HOW TO APPLY FOR PROGRAM FUNDING
BY USING
ENTERPRISE EGRANTS

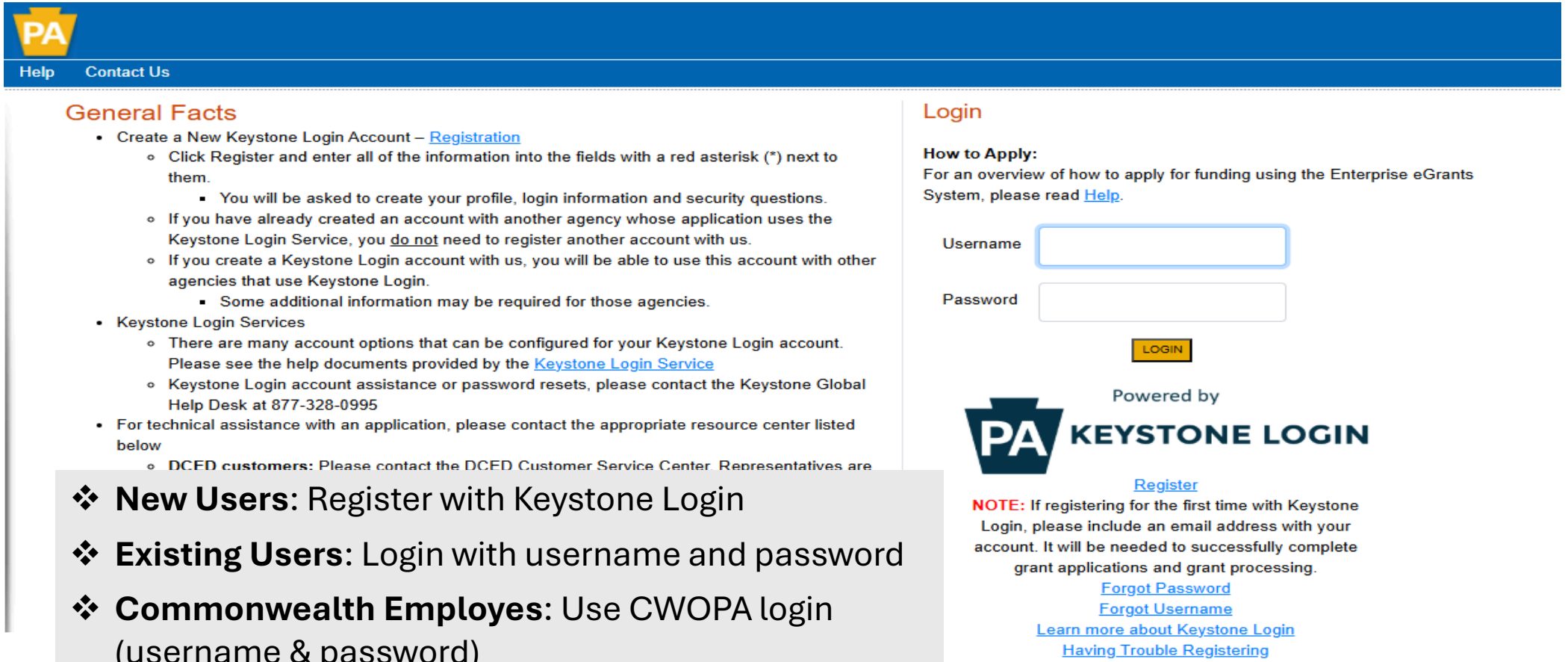
AN APPLICATION WALKTHROUGH

March 2025

Customer Service

Enterprise eGrants Login:

https://grants.pa.gov/Login.aspx

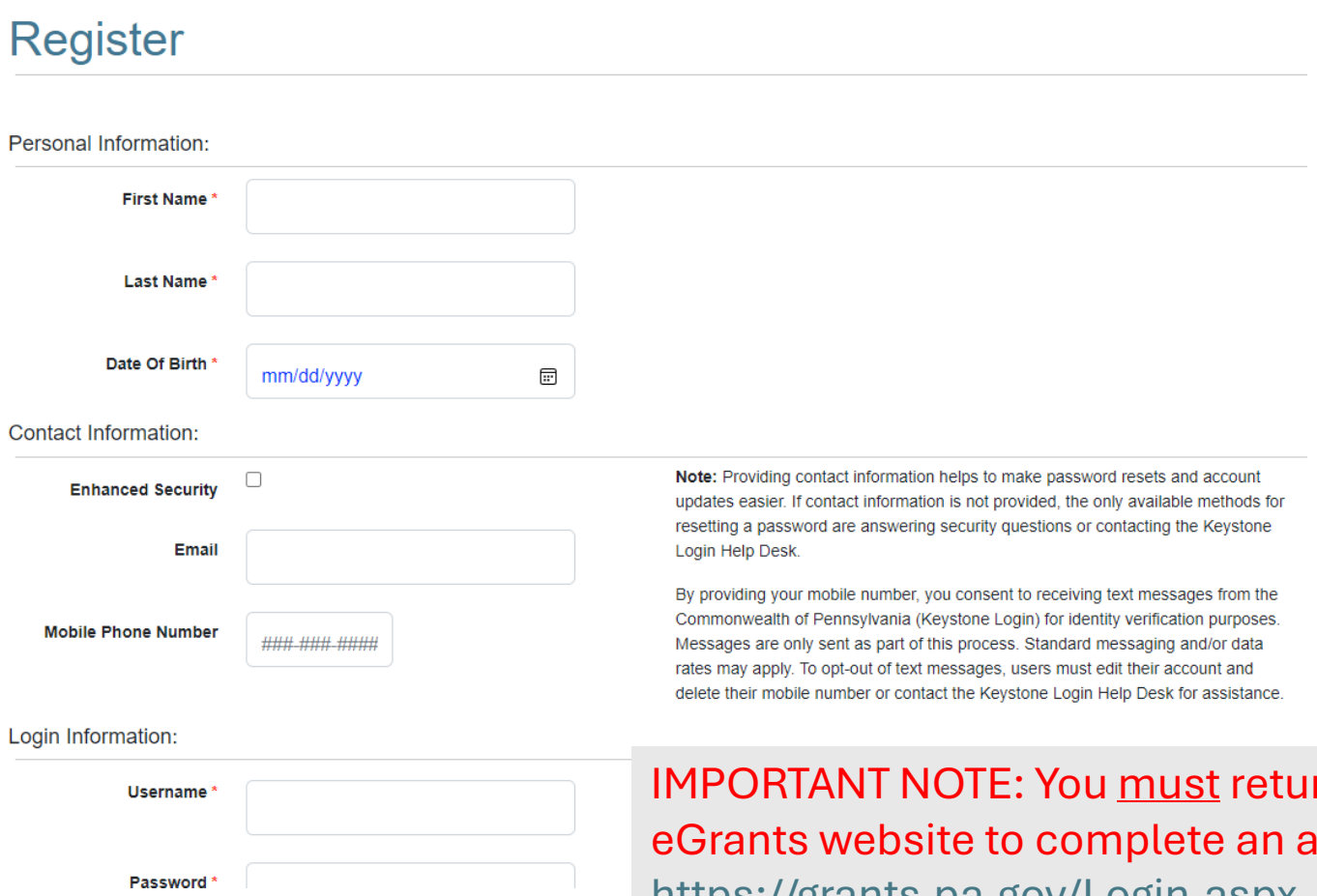


- **New Users**: Register with Keystone Login
- **Existing Users**: Login with username and password
- **Commonwealth Employes**: Use CWOPA login (username & password)
- **Forgotten Password**: Re-directs user to the Keystone - Login Username is required

Brand New to the Enterprise eGrants System?

