



## **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**

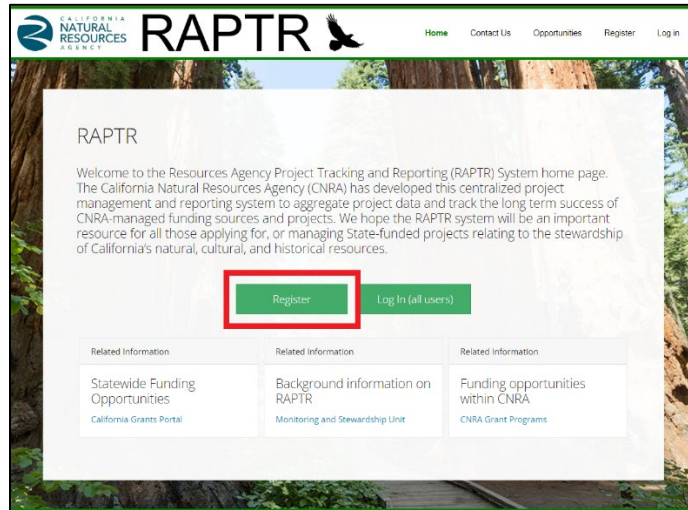
# RAPTR Proposal Submission Process

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 <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.
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 (choose 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.

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.

4. To begin the proposal submission process, click the *Next/Save* button at the bottom left-hand of the screen.

- 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.

The screenshot shows the 'Core Project Information' form. On the left is a dark green navigation menu with the following items: Introduction, REQ: Project Information (highlighted), 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, and REQ: Submission. The main content area has a light green header with the California Natural Resources Agency logo. The title is 'Core Project Information'. The form contains several input fields: 'ProjectTitle' with the value '\*\*DEMO\*\*Katy's Museum Grant Solicitation'; 'ProjectDescription' with the value 'Preservation of the Mully McMully historic building in Sacramento.' and a '1933 characters left' indicator; 'TotalProjectCost' with the value '\$40,000'; 'FundingAmountRequested' with the value '\$40,000'; 'ProjectStartDate' with the value '4/30/2024' and a calendar icon; and 'ProjectEndDate' with the value '4/30/2026' and a calendar icon. At the bottom are three green buttons: 'Previous', 'Next / Save', and 'Save progress'. The page number 'Page 2 / 16' is in the bottom right corner.

The screenshot shows the 'Project Summary' form. The navigation menu on the left is the same as in the previous screenshot, but 'Project Summary' is highlighted. The main content area has a light green header with the California Natural Resources Agency logo. The title is 'Project Summary'. Below the title is the instruction: 'Please provide a concise description of the proposed project responding to all the itemized topics below including:'. This is followed by a numbered list:

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.

Below the list is a red note: '\*\*The Project Summary must be no longer than 4,000 characters in total [including spaces].'. There is a text input field for 'ProjectSummary' with the value 'This museum addresses the needs of the extended Mully McMully family that need access to a museum about Irish ance:' and a '3575 characters left' indicator. At the bottom are three green buttons: 'Previous', 'Next / Save', and 'Save progress'. The page number 'Page 7 / 16' is in the bottom right corner.

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.

**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

**Submission**

*Almost finished!*  
**\*\*Please note\*\***

Once you press **Submit**, you will no longer be able to change your proposal.

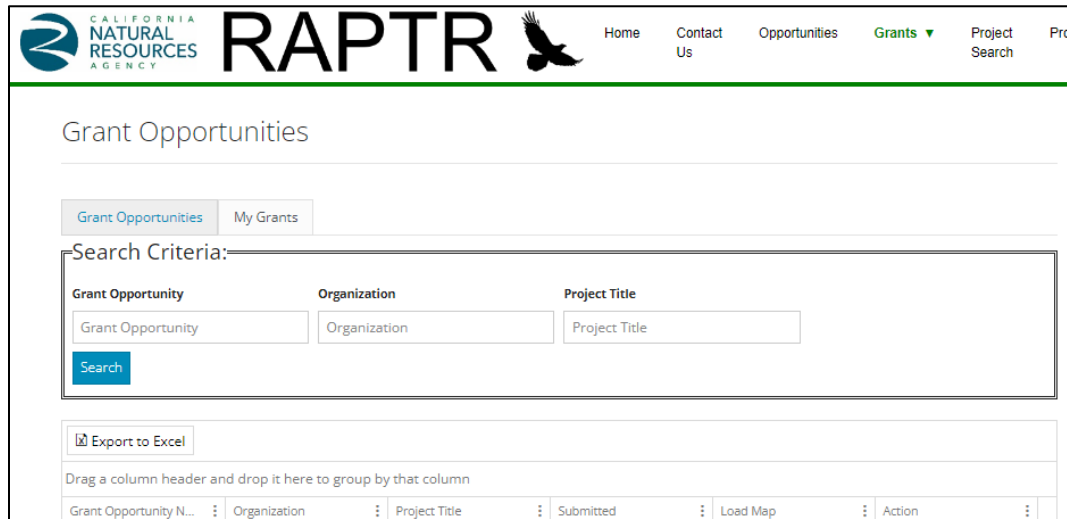
[Previous](#) [Save progress](#) [Submit](#)

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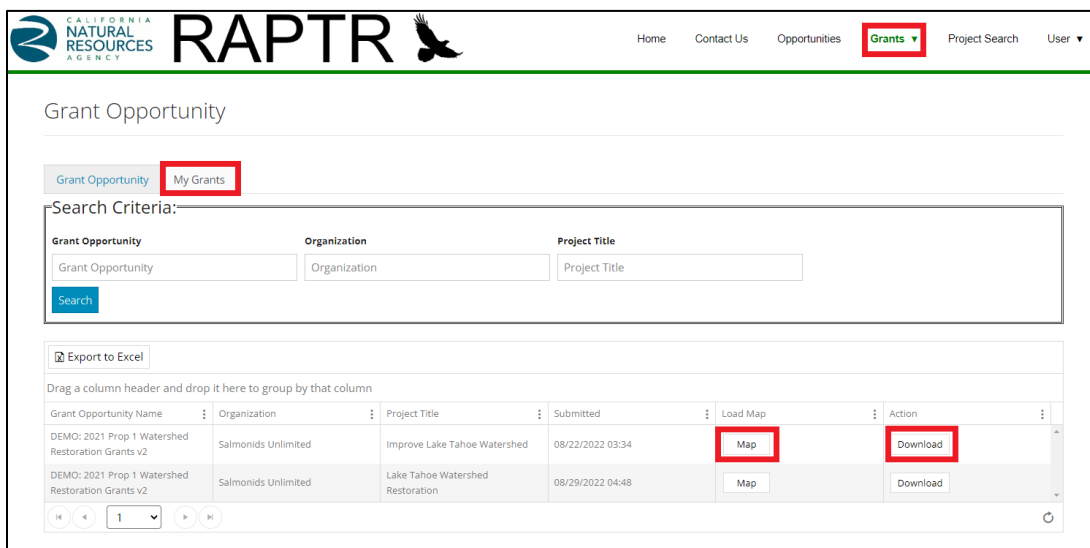
7. Now your proposal submission is complete.

### 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.



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.



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