

Food Security and Wisconsin Products Program (FSWI) Online Application Instructions

The following is a guide to applying for Department of Agriculture, Trade and Consumer Protection (DATCP) grants through the online application submission system, AccessGov. If you have any questions or run into any issues, please contact DATCPDADGrants@wisconsin.gov.

To start an application, go to: <https://wi.accessgov.com/datcp/Forms/Page/dad/fswiapplication/>.

You are not required to log in or create an account to apply. However, creating an account will allow applicants to return to draft applications prior to submission. Applicants who do not log in will need to complete and submit the application in one sitting (sessions will expire if inactive for five minutes). Applicants can preview the application questions, prepare answers and return later for submission.

To log in, click **Log in to store your form** at the top of the application welcome page. Select **Public User**. If you have applied through the Wisconsin AccessGov system previously, you can log in with your email address. If you are a new user, select **Don't have an account? Sign up** at the bottom of the sign-in window. Complete the prompts to create an account.

Users will need to provide their name and email; create a password; have their email address verified; and set up two-factor authentication.

Users that have logged-in and saved work can return to their partially completed/draft application by clicking the **Home** button in the upper right corner. From the Home page, click the **To Do** tab in the right side **My Forms** menu. Then select **Continue** under the application displayed.

When starting an application, the application welcome page will display important information such as link to the program's website, Request for Proposal (RFP) and information regarding the application deadline. Please pay close attention to the deadline. Applications must be fully submitted by the date and time listed. Application started but not submitted will not be considered for funding.

To begin an application, click the blue **Start Application** button from the application welcome page. The left side menu will display the status of each of “page” of the application. Once a page is completed, the page name will receive a green checkmark next to it. If a page is incomplete or needs attention, the menu bar will display an explanation point. The application can be submitted after all pages are completed.

Once all information has been entered on a page, click the **Next** button at the bottom of the page to save information and advance to the next page.

Alternatively, you can use the left side menu to advance to specific pages (this can be useful when previewing the application questions). Selecting **Save and Exit** will save progress and exit the application (this is only recommended if you are logged in).

After saving/selecting next, you may notice an alert or error informing you that attention is needed for specific questions. Alerts will display next to a question in red font and will tell you that a field is required or that information entered is not an allowable value. You will need to correct any alert prior to submission.

Some field types, such as those on the work plans, budgets or distribution plans; will allow you to enter multiple “lines” of information. Look for the **+Add** button below fields grouped in grey boxes. Once you click the **+Add** button, another series of fields will be created to input addition items (e.g., additional activities on a work plan or additional expenses on a budget). To remove a line, click the red **“X”** in the upper right corner of grouped fields.

The final certification page will require a certification of the application. After all fields are completed, click the blue **Submit** button and verify there were no alerts or issues.

Once submitted, you will see a conformation window (under the heading “Form Submitted”). From this window, you can download a PDF of the submitted application (**FSWI Application**) or a zip file including the PDF application and any uploaded files (**Download All**). Once the application is fully submitted no further edits are possible.