

Peace Corps Small Grants Program



Peace Corps Grants Online (PCGO) Guide for Peace Corps Volunteers

March 2016 – v 4

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Introduction

This guide is designed for all Peace Corps Volunteers wishing to apply for funding through the Peace Corps Small Grants Program. The guide will lead a Volunteer through each step of filling out an application and completion report through the Peace Corps Grants Online (PCGO) portal. It will also give instructions on how to download a blank form to fill out off-line.

Guide Description

This guide contains four sections: (1) How to register in the online portal, (2) How to fill out a Peace Corps Small Grants Program application, (3) How to fill in a Peace Corps Small Grants Program completion report, and (4) How to download a blank Peace Corps Small Grants Program application to fill out offline. Volunteers may follow this guide to help them complete the required forms.

Troubleshooting and Help

Peace Corps staff at post are familiar with PCGO and can provide support and troubleshooting to Volunteers utilizing the Application Portal. In the event that Volunteers encounter technical difficulties or errors that staff cannot troubleshoot, they will need to contact the PCGO specialist (pcgo@peacecorps.gov).

***Please note that all PCVs have the option of downloading and submitting an offline version of the application as described in [this section](#).** If you are having a lot of trouble with the online portal, you are encouraged to use this option. Note you can also fill out part of the application on the portal and submit any portion of it in Excel (including the budget) as long as you use the templates on www.peacecorps.gov/smallgrants.

PLEASE NOTE Maintenance Schedules: PCGO may not be available the first Monday of each month from 4-6pm EST for periodic maintenance of the system. Peace Corps servers are periodically down on




Saturday nights (EST) for broader maintenance as well. This means that Volunteers will be unable to edit or submit grant applications during this time period so please plan accordingly.

Volunteers should contact staff before planning to travel for the sole purpose of working on grant applications. Travel should follow guidelines in place at post.

Helpful Hints

Throughout the guide, you will see blue boxes with a light bulb and text inside. These are meant to give you helpful hints and useful reminders for using PCGO. Please make sure to read the text in these boxes, as they may answer your questions as you enter your application or completion report.

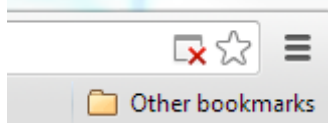
Once you start a new application in PCGO, you may notice hyperlinks throughout the online form that look like this:  [Get help with this section](#) . If you click on this link, it will open a new window or tab with information explaining how to fill out the application. It will not help with technical difficulties, but will give hints on the correct type of information to enter into the boxes.

A Note about Browsers

While PCGO is supported on an array of browsers (Internet explorer, Chrome, Safari, Firefox, etc.), in some circumstances all features may not be optimal on each browser. Google Chrome has proven to work best with the portal across all operating systems. Here are three things to be aware of:

1. To ensure functionality, make sure pop-up blocking software is turned off. Windows may open in new tabs or new windows depending on individual settings.

In **Google Chrome**, a blocked pop-up is notated like this:



If you click on the window with the “x”, it will give you options to allow the download of the pop-up window.

In **Internet Explorer**, a note at the bottom of the page may appear, like this:



The bar at the bottom will give you options for allowing the download.

2. Browsers must support Transport Layer Security (Version 2) in order to use the portal effectively. To ensure your browser’s security protocols meet the requirements, go to www.howssmyssl.com. It should be “Good” or “Probably Okay”.
3. Older versions of Internet Explorer do not optimize text graphics. If you are having trouble reading the narrative prompts, try using an alternate web-browser.

If you have any issues or questions, contact your small grants coordinator at post.

Register in Portal

Introduction: This section will lead you through the registration process in the online portal, which is the entry way for Volunteers to register for and access the grant application system.

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

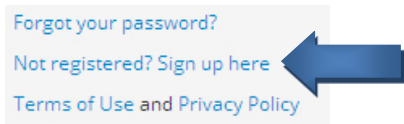
Please Note: This is the **LIVE PCGO portal link**. It is NOT to be used to input practice or test projects. It is ONLY to be used for projects that will ultimately be submitted for funding.



How to Register in the Portal

All Volunteers will need to register in the portal in order to apply for a Peace Corps Small Grant.

Use this link to access the live PCGO portal: <http://pcgo.peacecorps.gov/login.html>

1. Select the “Not registered? Sign up here” link.



2. Complete the required fields. Select “Volunteer”.
 - a. Do **not** check the “Request to be a reviewer?” box.
 - b. If you know your Volunteer ID, please fill it in. If you do not, you may skip this field.
 - c. Enter your first name.
 - d. Enter your last name.
 - e. Enter your date of birth.
 - f. Select your country or post. You will need to click on  to select your country. Once you select your country, it will highlight the row in green. Scroll to the bottom of the page and click  button.
 - g. Insert your email address.
 - h. Enter your COS date.
 - i. Create a user name.
 - j. Create a password.
 - k. Confirm your password.
 - l. Review the terms of use and privacy policy; select the box.



3. Select the  Button at the bottom.

Once you have registered with your username and password, you will be logged into the PCGO portal. Once logged in, you will see the home page below (If you see the login screen, select the “Home” link in the upper right):

Home Register Logged in as First Name Last Name

Peace Corps Grants Online

APPLICATIONS

- ☐ New
- ☒ Draft
- ☐ Approved Grants

Currently no grants are in draft or submitted status. Select New to create a grant application.

[Create Application](#)

Edit	Title	Grant Type	Country	Status	Grant #	Grant Request Amount Local Currency	Grant Request Amount USD	% Community Contribution	Total Project Cost
<p>Peace Corps Application: Part 2 of 2</p> <p>1: Monitoring & Evaluation 2: Classification & Indicators 3: Timeline 4: Budget Documents & Printouts Submit Application</p>									

Once you register in the PCGO system, you will have an account that you can log back into at any time to update or submit another application or completion report.

Small Grants Program Application

Starting a New Application in the PCGO Portal

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 left sidebar shows a list of sections: APPLICATION, Project Description (highlighted), Volunteer Information, Project Narrative, Do No Harm, Environmental Review, and SAVE APPLICATION. Below the sidebar, there's a 'Reminder: Save Often!' and a 'Save' button. The main area is titled 'Project Description' and includes a 'Get help with this section' link. It contains five input fields: 'Grant Type *', 'Country *', 'Region *', 'Project Title *', and 'City/Town/Community *'. The first three fields have pre-filled text: 'This will Pre-Fill'. The 'Local Region' field is also present but empty. A red asterisk indicates required fields.

Once you fill in the first four fields (Grant type, Country, Region, Project Title, and Program Element for SPA projects), you are able to save the application as a Word, PDF, or Excel file.

NOTE: Some Volunteers may wish to download a copy of the application so they may take it back to their communities and work together to fill it out. In this case, you will need to download a blank 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. Once you have all the information, you will need an internet connection to transfer the application data to the PCGO application portal. Click [here](#) to learn how to download and save your project application off-line.

Fields with a red asterisk are required to submit the application.





Different browsers display PCGO in slightly different ways. Be sure to scroll all the way to the right to see all the required fields.


If a browser appears strange or text overlaps, please try a different browser.

Completing Application Part 1 of 2



A. Project Description Section

1. **Grant Type:** Select the magnifier  and choose which grant type you will use for the project – LGL, FTF, GEF, PCPP, SPA, VAST (not all programs will be available at your post, consult with your grant coordinator if you are unsure of the most appropriate funding source).


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

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

4. **This box will only show up if SPA or VAST is selected**

Program Element: Select , then 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 *

VAST projects allow you to select up to five program elements depending on the nature of the project's activities, each of which will generate a different set of indicators to report on.