Keystone Login New Account Registration

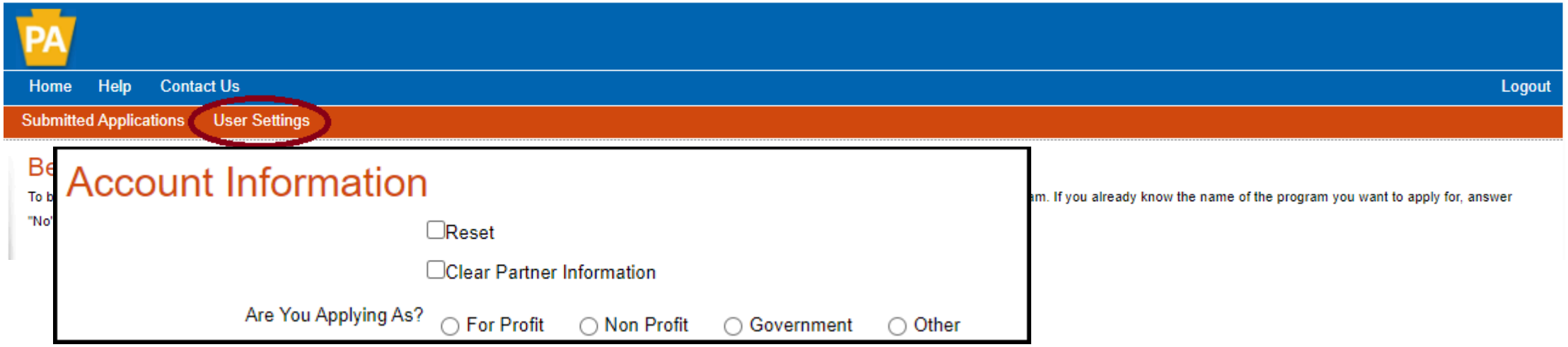
Keystone Login Website: https://keystonelogin.pa.gov/Account/Register



IMPORTANT NOTE: You must return to the Enterprise eGrants website to complete an application. https://grants.pa.gov/Login.aspx

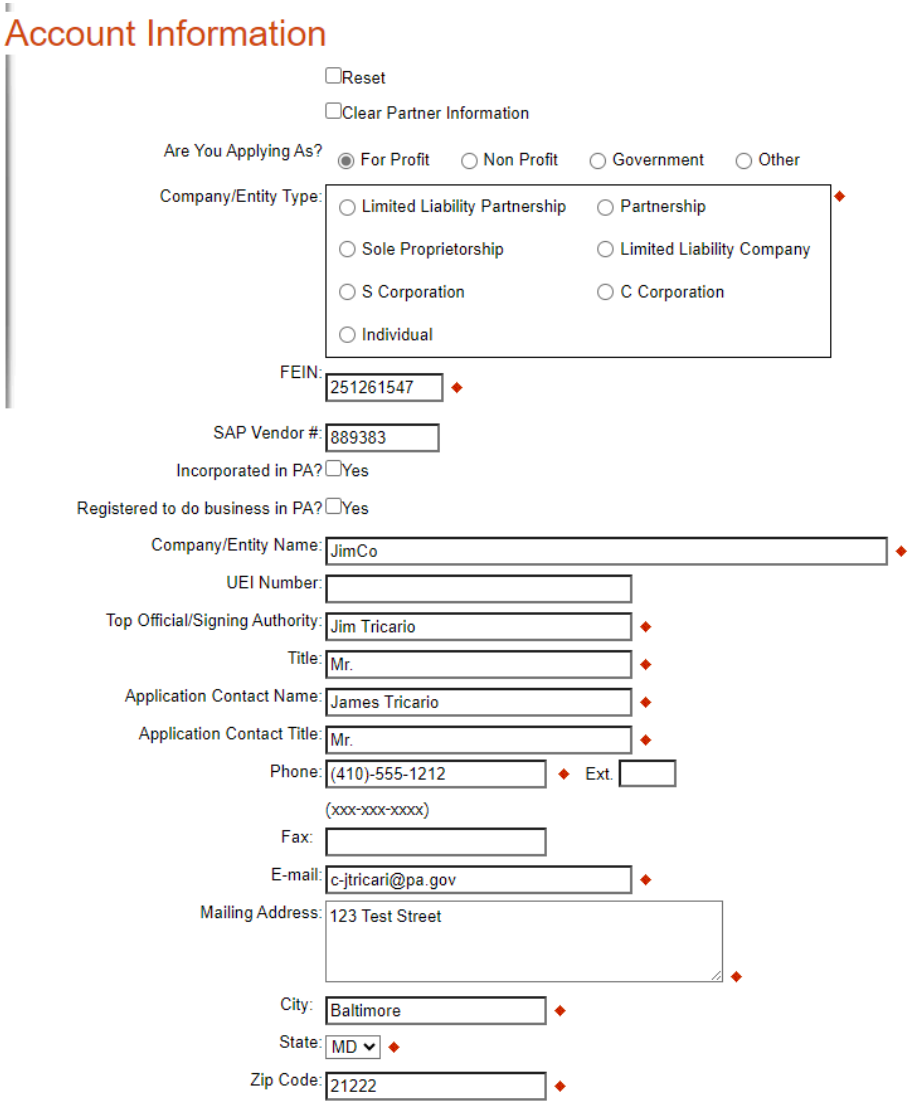
Enterprise eGrants – User Settings – Account Information

https://grants.pa.gov/Login.aspx



- Many Programs are visible based solely upon the Enterprise eGrants **User Settings**.
- This Information must be completed prior to creating a new user application.
- USER SETTINGS = APPLICANT INFORMATION (not preparer).
- Select how the applicant is applying ("Other" is the default and should not be selected).

Enterprise eGrants New Registration Account Information Continued . . .



This information is used to display the programs that the organization may be eligible for based on the information provided.

Are you Applying As? – selection will determine the choices available under Company/Entity Type.

