



AnnaMarie Deskiewicz

# Required Attachments

## Required Attachments

This walk through provides step by step instructions on how to upload documents to the Required Attachments section of a grant application in eGrants. A list of the types of items typically uploaded to this section of the application are listed below.

Documents uploaded to the Required Attachments section will be unique to each application based on their project activities. Commonly uploaded supporting documents include:

- 1 Activity 12 Letters of Support or Board Meeting Minutes
- 2 Letters of Support from project partners
- 3 Assessments
- 4 Peer Reviewed Studies



5

Information on Evidence Based programming

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Price Quotes

**CONTINUE**

To upload your documents, click the "Add Attachment" button. Please remember that each individual document must not exceed 4MB in size. However, you can upload an unlimited number of documents, and there is no total size limit for all documents combined in this section.

REQUIRED ATTACHMENTS

Section Point Value: 0  
Completion Status: In Process

Created By:  
Last Update By:

Created Date: 3/25/2026  
Last Update Date: 3/25/2026

Applications must include the following:

- Any department, county, or Criminal Justice Advisory Board (CJAB) documents identifying or discussing projects or need for new positions or other improvements/enhancements related to the request for funds (ex. strategic plans, approved minutes, annual report, etc.)

Applicants may also include any attachments, in addition to the above, which support the department's request for funds.

Actions	Attachment Name	Description	Date	History
<i>No records to display.</i>				

File Attachment Documents

*No records to display.*

**CONTINUE**

A pop-up window will appear. Click "Select Attachment."

## Upload Attachment



(Click "Save" to permanently save any uploaded attachments. Allowed file extensions are \*.docx, \*.pdf, \*.xlsx)

Select Attachment

Description is required to enable save button.

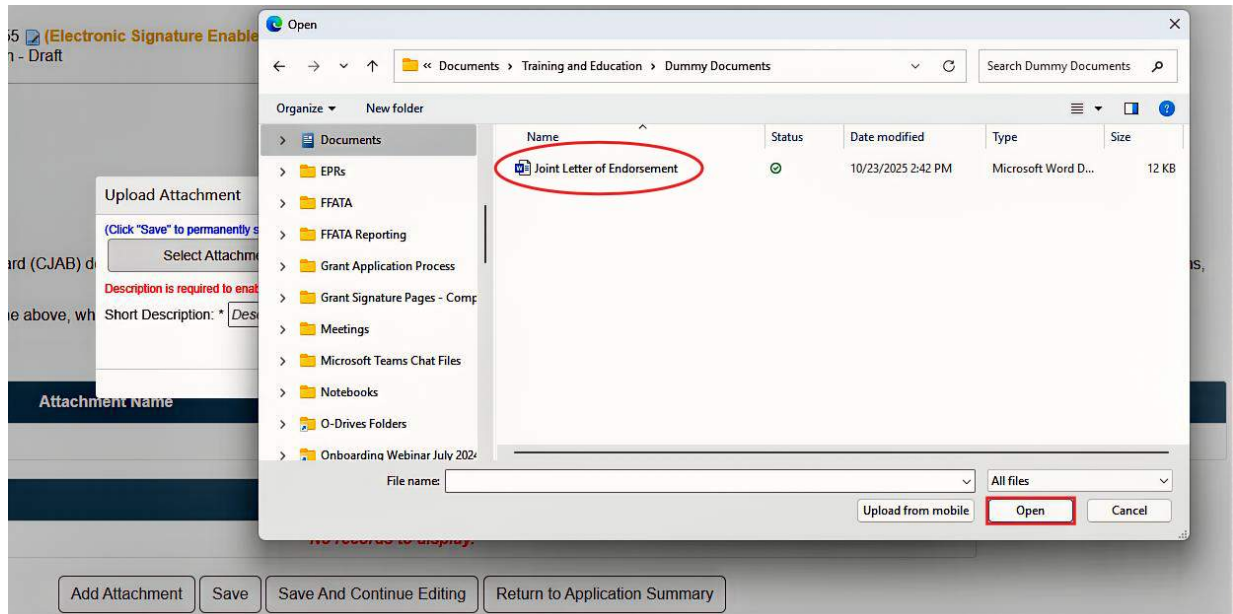
Short Description: \*

Save

Cancel

CONTINUE

When the file explorer window appears, locate the file that you would like to open and click the file name, then click "Open"



## CONTINUE

Add a Short Description of the document in the Upload Attachment pop-up window then click the "Save" button.

Upload Attachment

(Click "Save" to permanently save any uploaded attachments. Allowed file extensions are \*.docx, \*.pdf, \*.xlsx)

- Joint Letter of Endorsement.docx ✕ Remove

Description is required to enable save button.


Short Description: \* Joint Letter of Endorsement

Save Cancel

Attachment Name	Description	Date
No records to display.		
File Attachment Documents		
No records to display.		

## CONTINUE

To add additional documents, repeat the above process. Once all documents have been uploaded, change the completion status from "In Process" to "Complete", click "Save" at the bottom of the screen.

Section Point Value: 0  
Completion Status: In Process 

Created By:  
Last Update By:

Created Date: 3/25/2026  
Last Update Date: 3/25/2026

Applications must include the following:

- Any department, county, or Criminal Justice Advisory Board (CJAB) documents identifying or discussing projects or need for new positions or other improvements/enhancements related to the request for funds (ex. strategic plans, approved minutes, annual report, etc.)

Applicants may also include any attachments, in addition to the above, which support the department's request for funds.

Actions	Attachment Name	Description	Date	History
 	<a href="#">Joint Letter of Endorsement.docx</a>	Joint Letter of Endorsement	3/25/2026	<a href="#">Show Attachment History</a>

File Attachment Documents

*No records to display.*