2022 Quick Guide for Applications

What 3 tabs in BlackCat Grants, make up a grant application?

1. Project Tab
2. Organization Tab
3. Application Tab

What is required in each tab?

Project Tab
- Create a project for each request.

Organization Tab

1. Organizational Overview > click on Edit
   Complete all fields. Don't forget the Duns Number and the 9 digit zip code.
   Send me the Swift Vendor Id and Swift Location ID, I will enter those.

2. Service Levels
   Each proposed Vehicle Project, should have a proposed Service level.

3. Title VI Civil Rights
   Refer to Resources>Global Resources for reference template documents.

4. Coordination Activities
   List any current coordination activities that are proposed or active.

5. Contacts
   List any contacts that may have involvement with Transit. This includes the transit manager, and any contract signers designated on the Resolution.
6. Contract Management
   Select the individuals, identified on the Resolution by title.

7. Certification Tab
   - Be sure to complete the FFATA Certification and the Certification of Data Sections.
     (These two sections are the most common reason an organization cannot access the submit button).

Application Tab

	Form	
	Download - Application Instructions	
⊘	Download - Cover Letter	Attach Upload
⊘	Download - Revenue Contracts	Attach Upload
⊘	Download - Expense Contracts	Attach Upload
⊘	Download - Management Plan Questionnaire	Attach Upload
	Download - Management Plan Matrix	
⊘	Download - Marketing Activity Form	Attach Upload
⊘	Download - Fare Structure Form	Attach Upload
⊘	Download - Service Level Ridership Form	Attach Upload
	Download - Resolution - Upload in Resolution Section	

Above is a list of all required application documents.
- Download the required form
- Upload the completed require document as well as any attachments in one pdf file.
- When upload is complete, check mark will turn green.
- If you would like to re upload a document, hit re upload and choose new document. This document will replace your old document.

Resolution Document -
- You may download the sample document.
- Upload the signed Resolution in the Resolution Section, found just below the application.
- The resolution must read (And), or (OR).

Projects
- In the Project area, just below the resolution document section, hit the word attach.
- The projects created in the Project Tab will be listed
- Check the operating project you are applying for.
- You will now see a total application budget listed.