

# **Community Service Partnerships**

## **ON-line application help file**

### **For Returning Applicants**

- **How to access the form “CSP 2012 Returning Applicant Application”** p2

**(By using this form, please ONLY request a FLATLINE amount for your returning programs which are currently funded by CSP. In 2012, CSP will NOT consider any increase requests for your returning programs.)**

- **In 2012, CSP will not accept funding requests for new programs. As a result, the “CSP 2012 New Program Funding Request” form will not be issued.**

**Updated November 2011**

## How to access the form “CSP 2012 Returning Applicant Application” Returning applicant only

Returning applicants will fill out the “CSP 2012 Returning Applicant Application” form to **ONLY** request a **FLATLINE** amount for your returning programs which are currently funded by CSP. (note: CSP will **not** consider any increase requests to your returning programs). You will also provide an update on your organization contact information, organization service location information, organization governance and financial information in this form.

If you would like to apply for new programs which are not currently funded by CSP, you need to fill out a “CSP 2012 New Program Funding Request” form for each of the new programs. **In 2012, CSP will not accept funding requests for new programs. As a result, the “CSP 2012 New Program Funding Request” form will not be issued.** New program requests submitted through this “CSP 2012 Returning Applicant Application” form will **not** be considered for funding.

### Steps to access the form “CSP 2012 Returning Applicant Application”

Step 1: Log in to your account OR if you are working on one of the forms, please click on the link “back to submission list” at the end of your left-hand side menu bar to return to your main screen.

Step 2: Click on the link “Submissions” at the left side menu bar.

Step 3: Click on the yellow folder for the step name “CSP 2012 Returning Applicant Application” to open the form.

The screenshot shows the 'Front Office Portal' interface. On the left is a navigation menu with 'Submissions' highlighted in a red circle. The main content area is titled 'Submissions Filters' and contains several dropdown menus: 'Project Name' (All Projects), 'Date Submitted' (On), 'Project Status' (Open Projects), and 'Submission Version' (Latest Version). Below the filters is a 'Filter' button. Underneath is a table titled 'Submissions' with the following data:

Project Name	Project Number	Step Name	Funding Opportunity Name	Start Date	End Date	Date Submitted
csp1B	CSP2010B000631	CSP 2010 New Program Funding Request	CSP 2010 New Program Funding Request	Oct 1, 2009	Oct 1, 2015	
csp1FI	CSP2010R000630	CSP 2010 Flatline or Increase Request	CSP 2010 Flatline or Increase Request	Oct 1, 2009	Oct 1, 2015	

The “CSP 2012 Returning Applicant Application” form is open for you to complete and submit

The screenshot shows the 'CSP Program List' page. It includes a left-hand navigation menu with 'CSP Program List' highlighted. The main content area is titled 'CSP Program List' and contains the following text:

**CSP Funded Programs**  
This page shows a list of currently funded CSP programs for your organization. Please do NOT DELETE any of these programs.

Currently funded programs: Click on the magnifier icon next to the program name to open the form to request 2010 funding for these programs. Use this form to request a flatline grant (same amount as last year) or increased funding. The form will bring forward essential information about your program from last year. If required, you can edit this information before you submit the form.

Changes in currently funded programs: If you do not plan to request funding for one of your current programs, please put "0" in the field "CSP budgeted year request". If you want to transfer funds, or if you have merged programs or re-structured a program into new programs, please talk with your Agency Review Officer to determine the best way to present the changes in the forms.

New Program requests: Do not use this form for new program requests. Use the "CSP 2010 New Program Funding Request" form for all new program requests. Instructions on how to access the form can be downloaded from the upper left corner of the screen.

Below the text is a table with the following data:

View	Program name	Request type	Approved	Request	Category (only for increase)
	Returning program	--	--	--	--

At the bottom of the table are 'Back' and 'Next' buttons.