

RAPTR User's Guide for Grant Applicants

A brief guide to registering and submitting a grant proposal through the **R**esources **A**gency **P**roject **T**racking and **R**eporting system.



April 2024

RAPTR Proposal Submission Process

RAPTR allows you to submit all your proposal documents in one place. This guide shows you how to:

- Register and log in to RAPTR.
- Submit a grant proposal [application].
- Review your submission.

Step 1. Registering as a new User

1. Visit <u>https://raptr.resources.ca.gov/</u> and click the green *Register* button.

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RAPTR					
Welcome to the Resources The California Natural Reso management and reporting CNRA-managed funding so	Agency Project Tracking a urces Agency (CNRA) has system to aggregate pro urces and projects. We ho	and Reporting developed th ject data and ope the RAPT	(RAPTR) Syste is centralized track the long R system will b	m home pag project term success e an importa	e. s of nt
resource for all those apply of California's natural, cultur	ing for, or managing State ral, and historical resourc	e-funded proj es. Log In (all user:	ects relating to	the steward	Iship
resource for all those apply of California's natural, cultu	ing for, or managing State ral, and historical resource Register	e-funded proj ies. Log In (all user	ects relating to	the steward	Iship
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resource for all those apply of California's natural, cultu Related Information Statewide Funding Opportunities	Register Register Related Information Background Infor	e-funded proj les. Log In (all users rmation on	Related Informat	Ion Cortunities	Iship
resource for all those apply of California's natural, cultu Related Information Statewide Funding Opportunities California Grants Portal	Register Reduct Information Reduct Information Related Information Background Infor RAPTR Monitoring and Steward	e-funded proj res. Log In (all users rmation on ship Unit	Related Informat Funding opp within CNR4	Ion Doortunities	Iship

2. Enter the requested information and click the *Register* button at the bottom of the page.

reate	a new account
First Nam	e
Last Name	2
Phone	
Email	
The Ema	il field is required.
Password	
Minimu	m 7 characters, one non-alphanumeric, one uppercase
The Pass	word field is required.
Confirm p	assword

- 3. After submitting your information, be sure to check your email and follow the instructions to confirm your registration.
- 4. New users will need to email <u>raptr@resources.ca.gov</u> to let RAPTR admin know you are registering so that RAPTR admin can complete your registration by assigning you to a pre-registered organization.
- 5. If you cannot find an organization in any of the drop-down lists provided, you will need to contact RAPTR Admin at raptr@resources.ca.gov and provide them with the following information about the organization you belong to:
 - a. Organization Name
 - b. Full Organization Address
 - c. Organization Federal Tax ID (FEIN)
 - d. Organization Type (chose from the following):
 - State
 - Federal
 - Local Government
 - Educational
 - Native American Tribal Govt.
 - Native-led Non-profit
 - Non-profit
 - Private Business
 - Private Organization
 - Special District
 - Water Board
 - Other
- 6. Once you have received confirmation that your organization was added and linked to your account, return to the homepage and click *Log In (all users)*.
- 7. Now that you have logged in, you are ready to submit a proposal to a Grant Opportunity of interest.

Step 2. Submitting A Proposal

1. Clicking on the sub-menu *Submit Proposal* will take you to the Grant Opportunities page which will list all of the Grant Opportunities being solicited through RAPTR.

RESOURCES RA	PTR 🕽	Home Conta	ct Us Opportunities Gr	ants ▼ Project Search
Grant Opportunities				Submit Proposal Manage Proposal
Grant Opportunities My Grants				
Grant Opportunity Name Grant Opportunity Name Search		Status O Open O Closed 💿 All		
😰 Export to Excel				
Drag a column header and drop it here to	group by that column			
Grant Opportunity Name	Open Date	Deadline	Last Saved	Proposal Questions
California Museum Grant Program	04/08/2024 09:00	05/22/2024 05:00	null	Download
Climate, Access, and Resources	09/02/2020 03:00	null	null	Download

- 2. If you don't see the Grant Opportunity of interest, try using the Grant Opportunity search tool. Just type any part of the Grant Opportunity name and RAPTR will try to locate it for you.
- 3. Once you have located the Grant Opportunity of interest, click on the *Open* button located in the *Submit Proposal* column. This will open a new tab in your browser with the Online Proposal Submission Form for your chosen Grant Opportunity.