5. **Project Title:** Enter your project title.
6. **City/Town/Community:** Enter the town where the project will take place.
7. **Local Region:** Enter the region where the project will take place.
8. **Community Group Name:** Enter the community group or organization name.
9. **Group Contact Person:** Enter the name of the local contact working with you on the project.
10. **Group Contact Information:** Enter the contact information for the community group.
11. **Project Start Date:** click in the project start date field. Click on the right arrow; continue until you arrive at your planned project start date. Click the date.
12. **Project End Date:** repeat the same process as for project start date; however, select your planned project end date.



The  button on the left can be used at any time. It is recommended that Volunteers save frequently in order to reduce the risk of losing their work, especially where there is low bandwidth or unreliable internet

13. **Number of PCVs:** type the number of Volunteers participating in the project.
14. **Responsible Program Manager/APCD:** Enter the name of your APCD or Program Manager.
15. **Grant Request Amount (Local Currency):** this field will auto-populate after the budget section is completed; you won't be allowed to enter any figures here.
16. **Grant Request Amount (US Dollars):** this field will auto-populate after the budget section is completed; you won't be allowed to enter any figures here.
17. **Exchange Rate: 1\$US=:** work with your post to determine the correct exchange rate to use in this section.

Note: This field must be filled in to properly enter and save budget lines.
18. **Status:** The status field may appear depending on if you have logged in before or not. Aside from submitting a grant, the project status cannot be changed by the Volunteer; it is displayed here as part of the project description.

PRESS THE  **BUTTON** and select save.

B. Volunteer Information Section

1. **Primary PCV:** First and Last name will auto-fill based on your log-in information.
2. **Peace Corps Sector:** Select your Peace Corps sector from the drop-down menu.

Peace Corps Sector *



3. **COS Date:** If you did not fill in your COS date when registering, please fill in the date here.
4. **PCV 2:** If you are working with additional Volunteers, please fill in their information, as appropriate.
 - i. **Last Name:** type last name.
 - ii. **First Name:** type first name.
 - iii. **Peace Corps Sector:** enter correct sector
 - iv. **COS Date:** enter COS date.
5. **Additional PCVs:** Please fill in all Volunteer information as necessary.

PRESS THE  **BUTTON** and select save.

C. Project Narrative Section

Please note:

- **All of the Narrative sections have a 4,000 character limit enforced in the portal (including spaces and punctuation).**
- **Any of the text boxes within the narrative section can be expanded for better legibility by clicking and dragging the bottom-right corner of the text box (shown in the screenshot below).**

Summary * Please provide a brief summary of the project (up to 250 words). Include project activities, objectives, the community's contribution and the potential impact the project may have.

Background * Describe the background of the community and what priority this project addresses.

1. **Summary:** Please provide a brief summary of the project (up to 250 words). Include project objectives, the community's contribution and the potential impact the project may have. (For PCPP and LGL applications, this information will be posted as the project summary on the Peace Corps website. For safety and security reasons, **please do not include the specific village name or any personal identifying information.** The PCPP website will cut off text after 250 words.)

PRESS THE  BUTTON and select save.

2. **Background:** Describe the background of the community and what priority this project addresses. (Is this a priority project identified by the community? Why is this project needed?)

PRESS THE  BUTTON and select save.

3. **Community Involvement:** How is the community the driving force behind the project? Provide examples that demonstrate the community's involvement in the design and planning of this project.

PRESS THE  BUTTON and select save.

4. **Outcomes:** Briefly describe the desired outcome of the project.

PRESS THE  BUTTON and select save.

5. **Implementation:** Describe the implementation plan that will be used to achieve the goals and objectives of this project. Do you foresee any challenges to project implementation? Refer to your goals and objectives and timeline sections.

PRESS THE  BUTTON and select save.

6. **Capacity Building:** How will the project contribute to building skills and capacity within the community?

PRESS THE  BUTTON and select save.

7. **Sustainability:** How will the community be able to sustain the activities and/or benefits of this project? What is the community's plan to sustain the benefits of the project after the initial material support has ended?

PRESS THE  BUTTON and select save.

D. Do No Harm Section

1. **General:** Please report on the results of your “do no harm” discussions. Did you find that there were consequences you hadn’t thought about?
2. **Environmental:** If the proposed project is not solely a training project (i.e. if it involves construction, agriculture, natural resources, water, wells, installation of large equipment, etc.), please discuss possible negative environmental impacts with your community. What are potential negative environmental impacts of the project activities?
3. **Mitigation:** For each of the potential negative impacts described in questions 1 and 2, please describe the measures the community will adopt in order to monitor and mitigate against potentially harmful effects.

PRESS THE  BUTTON and select save

E. Environmental Review Section – **ONLY to be completed if requesting SPA or FTF funds**

If you are filling out an LGL, GEF, PCPP, or VAST grant, please skip Section E and go to Section F: Completing Application Part 1 of 2.

1. **Open Environmental Review:** For SPA and FTF, click on the title to open the questions. An explanation of what is needed for the Environmental Review is included on the online form.

Environmental Review



2. **Project/Activity Description:** Briefly describe your project.
3. **Type of Project/Activity:** What type of project is included?
4. **Baseline Environmental Conditions:** What is the current environmental condition?
5. **Section A, Checklist:** Answer the checklist for items 1-11 with Yes, No, Maybe, or Beneficial.
6. **Section B, Explanation of Environmental Consequences:** If you answered “yes”, “maybe”, or “beneficial” for any of your answers in section A 1-11, you will need to provide further explanation in this section.
7. **Section C, Identified Significant Environmental Impacts (including physical, biological and social), if any:** Use the Environmental Review to identify significant environmental impacts and describe them here.
8. **Section D. Proposed Mitigation Measures (if any):** How will you ensure the environment is impacted in a negative way as little as possible?
9. **Section E. Proposed Monitoring Measures (if any):** How will you measure the impact?

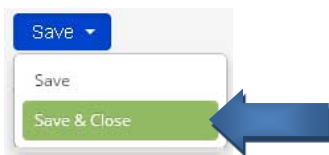


When you answer yes, maybe, or beneficial the responses appear in red and require additional explanation

F. Completing Application Part 1 of 2

You are now finished with Part 1 of 2 of the application! Please ensure that you continue to part 2 of 2.

1. **Save and Close:** Throughout the application, you have been saving the application to ensure that no data is lost as you work. Now that you have completed Part 1 of 2, it is safe for you to save and close the application.



***Note that you can return to part 1 of the application at any time by clicking on the application from the portal “home” page by clicking on the application to highlight it green and clicking the edit icon.**