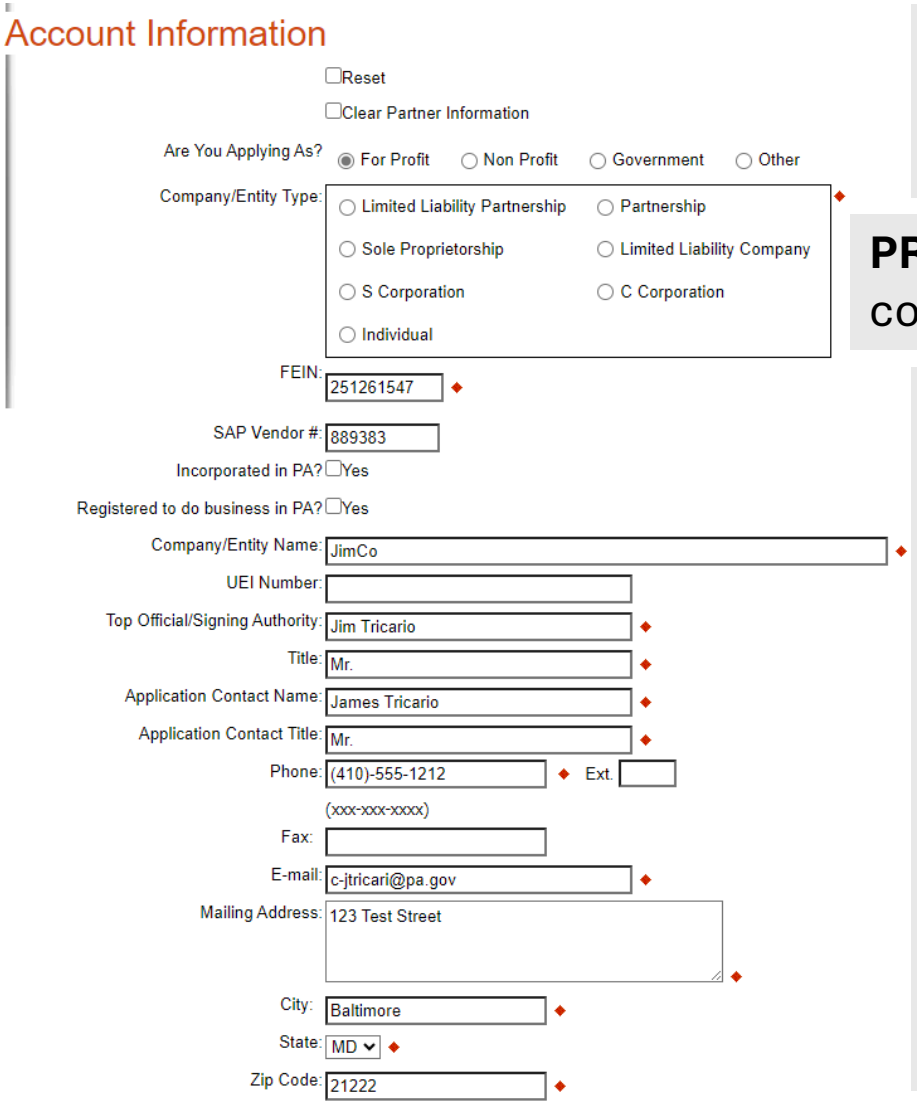
Company/Entity Type – choose one of the options available.

Federal Employers Identification Number (FEIN) – provide the FEIN of the company/organization applying (do not enter the dash).

SAP Vendor Number – will be required only if receiving monies from the state.

Required Fields are denoted by a red diamond.

Enterprise eGrants – USER SETTINGS – Account Information **FOR PROFIT** Companies



The Enterprise eGrants Account information is used to display the programs that the company/organization may be eligible for based on the information provided.

PRIOR to Creating a New Application – complete this information to correctly display the programs eligible to the business/organization.

1. Are you Applying As? – selection will determine the choices available under Company/Entity Type. ***FOR PROFIT**

2. Company/Entity Type – choose one of the options available.

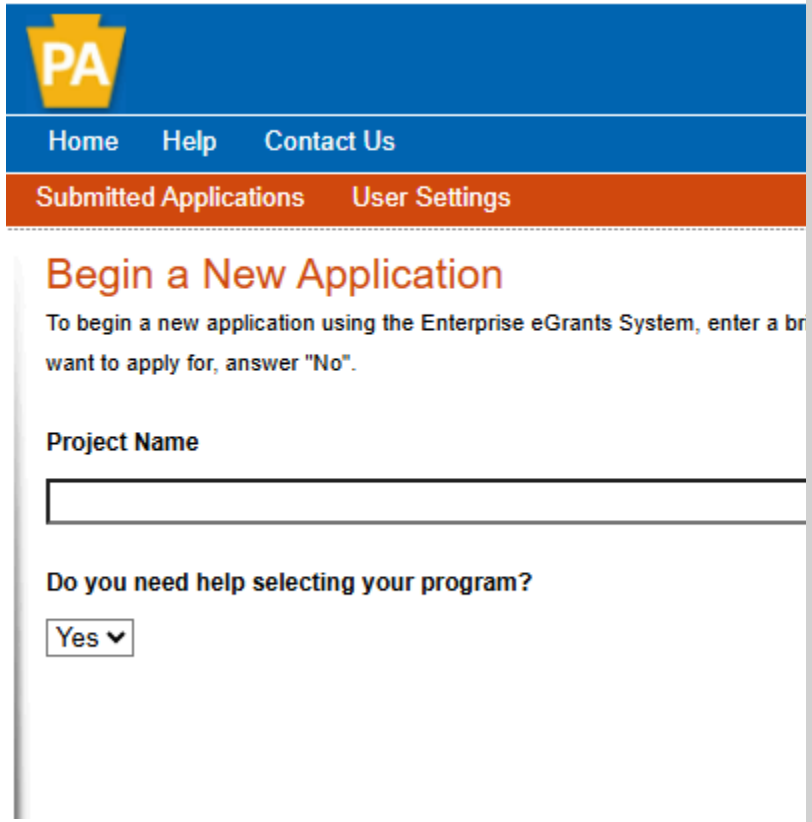
3. Federal Employers Identification Number (FEIN) – provide the FEIN of the business (9 digits, no dashes or spaces) or Social Security Number (SSN) of an individual.

4. SAP Vendor Number – if unknown at application time, this can be entered later.

5. Update Account Information – make appropriate changes, click "Update".

6. Required Fields are denoted by a red diamond.

Enterprise eGrants – **BEGIN A NEW APPLICATION**



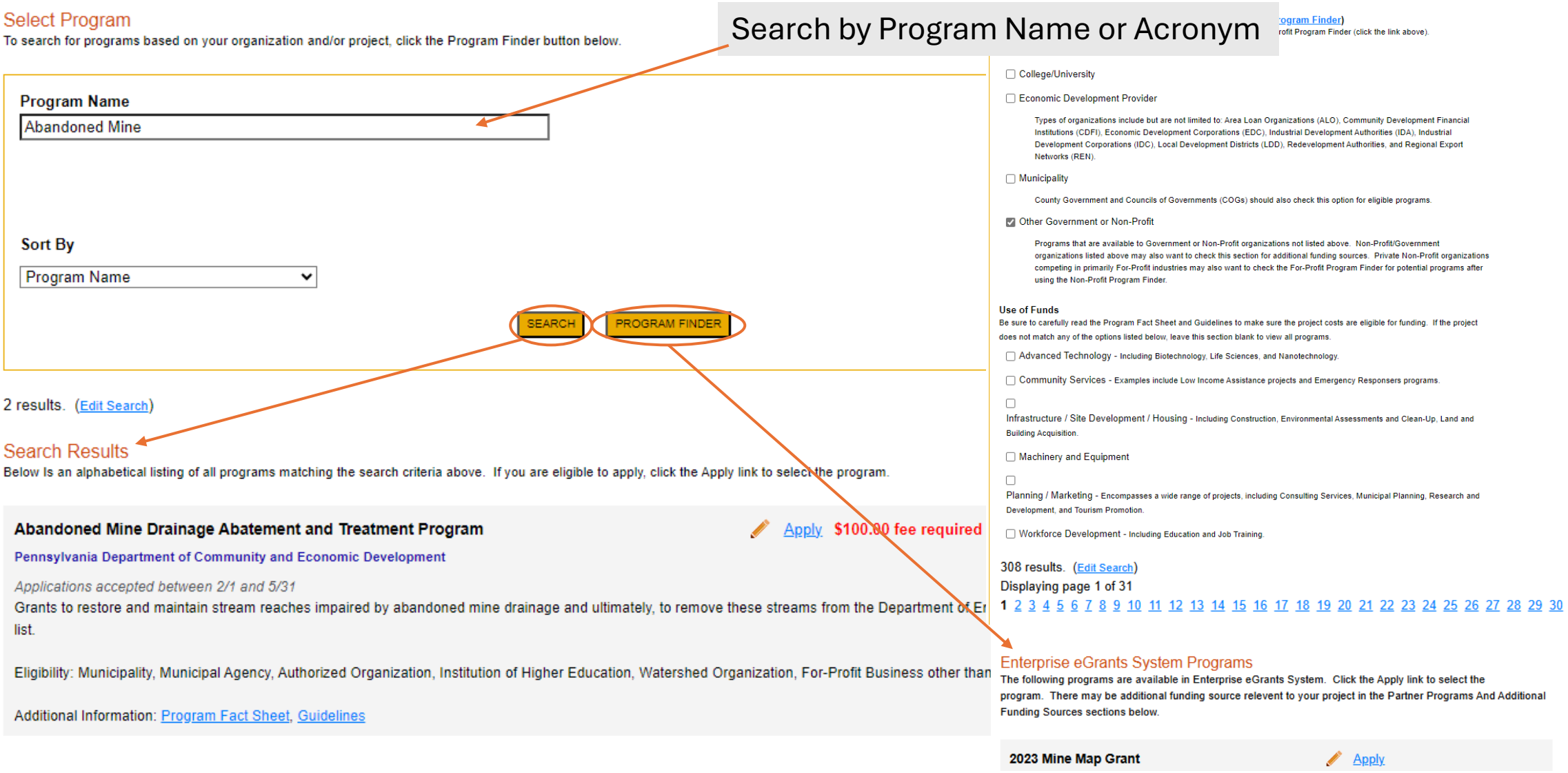
1. **Project Name** – enter a project name up to 60 characters.
2. **Do you need help selecting your program?** – select Yes or No. If "Yes" is selected for help selecting your program, the Program Finder will appear. See Selecting a Program – Program Finder for further instructions.
   If "No" is selected for program selection, enter the name of the program – see Selecting a Program for further instructions.
3. **CREATE A NEW APPLICATION** – opens the ESA Web Application.
4. **Editing an Incomplete Application** – click on the "EDIT" button to open an existing application. To delete an application, click on the "WITHDRAW" button.
5. **Applying for additional funding programs** – after completing the first program application, you will be able to copy the project information from the previous application, with the exception of the budget and addenda.
   To apply for additional funding, please see the "Project Overview" page of the application and select "Yes" when prompted.