Introduction	
REQ: Project Information	CALIFORNIA MUSEUM GRANT
REQ: Recipient Organization	Proposal Submission
REQ: Project Owner	The California Museum Grant Program intends to solicit project proposals that assist the California Cultural and Historical
REQ: Project Location	Endowment (CCHE) in supporting and enhancing museums that are deeply rooted in, and reflective of, previously underserved communities and will give priority consideration to projects in museums that:
Additional Project Information	Are severely affected by COVID-19; and Theteoree undercorred communities or students subject to Title 1 of the Enderel Elementary and Cocondary Education
Project Summary	Act.
Project Questions I: Eligibility	all the
Project Questions II: Project Need	CALIFORNIA
Project Questions III: Priorities	Cultural (& Historical
Project Questions IV: Organizational Cap	ENDOWMENT
Project Questions V: Project Readiness	
Project Questions IV: Additional Project	**NOTE: If a Question does not display OR is not required in this online application form, then you do not need
Proposal Attachments	to provide an answer.
REQ: Summary	
REQ: Submission	
	Next / Save progress
	Page 1 / 16

4. To begin the proposal submission process, click the *Next/Save* button at the bottom lefthand of the screen. 5. Enter the information for each text box and click *Next/Save* or *Save Progress* if you would like to resume the application later. The questions you will be asked can vary according to the needs of each grant opportunity.

Introduction	
REQ: Project Information	RESOURCES A G E N C Y
REQ: Recipient Organization	
REQ: Project Owner	Core Project Information
REQ: Project Location	
Additional Project Information	ProjectTitle
Project Summary	
Project Questions I: Eligibility	ProjectDescription Preservation of the Mully McMully historic building in Sacramento.
Project Questions II: Project Need	
Project Questions III: Priorities	
Project Questions IV: Organizational Cap	
Project Questions V: Project Readiness	
Project Questions IV: Additional Project	1933 characters left
Proposal Attachments	\$40,000
REQ: Summary	FundingAmountRequested
REQ: Submission	540,000
	ProjectStartDate A/30/2024
	ProjectEndDate
	4/30/2026
	Previous Next / Save Save progress
	Previous Next / Save Save progress Page 2 / 16
	Previous Next / Save Save progress Page 2 / 16
Introduction	Previous Next / Save Save progress Page 2 / 16 CALLER OR IN LA NATURAL
Introduction REQ: Project Information	Previous Next / Save Save progress Page 2 / 16 Page 2 / 16 CALLER OR NITA RESOURCES A GEN CT
Introduction REQ: Project Information REQ: Recipient Organization	Previous Next / Save Save progress Page 2 / 16
Introduction REQ: Project Information REQ: Recipient Organization REQ: Project Owner	Previous Next / Save progress Page 2 / 16
Introduction REQ: Project Information REQ: Recipient Organization REQ: Project Owner REQ: Project Location	Previous Next / Save progress Page 2 / 16
Introduction REQ: Project Information REQ: Recipient Organization REQ: Project Owner REQ: Project Location Additional Project Information	Previous Next / Save Save progress Page 2 / 16 Project Summary Please provide a concise description of the proposed project responding to all the itemized topics below including: 1. The need of the museum being addressed by the proposed project 1. The need of the museum being addressed by the proposed project 2. The activities to be performed
Introduction REQ: Project Information REQ: Recipient Organization REQ: Project Owner REQ: Project Location Additional Project Information Project Summary	Previous Next / Save Bage 2 / 16 Page 2 / 16 Page 2 / 16 Control Control Control Control Project Summary Please provide a concise description of the proposed project responding to all the itemized topics below including: In the distinct project deliverables In the distinct project deliverables Intended audience and how the project serves the public
Introduction REQ: Project Information REQ: Recipient Organization REQ: Project Owner REQ: Project Location REQ: Project Location Additional Project Information Project Summary Project Questions 1: Eligibility	Previous Next / Save Save progress Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 Page 2 / 16 <
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6. Please provide the requested information and continue through each page of the application portal until you reach the *Submit Application* page. Click on the *Submit* button to complete the submission of your grant proposal.

