

Instructions for Offline Workaround (for computers with Excel)

This process works for all computers with Microsoft Excel (including Macs if Excel has been downloaded), but NOT for Numbers for Mac. If you have a Mac without Excel, please see “Offline workaround without Excel” document.

Steps:

1. (Optional, but preferred) If you have not already registered a user name and password through the [PCGO portal](#), please do so.
 - a. If you do not register, HQ staff will register an account for you and email you with your login credentials so that you may log in and view your grant if desired.
2. Download the two Excel documents for the Offline Application and Indicators and fill them out with your community. These documents are available at www.peacecorps.gov/smallgrants. Instructions for filling out the application are in the first tab of the document.
3. Verify that you have filled out all applicable Initial Indicators in the indicators spreadsheet.
4. Verify that the “Submission Check” for the offline application says “Okay to submit”.
5. Email both Excel documents to your Grants coordinator to review and approve.
6. Post staff will review/approve the project as per usual. **The application package (signature forms, application sheet and indicators sheet) must be emailed to PCGO@peacecorps.gov with the subject line: “PCPP/SPA/VAST APPLICATION FOR PCGO DATA ENTRY”** (this is very important to ensure your projects – particularly PCPP – are processed in a timely manner!!!)
7. PCGO Data Entry Support Assistant will enter the application into the PCGO portal within 1 business day, maintaining an accurate and up-to-date database for post/HQ records and usage. Entering the project into PCGO also enables automatic status-update emails that will be sent to the Volunteer and post staff throughout the lifecycle of the project. The database will contain all relevant project data (including Authorization Memos, donor lists, etc.) for post’s convenience.
8. Once the project has been entered into PCGO, it will be put in “CD Approved” The PCV will be able to see the entire project in the portal. HQ staff will inform the PCV and post staff that the grant is in PCGO.
9. (For PCPP Projects): When the application has been entered into PCGO, the PCPP Specialist will automatically be notified that the application is ready for final review and processing. The project will be processed (posted online, fundraised, paid out, etc.) as usual.
10. The completion report includes the Final Project Log, Final Indicators, Results of their Goals and Objectives, and Final Narrative sections.
 - a. As the Volunteers implement their projects, they should use the Final Project Log tab in the “Offline Application and Completion Report” spreadsheet to record all purchases (including items contributed in-kind by the community or third parties).
 - b. Volunteers should use the “Final Indicators” column in the Indicators spreadsheet to record the final participants, beneficiaries, and indicators for the project.
11. The Volunteer should complete each of these sections and verify that the “Completion Report Submission Check” says “Okay to submit”. Once they have done so, they send both Excel documents to their grants coordinator to review and send to HQ for upload and final review.
12. Once the completion report has been uploaded and approved, the project will be closed.