*NOTE: an application may be saved, closed, re-opened and edited at any time prior to submittal.

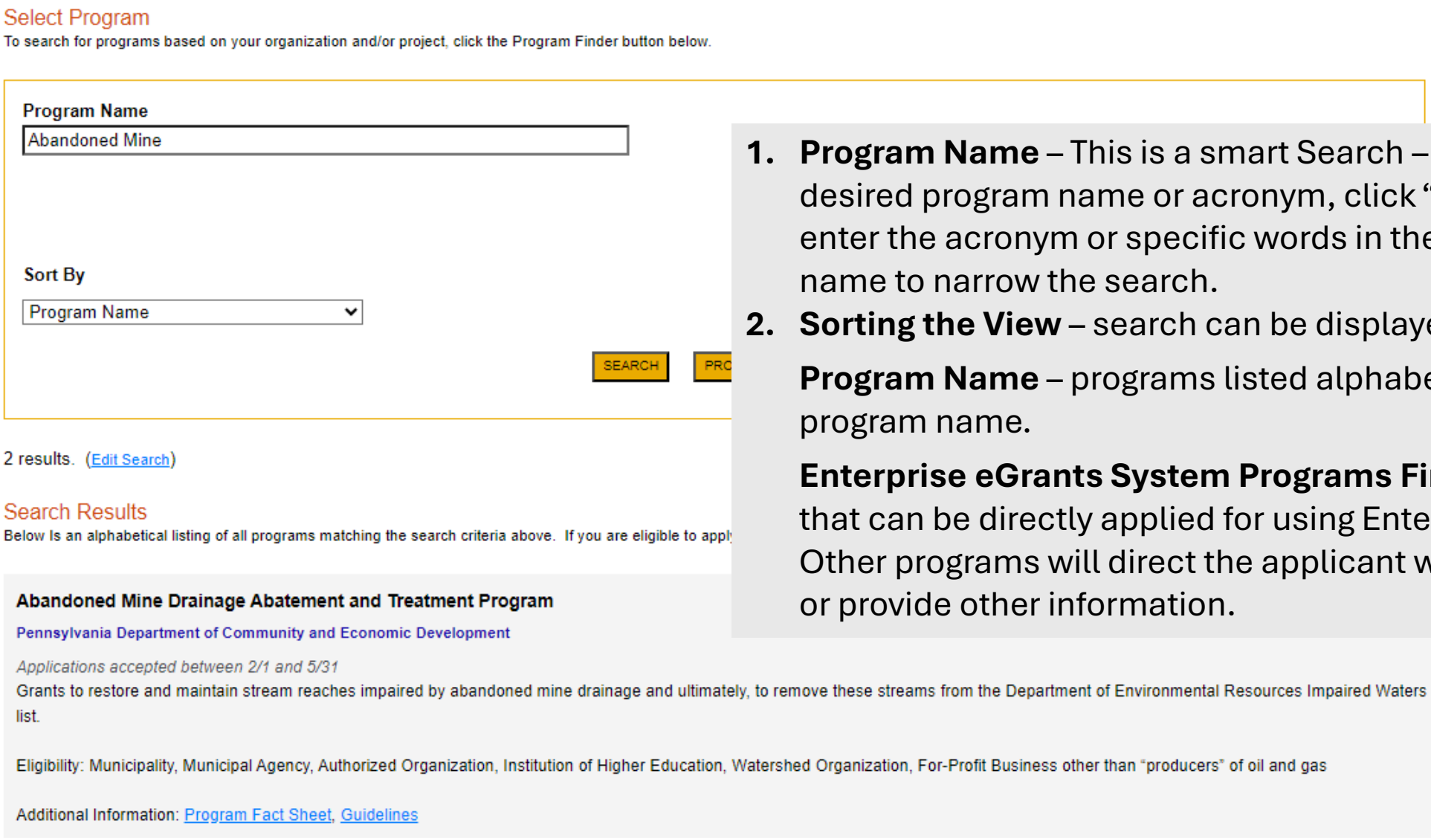
Enterprise eGrants – **Select Program – Program Finder**

1. **Toggle between Non-Profit/Government and For Profit Enterprise Types** – selection displayed is defaulted based upon the account information provided.
2. **Sort By** – programs displayed by Single Application Programs First or alphabetically by Program Name.
3. **Display Page Results** – click additional page numbers to view more programs.
4. **Apply** – If able to apply directly for the program, the "Apply" button will be displayed; to view program fact sheets or guidelines, click on the link below the program name.
5. **Additional Information** – click to view program fact sheet to determine eligibility or submission requirements.