My Applications: Part 1 of 2

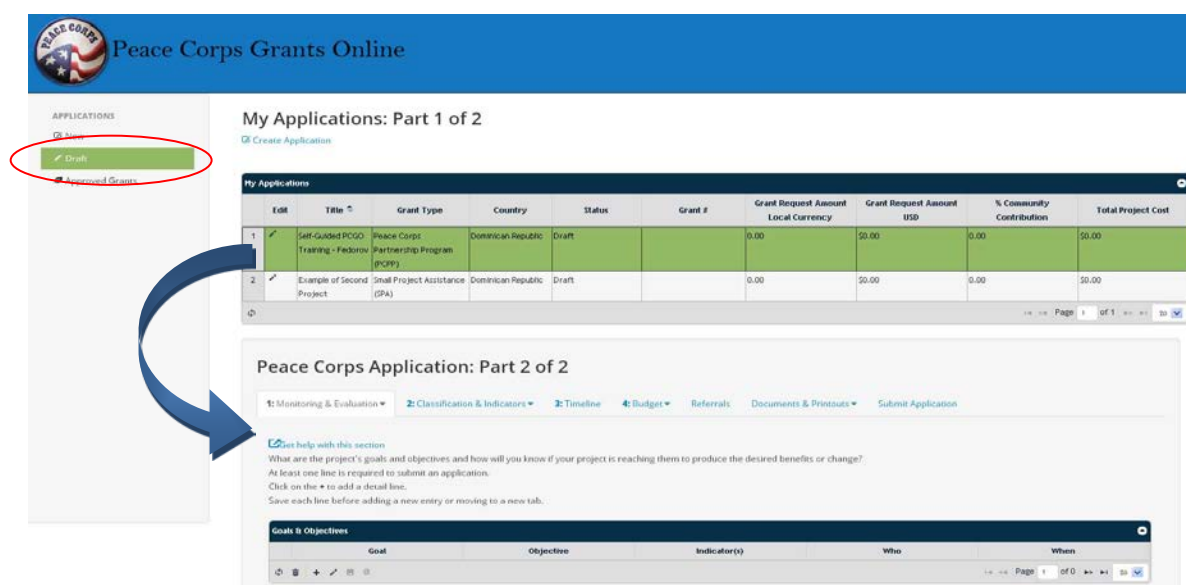
[Create Application](#)

My Applications					
	Edit	Title	Grant Type	Country	Status
1		PCPP Test Grant	Peace Corps Partnership Program (PCPP)	Azerbaijan	Draft

Completing Application Part 2 of 2








A. Selecting the Correct Application

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:



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.

You will now proceed to work on the Peace Corps Small Grants Application Part 2 of 2. Please note the legend below – you will need to use these buttons to input data in this part of the Application.

 Note: These menu options are used for each section in the Peace Corps Small Grants Application Part 2 of 2	
Icon	Description
	Reload Grid: Use this button to re-set the grid. If you use this button without saving, you will lose any work completed since your last save.
	Delete Selected Row: This will delete the highlighted row.
	Add New Row: You must select this button to add a new row into the grid.
	Edit Selected Row: Select the row that you would like to edit and click this button.
	Save Row: Save each row once you have completed filling it out.
	Cancel Row Editing: This will get rid of any new text that you are adding to a row.

B. Tab 1: Monitoring and Evaluation

1. **Select Tab 1:** Monitoring and Evaluation tab, **Item A:** Goals and Objectives.

Peace Corps Application: Part 2 of 2

1: Monitoring & Evaluation ▾

2: Classification & Indicators ▾

3: Timeline

4: Budget ▾

Referrals

A: Goals & Objectives

Application

[Get help with this section](#)

What are the project's goals and objectives and how will you know if your project is reaching them to produce the desired benefits or change?

At least one line is required to submit an application.

Click on the + to add a detail line.

Save each line before adding a new entry or moving to a new tab.



Goals & Objectives



	Goal	Objective	Indicator(s)	Who	When
+					

Once you select Tab 1: Monitoring & Evaluation, you will be working with the table titled “Goals and Objectives”.

***Helpful Hint:** the portal auto-sorts the goals and objectives listed in alphabetical order, so to make them appear together, number your goals and objectives. For example:



Goals & Objectives		
	Goal	Objective
1	1. Goal 1 text	1.1 Goal 1, Objective 1 text
2	1. Goal 1 text	1.2 Goal 1, Objective 2 text
3	2. Goal 2 text	2.1 Goal 2, Objective 1 text

2. Select  icon to create a row:
 - a. Under **Goal**, please type in the first overarching goal of your project. (Goals articulate intermediate or longer-term outcomes that need to occur to achieve the project's purpose.)
 - b. **Tab or click over to the Objective box.** Under objective, please enter an objective that will be completed to help achieve the goal above. (Objectives are similar to goals but are much more specific and focus on the short-term results you need to meet the longer-term goal(s) of the project. For each project goal, you should have at least two or more objectives.)
 - c. **Tab or click over to the Indicator box.** Insert how you will know that the objective has been achieved – what will you measure?
 - d. **Tab or click to the Who box.** Insert who will be accomplishing this objective.
 - e. **Tab or click to the When box.** Insert the proposed time for when this will be accomplished.
 - f. Select the  icon to save.


3. Select  icon to add a second row. If you have more than one objective per goal, you will need to copy your **goal** from the row above into the row below. To do this, follow the steps below:
 - a. Insert the same goal as in #2, as above.
 - b. **Tab or click over to the Objective box.** Here you will include an additional objective for the goal.
 - c. **Tab or click over to the Indicator box.** Insert how you will measure success for this objective.
 - d. **Tab or click to the Who box.** Insert who will accomplish this objective.
 - e. **Tab or click to the When box.** Insert when this will be accomplished.
 - f. Select the  icon to save the row.
4. Now you know how to add goals and objectives. Continue to add as many goals and objectives as you like for your project. Due to their smaller scale, Peace Corps Small Grants Program projects should only have one or two goals with 2 to 3 objectives each. Work with your APCD or Program Manager if you need help developing these. For more information, review the Peace Corps Small Grants Program Volunteer Handbook (found at www.peacecorps.gov/smallgrants).

Once you have completed steps 1 through 4, your screen should look like similar to the table below. Of course your goals and objectives will be different.

Goals & Objectives					
	Goal	Objective	Indicator(s)	Who	When
1	New computers will provide new skills for staff and community members	Computer systems are operational by January 2014.	All computers have been set up and tested by trainers.	Students from the polytechnic.	January 2014.
2	Select community members will be trained on the new computers	Training will be developed to teach community members basic computer skills on Word, Excel, and PowerPoint.	Training developed and tested.	Students from the polytechnic.	January 2014
3	Select community members will be trained on the new computers	Computer training will be delivered to 30 community members	30 Community members successfully complete computer training and score at least 80% on post test.	Students from the polytechnic.	February 2014

5. In case you need to change or edit a row: select the row that you wish to change. It will turn green. Then click the  icon. This means to edit. Once you click the icon, the cells in the row will turn white and allow you to edit the text. When you are done, you should save your changes by selecting the  icon.

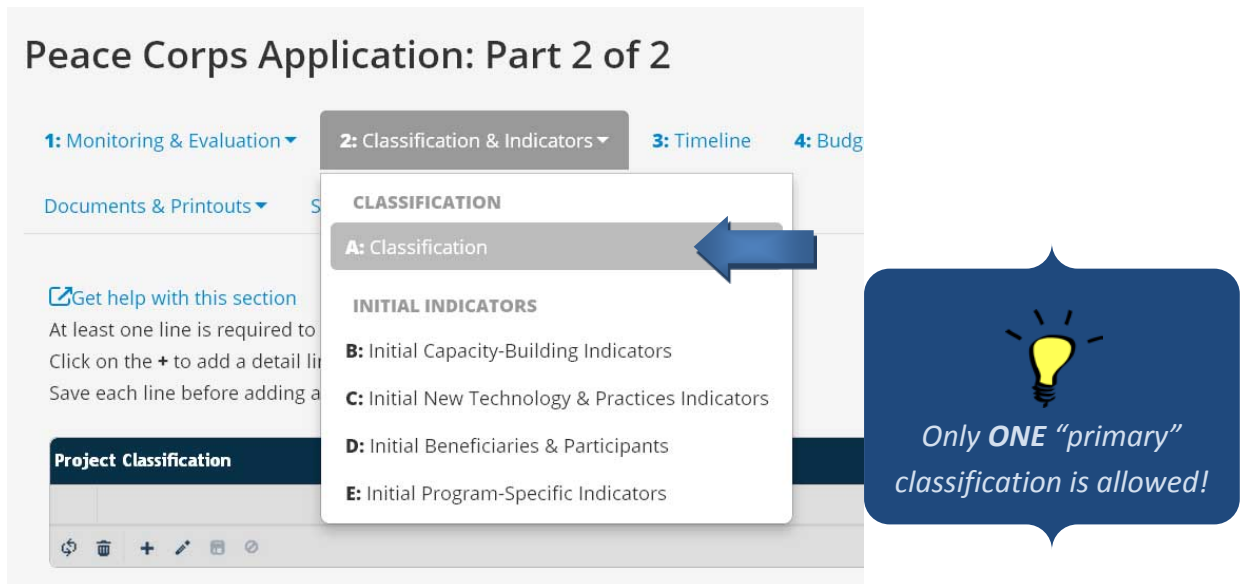
Once you save the row, the table will update and show your change.

