# LOCAL GOVERNMENT INNOVATION FUND

## Instructions for accessing and completing the Round 8 Application: Local Government Efficiency Program— Scholarship

### Step 1: Sign up

You will have to sign up for a user account <u>here</u> in order to access the LGIF applications.

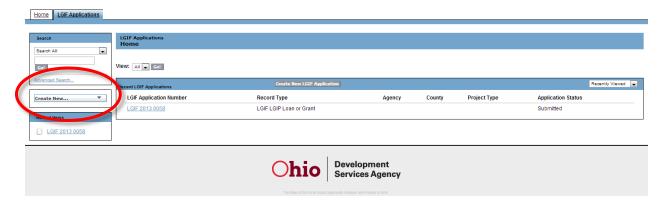
Below is the sign up page you will see:



- > Fill it out and select 'Submit'.
- You will be sent an email containing a link to the applications along with a username and password.
- ➤ Go to the link on the email to login and access the LGIF applications.

#### **Step 2: Select your application**

Below is the Home page you will see upon logging in:

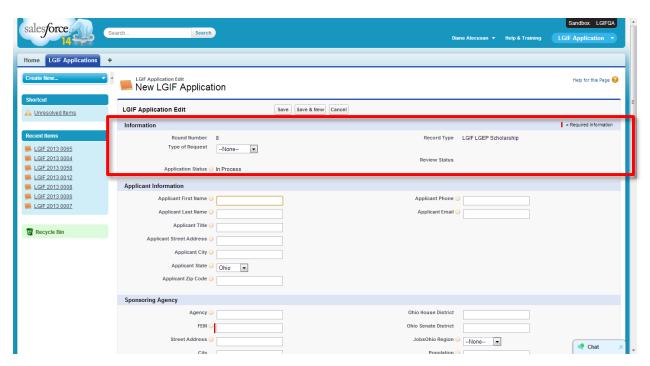


- > Select 'Create New' on the left-hand side.
- Choose a Local Government Innovation Fund program application from the dropdown menu:
  - 1. Local Government Efficiency Program Grant (also shown as "LGIF LGEP Grant")
    - a. Choose this application if you are a political subdivision seeking a grant for training in and implementation of process efficiency programs such as Lean, Kaizen and Six Sigma.
      - i. Funding amount: Up to \$100,000 in grant funding per application.
  - Local Government Efficiency Program Scholarship (also shown as "LGIF LGEP Scholarship")
    - a. Choose this application if you are an employee of a political subdivision seeking a scholarship for training in a process efficiency program such as Lean, Kaizen or Six Sigma.
      - i. Funding amount: \$2,000 scholarship per employee.
  - 3. Local Government Innovation Program Grant or Loan (also shown as "LGIF LGIP Loan or Grant")
    - a. Choose this application if you are a political subdivision seeking a grant for a
      feasibility study or a loan for a demonstration project dealing with efficiency,
      collaboration or shared services.
      - Funding amount: Up to \$50,000 in grant funding for a feasibility study OR up to \$100,000 in loan funding for demonstration projects (Up to \$500,000 for collaborative demonstration projects).
- Click 'Continue'

#### **Step 3: Application information**

The following steps are specific to the LGIF: LOCAL GOVERNMENT EFFICIENCY PROGRAM SCHOLARSHIP application. However, all applications follow the same process.

- > The first section is titled **Information**.
  - Record type is the type of application you selected to fill out. If this is incorrect, click <u>Cancel</u> to return to the previous page where you can select the correct application.
  - 2. In the drop-down menu for *Application Status*, select 'In Process' if it is not already selected.
    - a. Note: the question mark icons that appear next to the field name will display information about that item. Hover your mouse over the question mark to show this information.
  - You are now finished with the Information section.

