SAGE will be the contact information used to address all automatically generated emails and other correspondence. If this information is missing or out of date, the NJHC will not be able to keep you informed about important announcements and approaching deadlines.

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home | Calendar | Documents | Reports | Training Materials | Organization(s) | Profile | Logout | SHOW HELP

Welcome
Authorized Official
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello [blank], please choose an option below.

View Available Opportunities
You have 21 opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.
[VIEW OPPORTUNITIES](#)

My Inbox
You have 50 new messages.
Select the **Open Inbox** button below to open your system message inbox.
[OPEN INBOX](#)

My Tasks
Export Results to: Screen | Sort by: -- Select -- | [GO](#)

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
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To confirm or update your personal contact information, click on the 'Profile' link located in the top right corner. To confirm or update your organizational information, please click on the 'Organization' link, located next to the 'Profile' link. When filling out your organizational information, do not forget to click the 'Organization Details' link to access the required 'Additional Profile Information' form.

Remember to click the SAVE button before navigating away from any page. Information that is entered into any form will not be saved unless you click the SAVE button.

Creating Your Declaration of Intent

After filling in or updating your contact information, you may begin your DOI.

You will access the Declaration of Intent in the 'View Available Opportunities' section, which is located on your Homepage. Please click the 'View Opportunities' button to see a full list of current opportunities. This list is arranged alphabetically.

Once you make your way the 'HC Project 2019 Declaration of Intent,' you will see the 'Apply Now' button, shown below.

HC Project 2019 Declaration of Intent for

Offered By:

NJSAGE_DOS

DOS DOI Availability Dates:

DOS DOI Period:

DOS DOI Due Date:

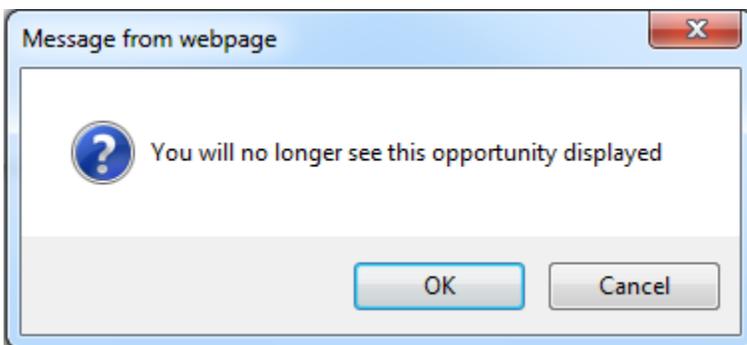
Description:

HC Project 2019 Declaration of Intent

[APPLY NOW](#)

[NOT INTERESTED](#)

If you click on the 'Not Interested' button by accident, you will see the following warning.



If you click 'OK' and then change your mind regarding this opportunity, you can click the 'Reset Opportunities' button at the top of the page.

RESET OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

After clicking the 'Apply Now' button, you will be allowed to create the document. Please answer, "I Agree" to access the one-page Declaration of Intent form.

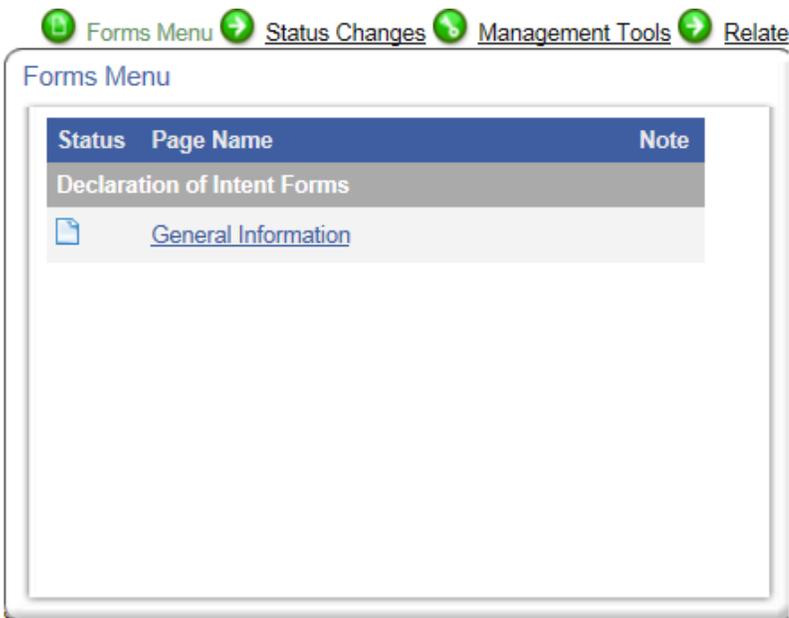
The DOI Menu

The Details box displays the document type, the organization's name, the SAGE role of whoever is logged into the system, the document's current status, and the document's due date.

