

Welcome to Local Government Information System (LGIS)

Submitting 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**.

Please see the Viewing an Infrastructure Planning Grant Application PowerPoint on the [LGIS Training site](#) if you don't know how to open an application. Submitting an application results in your application being forwarded to the Ministry for review.

1. With your application form open; click on the **Submission** tab.
2. Complete all required fields.

You now have four options.

- A. Cancel your last unsaved changes and return to the **Applications** screen.
 - I. Click on the **Cancel** button.
 - II. Click on **OK** in the message box.

Note: Application will remain in **Incomplete** status. You can return to the application and make edits at a later date.

- B. Cancel the entire application.
 - I. Click on **Cancel Application**.
 - II. Click on **OK** in the message box.

Note: Application status will change to Cancelled. **You will not be able to return and submit the application at a later date.**

- C. Save then Close the application.
 - I. Click on **Save** (a success message that reads "Changes have been saved" should appear).
 - II. Click on **Close**.

Note: Application will remain in **Incomplete** status. You can return to the application and make edits at a later date.

- D. Agree and Submit the application, submitting the application to the Ministry.
 - I. Click on **Save**.
 - II. Click on **Agree and Submit Application**.

- III. Click on **OK** in the message box (after clicking **OK** a message should display that reads “The Application has been successfully submitted”).
- IV. Click on **OK** in the second message box (you should be returned to the **Applications** page where you will see your application is in **Submitted** status).

Note: The date you submit your application becomes the first eligible cost date. **Once your application is submitted, the form can no longer be edited. Attachments cannot be deleted or uploaded. If edits are required, please contact the Ministry.**