

# Welcome to Local Government Information System (LGIS)

## Creating 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 new LGIS Conditional Grants screen gives users access to create grant applications and to view/manage active projects. Multiple people can be given access to an organization's applications and projects in LGIS (through BCeID)\*

\*Before you can access LGIS your organization must [create a unique Business BCeID username for you](#). You will then, using your new Business BCeID username, be required to [submit a LGIS Request Access form](#). Processing your request can take up to five business days.

1. From the LGIS Home screen, click on **Conditional Grants**
2. Click on **Applications**
3. Click on **Create New Application**

**Note:** Clicking **Close** will return you to the Applications screen. No application record will be created.

4. Using the dropdown menu, select **Infrastructure Planning Grant Application**

**Note:** After selecting **Infrastructure Planning Grant Program**, you will see the program's **Application Deadline** which is a field required by the system and **NOT** an enforced deadline. You will also see a link to additional **Program Information**. The **Close** button will now read **Cancel**.

Clicking **Cancel** will bring up the following message **"Warning! Data has not been saved. Press Cancel to remain on this screen. Press Ok to continue without saving the changes."**

Clicking **OK** will return you to the Applications screen. No application record will be created. Clicking **Cancel** in the pop-up will return you to the Create New Application screen.

5. Click on **Create New Application**. This action will create an application form for your project.