

## Guide to the NJHC Project Grant Application on SAGE

This guide will assist you in the process of creating, completing, and submitting your SAGE Application for a Project Grant from the New Jersey Historical Commission for the 2019 fiscal year. For further information about these grants, please consult the grant guidelines available on the Commission's website at <http://history.nj.gov>.

### **Your Declaration of Intent**

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

If you have not yet registered for SAGE, or have not yet created and submitted your Declaration of Intent to apply, please click [here](#) to locate the appropriate guide on the Commission's website to get started.

Once your Declaration of Intent has been completed and submitted, Commission staff will review to confirm that your proposal is eligible for funding. You will then be contacted with details. If your proposal meets the Commission's eligibility criteria, your Declaration of Intent will be approved and you may begin your application.

### **Creating Your Application**

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Once you receive notice that your Declaration of Intent has been approved, you may begin your application.

You will need to make your way to your approved DOI through the 'Documents' tab. Using the Documents Search tool, you will be able to access your approved FY 19 Project Grant DOI. Please click on your DOI link to proceed to the DOI Menu screen.

#### Search Documents

Document Type

Document Name

Status

Organization

Year

Export Results to  Sort by:

Document Type	Organization	Name	Current Status	Year
<input type="text" value="HC Project 2019 DOI"/>				
HC Project 2019 DOI		<a href="#">PROJ-DOI-2019-</a>	DOI Approved	2019

After navigating to the DOI Menu, hover over the 'Related Documents and Messages' button on the top of the page. Click on the 'Initiate a/an NJHC Project 2019' to access the application forms. After clicking this link,

SAGE will ask if you would like to proceed.

The screenshot displays the SAGE web application interface. At the top left is the State of New Jersey logo and the text 'STATE OF NEW JERSEY SAGE System for Administering Grants Electronically'. Below this are navigation tabs: Home, Calendar, Documents, and Applications. A dark blue header bar contains links for Reports, Training Materials, Organization(s), Profile, and Logout, along with an 'ADD NOTE' button. A main menu area features icons and labels for Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. On the left, there is a 'Back' button and a 'Document Information' section for 'PROJ-DOI-2019-' with a 'Details' dropdown. A 'Related Documents' window is open, showing a table with the following content:

Name
<a href="#">Initiate a/an HC Project 2019 Application</a>

## Your Application's Forms

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All Project Grant applications for the FY 2019 grant round will consist of a General Information form, a Narrative Form, a Budget form, a Required Attachments form, a Miscellaneous Attachments form, and an Application Certification form. These forms appear in, and can be accessed through, the *Forms* link at the top of the page.

## The General Information Form

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The first form in the *Forms* menu is the General Information form. This form is identical to the Declaration of Intent, and SAGE will duplicate the content of your Declaration of Intent. You may edit this information.

Once your General Information form has been completed and saved, you may navigate to any other form in the application using the Forms button.

## The Narrative Form

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Please note that the count underneath each text box includes letters and characters.

## The Budget Form

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Enter budget data into the form provided. The SAVE button will calculate total figures, in addition to saving information.

If you have expenses in the 'Other' category, you must attach an itemized list of expenses. To attach this list, click the BROWSE button located in the budget form. Select the document you wish to attach, and then save it to the form by clicking the SAVE button. Documents that are not saved will be removed from the form when you leave this page.

When uploading an itemized list of expenses, please be aware that all files uploaded to SAGE must be 13MB or smaller and must be in one of the following file types: bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls, docx, xlsx, vsd, xml. It is important that you only use letters and numbers in the file name. **DO NOT USE** symbols and special characters such as \*, &, ~, etc., as this will create a 'broken' link that cannot be opened.

## **The Required Attachments Form**

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Please upload the required attachments for your proposal type to this form. As you do so, be sure to consult the New Jersey Historical Commission's grant guidelines, available on the Commission's website at <http://history.nj.gov>, as there may be additional documents required for your project type that are not required of all applicants.

To attach documents to this form, click the **BROWSE** button located next to the document type you wish to upload. Select the document you wish to attach, and then save it to the form by clicking the **SAVE** button. Documents that are not saved will be removed from the form when you leave this page.

When uploading attachments, please be aware that all files uploaded to SAGE must be 13MB or smaller and must be in one of the following file types: bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls, docx, xlsx, vsd, xml. It is important that you only use letters and numbers in the file name. **DO NOT USE** symbols and special characters such as \*, &, ~, etc., as this will create a 'broken' link that cannot be opened.

Upon completion of this form, all applicants are strongly encouraged to click on each link to confirm that each uploaded document is openable and is the document that was intended for upload. Submitting a complete, accurate, and functional application is the sole responsibility of the applicant. The Commission will not pre-screen applications for broken links or mis-uploaded documents before review, and applicants whose requests for funding are denied because of user error when uploading or because broken links caused by the use of symbols and special characters will not be able to successfully appeal this decision.

In the event that you have a file that cannot be uploaded to SAGE, please contact a staff member for the New Jersey Historical Commission.

## **The Miscellaneous Attachments Form**

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This is an option form that some applicants find useful for uploading documents that are larger than 13MB. Large files may be broken into a series, which can be titled and placed on the Miscellaneous Attachments form using the same process as described in the section above.

When uploading attachments, please be aware that all files uploaded to SAGE must be 13MB or smaller and must be in one of the following file types: bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls, docx, xlsx, vsd, xml. It is important that you only use letters and numbers in the file name. **DO NOT USE** symbols and special characters such as \*, &, ~, etc., as this will create a 'broken' link that cannot be opened.

To add additional Miscellaneous Attachments forms, click the **ADD** button, which can be found at both the top and bottom of the page.

In the event that you have a file that cannot be uploaded to SAGE, please contact a staff member for the New Jersey Historical Commission.

## **The Application Certification Form**

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To complete this form, an authorized official must be logged into SAGE. Once the authorized official checks the “I accept and Agree” box, their name, role (in SAGE), and date will auto-fill once the applicant has hit save.

### **Submitting Your Application**

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

No application will be considered for funding unless it has been submitted by the application deadline by the applicant using this process. **APPLICATIONS THAT ARE COMPLETE, BUT NOT SUBMITTED, WILL NOT BE CONSIDERED FOR FUNDING.**

Commission staff will attempt to contact applicants whose applications are not submitted before the deadline using the email address listed in SAGE. If your contact information in SAGE is missing or out of date, it is likely that you will not receive notifications of this kind, and you may also miss other notifications about important announcements and approaching deadlines. For instructions on updating your contact information, please see the guide to the Declaration of Intent on the Commission’s [website](#).