

Working on an Application Offline

PCGO Portal Link: <http://pcgo.peacecorps.gov/login.html>

Whether they are starting an application or have already filled out part of it through the portal, Volunteers may download a copy of the application and take it back to fill out with their counterparts offline. In this case, you will need to download an application form to your personal computer or thumb drive, and save it for later use. You will then work with your community to gather all the necessary information about the project. You will find instructions on how to download and save your project application below:

Downloading an Application from the Portal

To download an application in order to fill it out offline, you will still need to register in the portal. If you have not registered in the portal already, please follow the instructions here: [How to Register in the Portal](#).

Once you have registered, you will need to start a new application in the portal. (Once you fill in the first four fields (**Grant type, Country, Region, and Project Title**) and one additional field for SPA projects (**Program Element**), you are able to save the application as a Word file.)

1. On the left-hand navigation pane, select “New.”





Depending on the settings of the computer you are using, either a new window or tab will open.


The new window will look like this:

A screenshot of the 'Peace Corps Small Grant Application: Part 1 of 2' form. The form has a light gray header with the title. On the left is a navigation pane with a green bar for 'Project Description' and other options like 'Volunteer Information', 'Project Narrative', 'Do No Harm', and 'Environmental Review'. Below the navigation pane is a 'SAVE APPLICATION' section with a 'Reminder: Save Often!' and a 'Save' button. The main content area is titled 'Project Description' and includes a 'Get help with this section' link. It contains several input fields: 'Grant Type *', 'Country *', 'Region *', 'Project Title *', 'City/Town/Community *', and 'Local Region'. The first three fields have pre-filled text: 'This will Pre-Fill'. Each field has a magnifying glass icon on the right. A red asterisk indicates required fields.



While fields with Red Asterisks are required to submit the application, not all red asterisk fields are required in order to print out the blank application.


2. **Grant Type:** Select the magnifier  and choose which grant type you will use for the project – ECPA, FTF, GEF, PCPP, SPA, VAST.

Select your chosen grant type in the grid. After the line is highlighted in green, click the  button in the bottom right.

3. **Country:** Should be auto-filled from your registration.
4. **Region:** Should be auto-filled from your registration, however, if not, you may select ; select the appropriate Peace Corps region. After the line is highlighted in green click the OK button in the bottom right.

5. **This box will only show up if SPA is selected above.**

Program Element: Select , select program element (each country has unique program elements. For this exercise, please choose the program element that is most appropriate for your project. If you do not know what to select, please contact your small grants coordinator. After the line is highlighted in green, click the  button in the bottom right.

Program Element * 

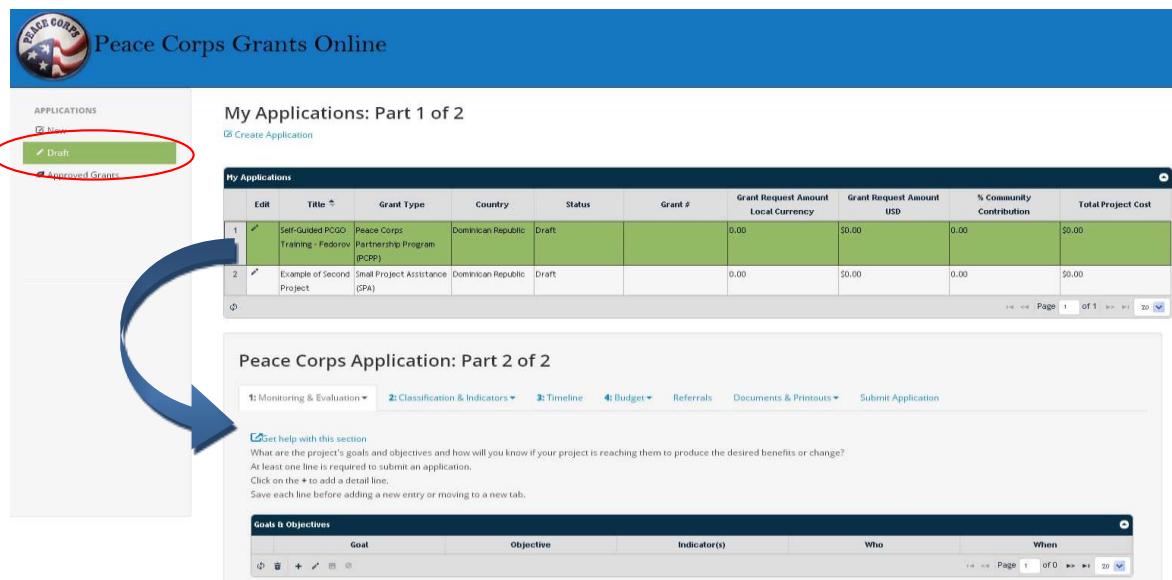
6. **Project Title:** Enter your project title.