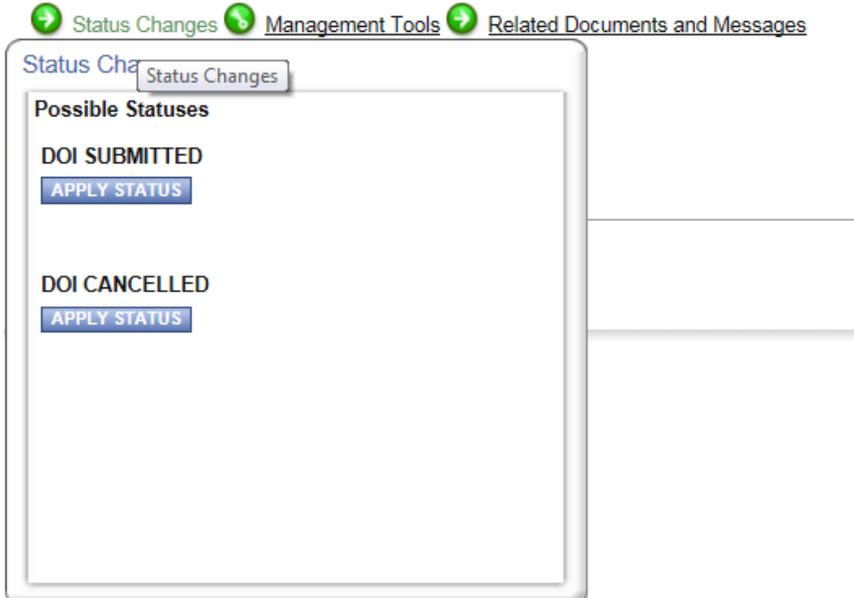
Above the Document Information section are the following icons:



If you hover over the "Forms Menu" button, the following will appear. This is how you will access each within a document. Since the DOI is only one-page, you will just see a link for the General Information Form.



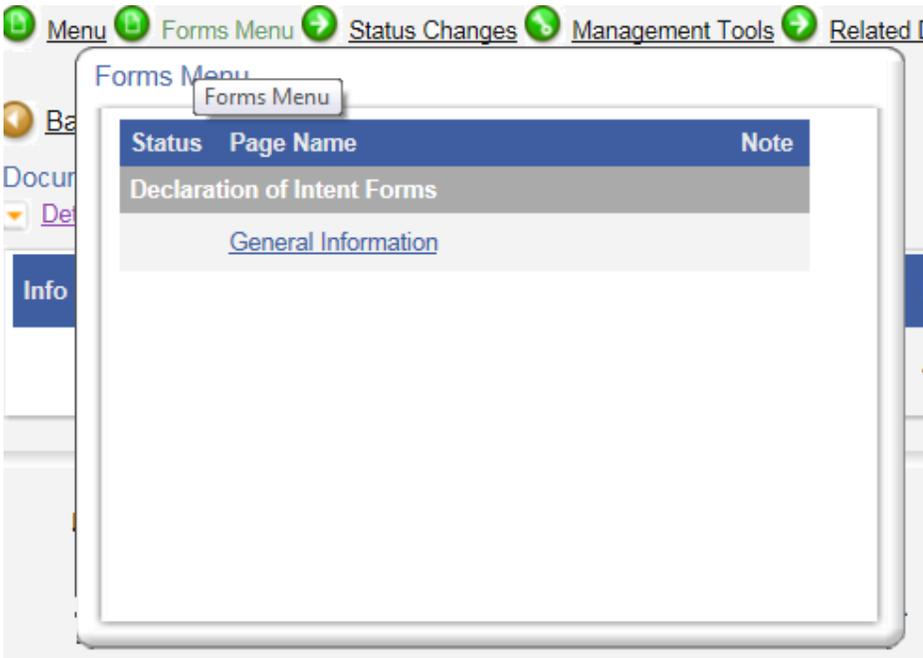
The “Status Changes” button allows you to see all of the possible status available to your document. Using this tool, you will submit your DOI when you are ready to do so.



The ‘Management Tools’ section contains links to create a full print version of the document, create a full blank print version of the document*, add/edit organizations, add/edit people, view status history, check for errors, and view modification history.

The General Information Form

This is the only form you will need to complete for your DOI. To access your General Information Form, you will need to select the ‘Forms’ button at the top of the page. You will then see the General Information link displayed, as seen as below.



The MENU button located at the top of the screen can be used to navigate back to your DOI Menu.

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

 [Back](#)

Document Information: [PROJ-DOI-2019-](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	HC Project 2019 DOI		Agency Administrator	DOI in Process	

Anything on the General Information Form with a * must be completed.

There are a couple of sections on the General Information form that are auto-filled with information from your organizational profile. The name and address block, year established, federal ID number, fiscal year, and charities registration fields will automatically populate once you click save for the first time. These sections do not have an editable text box and to update the information, you will need to access your ‘Additional Profile Information’ form as detailed in the Getting Started section of this guide.

You must indicate on the General Information Form whether you are applying on behalf of yourself as an individual, or on behalf of an organization/institution.

If you are an organizational applicant, please select an organization type. The Commission is aware that many organizations serve more than one of the functions offered. Please select the option that best describes your group’s primary activity. Your selection will not negatively impact your application or your eligibility for specific projects, regardless of your choice.

