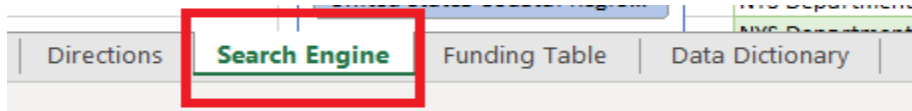


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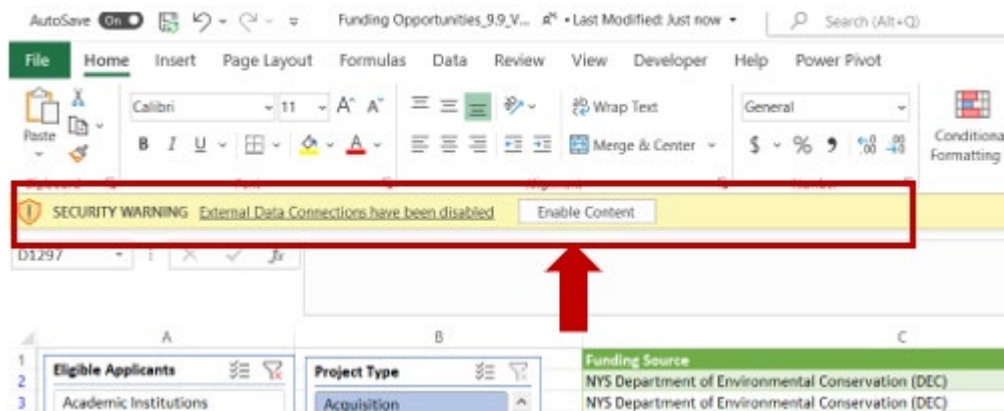
This user guide provides instructions for using the Funding Opportunities Tool for navigating and sorting through grant programs and Request for Applications (RFA).

Utilizing the Search Engine

The document should open to the **Search Engine** tool immediately upon opening after it has been downloaded. If it has not, the **Search Engine** tab is in the bottom right of the tool.



A **SECURITY WARNING** may appear when the spreadsheet opens. This is normal. Click the **Enable Content** button prior to using the spreadsheet.



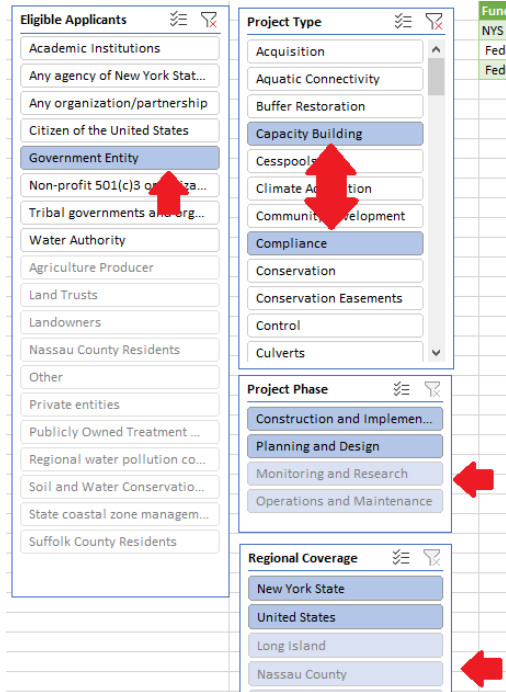
Below are examples of operation of the tool for best usage.

1. There are four categories that you can use to filter or narrow down your search **Eligible Applicants, Project Type, Project Phase, Regional Coverage**. These four categories, when an option is selected, will produce you with a search result including all the grants that relate.

