



# **RAPTR User's Guide for Grant Applicants and FAQ**

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



**July 2025**

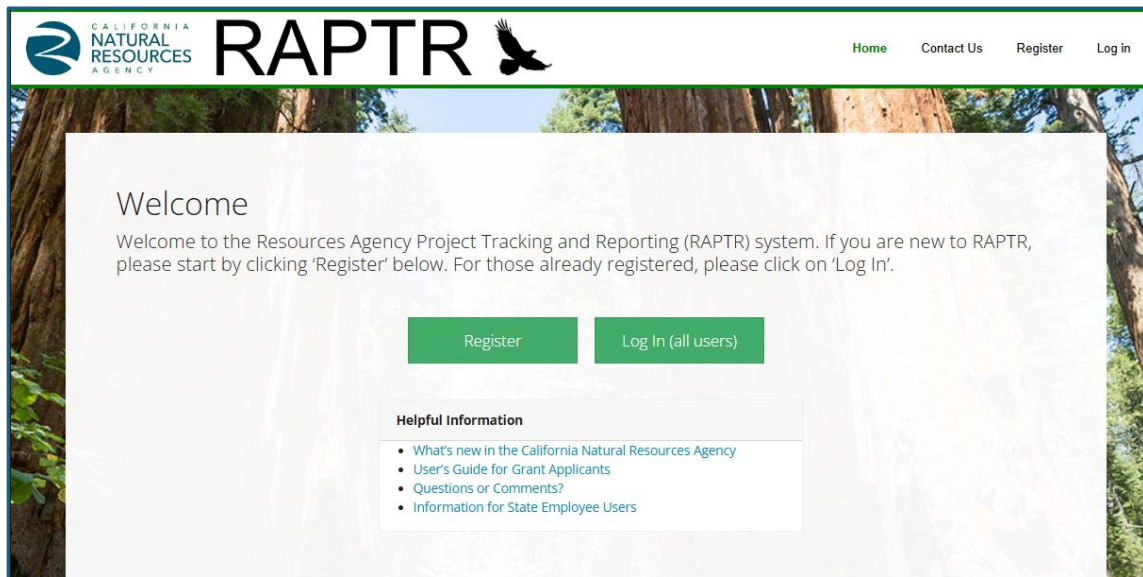
# RAPTR Proposal Submission Process

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



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

### Register

Create a new account

First Name

Last Name

Phone

Email

The Email field is required.

Password

Minimum 7 characters, one non-alphanumeric, one uppercase

The Password field is required.

Confirm password

3. After submitting your information, be sure to check your email and follow the instructions to confirm your registration. After you log in, there will be a Multi-Factor Authentication (MFA) page asking to send a code to your email. Next, enter the verification code and click submit.
4. New users will need to email [raptr@resources.ca.gov](mailto:raptr@resources.ca.gov) 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](mailto: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)*, and go through the MFA process.
7. Now that you have logged in, you are ready to submit a proposal to a Grant Opportunity of interest.
8. If there are multiple people for one organization or consultancy that wish to register and communally work on a grant application, we recommend that one person with a unique email account be assigned as the point person for submitting the proposal on behalf of a group. Two different RAPTR accounts cannot share the same grant proposal submission. We suggest that you perform all collaborative preparations necessary for assembling a grant application offline and prior to submission. Please see FAQ #9 for more information.

## 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.

Grant Opportunities

Grant Opportunities My Grants

Search Criteria :

Grant Opportunity

Status

☐ Open ☐ Closed ☒ All

Search

Export to Excel

Drag a column header and drop it here to group by that column

Grant Opportunity	Grantmaking Department	Open Date	Deadline	Grant Details ...
Youth Community Access 2024	Secretary for Natural Resources	07/11/2025 12:00 PM	08/18/2025 12:00 PM	Link
2025 Environmental Enhancement & Mitigation Solicitation	Secretary for Natural Resources	05/05/2025 10:00 AM	07/17/2025 2:00 AM	

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

REQ: Recipient Organization

REQ: Project Owner

REQ: Project Location

Additional Project Information

Project Summary

Project Questions I: Eligibility

Project Questions II: Project Need

Project Questions III: Priorities

Project Questions IV: Organizational Cap

Project Questions V: Project Readiness

Project Questions IV: Additional Project

Proposal Attachments

REQ: Summary

REQ: Submission

**CALIFORNIA MUSEUM GRANT**

**Proposal Submission**

The California Museum Grant Program intends to solicit project proposals that assist the California Cultural and Historical 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:

- Are severely affected by COVID-19; and
- That serve underserved communities or students subject to Title 1 of the Federal Elementary and Secondary Education Act.

**CALIFORNIA Cultural & Historical ENDOWMENT**

**\*\*NOTE: If a Question does not display OR is not required in this online application form, then you do not need to provide an answer.**

Next / Save Save progress

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4. To begin the proposal submission process, click the *Next/Save* button at the bottom left-hand side 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 vary according to the needs of each grant opportunity.