Once these fields are completed, you are able to download a blank application.

7. **Save and Close:** In order for you to download a blank application, you will need to save and close this portion of the application. You will be able to download the form in the Application Part 2 of 2.

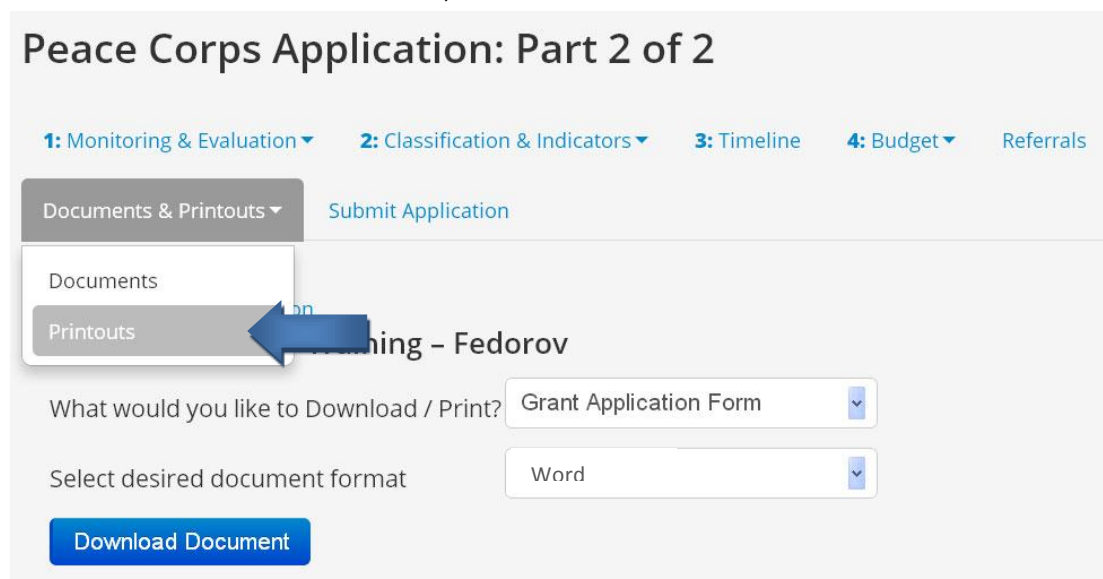


8. **After you saved and closed Application Part 1 of 2, go back to the PCGO home screen at the top of the portal screen.** If this is the first time you have started a grant, you will only see one grant under the title, “My Applications.” Select the grant you would like to work on – it will be highlighted in green in the My Applications grid. (See next page.)



Selecting the correct application is important, as the information you will enter under Peace Corps Application Part 2 of 2 will be linked to the grant highlighted in green.

- Once you have highlighted the correct grant in green. Look below the table and you will see tabs that are numbered 1 – 4, with additional tabs named, referrals, documents & printouts, and submit application.
- Select tab:** Documents and Printouts, and choose “Printouts”



- From the “What would you like to Download/Print?” dropdown, select “Grant Application Form”
- Select “Word” for desired document format.
- Press the **Download Document** button.

NOTE: If your document does not pop up, please turn off your pop-up blocker. See [Notes about Browsers](#) for more information.

14. Save the document that opened to an external thumb drive, or onto the hard drive of your personal computer.

At this time, you will have a copy of the application on a thumb drive or on your computer. You may use this form to plan for and fill out information about your project. Instead of filling out the budget and timeline sections in Word, which may be cumbersome, you can use supplemental spreadsheets that your Grant Coordinator can provide to you upon request. Once all of the information is filled out:

- If you are able to find a place where you have extended access to reliable internet, select your project, and copy and paste your data into the online form. You may want to use the step-by-step guidance to fill out the online form available here: [Completing Application Part 1 of 2](#) and [Completing Application Part 2 of 2](#). If your budget has many lines and filling it out online is too cumbersome, you may email it to your Grant Coordinator and upon their review and approval, they will send it to the HQ PCGO team to upload.
- If you do not have extended access to reliable internet, either email or transfer the Word document and Excel spreadsheets to your Grant Coordinator. Your Grant Coordinator will then review your application and contact you if you any additions or edits are needed. Once your application has been approved by your Grants Coordinator and/or Grants Committee and signed off by the Country Director, it will be sent to the PCGO team at Peace Corps Headquarters for data entry. You will receive email notification once your project is in the system and has been approved for funding. You will be able to log into the portal and see your grant under “Approved Grants”.