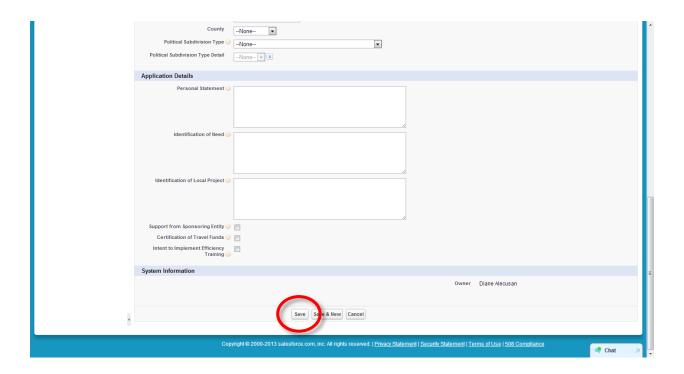


### Step 4: Contacts & details

> Continue filling out the remaining sections on this page.

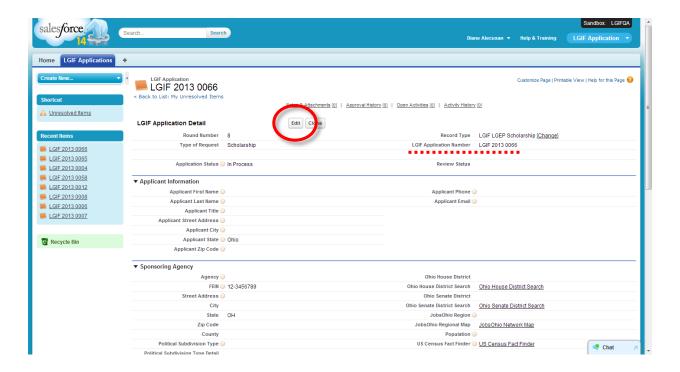
#### These include:

- Applicant Information
- Sponsoring Agency
- Application Details
- ➤ When you are finished with the **Application Details** section, make sure all the information you have entered is correct, and click 'Save'.



#### **Step 5: Supplemental information**

- You will be taken to a screen titled "LGIF Application Detail", with a number at the top identifying your application. The information you submitted on the previous page should be displayed on this page.
- If you need to edit any information on this page that was part of the previous page's submission, click 'Edit' at the top of the page to return to the previous page.



- You will see the same sections from the previous page: Applicant Information, Sponsoring Agency, and Application Details.
- > The remainder of the page shows additional sections of the LGIF LGEP Scholarship Application that are required and that supplement previous parts of the application. These include:
  - Notes & Attachments

#### **Step 6: Notes and Attachments**

- ➤ The final section is **Notes & Attachments**. Here you will attach all remaining files needed to process the application.
  - For LGIF LGEP Scholarships, this includes the Letter of Support from your employer.
  - Select 'Attach File'
  - On the page titled 'Attach File to LGIF Application LGIF 2013 xxxx', follow the steps outlined to attach each file.
  - For each additional file, select 'Attach File' on the LGIF Application Detail page until you are finished attaching all files.

#### Step 7: Review your application

# Make sure you have filled out all of the following sections:

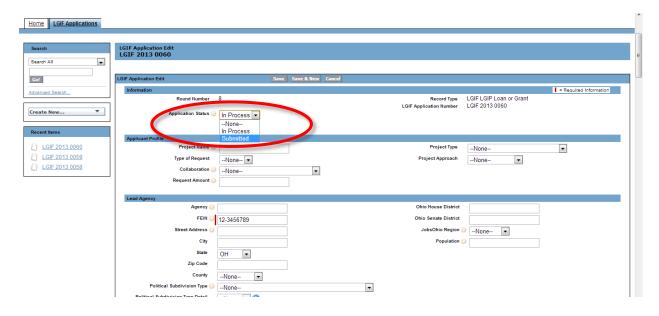
- ✓ INFORMATION
- ✓ APPLICATION INFORMATION
- ✓ SPONSORING AGENCY
- ✓ APPLICATION DETAILS
- ✓ NOTES & ATTACHMENTS Letter of support from employer

Please proofread and edit as needed before submitting!

#### Step 8: Submit your application

- > Once you are finished, select 'Edit' at the top of the LGIF Application Detail page.
- Next to *Application Status*, change the drop-down selection from In Process to Submitted.
- Click 'Save'.

#### Your Application has been submitted!



#### TIPS:

- Review the Application prior to starting it. Familiarize yourself with the application first. Then begin your answers. You can always Save and return to the application later.
- ❖ Hover over the question marks next to the fields to get instructions for that question.
- ❖ You can always return to the Summary Page of your application by clicking on the number next to LGIF Application.