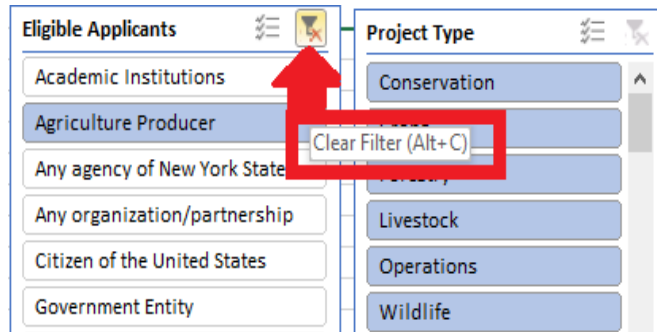


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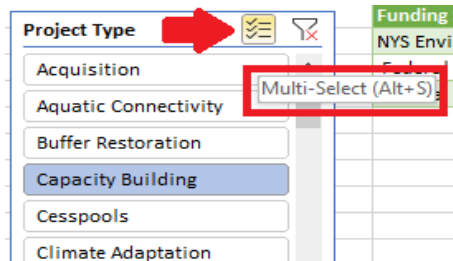
2. As the choices are selected under any category, the tool will begin to narrow down the options in the other categories based on selection. In the example below, due to the selection made in the **Eligible Applicants** and **Project Type** search boxes, the boxes in **Project Phase** and **Regional Coverage** change to a lighter shade of blue meaning that selection is no longer available. Choices in the search boxes that are unselected will remain white.



- a. There is an option to remove your selection by selecting “Clear Filter”



- b. Click on the “Multi-Select” button to select more than one option within a search box. To properly utilize this function, first you must make a selection, then click “Multi-Select”, then make your second selection.



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An example on when **“Multi-Select”** would be helpful is when you want to keep the **Eligible Applicant** the same but select more than one **Project Type**. Under **Project Type** you would first click *Capacity Building* then the button featured next to the red arrow **“Multi-Select”**, then *Compliance*.

- As selections are made in the search boxes a list of all the pertinent grants will populate in the green table adjacent to the search boxes. Below is an example of a “Government Entity” looking for “Aquatic Connectivity” grants.

Eligible Applicants	Project Type	Funding Source	Funding Program	Regional Coverage	Eligible Applicants
Government Entity	Aquatic Connectivity	NYS Department of Environmental Conservation (DEC)	Water Quality Improvement Project (WQIP) Program	New York State	Government Entity
		National Oceanic and Atmospheric Association (NOAA)	Coastal and Marine Habitat Restoration Grants	United States	Government Entity
		National Oceanic and Atmospheric Association (NOAA)	Coastal and Marine Habitat Restoration Grants	United States	Government Entity
		NYS Department of Environmental Conservation (DEC)	Marine Habitat Tributary Restoration and Resiliency Grants	New York State	Government Entity
		NYS Department of Environmental Conservation (DEC)	Marine Habitat Tributary Restoration and Resiliency Grants	New York State	Government Entity
		United States Fish and Wildlife Service (USFWS)	National Fish Passage Funds	United States	Government Entity
		United States Fish and Wildlife Service (USFWS)	National Fish Passage Funds	United States	Government Entity
		United States Fish and Wildlife Service (USFWS)	National Fish Passage Funds	United States	Government Entity

- After the associated grants are populated, scroll over to see more information about the grant.

Funding Source	Funding Program	Regional Coverage	Eligible Applicants
NYS Department of Environmental Conservation (DEC)	Water Quality Improvement Project (WQIP) Program	New York State	Government Entity
National Oceanic and Atmospheric Association (NOAA)	Coastal and Marine Habitat Restoration Grants	United States	Government Entity
National Oceanic and Atmospheric Association (NOAA)	Coastal and Marine Habitat Restoration Grants	United States	Government Entity
NYS Department of Environmental Conservation (DEC)	Marine Habitat Tributary Restoration and Resiliency Grants	New York State	Government Entity
NYS Department of Environmental Conservation (DEC)	Marine Habitat Tributary Restoration and Resiliency Grants	New York State	Government Entity
United States Fish and Wildlife Service (USFWS)	National Fish Passage Funds	United States	Government Entity
United States Fish and Wildlife Service (USFWS)	National Fish Passage Funds	United States	Government Entity
United States Fish and Wildlife Service (USFWS)	National Fish Passage Funds	United States	Government Entity

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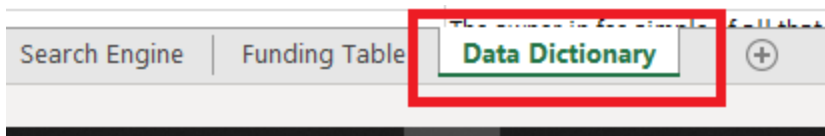
- a. The links will activate after double clicking the cell. If the link is not working, or is broken, there is an associated "Link Tree." A Link Tree gives exact wording (copy what is written within the quotation marks) on what to search on the internet to reach the grant specific website.