Note: If you would ever like to delete an entire row. You may select the row, which will highlight the row in green, and click . This will delete the entire row.

C. Tab 2: Classification & Indicators

Please note that the Classification & Indicators tab has five items. You will need to click through each item and fill in indicators for each. These step-by-step instructions will lead you through this.

1. **Select Tab 2:** Classification & Indicators, **Item A:** Classification.



Peace Corps Application: Part 2 of 2

1: Monitoring & Evaluation ▼ 2: Classification & Indicators ▼ 3: Timeline 4: Budget

Documents & Printouts ▼

Get help with this section
At least one line is required to
Click on the + to add a detail line
Save each line before adding a

Project Classification

CLASSIFICATION

A: Classification

INITIAL INDICATORS





B: Initial Capacity-Building Indicators

C: Initial New Technology & Practices Indicators

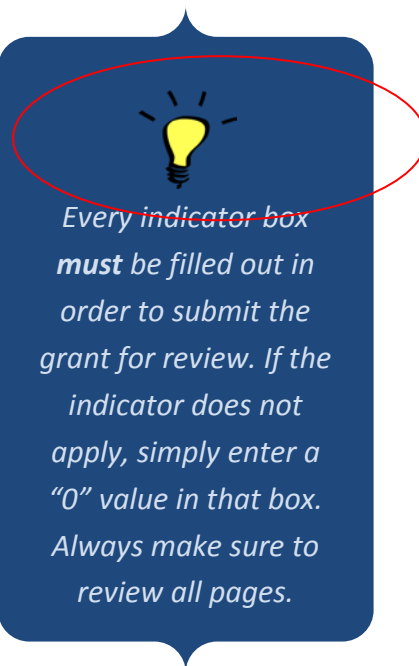
D: Initial Beneficiaries & Participants






E: Initial Program-Specific Indicators

Only **ONE** "primary" classification is allowed!

2. Select the  icon.
 - a. Make a primary classification by selecting an item from the drop down list in the classification column. Here you will choose the PRIMARY type of project that you will implement.
 - b. The other drop down should remain "Primary."
 - c. Select the  icon to save.
3. Select the  again to make a secondary classification.
 - a. From the drop down menu in the classification column, select a secondary classification for your project.
 - b. From the drop down menu in the Primary/Secondary column, select "Secondary."
 - c. Select the  icon to save the line item.
4. **Select Tab 2:** Classification & Indicators, **Select Item B:** Initial Capacity-Building Indicators

Initial Capacity-Building Indicators	
Categories	
<input type="checkbox"/> # of community organizations and/or associations that will have increased capacity due to this small grant - 1	
Organizations	
<input type="checkbox"/> # of individuals who will have increased capacity due to this small grant - 6 Item(s)	
Female(s) 14 and below	
Female(s) 15-24	



- a. **For this section you will need to enter a value for each cell!**
- b. Choose the indicator that best fits your project – are you working with a community organization, individuals, or a service provider? You can choose more than one. Enter the number in the relevant age groups for who you will be working with. **For any cell that does not apply to your project, you must enter a “0”.**
- c. Once finished, select the  button.
5. **Select Tab 2: Classification & Indicators, Select Item C: Initial New Technology & Practices Indicators**
 - a. For this tab, you will be filling out information on the number of individuals who will be increasing their capacity as a result of the project, as well as the number of technologies that will be adopted due to the project.
 - b. Again, fill in the cells for those that apply and fill in “0” for those that do not.
 - c. Select the  button.
6. **Tab 2: Classification & Indicators, Select Item D: Initial Beneficiaries & Participants**
 - a. For this section, include the number of beneficiaries and participants.
 - b. Again, fill in the cells for those that apply and fill in “0” for those that do not. Review your Small Grants Program Volunteer Handbook for how to determine beneficiaries vs. participants.
 - c. Select the  button.
7. **Tab 2: Classification & Indicators, Select Item E: Initial Program Specific Indicators**
(This section does not apply to PCPP. SPA, VAST, FTF, LGL, and GEF must complete!)
 - a. If you are doing a SPA, VAST, FTF, LGL, or GEF grant, you must go through each indicator and include a number. For ANY indicator that does not apply to your project, type in “0”. Each indicator must have a value entered (whether it is a zero or a number relevant to your project) in order for the application to be submitted!
 - b. Select the  button.
8. Once you click the  button, you will see the following message below the “My Applications” grid, if the save was successful. (You must look above the Application Part 2 of 2 to see it.)



Save Successful! 

Initial Beneficiaries & Participants records have been saved successfully.







D. Tab 3: Timeline

***Helpful Hint:** The timeline activities will appear in alphabetical order in the portal, so it is a good idea to number them to force them to appear in the appropriate chronological order as below:

Timeline		
	Activity	
1	1 first activity	Counterpart
2	2 second activity	Counterpart, PCV
3	3 third activity	PCV

1. **Select tab 3:** Timeline. (There are no sub-tabs)
2. Select the  icon to add a line.
 - a. Under the “Activity” column add the description for the first activity that you plan to accomplish for your project.
 - b. Under the “Person Responsible” column, add those who will complete the activity.
 - c. Under the “Implementation Time” column, enter the span of time that you will need to complete this activity (include at least the month and year – if you have a more detailed schedule, include exact dates.)
 - d. Select the  icon to save
3. You will repeat the steps from #2 as many times as necessary to complete your timeline. You should plan out all activities required to complete your project.
4. Below is an example of the beginning of a timeline. Most timelines will be more detailed than the example below:

Timeline			
	Activity	Person(s) Responsible	Implementation Time
1	Rollout of Computer System	Polytechnic Students	1-3 Months, January - March 2014
2	Training Created	Polytechnic students	1 month, January 2014
3	Community members trained on new computer system	Polytechnic students	1 Month, March 2014

      Page 1 of 1 20

E. Tab 4: Budget

Please note that the “Budget” tab has four sub- items. The step-by-step instructions will lead you through this.

Remember: All projects must meet a required 25% required community contribution in order to be submitted for review. *If the community contribution is less than 25% it will appear in red.*

1. **Select Tab 4:** Budget; **Section A:** Detailed.

Peace Corps Application: Part 2 of 2

1: Monitoring & Evaluation ▼

2: Classification & Indicators ▼

3: Timeline

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Referrals





Documents & Printouts ▼

Submit Application

A: Detailed

B: Summary (read only)


Once selected, you will see the screen as shown below. You will be using the icons on the bottom left (circled in red) to add budget rows.

Detailed Budget								
Item Description	Budget Category	Unit Cost Local Currency	Quantity	Total Cost Local Currency	Grant Amount			Cash Local Currency
					Local Currency	\$US	Percentage	
Total:				0.00	0.00	\$0.00	0.00	0.00
   								




You will **ONLY** use text in the **Item Description** and **Budget Category** columns. The rest will **ONLY** be numbers!