Introduction	CALIFORNIA NATURAL
REQ: Project Information	RESOURCES
REQ: Recipient Organization	
REQ: Project Owner	Project Questions
REQ: Project Location	I. Eligibility
Additional Project Information	
Project Summary	1. Applicant Eligibility
Project Questions I: Eligibility	Choose <u>one</u> :
Project Questions II: Project Need	Non-profit Organization (as listed on IRS form 990) Bublic Accept
Project Questions III: Priorities	
Project Questions IV: Organizational (a 2. Name of Museum
Project Questions V: Project Readines	s
Project Questions IV: Additional Proje	d McMully Mully Museum
Proposal Attachments	130 characters left
REQ: Summary	3. Discipline of the museum/organization
REQ: Submission	Choose <u>one</u> that best applies:
	Art Museum/Art Center
	Children's/Youth Museum
	History/Historical Museum
	C Living Collection
	Science Center
	4. Year of museum establishment:
	Please provide only the four-digit year
Introduction	
REQ: Project Information	RESOURCES
REQ: Recipient Organization	
REQ: Project Owner	Submission
REQ: Project Location	Almost finished!
Additional Project Information	**Please note**
Project Summary	Once you press Submit, you will no longer be able to change your proposal.
Project Questions I: Eligibility	
Project Questions II: Project Need	Previous Save progress Submit
Project Questions III: Priorities	Page 16 / 16
Project Questions IV: Organizational Cap	
Project Questions V: Project Readiness	
Project Questions IV: Additional Project	
Proposal Attachments	
REQ: Summary	
REQ: Submission	

7. Now your proposal submission is complete.

Step 3. Reviewing your submission

1. To review your submitted application, go back to the *Grant Opportunities* page (in the top navigation bar) and click on the *My Grants* tab to locate and confirm your grant proposal submission. This page will not only contain the grant proposal you just submitted, but a record of all grant proposals you have submitted through RAPTR.

NATURAL RESOURCES	XAPTF	Home	Contact Us	Opportunities	Grants ▼	Project Search
Grant Opportun	ities					
Grant Opportunities My	Grants					
-Search Criteria:						
Grant Opportunity	Organization	Project Title				
Grant Opportunity	Organization	Project Title				
Search						
4 <u> </u>						
Export to Excel						
Export to Excel Drag a column header and dro	p it here to group by that column					

2. If you would like to obtain copies of a submitted proposal, click on the *Download* button under the *Action* column on the *My Grants* page to locate the proposal of interest. *Download All* to download a complete copy of your application in the form of a single zip file OR click on the *Download* button corresponding to an individual files you uploaded during the grant proposal submission process. The file named *Proposal Summary* is standard to all submitted grant proposals and contains the responses to all the questions you answered in the Online Proposal Submission Form.

Grant Opportun	ity									
Grant Opportunity My Gra	ants									
-Search Criteria:										
Grant Opportunity		Organization		Project Title						
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Grant Opportunity		Organization		Project Tit	le					
Grant Opportunity Search		Organization		Project Tit	le					
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Search	p it here to ; Organizat Salmonids	group by that column on : Unlimited	Project Title Improve Lake Tahoe Watershed	Project Tit Submitted 08/22/2022 03	3:34	E Load Map	p	: Action Downlo	ad	

Please contact **<u>RAPTR@resources.ca.gov</u>** if you need further information or assistance.