Log in / Register

- If you previously applied for a grant at [www.grants.dcnr.state.pa.us](http://www.grants.dcnr.state.pa.us), you can log in at [https://www.grants.dcnr.state.pa.us/Login](https://www.grants.dcnr.state.pa.us/Login) with the same user name and password.
- If you have forgotten your login information, you can retrieve it by entering your email address at [https://www.grants.dcnr.state.pa.us/ForgotPassword](https://www.grants.dcnr.state.pa.us/ForgotPassword)
- If you have never registered for online DCNR grants before, please sign up at [https://www.grants.dcnr.state.pa.us/CreateAccount](https://www.grants.dcnr.state.pa.us/CreateAccount)

Apply for an SAP Vendor Number

Your organization may already have a SAP Vendor Number from other business they conducted with the Commonwealth of PA. Call the Central Vendor Management Unit at 717-346-2676 or go to [http://www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us) to check if you have one. If you do not have one, you must register as a Non-Procurement Vendor.

Review the Program Guidelines

Download and refer to the [Wild Resource Conservation Program Grant Application Manual](http://www.grants.dcnr.state.pa.us) as you complete your application.

Begin your Grant Application

Go to [https://www.grants.dcnr.state.pa.us](https://www.grants.dcnr.state.pa.us) and click the “Wild Resource Conservation Program (WRCP)” button
This will take you to the Wild Resource Conservation Program Grant dashboard. Review the Pre-Application tasks and click the “Start Wild Resource Conservation Program (WRCP) Grant Application” button.

This will take you to the first page of the grant application. To begin your application, enter a Project Title and click “Create Application”.

1. **Project Title**
   - Abbotsstown Fire Company VFA Grant

2. Click the button below to create your grant application.

Then, use the navigation on the top of each page to move between each step of your application.

Your information will be automatically saved as you move between pages.

- Successfully completed steps are identified in the navigation by green checkmarks.
- Steps with one or more errors are highlighted with red exclamation marks.

Create Application »
If you have applied for a DCNR grant previously, you may be able to select your Applicant information by using the “Select Project Applicant” dropdown:

Otherwise, you will have to supply your Federal Taxpayer / SAP Vendor information to create new grant Applicant. Begin by searching for your SAP Vendor record by your Federal ID. When you enter your Federal ID and click “Search”, a list of SAP Vendors will be displayed. Find the one that applies to your grant application and click “Add Applicant”

NOTE: If your organization does not have an SAP Vendor ID, you must obtain one by calling the Central Vendor Management Unit at 717-346-2676 or going to http://www.vendorregistration.state.pa.us

Once you have selected the Project Applicant, select the County and Municipality. Click “Next”.
Project Info
Fill in the required fields on the Project Info tab.

- Is this a Statewide Project?
  - If your proposed WRCP project will take place at a specific project site or site locations that you can identify on a map, answer "No" and you will later be asked to provide locations(s).
  - If you cannot identify your project location(s) on a map, answer "Yes" and you will not be required to furnish project location information.

- Estimated Project Start Date – Enter the approximate date you expect your project to start.
- Commonwealth Advisor
- Advisor Agency
- Brief Project Description (limit 500 characters)
Principal Investigator Details

Enter your Principal Investigator information. If you click “Populate from My User Profile”, it will fill in this information from your user profile.

Location (NOTE – If you indicated that this is a Statewide Project, the Location tab will not be visible.)

Use the Location tab to select one or more locations for your project. A mapping tool has been provided that will enable you to draw a shape (polygon) around each project area. For detailed instructions for using the mapping tool, click the Instructions link.

1. Go to the Location Tab to create a new Project Location.
2. Type in a Project Site Location Name and the address or street intersections of the project location and click Find.
   a. The map will zoom into your project location. If it does not get you to the correct location try a more complete address or you can manually zoom to the project location by double clicking on the map.
   b. To move around the map, click on the map and hold down the left mouse button and drag your map to the desired project site location.
3. Once you have your project location in view click on the “Add a Polygon to the Map” button. If you need to move the map when drawing the boundary, follow 2b above.

4. Left click on the site specific location of the map to start drawing your boundary.

5. Move your mouse to the next point of the polygon and single click to create a red boundary line. Repeat this action and move to the next corner of your site boundary until you have closed your polygon.

6. **Note:** When you finish your polygon you need to double click on the last point to close and complete the polygon.

   ![Polygon Drawing Instructions](image.png)

   a. **VERY IMPORTANT:** Click the **Submit Shape** button to save your project location. The page will refresh, highlighting the shape you drew.

   ![Submit Shape Button](image.png)

   b. If you accidentally created a project site in the wrong location just click on the “**Delete Button**” and start the process over.

If you move the map away from a shape that you saved, clicking the “**Zoom to Shape**” button will re-center the map on your shape.

**NOTE:** The **Submit Shape** automatically saves Counties, State Parks, State Forests, State Game Lands, Municipalities, Latitude and Longitude based on the shape you drew. These can be changed by clicking on the **Edit buttons**.

You can make any changes you like to any of this information, but if you delete your shape, all of the County, State Park, State Forest, State Game Lands, and Municipality selections previously made will be deleted.
Project Narrative Info

Use the tabbed text control to enter your Project Summary, Project Objectives, Project Deliverables, Partners, Permits and Permissions, Methodology Summary, and Qualifications.

Match

WRCP grants require a 25% match (i.e. WRCP will fund no more than 75% of a project’s total cost). Cash match and non-cash match will count equally toward the matching requirement. More information on matching requirements can be found in the WRCP Grant Application Manual, or on the Match tab itself. Use this section to enter each Match Source, the Cash Amount or Non-Cash Value, and whether the matching funds are Pending or Secured.

The match amounts you entered will be compared with your planned expenditures to calculate your Total Project Cost.
Budget

The Budget section is broken down into several categories and sub-categories. Round off cents to whole dollars – drop amounts under 50 cents and increase amounts from 50 cents to 99 cents to the nearest dollar. Please refer to the WRCP Fiscal Guidance document for help in planning your budget. Budget categories and total project cost are calculated automatically.
Attachments
If you have any additional files to upload in support of your grant application, browse for and upload them on the “Uploaded File Attachments” page. Click “Next”.

Certification
If your grant application contains any validation errors, they will be listed on the Project Certification page, with links to the pages where they can be corrected.
Once your grant application is complete, you will be able to check a box to certify and click the button to Finish your Application.

![Certification Confirmation]

Your grant application is now complete.

![Web ID: 1100470
Date Submitted: 5/20/2015 1:52:44 PM
Applicant Name: BLOOMSBURG UNIVERSITY
Project Title: My research project
Applicant County: Columbia
Grant Opportunity: Wild Resource Conservation Program

If you have any questions about your grant application, please contact Jennifer Glorton via e-mail at jgrorton@pa.gov or call 717-787-3212.]

If you have any problems using the DCNR Grants system please contact DCNR’s Grants Customer Service Center at BOF-Grants@pa.gov.

For WRCP grant specific questions contact Nathan Dewar via e-mail at c-ndewar@pa.gov or call 717-214-7512.