

## Quick Guide for Greenway Grant Application

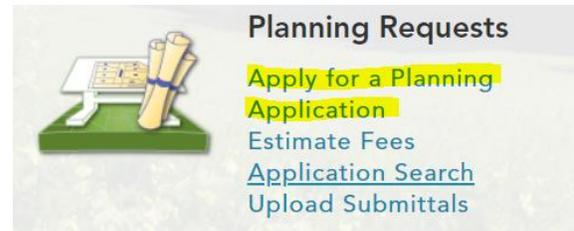
This document provides guidance on how to submit a Greenway Fund Grant Application.

### HELPFUL TIPS BEFORE YOU START AN APPLICATION

- The application will have you upload several documents. It is advised to have all documents ready to upload in Word or PDF format.
- If you have questions about the CityView Application Process, contact the [DLS Administrative Assistant](#). If you have questions about the required documents for the Grant Application, contact the [Principal Planner](#).

### STEP 1: CREATE A NEW APPLICATION

1. Visit the webpage:  
<https://cityview.outagamie.org/>.
2. Under Planning Requests, click: Apply for a Planning Application.
3. You will be prompted to register as a new user – OR – to sign-in with your existing email address and password.



### STEP 2: PROJECT DESCRIPTION

1. **Choose the Project Type:** Select "Greenway Fund" in the drop down menu.
2. **Project Description Name:** Enter brief project description or title.
3. **Comments:** Enter a brief summary of the proposed project (minimal details).
4. **Project Start Date:** Choose an estimated start date for the project.
5. **Project End Date:** Choose an estimated completion date for the project.
6. **Amount Requested:** Enter the dollar amount of the funds being requested.
7. **Total Project Budget:** Enter the total dollar amount of the project.
8. **Sponsoring Government Unit:** Select the municipality involved with the project.
9. Click Next Steps.

### **STEP 3: LOCATIONS**

1. Enter the physical address of the project (or the 9-digit parcel number). If the proposed project is large, choose a parcel within the project area. As you type, the program will try to find the address/parcel number for you. Once it appears, click it and it will show up in the location box.
2. The program will allow you to add additional locations, if needed.
3. Click Next Steps.

### **STEP 4: CONTACTS**

1. Enter your name and any additional contacts you would like to have as part of the application.
2. Click Next Steps.

### **STEP 5: UPLOAD YOUR DOCUMENTS**

1. Upload all documentation separately. If you do not have all your documents ready, you may upload them once the application is submitted by visiting My Items at the top of the page.
2. Click Next Steps.

### **STEP 6: REVIEW, PAY FEES, AND SUBMIT APPLICATION**

1. Review all information on this page.
2. Read the statement at the bottom of the page and check the box "Do you agree?"
3. Enter in the characters shown in the white box.
4. Submit Application at the bottom of the page. Note the Application Number (PL20XXXXXX).