

Instructions for the On-line Application

The Environmental Education (EE) Grant Program application must be submitted online through the Electronic Single Application (ESA) website. **Paper and faxed copies will not be accepted.** This change allows DEP to expedite the review process. The link to the ESA website is:
<https://grants.pa.gov/Login.aspx>

No documentation should be mailed to DEP.

User Tips

- Electronic Single Application works best when accessed through Microsoft Edge or Google Chrome
- If you allow your screen to sit idle for 30 minutes or more, you will lose the data entered since your last save and will have to re-enter it.
- Save frequently.
- When completing the application, fields with a “” are required fields. If a required field is skipped, you will be notified later in the application to return to the affected section to complete the field.
- Do not use special characters such as \,/,*,&,%,#, etc.
- If you have questions completing the application, please contact Enterprise eGrants Customer Service Center at 1-833-448-0647 or email at egrantshelp@pa.gov. Operating hours are Monday through Friday from 7:00 am to 6:00 pm EST.
- Please refer to the 2026 Environmental Education Grants Program Manual for specific **program** guidance. Should you have questions involving development of the proposal, completing the required Scope of Work and Detailed Budget forms or submitting acceptable Letters of Commitment, please contact RA-epEEgrants@pa.gov. This email is unable to provide assistance accessing and/or completing the electronic application.
- The 2026 Environmental Education Grants Program will begin accepting applications in August 2025. The application deadline is **November 14, 2025, at 11:59 pm**. Early applications or those submitted after the deadline will not be accepted.

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Reminder: If you have questions completing the application, please contact Enterprise eGrants Customer Service Center at 1-833-448-0647 or email at egrantshelp@pa.gov. Operating hours are Monday through Friday from 7:00 am to 6:00 pm EST.

1. Registration and Login

- Go to ESA login page <https://grants.pa.gov/Login.aspx> and follow the instructions for creating a new account, or login with your existing account.
- **Write down and save** the Username and Password you have chosen. You will need this for later your grant documents.

General Facts

- Create a New Keystone Login Account – [Registration](#)
 - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
 - You will be asked to create your profile, login information and security questions.
 - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
 - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
 - Some additional information may be required for those agencies.
- Keystone Login Services
 - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)
 - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995
- For technical assistance with an application, please contact the appropriate resource center listed below
 - **DCED customers:** Please contact the DCED Customer Service Center. Representatives are available Monday through Friday, from 8:30 AM until 5:00 PM, at 800-379-7448. Email inquiries can also be sent to ra-dcedcs@pa.gov.
 - **Customers of all other agencies:** Please contact the Enterprise eGrants Customer Service Center. Representatives are available Monday through Friday, from 7:00 AM until 6:00 PM, at 833-448-0647. Email inquiries can also be sent to egrantshelp@pa.gov.

Login

What's New?

For an overview of the changes in the new Single Application, please read [Help](#).

Username

Password

[LOGIN](#)

Powered by



[Register](#)

NOTE: If registering for the first time with Keystone Login, please include an email address with your account. It will be needed to successfully complete grant applications and grant processing.

[Forgot Password](#)

[Forgot Username](#)

[Learn more about Keystone Login](#)

[Having Trouble Registering](#)

2. Begin a New Application

- Project Name – Choose and enter a name for your project.
- Do you need help selecting your program – Select “Yes”
- Click on “Create a New Application”

Begin a New Application

To begin a new application using the Enterprise eGrants System, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer “No”.

Project Name

Do you need help selecting your program?

CREATE A NEW APPLICATION



3. Select Program

- Under “Agencies,” click DEP
- Scroll down and click “Search”

Select Program

Below is a listing of the types of organizations and projects that are most commonly funded. You may select more than one option. If no options are selected, all programs will display.

Agencies
 Select to limit the search results.

☐ Dept of Agriculture
 ☐ PCA
 ☐ DCED
 ☒ DEP
 ☐ PennDOT
 ☐ PLCB
 ☐ L&I
 ☐ Office of the Budget
 ☐ PDA
 ☐ PEMA
 ☐ PHMC

[Clear Agencies](#)

Non-Profit/Government Enterprise Types ([Display For-Profit Program Finder](#))
 If you are applying on behalf of a company, you may want to search the For-Profit Program Finder (click the link above).