Enterprise eGrants – Program Search Continued



Enterprise eGrants – **SELECTING A PROGRAM**



1. **Program Name** – This is a smart Search – enter the desired program name or acronym, click "Search" or enter the acronym or specific words in the program name to narrow the search.
2. **Sorting the View** – search can be displayed by:

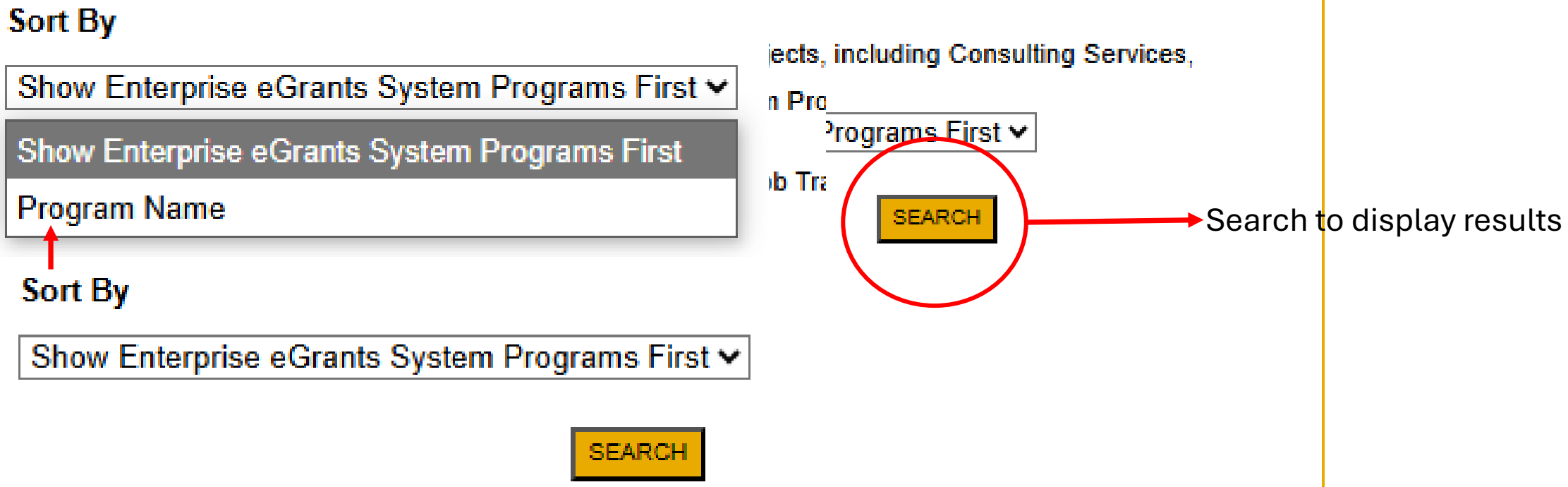
   Program Name – programs listed alphabetically by program name.

   Enterprise eGrants System Programs First – programs that can be directly applied for using Enterprise eGrants. Other programs will direct the applicant where to apply or provide other information.

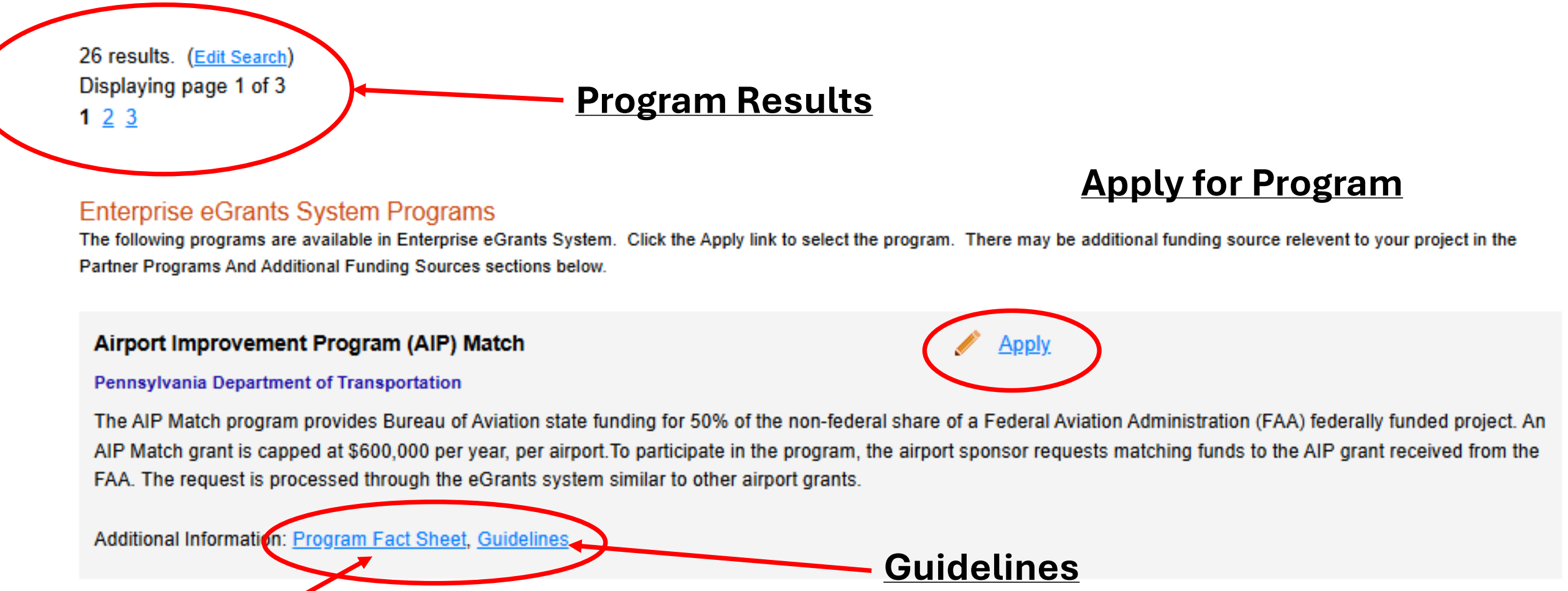
Enterprise eGrants – Selecting a Program Continued

❖ **Program Finder:**
- Displays programs for specific entity type and/or use of funds selected

❖ **Sort By:**
- Enterprise eGrants System Programs First (alphabetically)
- Program Name



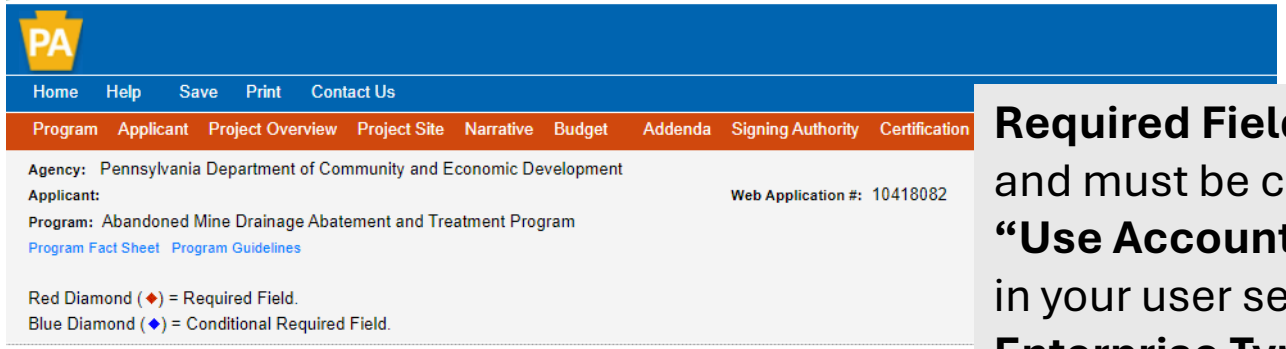
Enterprise eGrants – Program Finder Results



- Unique to each Program's requirements

- Detailed Overview
- Eligibility & Deadlines

Enterprise eGrants – Applicant Information



Required Fields – all fields with a red diamond are required and must be completed.

"Use Account Information" button to pre-fill fields entered in your user settings.

Enterprise Type – select all that apply.

Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type:
- ○ Limited Liability Partnership
- ○ Partnership
- ○ Government
- ○ Non-Profit Corporation
- ○ Sole Proprietorship
- ○ Limited Liability Company
- ○ S Corporation
- ○ C Corporation

Applicant Name:

NAICS Code ◆

FEIN/SSN Number ◆

*Please enter SSN/FEIN as 9 digits, no dash.

UEI Number: ◆

Top Official/Signing Authority:

Title:

SAP Vendor #: ◆

(xxxxxx or xxxxxx-xxx)

Contact Name:

Contact Title:

Phone: ◆ Ext.