2. Select the  for the first row.

- For the **Item Description**, enter the first item that will need to be purchased for the project.
- For the **Budget Category**, select the type of item that is being purchased.
- For **Unit Cost, Local Currency**, enter the estimated amount for ONE unit of the item in local currency.
- For **Quantity**, enter the number of items needed.
- Determine who will be purchasing this item or cost. Is it a cost that the grant will pay for? If yes, enter the total amount under "Grant Amount". If it is a cost that the community will pay for, you will fill it in under "Community Contribution". If it is a cost that a third party will pay for, you will fill it in under "Third-Party Contribution"
- Select the appropriate column to input the total cost – you will need to multiply the unit cost and the number of items to get the correct figure.
 - Select the  icon to save.

Please note that if the line item does not appear to save properly, there may have been an error. You may need to scroll up to see the error message above Part 2 of the application as in the following screenshot:



Calculations take place AFTER you click 

Save Detailed Budget Failed!


Save of Detailed Budget for Row: 4 failed because the total cost is not equal to the sum of grant amount + community contributions + third party contributions.

Peace Corps Application: Part 2 of 2

1: Monitoring & Evaluation ▼ 2: Classification & Indicators ▼ 3: Timeline 4: Budget ▼ Referrals Documents & Printouts ▼ Submit Application

A common error is that the total cost does not equal the sum of grant amount + community and 3rd party contributions. In the picture below, $A \times B = C$ and C must Equal $D + E + F + G + H$. However, the Total Cost (C) does not calculate automatically, so you will have to calculate $A \times B$ to know what the sum of D through H must be.

Detailed Budget																							
Category	Unit Cost	Quantity	Total Cost Local	Grant Amount			Community Contribution				Third-Party Contribution												
	Local			Local	\$US	Percentage	Cash Local	Cash \$US	In-Kind Local	In-Kind \$US	Cash Local	Cash \$US	In-Kind Local	In-Kind \$US									
	50	A	2	B	0.00	C	50	D	\$0.00	0.00	0.00	E	\$0.00	25	F	\$0.00	0.00	G	\$0.00	25	H	\$0.00	
				0.00	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						


- Continue to select the  icon to add additional rows. You can add as many rows as necessary for your project budget. Please include all costs that will be used for the project. You will also need to determine the value of in-kind contributions from the community and any third-party and include this in your budget as well. Work with your APCD, Program Manager, or Small Grants Coordinator if you have trouble with this section.

Note: In order to see the full detailed budget, scroll to the right or left. Once a budget reaches its maximum number of rows, be sure to “page over,” or increase the number of rows visible – circled in red below.


Detailed Budget													
Item Description	Budget Category	Unit Cost	Local	Quantity	Total Cost Local	Grant Amount			Community Contribution				C
						Local	\$US	Percentage	Cash Local	Cash \$US	In-Kind Local	In-Kind \$US	
Total:					0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00

PAUSE: Below is an example of a project that has not met the required 25% community contribution. These cells will remain red, until the budget has been corrected. The second screen shot shows a budget that has achieved the required 25% community contribution.



Community Contribution			
Cash Local Currency	Cash \$US	In-Kind Local Currency	In-Kind \$US
0.00	\$0.00	0.00	\$0.00
0.00	\$0.00	0.00	\$0.00
0.00	\$0.00	0.00	\$0.00



Community Contribution				
Percentage	Cash Local Currency	Cash \$US	In-Kind Local Currency	In-Kind \$US
0.00	0.00	\$0.00	0.00	\$0.00
0.00	0.00	\$0.00	0.00	\$0.00
100.00	0.00	\$0.00	2,000.00	\$2,000.00
40.00	0.00	\$0.00	2,000.00	\$2,000.00



Once the necessary amount is inserted under Community Contribution, the red will disappear.

As you learned previously, if you need to change or edit a row: select the row that you wish to change. It will turn green. Then click the  icon. This will allow you to edit. Once you click the icon, the cells in the row will turn white and allow you to edit the text. When you are done, you should save your changes by selecting the  icon. Once you save the row, the table will update and show your change.

4. **Select Tab 4: Budget, Section B: Summary.**

This section is for review only. Data cannot be entered into these fields; rather it is compiled from data that was entered into the detailed budget. This way you are aware of how much of the budget is in each category.



5. **Select Tab 4: Budget, Section C: Narrative.***

***Note:** this section is optional unless required by your post.

This section describes the types of items that will be purchased in each budget category. It gives a snapshot of what will be purchased to complete the project. The budget narrative differs from the detailed budget, in that it summarizes all budget line items within the same category. The fields completed should match the categories used in the detailed budget:

Budget Narrative				
	Budget Category	Grant Contribution	Community Contribution	Third-Party Contribution
1	Labor	The grant will pay for an excel trainer to train participants how to create a spreadsheet, and a facilitator for all sessions.	Three community members will lead business development sessions.	
2	Equipment			Third-Party will supply laptops for trainees.
3	Land/Venue Rental			A third-party will be donating three large rooms to hold the training
4	Travel/Per Diem/Food/Lodging	The grant will pay for 5 community members breakfast and lunch over three days.	Local Business leaders are donating a bus to pick up and drop off trainees.	

When you open the tab, you will see each budget category listed.

6. Under **Budget Narrative**, Select line 1, Labor, highlighting the row in green. Select the  icon to edit the grid. Select the first column, grant contribution.
 - a. Will the grant pay for any labor? If yes, describe in sentences, what labor the grant will be purchasing. If the answer is no, you may leave it blank.
 - b. Will the community contribution be paying for any labor? If yes, please describe what they will be providing. If the answer is no, you may leave it blank.
 - c. Will a third party provide any labor? If yes, please describe what they will be providing. If the answer is no, you may leave it blank.
 - d. Select the  icon to save.
7. Please go through each budget category and follow the steps above until each has been filled out.

F. Referral Tab (For PCPP and LGL project application only. If you are using any other grant type, you may skip to Section G)



This section is to help Volunteers fundraise for a PCPP project – it is not mandatory. Volunteers have the option to provide contact information for friends and family. Once received, headquarters staff will fundraise for the Volunteer’s project by reaching out to any friends and family listed here.

Peace Corps Application: Part 2 of 2

1: Monitoring & Evaluation ▼
2: Classification & Indicators ▼
3: Timeline
4: Budget ▼
Referrals

Documents & Printouts ▼
Submit Application



1. Select the  icon to add a line.
 - a. Under the Title column, type the correct title.
 - b. Under the First Name column, type the first name.
 - c. Under the Last Name column, type the last name.
 - d. Under the Relationship column, type how you know the individual.
 - e. Under Email column, enter the email address.
(If at all possible, always give email addresses. This allows PC/headquarters staff to email potential donors and include links to your project’s webpage in the email.)
 - f. Select the  icon to save.

Do this for each row of contacts you would like to include.

G. Documents and Printouts

You will still need to print out and sign the appropriate signature forms.