Please select the project type that best describes the activities you are seeking a grant for. You may select more than one project type. Please be aware that individuals and organizations are not eligible for all project types. Additionally, different project types may require different forms of documentation in your application. For more information about eligibility and specific requirements for project types, please consult the grant guidelines available on the Commission’s website at <http://history.nj.gov>.

Your grant period must begin after the Commission is scheduled to announce grant awards for the current grant round. The Commission cannot fund retroactively; therefore, it will not fund work performed before the grant award announcement date. Grant awards for the FY 2019 cycle will be announced in early July 2018, so your grant period should not begin before July 31, 2018. You may end your grant at any date of your choice, but please be aware that this date should be reasonable and justified in your application narrative. All grantees are limited to only one extension of no more than six months.

When completing your budget summary, please be aware that some organizations may be required to supply matching funds. For more information on matching funds, please consult the grant guidelines available on the Commission’s website at <http://history.nj.gov>.

Updated: February 2, 2018

Organizations that do not have a current General Operating Support grant from the NJHC may use up to 25% of their grant award for general operating costs related to grant activities. Organizations that do have a current General Operating Support grant from the NJHC may not use any grant funds for general operating costs. The amount of money allocated to general operating costs and the amount of money allocated toward project use must add up to the same amount as the total grant request.

Organizational applicants must complete the section titled ‘Institutional Applicants’.

Individual and Organizational applicants that intend to apply for a grant to create materials for a specific educational institution must complete the section titled ‘Teaching Grant Applicants’.

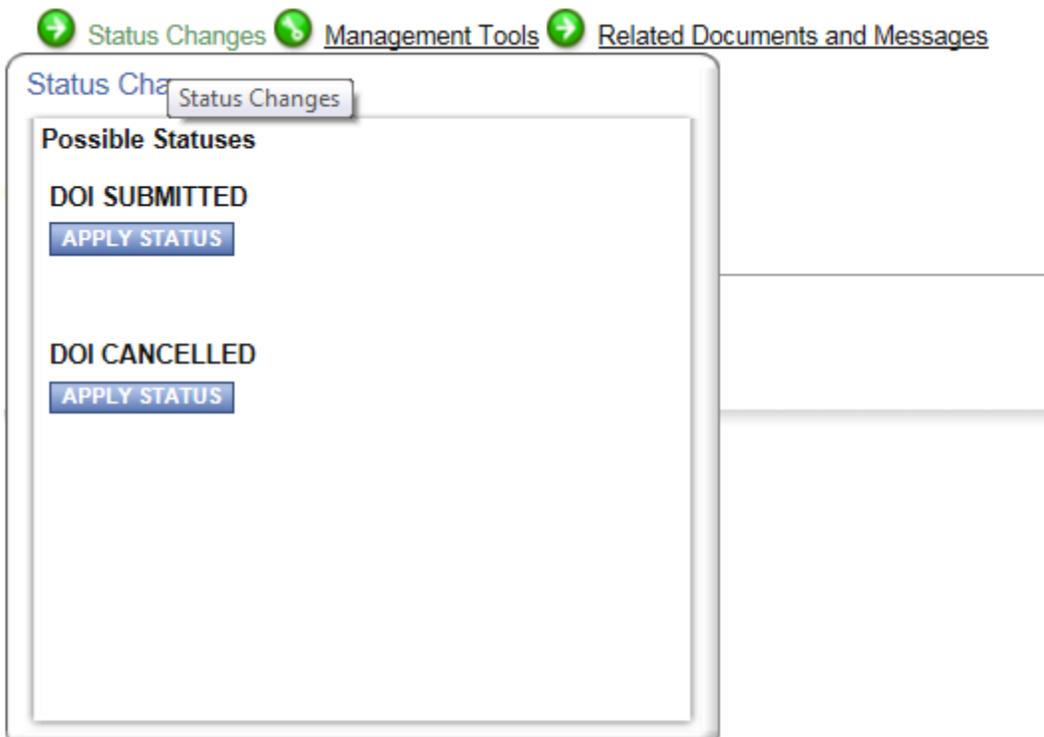
Please respond to the text fields in the ‘All Applicants’ section as needed.

Do not forget to click the SAVE button once your DOI form is complete. If there are any errors on your completed DOI form, an error message will appear in a red box at the top of the screen. Please correct these errors before submitting your DOI.

Submitting Your DOI

Once your DOI is complete and free of errors, you may submit it to the NJHC.

To do so, you will need to use the ‘Change Status’ tool at the top of the page.



Applicants are not able to proceed to the application stage until the DOI has been submitted and approved by NJHC staff. Applicants that do not submit their DOI before posted deadlines may become ineligible to apply for a grant in the current round, even if the DOI is complete.

Once your DOI is submitted, it will be reviewed by NJHC staff. If it is approved, you will receive notification from SAGE and you may begin your application at that time. If staff has questions about the eligibility of your DOI, you may be contacted using the contact information you have provided.

The contact information that is listed in SAGE will be the contact information used to address all automatically generated emails and other correspondence. If this information is missing or out of date, it is likely that you will not be notified when your DOI is approved and you may also miss notifications about important announcements and approaching deadlines. If you did not complete and confirm your contact information from the MAIN MENU before beginning your DOI, please see the section of this guide titled “Getting Started.”