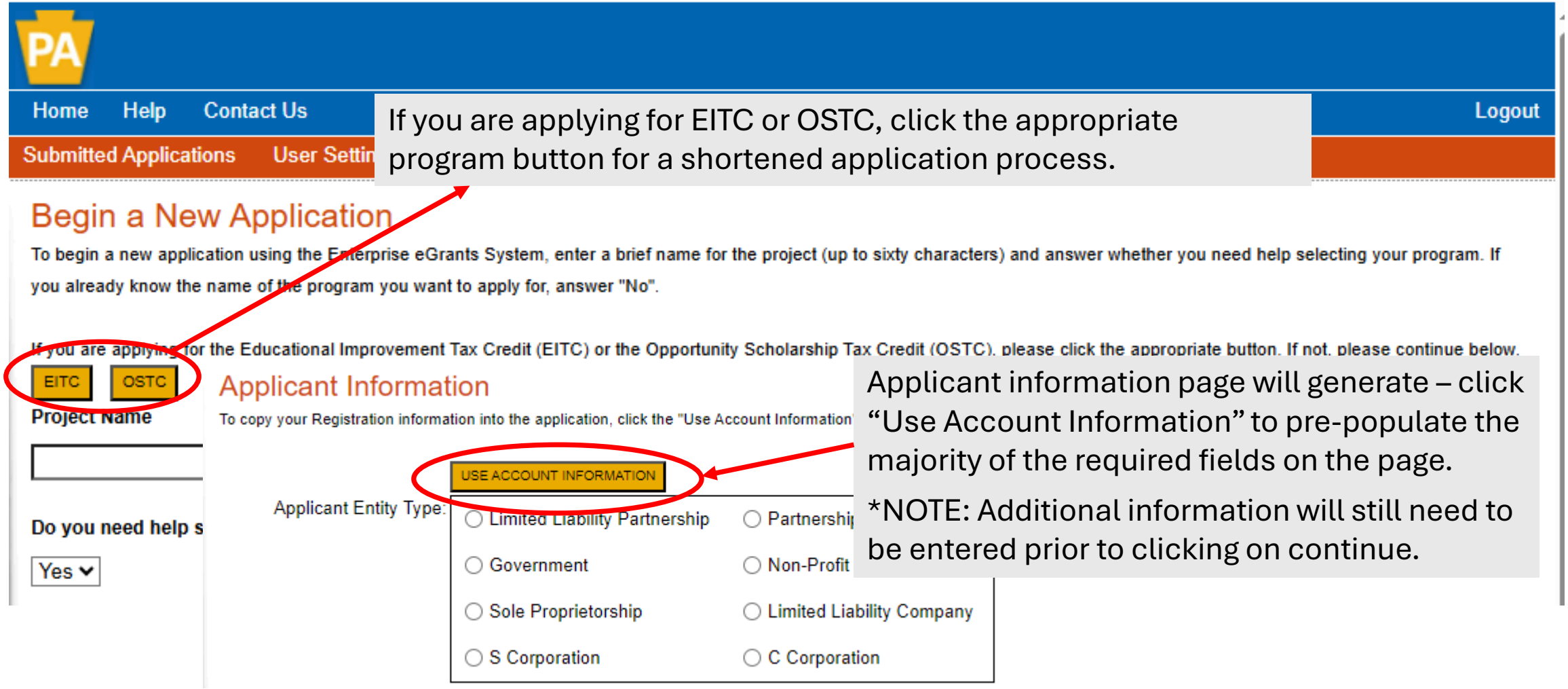
Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type. ◆

- ☐ Advanced Technology
- ☐ Agri-Processor
- ☐ Agri-Producer
- ☐ Authority
- ☐ Biotechnology / Life Sciences
- ☐ Business Financial Services
- ☐ Call Center
- ☐ Child Care Center
- ☐ Commercial
- ☐ Community Dev. Provider
- ☐ Computer & Clerical Operators
- ☐ Defense Related
- ☐ Economic Dev. Provider
- ☐ Educational Facility
- ☐ Emergency Responder
- ☐ Environment and Conservation
- ☐ Exempt Facility
- ☐ Export Manufacturing
- ☐ Export Service
- ☐ Food Processing
- ☐ Government
- ☐ Healthcare
- ☐ Hospitality
- ☐ Industrial
- ☐ Manufacturing
- ☐ Mining
- ☐ Other
- ☐ Professional Services
- ☐ Recycling
- ☐ Regional & National Headquarters
- ☐ Research & Development
- ☐ Retail
- ☐ Social Services Provider
- ☐ Tourism Promotion
- ☐ Warehouse & Terminal

Enterprise eGrants – EITC/OSTC SHORT APP

Confirm in your "User Settings" on the Home screen that you are applying as "For Profit" for the EITC and OSTC Short Application buttons to populate when creating a new application.



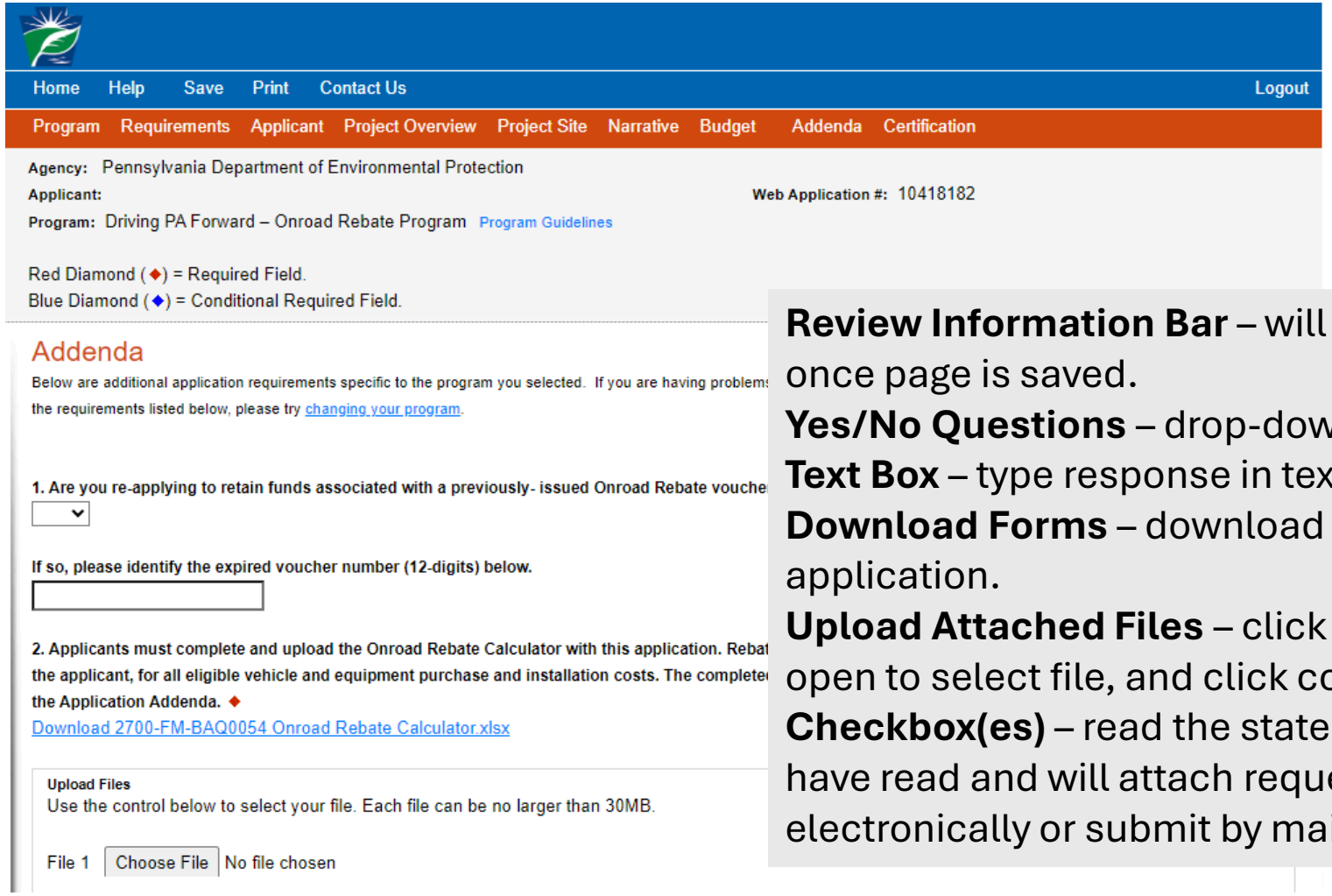
Enterprise eGrants – EITC/OSTC SHORT APP. Continued