1. **Select tab:** Documents and Printouts, and choose “Printouts”

Peace Corps Application: Part 2 of 2

1: Monitoring & Evaluation ▼ 2: Classification & Indicators ▼ 3: Timeline 4: Budget ▼ Referrals

Documents & Printouts ▼ Submit Application


Documents

Printouts

What would you like to Download / Print? Grant Application Form ▼

Select desired document format PDF ▼

Download Document

- a. From the “What would you like to Download/Print?” dropdown, select “All signature forms.”
 - b. Select PDF for the desired format. (Select another format if you do not have adobe installed.)
 - c. Press the  button.
 - d. A PDF document of the signature forms should appear on screen.
NOTE: If your document does not pop up, please turn off your pop-up blocker. See [Notes about Browsers](#) for more information.
You can also download a document and save it to your computer to fill out later.
 - e. The signature pages will need to be printed, signed and submitted before funds are released to the project.
2. Volunteers must attach additional documents including photos (for PCPP and LGL), and signature pages (all grant types) to their project. They may do this through the PCGO portal under Documents and printouts.
 - a. **Select tab:** Documents and printouts, and choose “Documents”.
 - b. **Click to + Add files... and then Attach**
 - c. **Please give the document a clear description of what it is so it can be easily identified.**
Include the word “photo” if it is a photo.***Note that Volunteer documents cannot be deleted from the portal or edited once they are uploaded, but grant coordinators can delete them or edit the description from the database side.**

After a Volunteer signs the signature forms, and completes any necessary waivers, he/she may upload the forms here, or view any files that staff has uploaded. As a Volunteer completes a project they may also upload a photograph here.

H. Submit Grant

1. Finally, once all your information is complete, select the **Submit Application tab**.

2. Select the  button.

If any required fields were overlooked, a red “Submit Application Failed!” notice will appear beneath the My Applications grid.

The notice will outline any omissions of required fields. Please return to any sections listed and complete the required fields. Be sure to save before returning to the Submit Application tab.

3. You will know you have submitted the Application successfully when you see this green message:

Note: If post grant coordinators or the Small Grants committee has suggestions for improvement after your application has been submitted, post staff must move the application back to ***Draft*** status to allow your revisions. Otherwise, Volunteers cannot make adjustments until the project is approved and the completion report feature become active.

Small Grants Program Completion Report

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

This link should be used to report final data for a project already submitted. This is a live link and not to be used for practice or testing.

Introduction: The PCGO portal application and completion reports are linked, essentially becoming one linear, streamlined document. A Volunteer can begin working on the completion report as soon as the CD has approved the project and project funds have been received, enabling the Volunteer to begin tracking receipts online as soon as they begin incurring costs. **Please note that the project must be in Project Active status in order to edit the completion report. If it is not, contact your grant coordinator and ask that they change the status.**



STOP: You cannot enter information into your completion report until your grant has been approved and grant funds have been received.

The completion report can only be started after the grant status has been changed by Peace Corps staff in the PCGO database to **Project Active**

Logging into the Completion Report

1. Log into the PCGO Portal.
2. In the navigation pane on the left column, select approved grants.

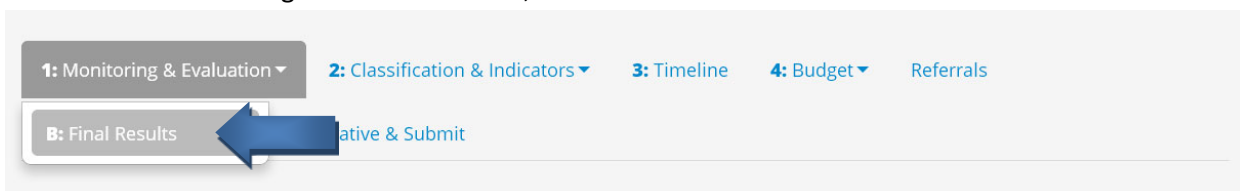
	View	Title	Grant Type	Country	Status	Grant #	Grant Request Amount Local Currency	Grant Request Amount USD	% Community Contribution	Total Project Cost
1		Self-Guided PCGO Training - Program (PCPP)	Peace Corps Partnership Program (PCPP)	Dominican Republic	Project Active		1,000.00	\$1,000.00	57.14	\$7,000.00


3. Select the project for which you would like to input completion report data. This project should now be highlighted in green. See screenshot above. (Your project will only appear in this section if the project status was approved by PC staff. If that has not been done, contact you small grants coordinator and let them know you would like to enter data into your completion report.
4. Once you have selected the correct approved grant, you are ready to move to Exercise 2.

Entering Completion Report Information



A. Tab 1: Monitoring and Evaluation

1. Select **Tab 1: Monitoring and Evaluation** tab, **Item B: Final Results**.



- a. This is your chance to report on the success of your project. Now you will report on the indicators that you determined in the application.
- b. Select line 1, highlighting it in green, then select the  icon to edit the results and comments fields.

Goals & Objectives							
	Goal	Objective	Indicator(s)	Who	When	Results	Comments
1	New computers will provide new skills for staff and community members	Computer systems are operational by January 2014.	All computers have been set up and tested by trainers.	Students from the polytechnic.	January 2014.		

- c. Enter the results of that Indicator. Did you achieve the objective?
 - d. Enter any comments that have to do with the objective or indicator.
 - e. Select the  icon to save.
2. Repeat the steps above for EVERY goal and objective that you entered. Each one should have a reported result. Remember to click the  icon to save.

B. Tab 2: Classification & Indicators, Item A: Classification

1. Select Tab 2: Classification & Indicators, Item A: Classification.

No changes can be made here. Continue to the next section.

2. Select **Tab 2: Classification & Indicators, Item F: Final Capacity Building Indicators.**

- a. In your application, you estimated how many individuals, organizations, or service providers would be building capacity through this project. In this section you will report the actual numbers.
 - b. Enter the appropriate number in each cell.
 - c. Click the **Save Indicators** button.
3. Select **Tab 2: Classification & Indicators, Item G: Final New Technology & Practices Indicators.**
 - a. In your application, you estimated how many individuals would apply new technology through your project. You also determined how many new technologies or practices would be learned.
 - b. Enter the actual number in each cell.
 - c. Click the **Save Indicators** button.
4. Select **Tab 2: Classification & Indicators, Item H: Final Beneficiaries & Participants.**
 - a. In your application you estimated how many beneficiaries and participants would be involved in your project.
 - b. Enter the actual number in the cells.
 - c. Click the **Save Indicators** button.
5. Select **Tab 2: Classification & Indicators, Item I: Final Program-Specific Indicators.** (**This section does not apply to PCPP.** SPA, VAST, FTF, LGL, and GEF **must** complete!)
 - a. If you applied for SPA, VAST, FTF, LGL, or GEF funding, you filled out these indicators with estimates for each cell.
 - b. Enter the actual numbers in each cell.
 - c. Click the **Save Indicators** button.



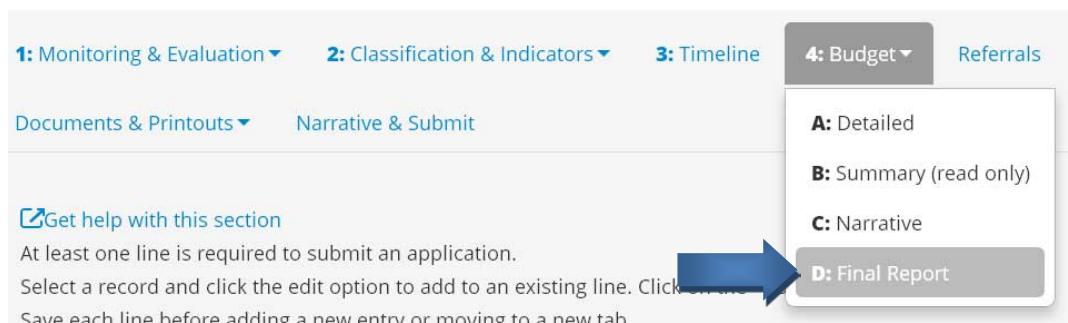
Remember all lines require a value, even if the value is zero. Be sure to review all pages before moving on to the next item.




C. Tab 3: Timeline

Select **Tab 3: Timeline**. The completion report does not require any data to be filled out in the timeline. However, reviewing the timeline developed during project planning will help to assess the success of a project. You may want to reference this timeline as you compose the narrative of the completion report.