Introduction
REQ: Project Information
REQ: Recipient Organization
REQ: Project Owner
REQ: Project Location
Additional Project Information
Project Summary
Project Questions I: Eligibility
Project Questions II: Project Need
Project Questions III: Priorities
Project Questions IV: Organizational Cap
Project Questions V: Project Readiness
Project Questions IV: Additional Project
Proposal Attachments
REQ: Summary
REQ: Submission

## Core Project Information

ProjectTitle  
\*\*DEMO\*\*Katy's Museum Grant Solicitation

ProjectDescription  
Preservation of the Mully McMully historic building in Sacramento.

TotalProjectCost  
\$40,000

FundingAmountRequested  
\$40,000

ProjectStartDate  
4/30/2024

ProjectEndDate  
4/30/2026

Previous
Next / Save
Save progress

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Introduction
REQ: Project Information
REQ: Recipient Organization
REQ: Project Owner
REQ: Project Location
Additional Project Information
Project Summary
Project Questions I: Eligibility
Project Questions II: Project Need
Project Questions III: Priorities
Project Questions IV: Organizational Cap
Project Questions V: Project Readiness
Project Questions IV: Additional Project
Proposal Attachments
REQ: Summary
REQ: Submission

## 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
2. The activities to be performed
3. The distinct project deliverables
4. The intended audience and how the project serves the public
5. The extent of public access, if applicable; **AND**
6. The intended outcomes.

**\*\*The Project Summary must be no longer than 4,000 characters in total [including spaces].**

ProjectSummary  
This museum addresses the needs of the extended Mully McMully family that need access to a museum about Irish ances

Previous
Next / Save
Save progress

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6. Applications contain multiple Steps. After you complete Step 1, please continue through each page of the application portal until you reach the *Submit Application* page. Click on the *Submit* button to complete Step 1 of your grant proposal. Note: Proposals that are not submitted but left “in process” in the system after the solicitation closes will **not** be stored or retained in the system.

The screenshot shows the 'Project Questions' form for the California Natural Resources Agency. The left sidebar contains a navigation menu with the following items: Introduction, REQ: Project Information, REQ: Recipient Organization, REQ: Project Owner, REQ: Project Location, Additional Project Information, Project Summary, Project Questions I: Eligibility (highlighted), Project Questions II: Project Need, Project Questions III: Priorities, Project Questions IV: Organizational Capabilities, Project Questions V: Project Readiness, Project Questions IV: Additional Project Information, Proposal Attachments, REQ: Summary, and REQ: Submission. The main content area is titled 'Project Questions' and 'I. Eligibility'. It contains four sections: 1. Applicant Eligibility, 2. Name of Museum, 3. Discipline of the museum/organization, and 4. Year of museum establishment. Section 1 has two radio button options: 'Non-profit Organization (as listed on IRS form 990)' and 'Public Agency', with 'Public Agency' selected. Section 2 has a text input field for 'Museum Name' containing 'McMully Mully Museum' and a character count of '130 characters left'. Section 3 has a heading 'Choose one that best applies:' followed by seven radio button options: 'Art Museum/Art Center', 'Children's/Youth Museum', 'Cultural Museum/Cultural Center' (selected), 'General Museum', 'History/Historical Museum', 'Living Collection', and 'Science Center'. Section 4 has a heading '4. Year of museum establishment:' and a subtext 'Please provide only the four-digit year'.

Introduction

REQ: Project Information

REQ: Recipient Organization

REQ: Project Owner

REQ: Project Location

Additional Project Information

Project Summary

**Project Questions I: Eligibility**

Project Questions II: Project Need

Project Questions III: Priorities

Project Questions IV: Organizational Capabilities

Project Questions V: Project Readiness

Project Questions IV: Additional Project Information

Proposal Attachments

REQ: Summary

REQ: Submission

**CALIFORNIA NATURAL RESOURCES AGENCY**

## Project Questions

### I. Eligibility

#### 1. Applicant Eligibility

Choose one:

☐ Non-profit Organization (as listed on IRS form 990)

☒ Public Agency

#### 2. Name of Museum

Museum Name

McMully Mully Museum

130 characters left

#### 3. Discipline of the museum/organization

Choose one that best applies:

☐ Art Museum/Art Center

☐ Children's/Youth Museum

☒ Cultural Museum/Cultural Center

☐ General Museum

☐ History/Historical Museum

☐ Living Collection

☐ Science Center

#### 4. Year of museum establishment:

Please provide only the four-digit year

7. After submitting Step 1 of the application, please wait till you are invited by Program Staff to proceed to Step 3 of the application (Step 2 may involve conducting sites visits, or other tasks that can take some time). Once you receive an invitation to proceed, log into RAPTR, and go to your My Grants page and open the proposal to finish your application and submit again.