☐ Authority
 ☐ College/University
 ☐ Economic Development Provider

Types of organizations include but are not limited to: Area Loan Organizations (ALO), Community Development Financial Institutions (CDFI), Economic Development Corporations (EDC), Industrial Development Authorities (IDA), Industrial Development Corporations (IDC), Local Development Districts (LDD), Redevelopment Authorities, and Regional Export Networks (REN).

☐ Municipality

County Government and Councils of Governments (COGs) should also check this option for eligible programs.

☒ Other Government or Non-Profit

Programs that are available to Government or Non-Profit organizations not listed above. Non-Profit/Government organizations listed above may also want to check this section for additional funding sources. Private Non-Profit organizations competing in primarily For-Profit industries may also want to check the For-Profit Program Finder for potential programs after using the Non-Profit Program Finder.

Use of Funds
 Be sure to carefully read the Program Fact Sheet and Guidelines to make sure the project costs are eligible for funding. If the project does not match any of the options listed below, leave this section blank to view all programs.

☐ Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.
 ☐ Community Services - Examples include Low Income Assistance projects and Emergency Responders programs.
 ☐ Infrastructure / Site Development / Housing - Including Construction, Environmental Assessments and Clean-Up, Land and Building Acquisition.
 ☐ Machinery and Equipment
 ☐ Planning / Marketing - Encompasses a wide range of projects, including Consulting Services, Municipal Planning, Research and Development, and Tourism Promotion.
 ☐ Workforce Development - Including Education and Job Training.

Sort By

Show Single Application Programs First ▼

SEARCH

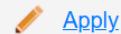
4. Apply

- Scroll down through the various grant offerings, locate the “ Environmental Education Grant Program and click on “Apply.”

Search Results

Below is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the program.

Environmental Education Grants Program



Pennsylvania Department of Environmental Protection

The Department of Environmental Protection's (DEP) Environmental Education Grants Program welcomes applications for the development of innovative formal and non-formal education projects that: 1) Address grant program priorities; 2) Provide opportunities to expand the public's understanding of Pennsylvania's environmental issues; and 3) Develop skills required to make informed decisions and take responsible action on behalf of the environment.

Eligible Applicants

(submissions by ineligible organizations will not be considered)

- Public schools and school districts (K-12) (includes Intermediate Units and Charter Schools)
- Incorporated private schools (under limited circumstances, private religious schools may be exempted from the incorporation requirement)
- Incorporated conservation and education organizations and institutions
- Universities and colleges
- County conservation districts
- Incorporated nonprofit organizations
- Businesses (must be registered to conduct business in Pennsylvania)

Additional Information: [Program Fact Sheet](#), [Guidelines](#)

5. Applicant Information

- Select the applicant entity type and fill in the applicant's (business, organization, school district, university, etc.) official (legal) name. For instance, if a teacher is submitting a proposal, enter the name of the school district. If unsure of the legal name, check with the organization's business office. **Do not use a fictitious name.**
- NAICS Code – Use the drop-down box to select the organization's focus. The NAICS code will be automatically inserted.
- FEIN Number (Federal Employer Identification Number) - Enter applying organization's nine-digit number. If unknown, contact the organization's business office. Do NOT enter the Project Director's personal SS number.
- UEI Number – Unique Entity Identifier. Enter the applying organization's unique, 12-character alphanumeric identifier which is assigned to all entities that conduct business with the federal government.
- Top Official/Signing Authority – In this block, enter the authorized representative of the organization.
- Title – Enter the title of the top official/signing authority.
- SAP Vendor# - Enter, if known. If unknown, contact the organization's business office

Note: The SAP vendor number is not required at the time of application. It is required to process the contractual grant agreement.

Suggestion: Establishing an SAP Vendor number may take time, delaying the processing of the contractual grant agreement. If the applying organization does not have an existing SAP vendor number, you may wish to consider beginning the process.

