



OGMS Instruction for Applying for Funding

The Funding Opportunity module in OGMS allows applicants to view available grant announcements and submit applications for eligible funding. Through this module, you can review funding details and apply directly online.

These instructions provide general guidance for applying for funding in OGMS. However, you should always review the specific Funding Opportunity and all information provided within it, as it includes detailed requirements, documentation needs, and directions for completing the application forms.

Logging into OGMS

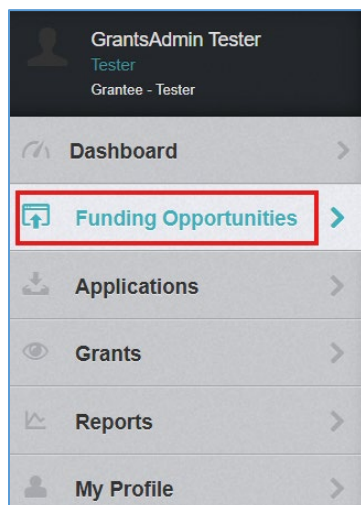
Using your internet browser navigate to <https://ogms.dcjs.virginia.gov>

- On the *Login* page, enter your User ID and Password.
- Click the green *Sign In* button.

The screenshot shows the OGMS Login page. At the top left is a key icon and the word "Login". Below this is a section titled "Enter your user id and password" with a user icon. It contains two input fields: "User ID" and "Password". Below the fields is a large green button labeled "SIGN IN". At the bottom of the form are two links: "Forgot User ID?" and "Reset Password?".

Accessing the Funding Opportunity

On the left side navigation menu, click on *Funding Opportunities*.





Under the *Currently Posted Funding Opportunity* list, select the Funding Opportunity you would like to review.

You can search for a specific Funding Opportunity by title or by number.

The right-hand side of the listing displays all application due dates and will note if a pre-application is required prior to beginning a final application.

Currently Posted Funding Opportunities								
All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.								
						Search:		
ID	Status	Agency	Program Area	Title	Posted Date	Pre-Application Due Date	Final-Application Due Date	
566997	Posted	Virginia Department of Criminal Justice Services	Firearm Violence Intervention and Prevention Fund	CY 27-28 Invitation for Concept Proposals to Prevent and Respond to Family and Domestic Violence Victimization and Perpetration	Jun 2, 2026 10:30 AM	Jul 20, 2026 12:00 PM	Sep 21, 2026 12:00 PM	
574307	Posted	Virginia Department of Criminal Justice Services	Jail and Re-entry Service Coordination Pathway Program	VA Beach Pathway SFY2027	Jun 18, 2026 10:34 AM	Not Applicable	Jun 30, 2026 12:00 PM	
556872	Posted	Virginia Department of Criminal Justice Services	Juvenile Justice and Delinquency Prevention	2027 Juvenile Justice Prevention and Intervention Summer Grant Program	Jun 8, 2026 3:46 PM	Not Applicable	Aug 18, 2026 12:00 PM	

Take a moment to look over the Funding Opportunity and the attached guidelines so you can verify eligibility and understand the important information needed to determine whether to apply.

The *Award Amount Range*, located at the top of the Funding Opportunity, identifies any limits on the amount of funding that may be requested.

The *Project Dates* outline the beginning and end of the grant project period.

The *Program Officer* serves as the point of contact for any questions related to the details provided in the Funding Opportunity.

Funding Opportunity Details

Ask a Question

Copy Existing Application

Start New Application

564787 - FO Example-Training

Funding Opportunity Details

OGMS Training Program

Final Application Deadline:

Status:	Test	Program Officer:	Michelle Miles
Posted Date:	Dec 29, 2025 8:27 AM	Phone:	(804) 371-5380 x
Award Amount Range:	No Limit - \$100,000.00	Email:	michelle.miles@dcjs.virginia.gov
Project Dates:	01/01/2024 - 12/31/2025		

Award Announcement Date:



Starting the Application

To start an application, click on the green *Start New Application* button.

The OGMS *Application Creation Wizard* will assist you in completing the application's *General Information* form. After completing all required steps, the application will be available in the *Applications* module on the right-hand navigation menu, as well as at the top of the Funding Opportunity under *Current Applications*.

Step 1: The Wizard requires an *Application Title* and an *Applicant*. Please refer to the guidelines attached to the Funding Opportunity for instructions on how to title your application. The *Applicant* is the only person who can edit the General Information form after it has been saved.

Once the information has been entered, click the green *Save Form Information* button to enter Step 2.



Step 2: Under this step, an *Application ID* will be assigned, and *Program Area*, *Funding Opportunity*, *Application Stage*, and *Application Status* will be auto populated.

Select the organization for whom you will be submitting this application. Multiple organizations will appear in the dropdown only if your OGMS account is associated with more than one organization.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 574620-TRAIN

Program Area*: OGMS Training Program

Funding Opportunity*: 564787-FO Example-Training

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Applicant*: GrantsAdmin Tester

Organization*:

Additional Contacts*:

Click the green *Save Form Information* button to start Step 3.

Step 3: In the *Additional Contacts* section, choose any other organizational contacts who will be involved in managing the grant and completing the application. Access to the application is limited to those designated as the *Applicant* or an *Additional Contact*. Only users who are registered in OGMS will be available in the dropdown menu.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 574620-TRAIN

Program Area*: OGMS Training Program

Funding Opportunity*: 564787-FO Example-Training

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Applicant*: GrantsAdmin Tester

Organization*: Virginia Department of Criminal Justice Services

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts:



Once you click the green *Save Form Information* button on Step 3, you will have completed the General Information component of the application.

