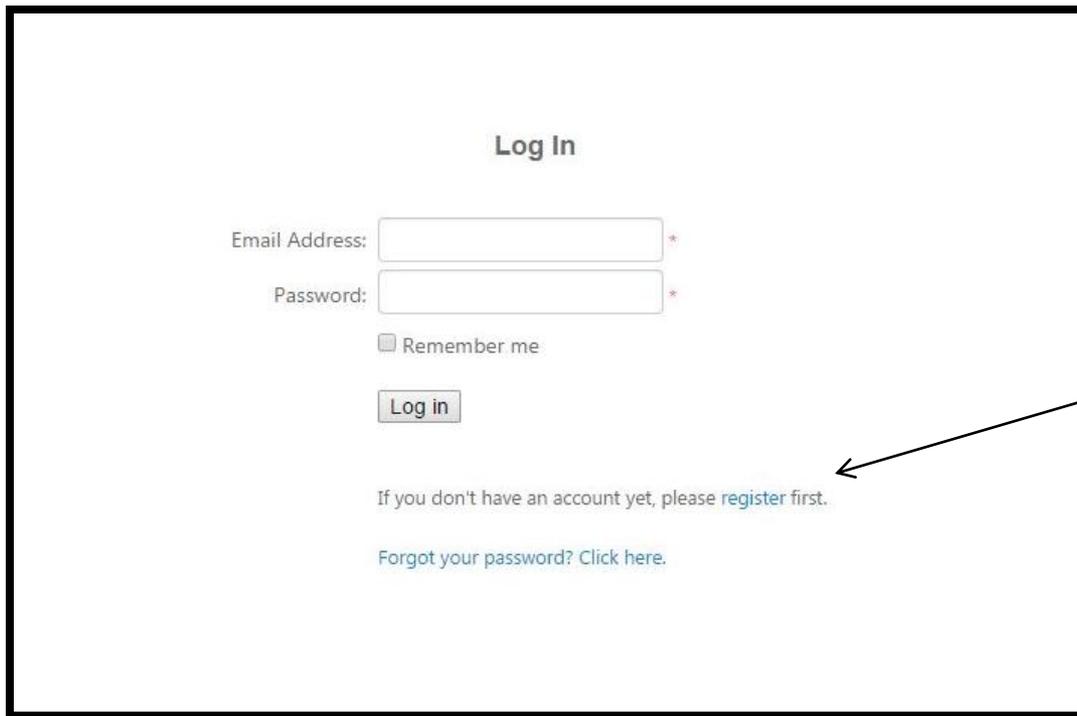


# Getting Started with CCS Grants Online

Chesapeake Bay Implementation Grant  
Maryland Streams Education & Stewardship Grants

# First Step (A): Registration

- Visit <http://mesgis.com/GrantsOnLine/>



Log In

Email Address:  \*

Password:  \*

Remember me

If you don't have an account yet, please [register](#) first.

[Forgot your password? Click here.](#)

Click "Register first"

