Meat Processor Infrastructure Grant (MPIG)
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/mpigapplication

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.

If you will be creating an account, please log in *prior* to clicking Start Application.

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 **My Forms** menu on the right side of the screen. 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.
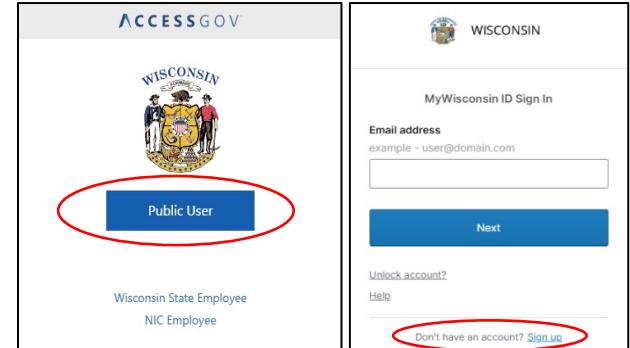
To begin an application, click the blue **Start Application** button from the application welcome page. The left side menu will display the status of each of "page" of the application. Once a page is completed, the page name will receive a green checkmark next to it. If a page is incomplete or needs attention, the menu bar will display an explanation point. The application cannot be submitted until all pages are completed.
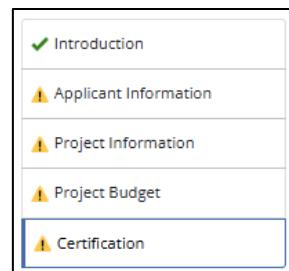
Once all information has been entered on a page, click the **Next** button at the bottom of the page to save information and advance to the next page. Alternatively, you can use the left side menu to advance to specific pages (this can be useful when previewing the application questions). Selecting **Save 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 saving or submission.
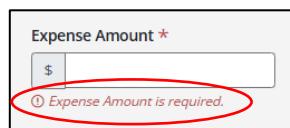

Some field types, such as those on the work plans or budgets will allow you to enter multiple "lines" of information. Look for the **+Add** button below fields grouped in grey boxes. Once you click the **+Add** button, another series of fields will be created to input addition items (e.g., additional 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.

When completing the budget, first select which budget categories are applicable to your project (e.g., Equipment). Budget "line items", organized by category, will appear under the category selection boxes. Enter information about each grant expense (e.g., item being purchases, staff time, contractor fees, etc.). You will need to name the expense and provide cost calculation (such as the number of units and the unit costs or hours and hourly rate). Then you will list the dollar amount which will be paid for with grant funds and the dollar amount which will be paid for the local matching funds. The expense total will be automatically calculated based upon the amounts enter. To add more expenses within that
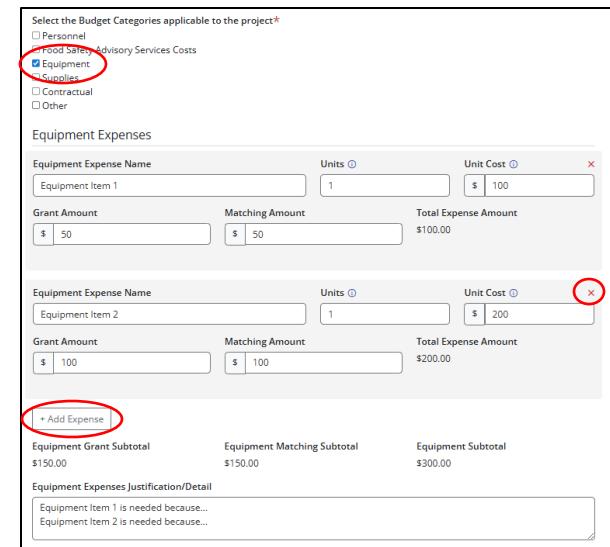
budget categories **+Add** to create another line. Provide a description and justification of all expense within each budget category. The subtotals for each budget category and the grand totals will be automatically calculated and displayed. You may receive an error if the match requirement is not met or if the total request (grant) amount exceeds program limits.

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

Once submitted, you will see a confirmation window (under the heading "Form Submitted"). From this window, you can download a PDF of the submitted application (**MPIG 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.