D. Tab 4: Budget, Section D: Final Report


1. Select **Tab 4: Budget, Section D: Final Report**.



2. The budget tab's Final Report is an integral part of not only the completion report but throughout the project implementation itself. Volunteers and their counterparts should utilize this tool to track and manage project expenditures. It may be utilized as both a final project budget and a spending log.
3. Here you will enter each item that you purchased for this project. Each cost must be linked to a receipt. You will also enter what was spent under Community Contribution and Third-Party contribution. To add lines to the project log, you will click the  icon.
 - a. In the date column, enter the date of the receipt.
 - b. In the receipt column insert the number of the receipt – this can be from the number on the receipt itself, or you can just number them in order 1, 2, 3, 4, etc.
 - c. In the unit cost column enter the cost for one item.
 - d. Under Quantity, enter the number of items purchased.
 - e. Determine who purchased this item. Is it a cost that the grant paid for? If yes, enter the total amount under "Grant Amount". If it is a cost that the community paid for, you will fill it in under "Community Contribution". If it is a cost that a third party paid for, you will fill it in under "Third-Party Contribution"
 - f. Select the  icon to save.
4. You will follow the steps above for each item or cost associated with your project. If you have several items on one receipt, you should cost out each item and use the same receipt number for each.
5. Remember to select the  icon to save each row that you enter.



E. Documents and Printouts

1. Select the **Documents and Printouts** tab, select the **printouts** section.
 - a. From the first drop down, labeled “what would you like to download/print”, select **Completion Signatures Form**.
 - b. From the second drop-down, labeled “desired document format”, select “PDF” or “word.”
 - c. Select the  button.

Volunteers will need to complete this form when completing a grant. It should be printed, signed, scanned, and uploaded to the project. If a Volunteer cannot scan the documents, they will need to submit the forms to the small grants coordinator she he/she may do so.

How to Attach Files

Below are instructions for how to attach files to a project through the portal. Under the **Documents and Printouts** tab, you will select the **Documents** option. This is where Volunteers should upload a photograph of their project and their signed “Completion Report Signatures Form” if technical capabilities allow. (If Volunteers do not have access to upload a scanned item, staff may do so through the PCGO Database.)

1. Select the green add files button.
2. Search for the file(s) you wish to add. Select “Open” from the windows/file dialogue box that appears.
3. After the file is listed in your Documents and Printouts screen select the blue “Attach” button next to the file.
4. After the file has been successfully uploaded a green “File Attach Success!” message will appear below the My Grants grid, and uploaded files will appear in a Documents grid in the Documents & Printouts tab.

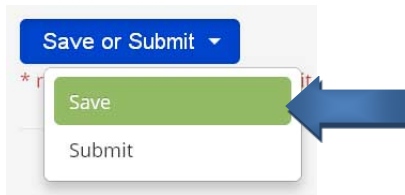
A project status will not be moved to “project completed” until all completion signature pages are uploaded by the Volunteer or staff

E. Narrative & Submit

1. Select the **Narrative & Submit** tab.

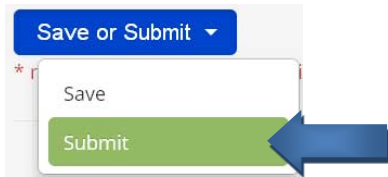


As you go through this section, remember to save often! In this section you will use the “save or submit” button. As you are working through the Narrative section, you will click save. Once all sections are filled out, you will click submit.

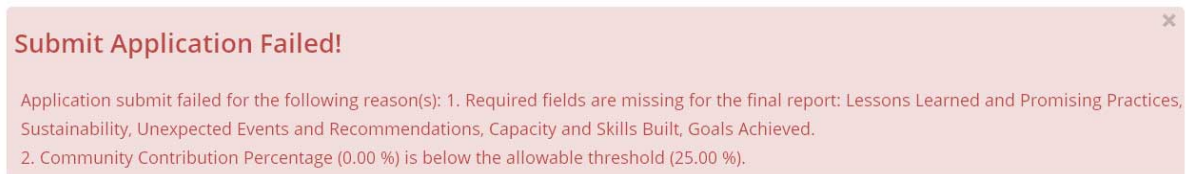


2. Click in the box beside **“Your Story”**
 - a. Every project has a story. Please describe any anecdotal evidence/stories from a community member or your personal experience that attest to the project's success. This vignette may be used to highlight your exemplary work when reporting to stakeholders. If you have photos from the project, please attach a JPG file(s) and share them with your small grant coordinator. Please note that your coordinator may send these photos to PC /headquarters.
Click and save.
3. Click in the box beside **“Goals Achieved, Changes in Initial Objectives, and Community Feeling”**
 - a. Explain if the project goals and objectives were achieved? Describe any changes in the initial project goals and objectives. Did the community feel they reached the goals of the project? How do you know?
 - b. Click and save.
4. Click in the box beside **“Capacity and Skills Built”**
 - a. Describe how the project built capacity in the community? What new skills have been acquired by the project participants? (Be specific as to what skills and which participants/community members.)
 - b. Click and save.
5. Click in the box beside **“Sustainability”**
 - a. Explain how the community members will apply their new skills or otherwise sustain the activities and/or benefits of the project? How will they cover any recurring costs?
 - b. Click and save.
6. Click in the box beside **“Unexpected Events and Recommendations”**
 - a. Describe any unexpected events (positive or negative) that you encountered during the project? Based on your experiences, do you have any recommendations for others implementing a similar project?

- b. Click **Save or Submit** and save.
7. Click in the box beside **“Lessons Learned and Promising Practices”**
- a. Include major lessons learned during this project. If you have developed modules or training materials, please share them with the grants coordinator or the IRC manager at your post for sharing with other PCVs.
- b. Click **Save or Submit** and save.
8. Congratulations! You have finished your completion report! (That wasn’t so bad!) Select the blue Save or Submit button and select submit from the drop down.

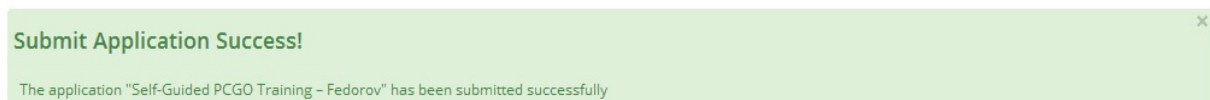


9. If you received the following error message, you have not completed all areas of the Completion report.



The error message will list the items that still need to be completed before you can submit. If this occurs, please go back and complete those sections.

10. You will see the following message if you have successfully submitted your application:



Working on an Application Offline

You have two options for working offline:

1. You can download the application and complete it offline and later copy and paste the information into the portal ([see here](#)).
2. You can complete and submit an offline application and Peace Corps HQ will import it into the PCGO system (directly below).

Note that you may submit any portion of your application in Excel format (by filling out the templates available on www.peacecorps.gov/smallgrants and emailing to your Small Grants coordinator) if you are having trouble with the online portal functionality for certain sections.

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” section](#).

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 under “working offline”. Instructions for 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 import 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 with all parts verified complete, it will be put in “CD Approved” status. The PCV will be able to see the project in the portal under “Approved Grants”. 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. Once the completion report has been uploaded and approved, the project will be closed.

Instructions for Offline Workaround (for computers without Excel)

Please note: This workaround is for PCVs who do not have MS Excel on their computers. PCVs with Excel are encouraged to use the Excel forms, which are easier for them to complete and for HQ to upload.