# Next (B): Create Profile

**Create a CCS Profile**

First Name:  \*

Last Name:  \*

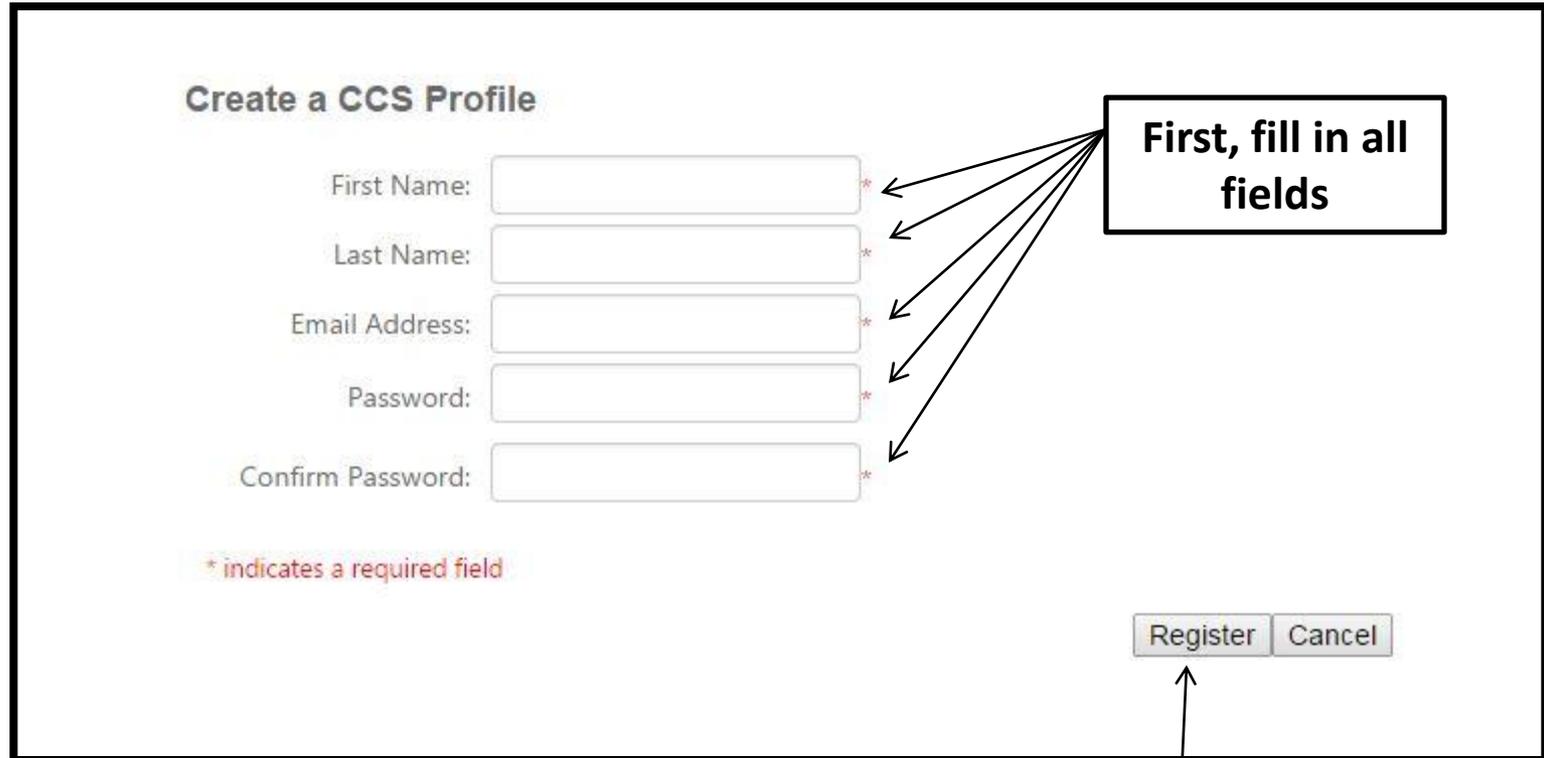
Email Address:  \*

Password:  \*

Confirm Password:  \*

\* indicates a required field

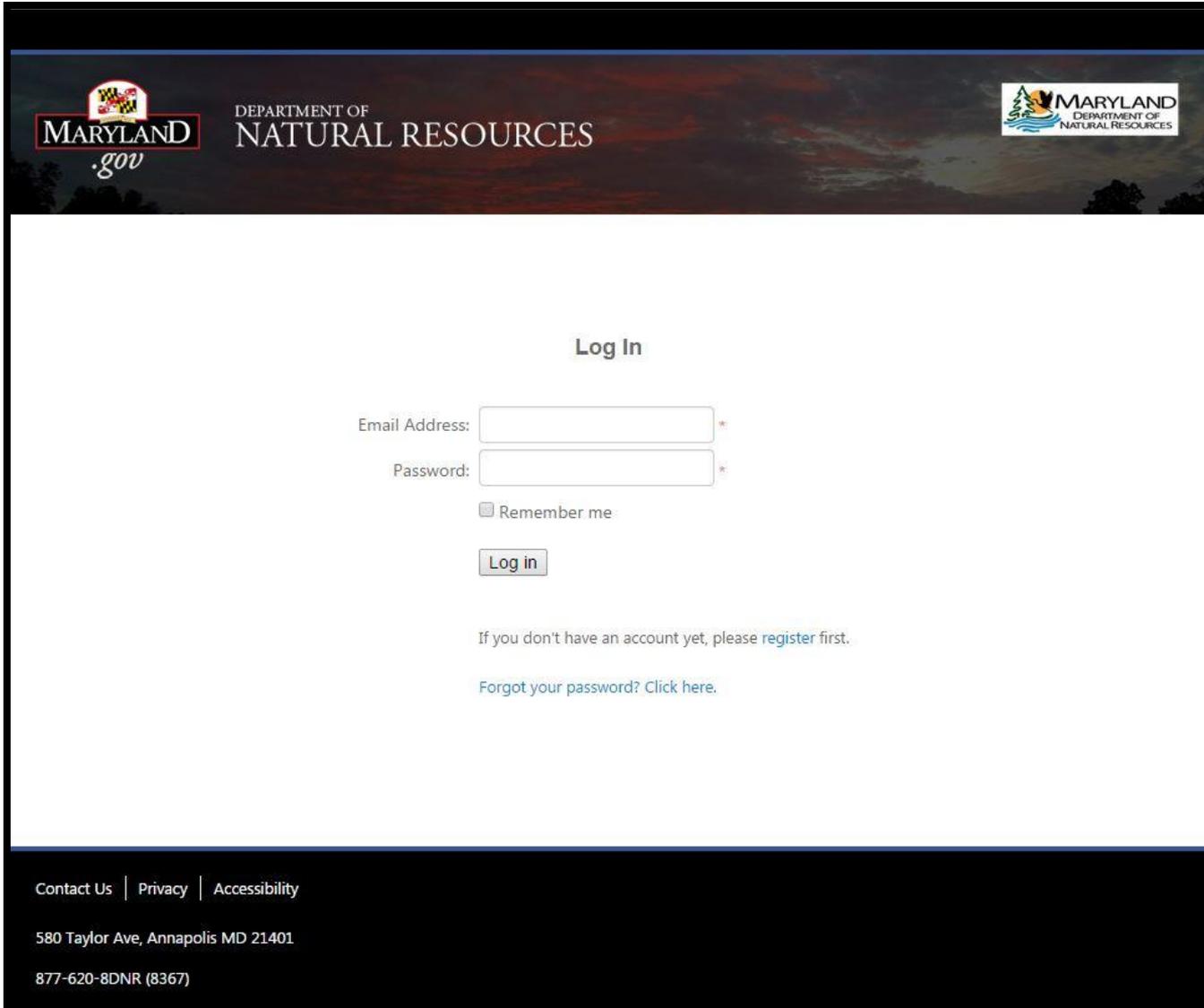
Register Cancel

A screenshot of a web form titled "Create a CCS Profile". The form contains five input fields: "First Name", "Last Name", "Email Address", "Password", and "Confirm Password". Each field has a small red asterisk to its right, indicating it is a required field. Below the fields, there is a legend: "\* indicates a required field". At the bottom right of the form, there are two buttons: "Register" and "Cancel".

**First, fill in all fields**

**Next, click "Register"**

# Then (C): Log In



The screenshot shows the login page for the Maryland Department of Natural Resources. The header features the Maryland state logo and the text 'MARYLAND .gov' on the left, and the 'DEPARTMENT OF NATURAL RESOURCES' logo on the right. The main content area is titled 'Log In' and contains two input fields: 'Email Address:' and 'Password:', both with asterisks indicating required fields. Below these is a checkbox labeled 'Remember me'. A 'Log in' button is positioned below the checkbox. At the bottom of the form area, there are two links: 'If you don't have an account yet, please [register](#) first.' and '[Forgot your password? Click here.](#)'

DEPARTMENT OF  
NATURAL RESOURCES

Log In

Email Address:  \*

Password:  \*

Remember me

If you don't have an account yet, please [register](#) first.

