

Welcome to Local Government Information System (LGIS)

Completing an Infrastructure Planning Grant Application

Step-by-Step Instructions

Notes: This training PowerPoint presentation was created in the spring of 2020. The content of each slide is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.

For optimum viewing and functionality of LGIS use **Internet Explorer 11**.

The Infrastructure Planning Grant Application Form collects contact, project and financial information. Your application number is displayed on the top, left-hand side of the form. Please quote this number when corresponding with Ministry staff regarding your application.

Users cannot submit an application form until it is completed in its entirety. An application does not have to be submitted in one session, but must be saved.

1. Review the **Instructions** tab prior to proceeding in the application form.

Note: Proponents are encouraged to consult the Program Guide before completing the application. Links to the Program Guide and all mandatory forms can be found on the **Instructions** tab.

2. Click on the **Application** tab.

3. Complete all required fields.

Note: The Estimated Eligible Project Costs amount is calculated by the system. Estimated Gross Project Costs **less** Estimated Ineligible Project Costs = Estimated Eligible Project Costs, this amount cannot be a negative number.

4. Click on **Save**.

5. Click on the **Attachments** tab.

6. Click on **Select files . . .** Upload all mandatory and supporting documentation.

Note: Documents must be less than 15MB in size. Zip files and .exe files will not be accepted. Proponents are encouraged to consult the Program Guide for information on mandatory and suggested supporting documentation as well as requested file formats.

Once you have submitted your application form you will no longer be able to delete or upload attachments.