The Portal

Navigating the Web-based Application

Here is your how-to guide for submitting your application for the GREAT Grant.
Now you will arrive at the GREAT Grant program portal. Here, you will log in using the credentials you have received after your Authorization Form was filed.

You must use Internet Explorer.
Once you log in, you will land on this homepage. Select “Broadband.”
Once you land on this page, you will want to select “Create a New Application” for new applications. If you have already started an application, click “Edit Existing Application” and search for your application.
On this page, in the search criteria, select “Program Type” and click search.
Select the active GREAT Grant program from the result list.
Now you will arrive at the application for the GREAT Grant program. Complete the application fields to submit your application.
At the bottom of the page, you will notice multiple navigation buttons. Use these carefully. The “Check” button helps you check to make sure that all of the required fields on the page have been completed. The “Save” button will save your progress and send you to the upload files page for the application. Then you will need to re-enter the application using the directions.
files page for the application. Then you will need to re-enter the application using the directions above. The “Next” button allows you to navigate to through the application.

One important note here is that the Next button DOES NOT SAVE your information with the profile. Only the “Submit” button on the last page of the application and the “Save” button will save your information. There is a 30 minute timeout on the application portal. So plan your entry accordingly to avoid lost information.
On the Project page, please add the information around the project for which you are submitting this grant application. You will have the option to upload documents on the Certifications page.
On the Certification page, you will provide attestation for a variety of company certifications and your application. Once you are finished here, click "Save" to be taken to the upload page.
Once on the upload page, click "Browse" to find and select your file for upload. Then click "Attach." Now, click the back button in the top right corner.
Now, you are returned to the search criteria page for Grantor Applications. Click "Search" and you will find your existing application.
Return to the Certification page by clicking the "Certification" tab at the top of the page. Then click "Submit."
You will be notified of any errors or incomplete sections of your application. Correct any errors and submit. You are now finished with your GREAT Grant application.
If you need help along the way, here are the best ways to start. If you have issues that aren’t resolved through these sources, please contact us via email at greatgrant@nc.gov.