By clicking on the EITC/OSTC Application button, the application was reduced from 8 pages to 3: Applicant, Addenda, Certification.

- Applicant information, Addenda (program specific) and Certification pages will need to be completed prior to the “Submit Application” button appearing on the Certification page.
- Any changes that need to be made to the application must be done prior to submitting.

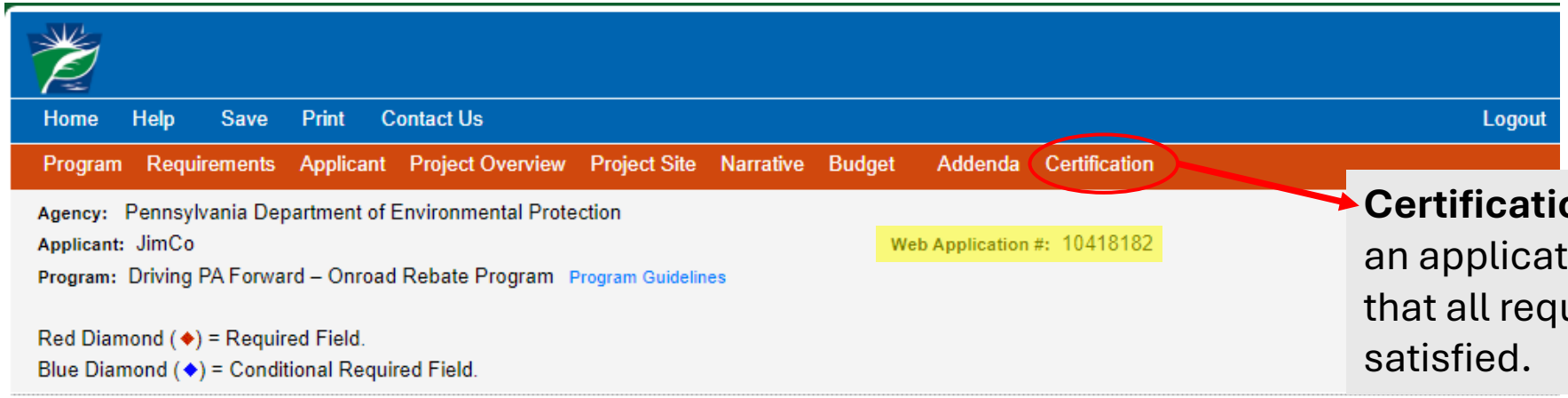
Enterprise eGrants – Program Addenda

Program Addenda – Program specific information required by the program in accordance with the program guidelines. Addenda varies per program and may be required up front.

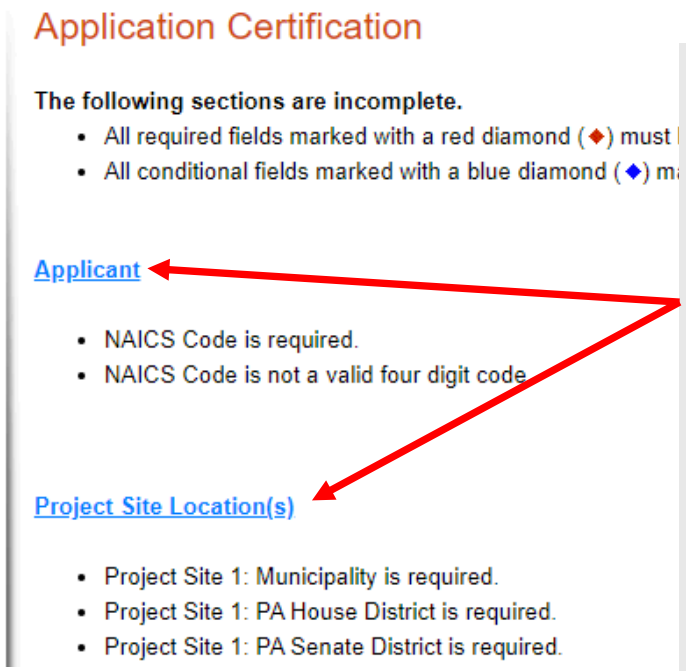


Review Information Bar – will display informational reminders per tab once page is saved.
Yes/No Questions – drop-down for selection.
Text Box – type response in text form.
Download Forms – download form, print, save, and upload to application.
Upload Attached Files – click browse, select by highlighting file, click open to select file, and click continue or save to upload the file.
Checkbox(es) – read the statement and check the box indicating you have read and will attach requested documents via the application electronically or submit by mail with the application signature page.

Enterprise eGrants - Certification



Certification Page can be used as an application checklist to confirm that all required data has been satisfied.



Incomplete Application: If information "required" has not been satisfied, the application cannot be submitted. A list of the required files will be displayed.

