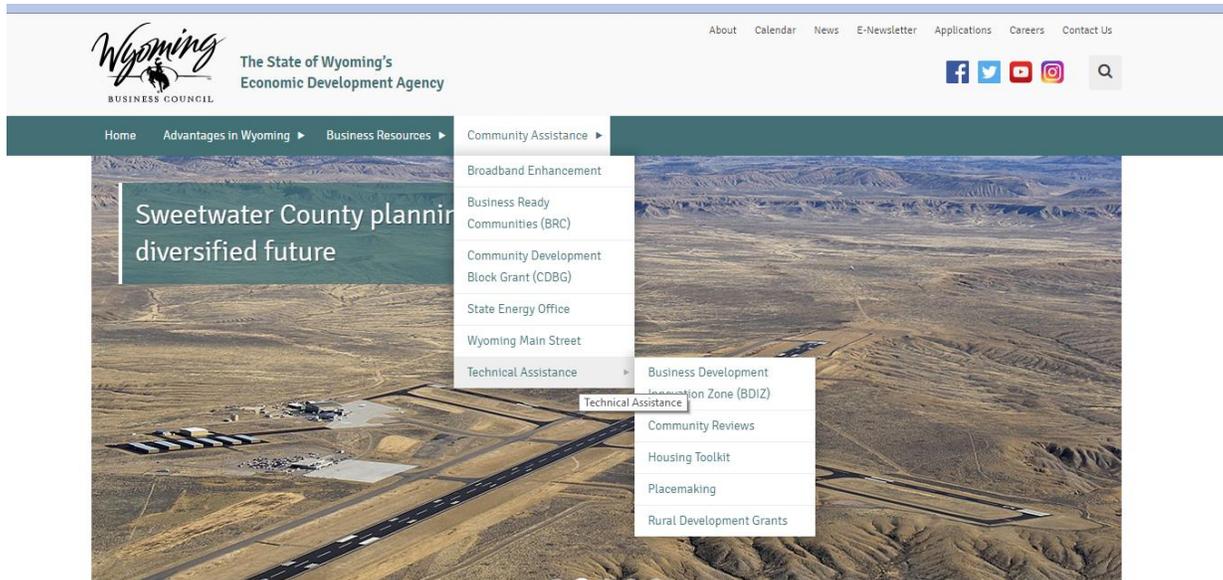


How to apply for Placemaking and Farm Wall Grants

1. Go to <http://www.wyomingbusiness.org/>
2. On the top of the page, in the selection menus, click on *Community Assistance*, Scroll down to *Technical Assistance*, and over to *Placemaking*.



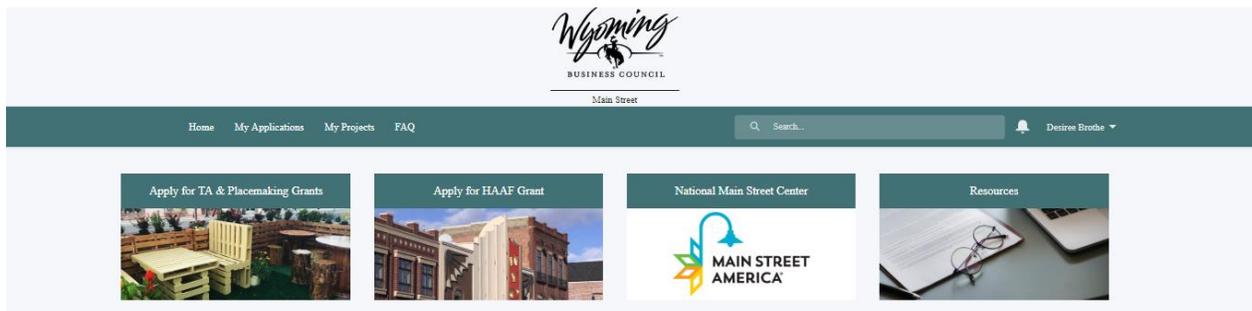
3. Once in the Placemaking section, scroll down to these boxes and expand the "Application and Reporting" box. Click on the text that says "2019 Placemaking Application."



4. This takes you to a new window with a login screen that prompts you for a username and password. If you've applied for a grant with the Wyoming Business Council before, you will use your same username and password from that account. If you are new, simply create a username and password.



5. Once you log in, you will see a screen that looks like the one below. Click on the box at the far left that says, “Apply for TA and Placemaking Grants.”



6. This takes you to a new screen to begin your application. Directions are listed in this screen for how to proceed. As you move through the application questions, there are check and fillable boxes for you to enter your information.

On the third screen, the application will ask you what type of application you are submitting, whether “Farm Wall” or not. If this is just a regular Placemaking application, please select ‘no’ to the Farm Wall question. There will also be a place to upload attachments further into the application.

You can start and pause an application while in the middle of one and before final submission. Once an application is submitted, you are unable to get back in and edit. If you do pause and want to re-access an application, simply go to “My Applications” at the top of the webpage, which will take you to your application and allow to you select the one you are working on.

The image shows the application start screen. It includes a navigation bar at the top with links for Home, My Applications, My Projects, and FAQ. Below the navigation bar, there is a section titled 'Please complete the application below to apply for Technical Assistance or Placemaking grants. Prior to final submission of grant application, please be sure you have contacted your local WBC Regional Director (contact list here)'. This is followed by contact information for Desiree Brothe, Kim Porter, Linda Klinck, and Katie O'Bryan. There is also a section for 'Technical Questions' with contact information for Kayla Kler. The main content area contains instructions for the application process, including 'Program Rules', 'Pausing and Resuming an Application', 'Relaunching an Application', 'Saving Your Application', and 'Print and Save Application'. At the bottom, there is a form with two dropdown menus: 'Grant Application Type' (set to 'Placemaking') and 'County' (set to 'Albany'). Below these menus are 'Pause' and 'Next' buttons. A callout box on the left side of the screen points to the 'Pause' button with the text: 'Click here to 'pause' the application.'

7. If you have any issues at all, please contact Kayla Kler at kayla.kler@wyo.gov or 307.777.2842.