

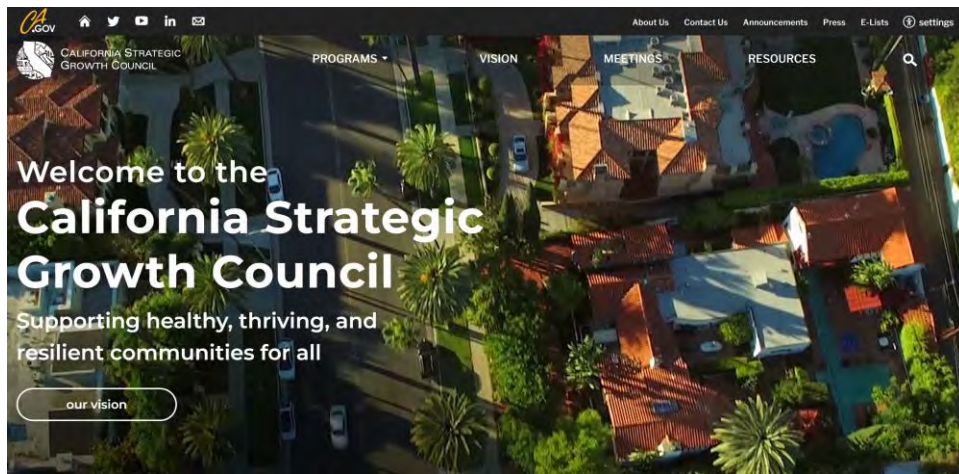
Regional Climate Collaboratives Full Application Submission Tutorial

The Regional Climate Collaboratives (RCC) Full Application will be submitted via SharePoint on **Friday, October 7th** by 5:00 p.m. PST. In order to submit the application to SharePoint, applicants must complete the [Full Application Intent Survey](#). This will allow SGC staff to create personalized SharePoint folders for application submission.

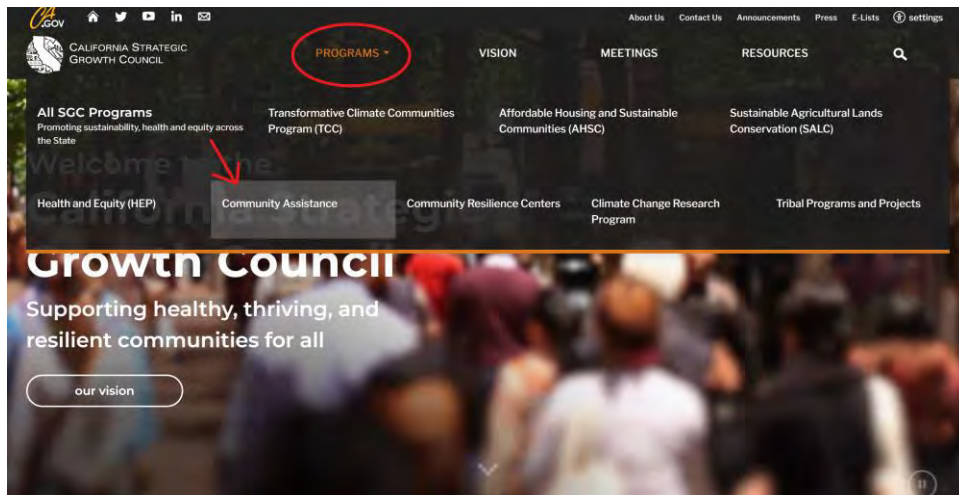
Please see guidance below on how to access the Full Application workbook, templates and submission intent survey.

HOW TO SUBMIT RCC FULL APPLICATION

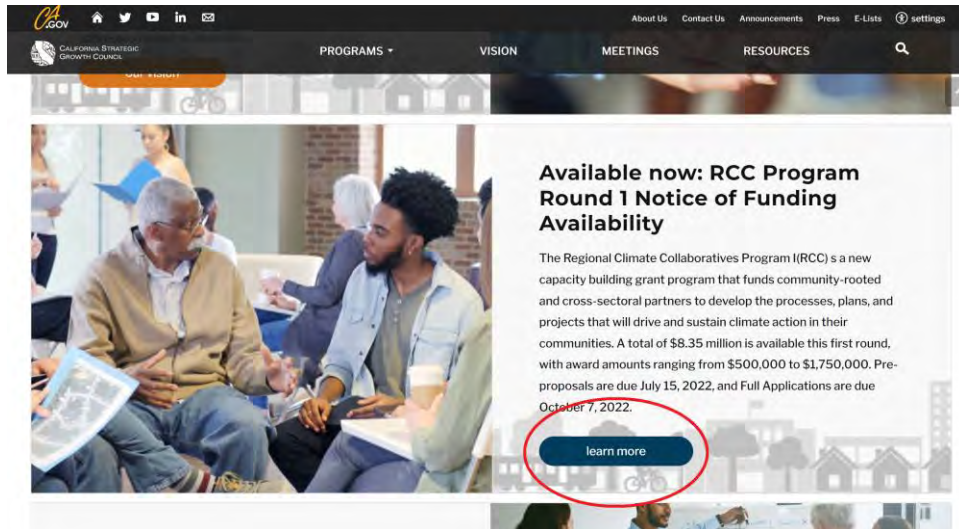
1. To access the SGC website, head to sgc.ca.gov