To begin this process: Using Microsoft Edge or Chrome internet browser, open the Office of the Budget website at www.budget.pa.gov . Under the “Popular Topics” section, click “Find Vendor Registration, Information, and Tools,” then click “For Vendors.” Next, select “Vendor Registration,” and “Non-Procurement.” Complete the sections of the Non-Procurement vendor registration.

- Contact Name – Enter the primary contact name for this project. The contact may or may not be the same as the Project Director. The contact will be copied on all official Grant Center correspondence.
- Contact Title – Enter the primary contact title for this project.
- Phone and Fax – Enter the phone and fax numbers for the primary contact title for this project.
- E-mail – Enter the e-mail for the primary contact title for this project.
- Mailing address, City, State and Zip Code – Enter this information for the primary contact for this project. This may be different than the mailing address of where the project will take place.
- Enterprise Type – Select appropriate type.
- Click “Continue”

8/7/2025

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 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.
	(xxx-xxx-xxxx)	
Fax:		
E-mail:		
Mailing Address:		
City:		
State:	PA ▼	
Zip Code:		

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

[Continue](#)

6. Project Overview

- Project Name – The project name will auto-populate.
- Site Locations – Default setting at 1. Only needs filled in if more than one site location exists for this project.

The rest of the information in the Project Overview section is not required and does not need to be filled out.

Replace Image based on program

Project Overview

Project Name: ♦

Environmental Ed

Is this project related to another previously submitted project?

No ▾

If yes, indicate previous project name:

Have you contacted anyone at DEP about your project?

No ▾

If yes, indicate who:

Are you interested in applying for multiple funding sources for this project?

You are only permitted to apply for one program per application. By answering "Yes", you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.

No ▾

How many Site Locations are involved in the project?

1 ▾

[Continue](#)



Click on “Continue”

7. Project Site

- Address – Enter the applicant’s mailing address (street address). **P.O. Boxes are not acceptable.**
- City, State and Zip Code – Enter this information.
- County – Select county from the dropdown box.
- Municipality – Select municipality from the dropdown box.
- PA House and PA Senate – These fields will be auto-populated based on the information entered above. If the Legislator is not auto-populated, please visit <http://www.legis.state.pa.us/cfdocs/legis/home/findyourlegislator/>
- Designated Areas – Leave blank.

Project Site Location(s)

To add Project Site Locations, please see the [Project Overview](#) section.

Site 1									
Address:									
City:									
State:	PA								
Zip Code:									
County:	-- Select County -- ▾								
Municipality:	-- Select Municipality -- ▾								
PA House:	▾								
PA Senate:	▾								
Designated Areas:	<table><tr><td>☐ Act 47 Distressed Community</td><td>☐ Brownfield</td></tr><tr><td>☐ Enterprise Zone</td><td>☐ Greenfield</td></tr><tr><td>☐ Keystone Innovation Zone</td><td>☐ Keystone Opportunity Zone</td></tr><tr><td>☐ Prime Agricultural Area</td><td>☐ Uses PA Port</td></tr></table>	☐ Act 47 Distressed Community	☐ Brownfield	☐ Enterprise Zone	☐ Greenfield	☐ Keystone Innovation Zone	☐ Keystone Opportunity Zone	☐ Prime Agricultural Area	☐ Uses PA Port
☐ Act 47 Distressed Community	☐ Brownfield								
☐ Enterprise Zone	☐ Greenfield								
☐ Keystone Innovation Zone	☐ Keystone Opportunity Zone								
☐ Prime Agricultural Area	☐ Uses PA Port								



Click on “Continue”

8. Project Narrative

- Complete the project narrative section by describing the project and its expected outcomes.

Project Narrative

Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Addenda section or the Program Guidelines.

Complete the Project Summary and Project Outcomes sections. Do not exceed 700 characters in each section. Provide detailed information in the project proposal questions.

Project Summary



Provide a concise description of the project.

Example: The (applying organization) will hold three elementary education workshops (grades 4-6), providing base knowledge about climate change as it relates to local water issues. The workshops will provide PA STEELS standards-based, hands on activities. Participants will be formal and non-formal educators who primarily teach Environmental Justice community members.