Project Type	Project Phase	Links	Link Tree
Aquatic Connectivity	Construction and Implementation	https://www.dec.ny.gov/pubs/4774.html	(Internet Search On: "NYS DEC Water Quality Improvement Project (WQIP) Program")
Aquatic Connectivity	Planning and Design	https://www.fisheries.noaa.gov/grant/coastal-and-marine-habitat-restoration-grants	(Internet Search On: "NOAA Coastal and Marine Habitat Restoration Grants")
Aquatic Connectivity	Construction and Implementation	https://www.fisheries.noaa.gov/grant/coastal-and-marine-habitat-restoration-grants	(Internet Search On: "NOAA Coastal and Marine Habitat Restoration Grants")
Aquatic Connectivity	Monitoring and Research	https://grantsmanagement.ny.gov/	(Internet Search On: "NYSDEC Tributary Restoration and Resiliency Grant Program")
Aquatic Connectivity	Construction and Implementation	https://grantsmanagement.ny.gov/	(Internet Search On: "NYSDEC Tributary Restoration and Resiliency Grant Program")
Aquatic Connectivity	Planning and Design	https://www.fws.gov/program/national-fish-passage	(Internet Search On: "USFWS National Fish Passage Funds")
Aquatic Connectivity	Construction and Implementation	https://www.fws.gov/program/national-fish-passage	(Internet Search On: "USFWS National Fish Passage Funds")
Aquatic Connectivity	Monitoring and Research	https://www.fws.gov/program/national-fish-passage	(Internet Search On: "USFWS National Fish Passage Funds")

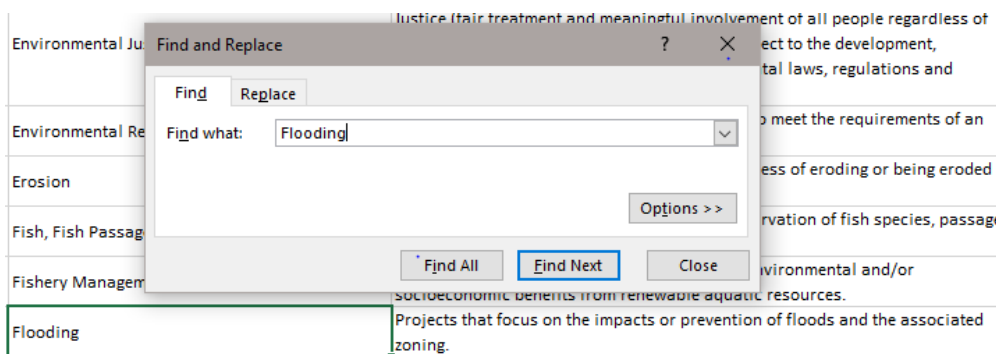
Other Tabs in the Tool:

In the file on the bottom left (as pictured below you will find other tabs that can assist you in your grant search.

1. If there is needed clarity on what **Eligible Applicants**, **Project Types**, or **Project Phases** might include, there are loose definitions under the **Data Dictionary** tab.



To SEARCH the **Data Dictionary** tab, it is recommended to use the CTRL+F function. To do this simultaneously hold the "Ctrl" and "F" buttons on the keyboard.



2. A **Funding Table** available, located on the tab adjacent to the **Data Dictionary**. The funding table is a list of all the grants within the tool. The **Funding Table** is especially helpful for comparing the differences between multiple "Funding Programs" and should be referenced after using the **Search Engine**.