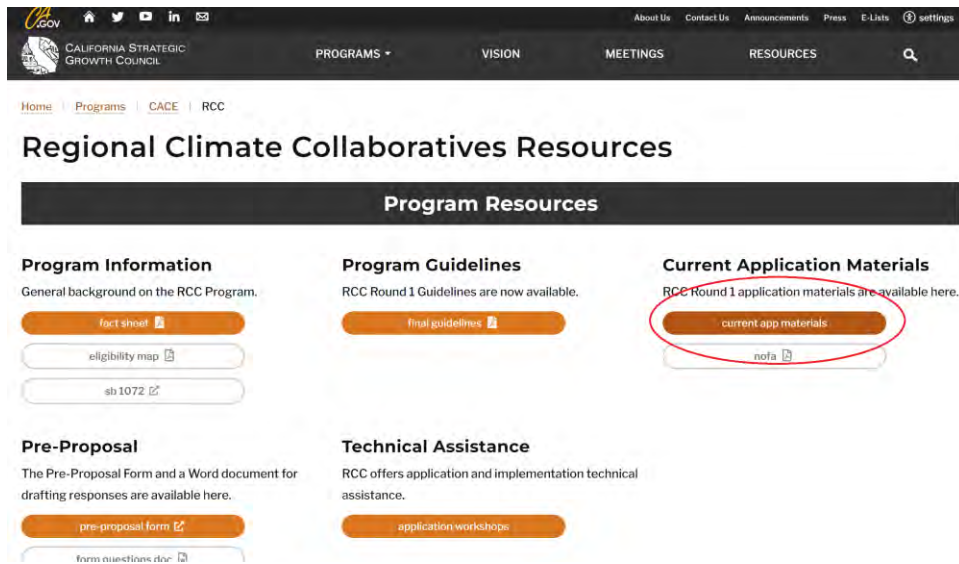
2. Navigate to the "Programs" menu and click "Community Assistance".



3. Scroll to the middle section of the Community Assistance page with the header **“Available now: RCC Program Round 1 Notice of Funding Availability”** and click on the **“learn more”** button to access the RCC Resources page.



4. On the RCC Resources page, click on the **“current app materials”** button underneath the **“Current Application Materials”** menu.



5. On the RCC Round 1 Application Materials page, scroll down to the **“Full Application”** heading and download the Application Materials (**RCC Round 1 Full Grant Application Packet**) and fill out the intent survey by clicking the **“full application survey”** button.
 - Remember to carefully review the *“Application Instructions”* PDF found within the Application Materials. This PDF contains important instructions on deadlines, submission, and more.

Full Application

All RCC Applicants must submit the Full Application to SharePoint by 5:00 p.m. PT on Friday, October 7, 2022. Full Applications will consist of the following components:

- ▶ General Narrative Question
- ▶ Application Workbook to provide project workplan, budget, and schedule of grant activities
- ▶ Program Threshold Uploads, which includes Threshold Criteria Checklist, Signed Partnership Agreement, Adopted Letter of Resolution, Letters of Commitment, and/or Letter of Authorization, and Project Area Map
- ▶ Supplemental Uploads are optional and could include Letters of Support and background documentation to demonstrate all Co-Applicant's previous relevant experience

All of these Application materials and associated templates are available in the [RCC Round 1 Full Grant Application Packet](#). More detailed guidance is also provided in the Application Instructions.

To receive access to SharePoint, Applicants must fill out this brief survey no later than **Friday, September 23, 2022**, to indicate their intent to apply for a Round 1 RCC Grant. The survey enables RCC Program staff to create individualized folders for each Applicant team. SGC Staff strongly encourages Applicants to fill out the survey as soon as possible before the deadline and to submit a test file in advance of the Application deadline to avoid any last-minute file submission issues.

[full application survey](#)

6. Filling out the Full Application Intent Survey will allow SGC staff to create a SharePoint folder for application submission. Applicants are encouraged to fill out the form as soon as they can, and to submit a test file in advance of the Application deadline to avoid any last-minute file submission issues.

Regional Climate Collaboratives: Full Application Intent Survey

Each Applicant team must complete this survey **no later than Friday, September 23, 2022** to indicate their intent to apply for a Round 1 RCC Grant. This survey enables RCC Program staff to give Applicant teams access to an individualized SharePoint folder where all Application materials must be uploaded. SGC Staff strongly encourages Applicants to fill out the survey as soon as they are able and to submit a test file in advance of the Application deadline to avoid any last-minute file submission issues.

* Required

1. What is the name of your Collaborative?

Enter your answer

2. Main Point of Contact: Applicant Name *

Please specify a primary point of contact that SGC should communicate with regarding this Full Application and SharePoint submission folder.

Enter your answer

7. Once Applicants receive access to their individualized SharePoint folder, they may upload files from their computer into the folder using the **“Upload”** option.
 - *Please refer to the “Application Instructions” PDF (found in the Application Materials) for guidance on Application file structure and naming conventions. Applicants must use the provided file structure and naming conventions when submitting their Application to SharePoint.*

+ New ▾ ↑ Upload ▾ Share ↻ Copy

Files



Folder