Character Count: 0/700 characters.

Project Outcomes



Summarize the anticipated outcomes (behaviors) of the audience, as a result of participating in the project.

Example: At least 15 Formal, Nonformal and Pre-service educators will attend each workshop reflecting a total of 45 project participants. Attendees' content knowledge will increase as reflected in Pre- and Post-evaluations. At least 80% of the attendees will incorporate content into their classrooms or other teaching venues, as reflected in post-workshop follow-up surveys.

Character Count: 0/700 characters.

[Continue](#)

Click on “Continue”

9. Program Budget

There are two tabs on this page which need to be completed, the Spreadsheet and Basis of Cost.

a. Spreadsheet

- Click on the Spreadsheet tab
- Complete the Budget Spreadsheet tab, entering the amount of Grant funds being requested for People, Travel, Resource and Other Costs.

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet	Basis of Cost
--------------------	---------------

Budget Spreadsheet ♦

The first column indicates the amount of funding you are requesting from DEP. After completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

Add funding source	Environmental Education Grants Program	Total
DEP Environmental Education Grant - Collapse	\$0.00	
People Costs Remove	\$0.00	\$0.00
Travel Costs Remove	\$0.00	\$0.00
Resource Costs Remove	\$0.00	\$0.00
Other Costs Remove	\$0.00	\$0.00
Total	\$0.00	
	Budget Total:	\$0.00

[Continue](#)

- Click on “Add funding source.”
- Source Name: Enter “Match.”
- Use the drop-down to select the best Source Type (Private, Local, State, or In-Kind).
- If multiple Funding Source Types (Federal, Cash, and In-Kind Match) will be provided, repeat the process for each Match Source Type.

Add Funding Source ×

Source Name:

Source Type: Please Select a Type ▼

Save

Cancel

- Click on “Save,” then click on “Continue”

b. Basis of Cost Tab

- Click the Basis of Cost Tab
- Provide a brief narrative of the cost of each requested item.

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet

Basis of Cost

Basis of Cost ♦

Provide the basis for calculating the costs that are identified in the Project Budget.

- | | |
|---|---|
| ☐ Appraisals | ☐ Bids/Quotations |
| ☐ Budget Justification | ☐ Contractor Estimates |
| ☐ Engineer Estimates | ☐ Sales Agreements |

Budget Narrative ♦

The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.

Character Count: 0

[Continue](#)



Click on “Continue”

10. Program Addenda

- Applications requesting \$10,000 or more in grant funds are required to submit a completed **Worker Protection Form**.
- **Project Organization's Name** – Enter the full legal name of the applying organization (DO NOT ABBREVIATE)
- **Entity Type** – Use the dropdown menu to select the appropriate entity type for the applying organization.
- **Project Director Information** – Provide project director's name, email, and telephone number.
- **Project Title** – List project title
- **Grant Linkage** – Select “Yes” or “No” to whether the grant application or scope of work is related to another EE grant proposal, Growing Greener grant, currently- or formerly-funded EE grant, or another grant program.
- **Organization Qualifications and Experience:**
 - List the credential of the applying organization specific to implementing the project.
 - Provide a list of all known team members who will be part of the project. Briefly describe their roles.
 - Credentials of key people who will support successful delivery of the project. Examples of key people include Project Leader, support staff, consultants and partners.
 - Subcontractors – if used and known at time of application, list them by name and provide details of the work they will perform.
- **Project Proposal:**
 - Describe project, including environmental education programs and activities to deliver during July 1, 2026, through June 30, 2027.
 - Describe target audience. Detail project marketing outreach and strategy.
 - Select any of the priority areas covered by the grant program.
 - Describe how the proposed project works to promote educational content in priority areas. Include planned activities and planned outcomes.
 - Describe the established relationships the applying organization and/or the project partners have established with the audience, including any EJ or underserved populations.
 - Select “Yes” or “No” if the project is located within an EJ area and/or benefits an underserved population.
 - If “Yes,” describe how the project will be beneficial to the environmental literacy of the underserved community.
 - Use the nine-digit Zip Code to verify communities within the EJ areas.
 - **Grant Track** – Click the radio button to indicate grant level.
 - **Grant Type** – Click the radio button to indicate if formal or non-formal environmental education project.
 - Detail the specific PA Academic Standards or best management practices (BMPs) that will be addressed. Include how the project will integrate a local context, be learner driven, etc.
 - Identify anticipated audience behavior change(s) by the conclusion of the project.
 - Describe assessment tool/strategy that will be developed to measure audience behavior changes.
 - Describe use of technology social media, web-based applications and other appropriate technological tools and resources.
 - Describe project sustainability plan after grant funds end.