[Forgot your password? Click here.](#)

Contact Us | Privacy | Accessibility

580 Taylor Ave, Annapolis MD 21401

877-620-8DNR (8367)

# D: Starting a Proposal

The screenshot shows a user interface for 'gabecohee'. On the left is a navigation menu with four items: 'Dashboard', 'Your CCS Profile', 'Submit a Proposal', and 'Logout'. On the right, there is a 'Welcome Gabriel Cohee' message, a 'My Projects' section stating 'You have no projects.', and an 'Unsubmitted Project Proposals Created By Me' section stating 'You have no unsubmitted project proposals.'. A black-bordered box at the bottom contains the text 'Click "Submit a Proposal"', with a line and arrow pointing to the 'Submit a Proposal' link in the navigation menu.

Click "Submit a Proposal"

# Step 1a: Create a Proposal: Basic Information

Choose "Streams Education Explore & Restore MD Streams"

gabecohee

- > Dashboard
- > Your CCS Profile
- > Submit a Proposal
- > Logout

**STEP 1a: CREATE A PROPOSAL: Basic Information**

Please be sure to provide ALL information requested in the fields below to ensure project consideration. Specific guidelines for completing the Basic Information section of the application can be found in the [CCSGOL Proposal Guidelines and Application Instructions](#).

Funding Source/RFP:

1. Applicant Name:
2. Proposal Title:
3. Funding Recipient:
4. Organization Name
5. Organization Type - Education Grants
6. Email Address:
7. Phone:
8. Address:
9. City:
10. State:
11. Zip Code:
12. Federal Identification #:

Provide all requested information

# Step 1b: Create a Proposal: Detailed Proposal

**First, download Detailed Proposal Template by clicking link.**

gabecohee

- > Dashboard
- > Your CCS Profile
- > Submit a Proposal
- > Logout

## STEP 1b: CREATE A PROPOSAL: Detailed Proposal

Click on the "Download Detailed Proposal" link to download template – a Word document that must be used to provide the detailed project narrative or description along with other required information as outlined in the RFP. Once completed, the applicant will upload the completed "Detailed Proposal" document to complete Step 1 and advance to Step 2: Upload a Budget.

[Click here to download the Detailed Proposal Template](#)

### Upload Detailed Proposal

1. Select the file  No file chosen
2. Click the Upload button to upload the file now.

**Then, complete detailed proposal, save locally on your computer, and upload completed detailed proposal.**

# Step 2: Create a Budget

**First, download Budget Template by clicking link.**

gabecohee

- > Dashboard
- > Your CCS Profile
- > Submit a Proposal
- > Logout

## STEP 2: CREATE A BUDGET

Once you have uploaded the Detailed Proposal, you will then need to download the Detailed Budget Template, fill it out completely, and save changes to your computer. Detailed guidance for the specific budget elements can be found in the [CCSGOL Proposal Guidelines and Application Instructions](#). Once the budget is complete, please double check any formulas and be sure detail in budget footnotes is adequate and consistent with the budget table. At this point, the completed budget table may be uploaded to CCS Grants Online.

[Click here to download the Budget Template](#)

### Upload Detailed Budget

1. Select the file  No file chosen
2. Click the Upload button to upload the file now.

**Then, complete your budget, save locally on your computer, and upload completed budget.**

# Step 3: Upload Additional Documentation (Attachments)

**STEP 3: UPLOAD ADDITIONAL DOCUMENTATION**

Applicants will have an opportunity to upload additional documents to accompany their proposal and budget. Check the RFP you are responding to for a list of required documents or other attachments.

**Upload Attachments**

1. Enter a short description for the attachment
1. Select the file  No file chosen
2. Click the Upload button to upload the file now.

**Enter a short description for the attachment (s), such as letters of support and your transmittal (cover) letter.**

**Then choose; upload the documents.**

# Step 4: Submitting a Proposal

STEP 4: REVIEW AND SUBMIT

**If you would like to save your proposal to complete later, please hit Save. Your draft will be available on your Dashboard (see menu on Steps 1 and 2).**

Save

Cancel

Save and Submit

**If your Proposal is complete and you are ready to submit, please click “Save and Submit.” You will receive a submission email. You will not be able to edit your proposal further.**