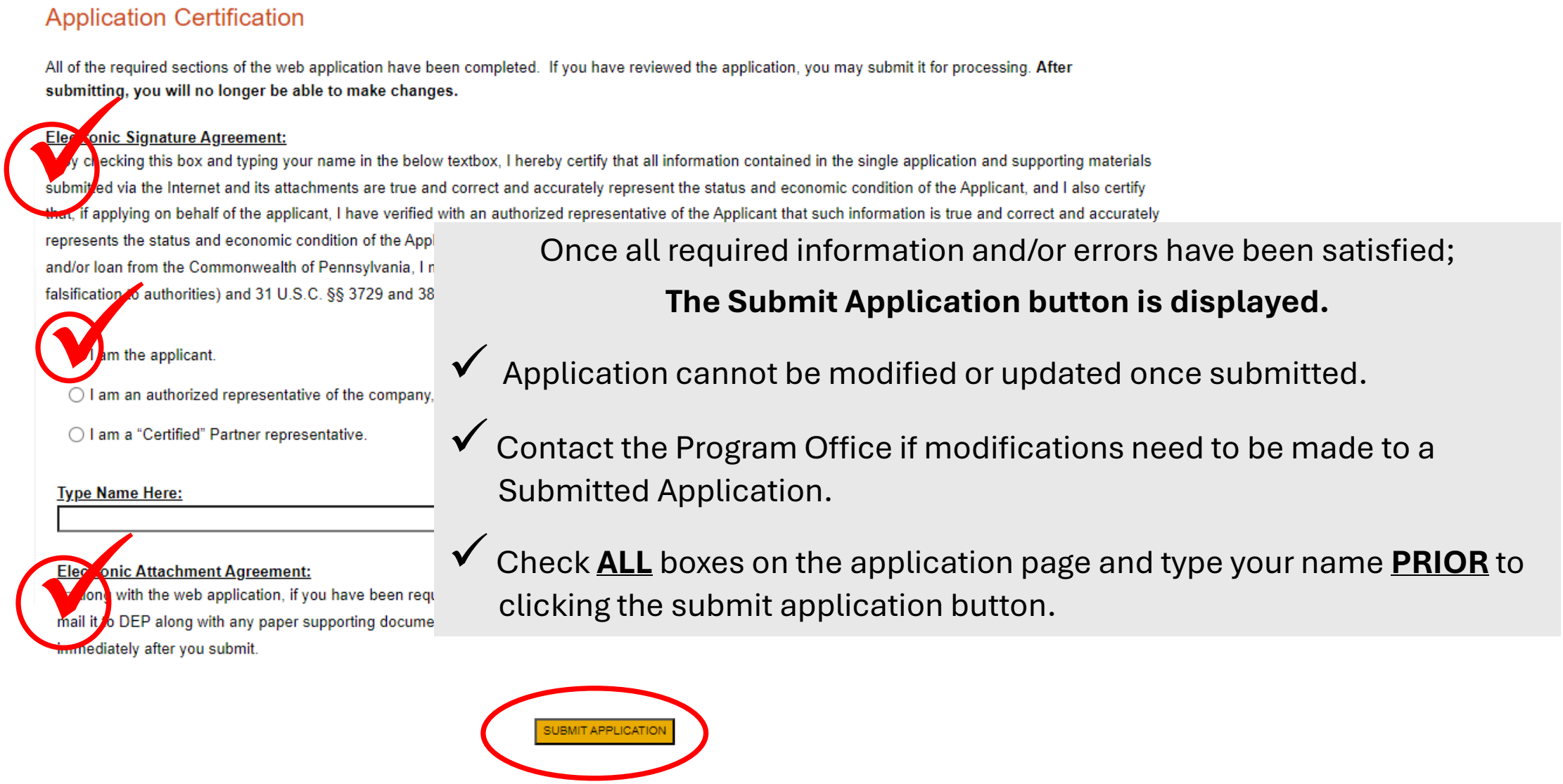
To access the incomplete sections of the application, click the heading link which opens the application page to that section.

If you are having difficulty or need additional assistance, please record your **Web Application #** and contact:

DCED Customer Service Center - 1-800-379-7448

Customers of all other agencies - 1-833-448-0647

Enterprise eGrants – Certification continued



Once all required information and/or errors have been satisfied;

The Submit Application button is displayed.

- ✓ Application cannot be modified or updated once submitted.
- ✓ Contact the Program Office if modifications need to be made to a Submitted Application.
- ✓ Check **ALL** boxes on the application page and type your name **PRIOR** to clicking the submit application button.

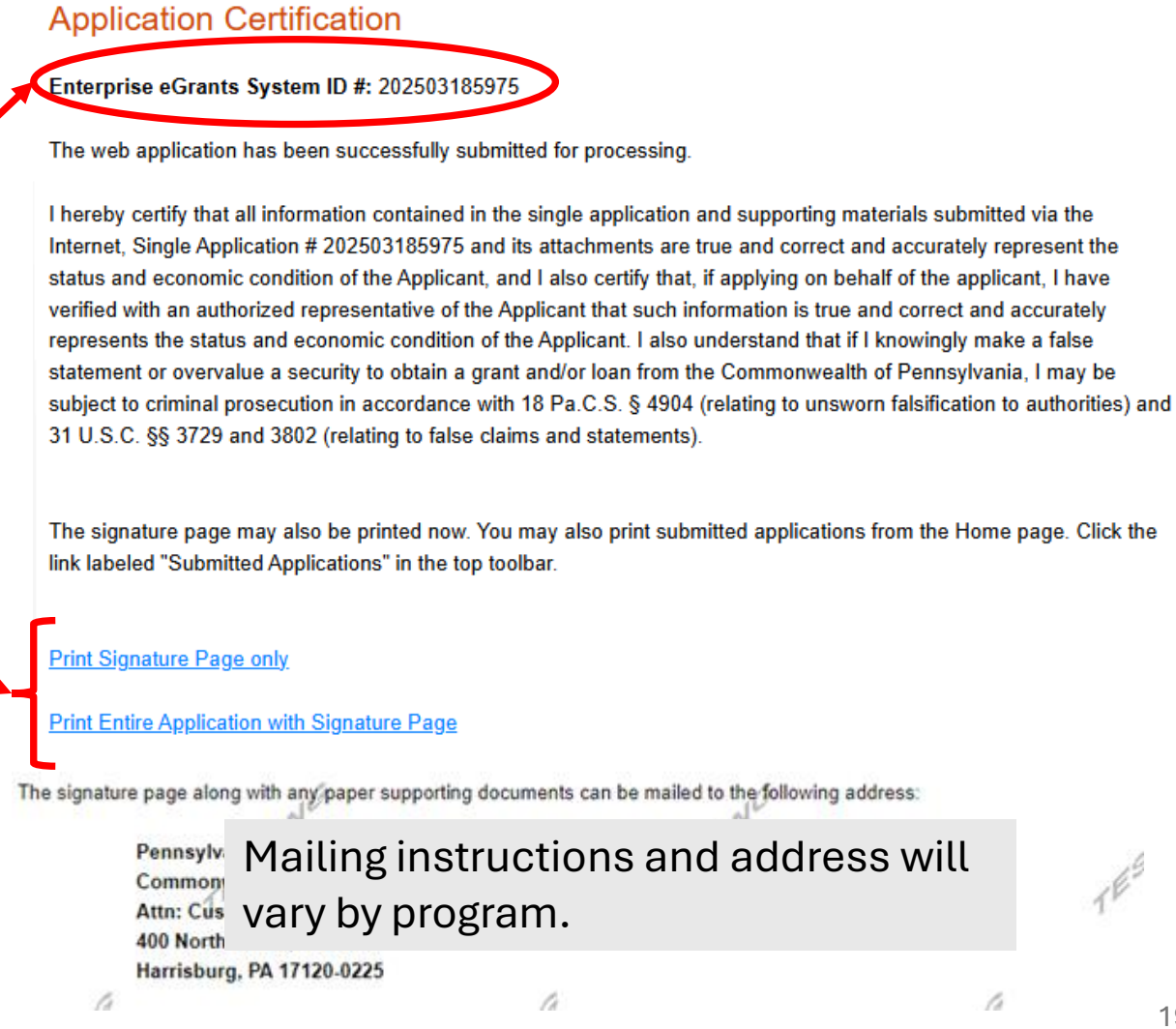
Enterprise eGrants – Certification continued

Successfully Submitted Application: Displays option to print application and/or signature page, where to mail documents and (if selected in project overview) option to create another application.

12-digit Enterprise eGrants System ID number generated

✓ Instant Confirmation

Option to print the signature page and/or the entire application



Mailing instructions and address will vary by program.

User Tips:

- If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since last save and have to re-enter it.
- Save frequently.
- Once you have created an Enterprise eGrants application, there are 2 ribbons that will help you navigate through the entire process; BLUE and RED.

BLUE Ribbons Links: HOME (will take you to the home screen to see your submitted application and incomplete applications).

- Home will allow you to view "User Settings" and submit applications.

RED Ribbon Links: Page-by-page navigation through the single application.

- Certification Page: A checklist for completion. At any time during the application process, you can click on Certification to see if you've satisfied all required information for each page. If not, a link to the page and a list of errors will appear.
- Once all required information has been submitted, submit application will appear.

For additional assistance please contact:

DCED Customer Service Center

1-800-379-7448

ra-dcedcs@pa.gov

Customers of all other agencies

1-833-448-0647

egrantshelp@pa.gov