



AnnaMarie Deskiewicz

# Completing the Project Description

A guide to completing the Project Description of your grant application



**How to complete the project description section of your grant applicaiton**

Lesson 1 of 1

# How to complete the project description section of your grant applicaiton

 AnnaMarie Deskiewicz

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In this section we will learn how to complete the Project Description section of your grant application.

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**Completing the Project Description  
Section**

To access an existing project, including grant applications, continuation applications, or modifications, click the hyperlink in the main menu. This section also allows you to create or update reports as needed.

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [E-Signing](#) | [Internal Menu](#)

Welcome to PCCD Egrants!  
*Please select a menu tab or prompt link to continue.*

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).


[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.



To enlarge image, click on the image

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Please select the grant ID number for which you would like to complete the project description.

Search Criteria:

### PROJECT MANAGEMENT SEARCH

Grant ID:   
Applicant Agency: [All]   
Recipient Agency:   
Funding Announcement: [All]   
Keywords: [All]

**Quick Searches**  
[Applications In Process \(2\)](#)  
[Awarded Projects - Active \(0\)](#)

Applications In Process Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
47093	PA Commission On Crime & Delinquency	Expanding the CAC	

To enlarge image, click on the image.

From the project summary screen, click the application hyperlink. This will take you to the application summary screen.

### PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
47093:	<a href="#">Application</a>	1/1/2026 - 12/31/2027	Open - Draft

To enlarge image, click on the image.

Once on the application summary screen, click the Project Description hyperlink.

APPLICATION SUMMARY		
Section Listing and Status		
Section Name	Status	Last Update
<a href="#">Statement of Purpose</a>	In Process	9/22/2025 6:04:44 PM
<a href="#">Project Description</a>	In Process	9/22/2025 6:04:44 PM
<a href="#">Approval Checklists</a>	In Process	9/22/2025 6:04:44 PM
<a href="#">Required Attachments</a>	In Process	9/22/2025 6:04:44 PM
<a href="#">Procurement Details</a>	In Process	9/22/2025 6:04:44 PM
<a href="#">Budget Detail</a>	In Process	9/22/2025 6:41:53 PM

To enlarge image, click on the image.

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Depending on the funding opportunity you are pursuing, you may need to answer a series of questions or provide a comprehensive summary of the project for which you are seeking funding. It is essential to complete this section thoroughly and include as much relevant information as possible.

When finished, change the completion status from "In-Process" to "Complete" and click save.

PROJECT DESCRIPTION

Section Point Value: 0

Completion Status: **In Process** ▾

Created By:  
Last Update By:

Created Date: 9/22/2025 6:04:44 PM  
Last Update Date: 9/22/2025 6:04:44 PM

Provide a detailed description of how your agency is planning to develop a CAC. The following must be included in this description:

1. Describe how the proposed project will address the goals and objectives of this funding announcement.

2. Discuss your intention to apply for NCA membership and steps that you have taken within the last year towards NCA membership (Please note: Successful applicants will be required to apply for NCA membership during the 3-year project period).

3. Describe the location of the proposed project and the target population to be served. Include the estimated number of individuals and/or families including demographic characteristics (e.g., age, gender, race/ethnicity, etc.) that will be served by your proposed CAC throughout the funding year.

4. Discuss the membership of your MDIT, how often your MDIT meets, and the current status of your MDIT protocol (i.e. protocol is still in development, protocol is being revised, etc.).

To enlarge image, click on the image.

**CONTINUE**



For additional resources please contact the E-grants Help Desk.

Email: [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov)

Telephone: (717) 787-5887 or toll-free within Pennsylvania (800)  
692-7292