Steps:

1. After the Volunteer has registered in PCGO they will be able to download the appropriate application (based on funding source; PCPP, SPA, VAST, etc) and signature pages to complete offline. (Please see [PCGO Volunteer Step-by-Step Guide](#) (pg 29-32) for further instructions on registering and downloading an application.) It is recommended that Volunteers download the application in Word format.
2. When the Volunteer has completed the application, they should email the Word document and signature pages to post staff for review and approval.
3. Post staff will review/approve the project as per usual. **The application 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!!!)
4. PCGO Data Entry Support assistant will enter the application into the PCGO portal, thereby maintaining an accurate and up-to-date small grants 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 primary license holder throughout the lifecycle of the project. The database will continue to contain all relevant project data (including Authorization memos, donor lists, etc) for post’s convenience.
5. (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.

6. When the project has been completed, the Volunteer can download the same “Grant Application Form” Word document from the “Printouts” section of the portal and fill out the completion report sections. The completion report includes:
 - a. Final Indicators Column
 - b. Results and Comments columns of Goals and Objectives section
 - c. Completion Report Narrative section
 - d. Final Budget section
7. After they complete all of the completion report section, Volunteers will send the Word document to their grant coordinator for final review. The grant coordinator will then send the document to HQ to review and upload to the PCGO database. After the grant has been reviewed and uploaded, the project will be closed.

If you wish download the application in Word format and then enter it into the portal yourself once you have internet access:

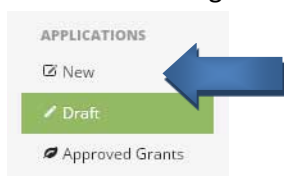
If you are able to access the online portal for just a few minutes, you may download a copy of the application in Word format and take it back to your community to fill it out offline with your counterpart(s). In this case, you will need to download a blank application form to your personal computer 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. Once you have all the information, you will need an internet connection to transfer the application data to the PCGO application portal. 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:


Peace Corps Small Grant Application: Part 1 of 2


APPLICATION
Project-Description
Volunteer Information
Project Narrative
Do No Harm
Environmental Review
SAVE APPLICATION
Reminder: Save Often!
Save
* required fields


Project Description
Get help with this section
Grant Type *
Country *
Region *
Project Title *
City/Town/Community *
Local Region



This will Pre-Fill
This will Pre-Fill


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.

- Grant Type:** Select the magnifier  and choose which grant type you will use for the project – LGL, 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.

- Country:** Should be auto-filled from your registration.
- 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.
- 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 * 

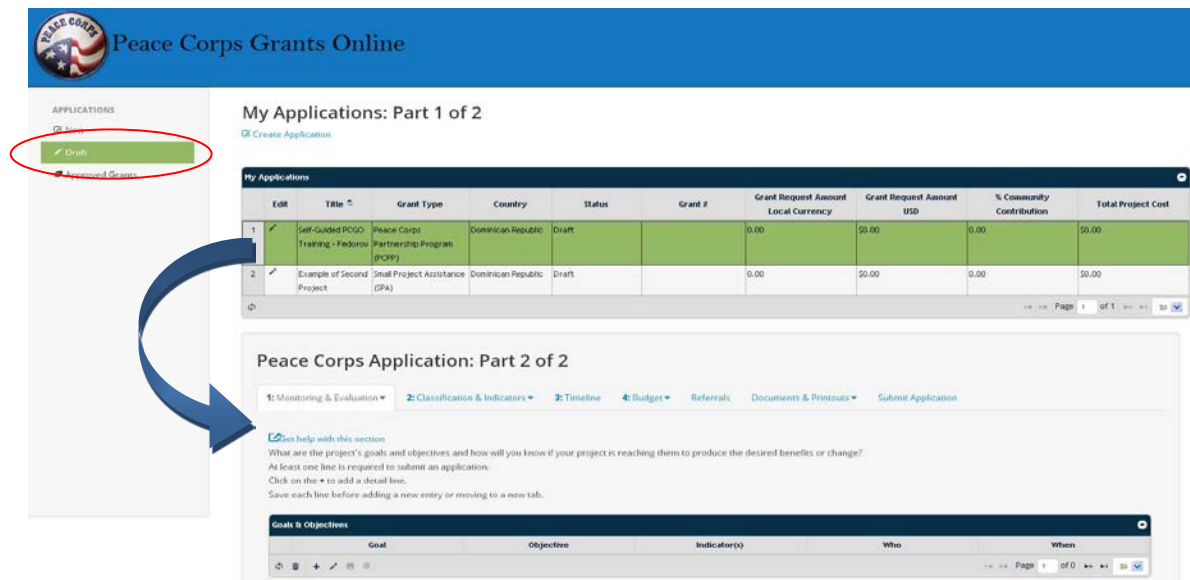
- Project Title:** Enter your project title.

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

- 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.

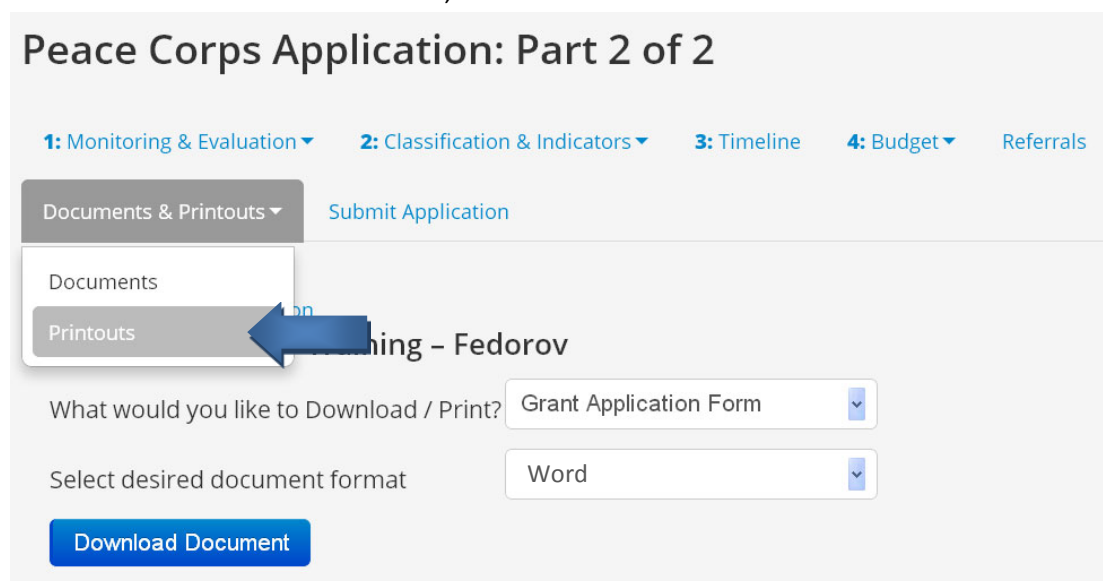


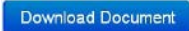
8. After you saved and closed Application Part 1 of 2, go back to the PCGO home screen **at the top of the portal screen**. If this is the first time you have started a grant, you will only see one grant under the title, “My Applications.” Select the grant you would like to work on – it will be highlighted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

9. 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.
10. **Select tab:** Documents and Printouts, and choose “Printouts”



11. From the “What would you like to Download/Print?” dropdown, select “Grant Application Form”
12. Select “Word” for desired document format.
13. Press the  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 section in Word, which may be cumbersome, you may use the Excel document available on www.peacecorps.gov/smallgrants under “Working Offline” Once all of the information is filled out:

- If you have extended access to reliable internet, log into the PCGO portal, select your project, and copy and paste your data into the online form. Instead of copying and pasting the budget section from Excel, you may email it to your small grants coordinator and ask them to send it to HQ for upload. 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](#). Once all of your project information is pasted into the online form, you will be able to submit your application to be reviewed by your post.