- **Scope of Work** – Download Scope of Work form, complete and upload to application.
- **Detailed Budget Sheet** – Download Detailed Budget Sheet, complete and upload to application.
- Upload required letter(s) of commitment.

Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

1. Applicant Information

Name of organization applying ♦

Select the appropriate entity type for applying organization: ♦

Director/Manager of the grant ♦

Director/Manager of the grant phone ♦

Director/Manager of the grant email ♦

Title of project ♦

Grant Linkage

Indicate if this grant application and/or the scope of work is related to any of the following:

Another DEP EE grant proposal this round ♦

DEP Growing Greener Grant ♦

Currently funded or formally funded DEP EE grant ♦

Another grant project ♦

If yes to any of the above, please explain:

Character Count: 0/5000 characters.

2. Organization Qualifications and Experience

a. Credentials of the applying organization specific to implementing the project. Include example (s) of past successes delivering similar projects. ♦

Character Count: 0/5000 characters.

b. Provide a list of all known team members expected to be part of the project and provide a brief description of their roles. Please note who will be directing/managing the program activities. ♦

Character Count: 0/5000 characters.

c. Credentials of the key people who will support successful delivery of the proposed project. Key people include the Project Leader, support staff, consultants, partners, and others who will be responsible for implementing the project. Identify the Key peoples' environmental education programming experience(s) and their participation in professional development trainings such as Project WET or the Meaningful Watershed Education Experience. ♦

Character Count: 0/5000 characters.

d. If subcontractors will be used and known at time application, please provide name, the description of the work to be performed by them. ♦

Character Count: 0/5000 characters.

3. Project Proposal

a. Complete description of the project, including the environmental education programs and activities that will be delivered during the period July 1, 2026 to June 30, 2027. ♦

Character Count: 0/5000 characters.

b. Describe your targeted audience. Outline project marketing and outreach strategy to engage the targeted audience to ensure participation. Consider both *Primary* and *Secondary* audiences. ♦

Character Count: 0/5000 characters.

c. Please indicate any of the priority areas that are covered by the grant program ♦

- ☐ Land
- ☐ Air quality
- ☐ Water
- ☐ Climate change
- ☐ Environmental Justice (EJ)

d. Describe the educational content and how the proposed project works to promote the work of the priority areas, including planned activities and anticipated outcomes. ♦

Character Count: 0/5000 characters.

e. Describe the applying organization's and/or project partners' established relationships with the audience including any EJ or underserved populations. ♦

Character Count: 0/5000 characters.

f. Is this project located within an EJ area and/or benefits an underserved population? ♦

If yes:

Describe how the project will beneficially impact the environmental literacy of the underserved community.

Character Count: 0/5000 characters.

Please verify the communities within EJ area(s) engaged by the project. Enter City and **nine-digit** Zip Code(s) ([ZIP Code™ Lookup | USPS](#)).

Use the DEP [PennEnviroScreen](#)

Character Count: 0/5000 characters.

g. What grant track are you applying for (select one) ♦

- ☐ Seed Grant (up to \$5,000)
- ☐ Grow Grant (\$5,001 to \$30,000)
- ☐ Impact Grant (\$30,001 to \$65,000)

h. What grant type are you applying for (select one) ♦

- ☐ Non formal EE project
- ☐ Formal EE project
- ☐ Both

i. Provide details including the specific PA Academic standards that will be addressed. Describe applicable elements such as how the project will integrate a local context, be learner driven, increase awareness about potential environmental careers, provide field experiences and opportunities for stewardship and/or civic action. Describe opportunities for teacher collaboration and professional development. ♦