## 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.

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 file you uploaded during the grant proposal submission process. The file named *Proposal Summary* is standard for all submitted grant proposals and contains the responses to all the questions you answered in the Online Proposal Submission Form.

Please contact [RAPTR@resources.ca.gov](mailto:RAPTR@resources.ca.gov) if you need further information or assistance.

# RAPTR Grant Application FAQ

## Resources Agency Project Tracking and Reporting System Frequently Asked Questions

**1. I cannot find my organization in the RAPTR organization list.** New users will need to email [raptr@resources.ca.gov](mailto:raptr@resources.ca.gov) to let RAPTR admin know you are registering so that RAPTR admin can complete your registration by assigning you to a registered organization. If you cannot find your organization in any of the drop-down lists provided, you will need to contact RAPTR Admin at [raptr@resources.ca.gov](mailto:raptr@resources.ca.gov) and provide them with the following information about the organization you belong to:

1. Organization Name
2. Full Organization Address
3. Organization Federal Tax ID (FEIN)
4. Organization Type (chosed 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

**2. I have already applied for a grant before May 2024, but I still cannot find my organization in the RAPTR list.** RAPTR is a new system for the entire Agency, so it does not contain account information from other systems used for grant solicitations prior to 2024. The software that the Agency was previously using for grant applications, SOAR, has been discontinued. If you have questions related to those previous applications, please contact the grant manager for the program you submitted a grant application for.

**3. I am unable to advance on the project latitude and longitude page.** Please make sure the coordinates you provide for the latitude and longitude are in units of decimal degrees. RAPTR will not accept latitudes and longitudes provided in units of degrees, minutes, and seconds. Longitudes in the state of California are defined as negative numbers. For example, latitude: 38.57518 and longitude: -121.49954 (which is the latitude and longitude of the Natural Resources Building in Downtown Sacramento). We prefer that Applicants provide the latitude and longitude of their projects to four (4) decimal places; however, RAPTR will require that Applicants provide at least two (2).

**Fun fact:** if you type in a location address on google, you will get a tag or marker that shows your location on a map which you can right click on with your mouse and it will provide you with the latitude and longitude correct to 5 decimal places out.

**4. What are the allowable character count limits for all the questions in the Online Proposal Submission Form in ngSurvey?** This will vary depending on the grant you are applying for. Please refer to the guidelines and program specific requirements. If you have questions, please contact the program manager for the grant solicitation.

**5. How can I easily submit multiple photos?** Organize all the photos relevant to your proposal in a single Word file with captions explaining the content and significance of the photos and then upload that single file. It would also help if you limited the resolution of the photos to only what was necessary for viewing at the size of a document page [i.e., ~1 MB or less for each photo].

**6. How can I pause and return to my application later?** Log into RAPTR and re-open the grant application like you did when you first went to apply. RAPTR will save all your prior work in your grant proposal workspace until you formally submit your grant application.

- 7. I cannot find my submitted proposal under the My Grants tab in RAPTR.** A proposal will only appear under the My Grants tab after it has been formally submitted. If you still do not see your submission in the My Grants tab after it has been submitted, please contact, [raptr@resources.ca.gov](mailto:raptr@resources.ca.gov) for assistance.
- 8. Can I edit my application after submission?** No, submitted proposals cannot be edited. RAPTR does not let you advance to the next page if a field was left blank, therefore, if you submitted your application, all fields were completed.
- 9. I would like to register myself and my coworker and/or supervisor to communally work on a grant application.** Anyone can register for an account on RAPTR, however, only one person will be able to submit and manage a grant proposal. Two different RAPTR accounts cannot share the same grant proposal submission. We recommend that you perform all collaborative preparations necessary for assembling a grant application offline and prior to submission. The grant submission portal is only a means for electronically conveying grant application information to the Funding Program in question. It is not intended to be a shared workspace for multiple grant application authors.
- 10. What if I need to submit a grant application to the same Grant Opportunity for more than one Recipient Organization?** Since your RAPTR account can only be linked with one organization [your primary employer], you will need to notify RAPTR Admin whether you are acting as a Proxy Applicant and submitting a grant proposal on behalf of any organization other than the one you are affiliated with. RAPTR Admin will need to register and formally link these proxy organizations to your account. Once this process is complete, you are then free to choose any of the Recipient Organizations your account has been linked to. You will then need to complete the grant proposal submission process for each grant application **one at a time** before making another submission for another Recipient Organization. Each time you submit a grant proposal you should confirm the proper submission of that proposal by checking whether it appears under the My Grants tab on the Proposals page.
- 11. What if I need to submit more than one grant application for the same Recipient Organization?** RAPTR allows Applicants to submit more than one grant application for the same Recipient Organization; however, you will need to complete the submission of one grant proposal before you are able to start working on submitting another grant proposal [see the answer to FAQ #10 above].
- 12. What if I unintentionally submitted a duplicate grant application?** Please contact [raptr@resources.ca.gov](mailto:raptr@resources.ca.gov) for assistance.