Completing the Application

Once you have completed *General Information* through the wizard, you will be sent to the *Application Details* page.

The system will provide a full listing of all required application forms for submitting an application in OGMS. Since you have completed the *General Information* form, proceed by selecting any form from the list. The forms may be completed in any order. Continue selecting and completing each form shown under *Application Details*.

Component	Complete?	Last Edited
General Information	✓	Jun 24, 2026 10:16 AM - GrantsAdmin Tester
Face Sheet	-	
Project Narrative Form	-	
Goals and Objectives	-	

Most forms can be edited by clicking the green *Edit Form* button at the top of the form.

Face Sheet - Current Version

Use the directions in the grant guidelines when completing all OGMS forms.

Face Sheet Edit Form

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*:

Choose all that apply.

Best Practice?:

For JJDP programs only.
Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

On itemization forms, you must answer the question at the top and click the green *Save Form* button before entering any data.

Personnel and Employee Fringe Benefits - Current Version

Requested Save Form

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested? ☐ Yes ☐ No



Multi-list sections are editable by clicking *Add Entry* in the section. You can add as many rows as necessary.

Supplies & Other Expenses

Multi-List

✓ Mark as Complete

+ Add Entry

All costs should be itemized within this category by major types. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Supplies & Other Expenses Total
No Data for Table									

Last Edited By: GrantsAdmin Tester - Jun 25, 2026 7:57 AM

+ Add Entry

Complete the form by providing the requested information, keeping in mind that fields in red indicate required entries. Once done, select the green *Save Row* button. Please note that totals will generate only after the row has been saved.

Supplies & Other Expenses

Save Row

All costs should be itemized within this category by major types. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Supply/Item Requested*:

Test

Cost Per Item/Monthly Rate*:

100

Total Number of Items/Number of Months*:

12

Total Cost:

To remove a row, simply select it and click on the red *Delete Row* button.

Supplies & Other Expenses

Delete Row

Save Row

All costs should be itemized within this category by major types. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Supply/Item Requested*:

Test

Cost Per Item/Monthly Rate*:

\$100.00

Total Number of Items/Number of Months*:

12



When you finish entering all information, click the orange *Mark as Complete* button.

Supplies & Other Expenses - Multi-List

✓ Mark as Complete

+ Add Entry

All costs should be itemized within this category by major types. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Supplies & Other Expenses Total
Test	\$100.00	12	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
			\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00

All forms must show a green check mark on the *Application Details* page before you can submit the application.

Application Details

Preview Application

Ask a Question

Withdraw

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jun 24, 2026 10:16 AM - GrantsAdmin Tester
Face Sheet	✓	Jun 25, 2026 8:11 AM - GrantsAdmin Tester
Project Narrative Form		-

When completing the *Budget* form, enter amounts in whole dollars and ensure they are placed in the correct column. The column requirements can be found in the Funding Opportunity guidelines.

Budget - Grid

✓ Mark as Complete

Edit Grid

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$100,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$120,000.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$6,000.00	\$0.00	\$1,000.00	\$7,000.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$100,000.00	\$500.00	\$6,000.00	\$20,000.00	\$1,000.00	\$127,500.00

All information must be saved by clicking the green save button on each form; if you leave the form or navigate away without saving, your entries will be lost.



As a reminder, if you log out at this stage or at any point later, do **NOT** click *Start a New Application*. To return to your application, select *Applications* from the right-hand navigation menu or go to *Funding Opportunities*, where your application will appear at the top of the page.

Once all forms have been marked as complete, the orange *Submit Application* button will become available.

The screenshot shows the 'Application Details' page. At the top, there are three buttons: 'Preview Application' (blue), 'Submit Application' (orange, highlighted with a red box), and 'Withdraw' (orange). Below the buttons, a green banner states 'Application is in compliance and is ready for Submission!'. Underneath is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Jun 25, 2026 11:33 AM - GrantsAdmin Tester
Face Sheet	✓	Jun 25, 2026 11:35 AM - GrantsAdmin Tester
Budget	✓	Jun 25, 2026 11:35 AM - GrantsAdmin Tester

You will see a pop-up confirmation notifying you that once you click *Submit*, you will no longer be able to edit the application. If you are ready, please proceed by clicking the red *Submit* button.

The screenshot shows a 'Please confirm' dialog box. The text inside reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom right, there are two buttons: 'Cancel' and 'Submit' (highlighted with a red box).

Your application will show as *Submitted* under the *Current Applications* lists. If you have any questions after the application has been submitted, please contact the Program Officer for further assistance.

Printing the Application

You can print an application if it is in *Editing* or *Submitted* status. To do so, click the *Print* button at the top of the screen.

The dropdown menu offers the option to send it to the printer or print to a PDF. Depending on the amount of information included in the application, it may be preferable to print the document in landscape orientation to avoid any information being cut off.

The screenshot shows the 'Submitted Applications' page. The header includes the user 'GrantsAdmin Tester' and the title 'Submitted Applications'. Below the header, there is a navigation bar with 'Back', 'Print' (highlighted with a red box), 'Online Help', and 'Saved Search'. A dropdown menu is open under 'Print', showing three options: 'Send to Printer', 'Print to PDF - Portrait', and 'Print to PDF - Landscape' (all three options are highlighted with a red box). Below the navigation bar, there are tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. The main content area shows 'Application Details'.