Character Count: 0/5000 characters.

j. Identify the audience's behavior change(s) you hope to achieve by the conclusion of the project. Audience behavior changes include increased awareness and/or knowledge about an environmental issue, a willingness to take action(s) to improve the environment; and/or taking an action (either individually or collectively) to help address an environmental issue. ♦

Character Count: 0/5000 characters.

k. Describe the assessment tool/strategy that will be developed to measure the audience's behavior change(s). ♦

Character Count: 0/5000 characters.

l. Describe Use of technology social media, web-based applications, and/or other appropriate technological tools and resources. ♦

Character Count: 0/5000 characters.

m. Describe plan to sustain the project after grant funds end. ♦

Character Count: 0/5000 characters.

4. Scope of Work

a. Provide a schedule identifying the lists of tasks, estimated dates of completion and responsible team members. Make sure to include all 4 required benchmarks listed in grant guidance. The Scope of Work is the project work plan.

[Download Scope of Work Instructions](#)

[Download Scope of Work form](#) ♦

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

8/7/2025

5. Upload required Detailed Budget Sheet

The Detailed Budget sheet reflects costs necessary to implement the Scope of Work. Download and complete the Detailed Budget Sheet (Excel) and upload completed form below.

[Download Grant Detailed Budget Sheet](#) ♦

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

6. Upload letter(s) of commitment

Signed Letters of Commitment are required from the applying organization and/or Partner(s) substantiating project Match. ♦

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

For any application request totaling \$10,000 or more, please review the attached [Worker Protection and Investment Notice](#) (relating to Executive Order 2021-06).

If your request is for \$10,000 or more, please complete and upload the attached [Worker Protection Form](#).

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

[Continue](#)

Click “Continue”

11. Certification and Submission

- If there is any missing information in your application, your screen will look similar to the following example.
- Under the orange “Application Certification” heading, it will state, “The following sections are incomplete. All required fields marked with a red diamond must be completed before you are able to submit this application”.
- To add/correct the information on your application, click on the section heading to return to the page.

Application Certification

The following sections are incomplete.

- All required fields marked with a red diamond (◆) must be completed before you are able to submit this application.
- All conditional fields marked with a blue diamond (◆) may be required to be completed before you are able to submit this application.

[Applicant](#)

- Mailing Address is required.

[Project Site Location\(s\)](#)

- Project Site 1: PA House District is required.

[Basis of Cost](#)

- Cost Basis is required.
- Budget Narrative is required.

[Addenda](#)

- Upload Scope of Work has not been uploaded.

Your application is automatically saved as you work. Feel free to exit this application and return at a later time.

12. Complete the following fields:

- Indicate certification of application information by checking the related checkbox under the Electronic Signature Agreement.
- Indicate identity as one of the following:
 - I am the applicant.
 - I am an authorized representative of the company, organization or local government.
 - I am a “Certified” Partner representative.
- Type your name in the “Type Name Here” block. This will serve as your official e-signature and authorizes your application.
- Check the “Electronic Attachment Agreement” box.
- Click on “Submit Application.”

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for processing. **After submitting, you will no longer be able to make changes.**

Electronic Signature Agreement:

☐ By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

- ☐ I am the applicant.
- ☐ I am an authorized representative of the company, organization or local government.
- ☐ I am a “Certified” Partner representative.

Type Name Here:

Electronic Attachment Agreement:

☐ Along with the web application, if you have been requested or need to send any documentation to DEP please print and send a copy of your E-Signature and mail it to DEP along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION

13. Application Receipt Verification

- If you want a copy of your application, click the “Print Entire Applications with Signature Page” link. You will always be able to access your application with the username and password you created at the beginning of the application.
- Make sure to note the Single Application ID#. All future correspondence from the Department will reference this number.
- **You do not need to send the signature page and/or any further documentation to the Grants Center.** All the information needed is contained in your online submission.

Application Certification

Single Application ID #: 202408016049

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 202408016049 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled “Submitted Applications” in the top toolbar.

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- **Congratulations!** You have completed the online application.