

How to Apply for a Grant

On the Home screen, click on the yellow “Apply” tab to apply for a grant. This tab will appear in yellow when a grant solicitation is open to apply for grant.

The screenshot shows the COSMOS application interface for the North Dakota Department of Corrections and Rehabilitation. The top navigation bar includes links for Home, Profile, Filing Cabinet, Search Payments, and Apply (highlighted in yellow). The 'Work Queue' section on the left contains two overdue grant requests, each with a 'View Filing Cabinet Request' button. The 'Awards' table on the right lists three grants with their respective amounts and health status.

Grant Name	Amount	Remaining	Health
FY 2021 VOCA Assistance Grant		\$0.00	100%
FY 2022 VOCA Assistance Grant			73% ⚠
FY 2022 VOCA Competitive Grant			130%

The 'Recent Payments' section is also visible but empty.


Select the grant you want to apply for by clicking on the dropdown arrow. Click the “Continue” button.

This screenshot shows the top navigation bar of the COSMOS application. The 'Continue' button is highlighted in blue, indicating it is the active selection.

Start Application

The 'Start Application' dialog box is shown, featuring a dropdown menu labeled '*Select Grant:' with a red circle around the dropdown arrow. Below the dropdown are two buttons: 'Cancel' and 'Continue', with the 'Continue' button highlighted in blue and circled in red.

A green bar stating the application has been successfully created now appears near the top of the page. On the left-hand side is the sections of the application that must be completed. Select a section to begin editing your application. A Notice of Funding Opportunity with grant details can be downloaded by clicking on the “Download Application Documents” link directly above the application sections.



North Dakota Department of
Corrections and Rehabilitation

COSMOS

[Home](#) [Profile](#) [Filing Cabinet](#) [Search Payments](#) [Welcome Bismarck Shelter](#) [Log Out](#)


Edit Application


Subgrantee:


Grant Name: FY 26 Jail Programming Grant
Grant Number: jail 123456


Application Solicitation Period: 08/14/2025 - 08/21/2025
Grant Period: 09/01/2025 - 09/30/2025

[Download Application Documents](#)

General 



Narrative Summary 


Budget 

Documents/Attachments 

Please select a section on the left to begin editing.

As data is saved in each section, an icon will display the status for the section:

-  indicates that the section is complete.
-  indicates that the section has some information entered but is not yet complete.

 **Your application is ready to submit.**
Please review your application to verify all entered information is correct.

Review Application

General section

Requested Amount: Enter the dollar amount you are requesting.

Authorized Signatory: Enter the Signatory Name and Signatory Title of the person responsible for signing the grant agreement.

Match Amounts: Enter the Value of In-Kind Match and Amount of Cash Match and the sources if Match is required.

Click “Discard Changes” to delete information entered or click on “Save” to keep entered information. You can return to the section later and make changes if necessary.

Edit Application

Subgrantee: [REDACTED]	Grant Name: FY 26 Jail Programming Grant Grant Number: jail 123456	Application Solicitation Period: 08/14/2025 - 08/21/2025 Grant Period: 09/01/2025 - 09/30/2025
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[Download Application Documents](#)

General

Narrative Summary

Budget

Documents/Attachments

General

Amount

***Requested Amount:**

Authorized Signatory

***Signatory Name:**

***Signatory Title:**

Research and Development

***Is the grant for research and development?**
☐ Yes ☒ No

Match Amounts

***Value of In-Kind Match:**

***Source:**

***Amount of Cash Match:**

***Source:**

An exclamation mark will appear if some information has been entered but is not yet complete. A description of missing information will also appear at the top of the page and required information that needs to be completed will be highlighted in red.

Edit Application

Subgrantee:	Grant Name: FY 2022 VOCA Test Grant Grant Number: 2019-GX-VA-0001	Application Solicitation Period: 03/03/2021 - 04/02/2021 Grant Period: 07/01/2021 - 06/30/2022
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[Download Application Documents](#)

General

Fund Usage

Victim Services

Narrative Summary

Volunteers

Crime Victim Allocation

Budget

Documents/Attachments

The application has been updated, but the following information is still required in order to submit the application:

- Requested Amount must be a positive dollar amount.
- Primary Use of Funding is required.

General

Amount

*Requested Amount:

\$ 0.00

*Purpose of VOCA Funding

Review Application

When the section is complete a green check mark will appear.

Edit Application

Subgrantee:	Grant Name: FY 2022 VOCA Test Grant Grant Number: 2019-GX-VA-0001	Application Solicitation Period: 03/03/2021 - 04/02/2021 Grant Period: 07/01/2021 - 06/30/2022
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[Download Application Documents](#)

General

Fund Usage

Victim Services

Narrative Summary

Volunteers

General

Amount

*Requested Amount:

\$ 1,000.00

Narrative Summary section

The **Narrative Summary** includes open ended questions. All questions are required and have a character limit. Respond in detailed and concise answers.

Edit Application

Subgrantee:	<div></div>	Grant Name: FY 26 Jail Programming Grant Grant Number: jail 123456	Application Solicitation Period: 08/14/2025 - 08/21/2025 Grant Period: 09/01/2025 - 09/30/2025
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 [Download Application Documents](#)

General	✔
Narrative Summary	✔
Budget	✔
Documents/Attachments	✔

✔ Your application is ready to submit.

Please review your application to verify all entered information is correct.

[Review Application](#)

Narrative Summary

*Section 2: Jail Operations Overview Question 1

What is your facility capacity? (Max 2,000 characters)

2,000 characters remaining

*Section 2: Jail Operations Overview Question 2

What is your facility's Average Daily Population (ADP)? (Max 2,000 characters)

2,000 characters remaining

*Section 2: Jail Operations Overview Question 3

What is your facility's Security Levels Housed? (i.e., Minimum, Medium, Maximum, Other- provide explanation) (Max 2,000 characters)

Budget section

The budget amount must match the application's requested amount. A red warning bar will appear at the top of the page if the amounts do not match. Include a budget narrative at the bottom of the page and click Save to complete the section.

NOTE: Some **Budget** categories may not be applicable to the grant. Please review the Notice of Funding Opportunity for allowed **Budget** categories in the grant your agency is applying.

Edit Application

Subgrantee: <input style="width: 150px;" type="text"/>	Grant Name: FY 26 Jail Programming Grant Grant Number: jail 123456	Application Solicitation Period: 08/14/2025 - 08/21/2025 Grant Period: 09/01/2025 - 09/30/2025
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[Download Application Documents](#)

General ✔

Narrative Summary ✔

Budget ✔

Documents/Attachments ✔

✔ Your application is ready to submit.
Please review your application to verify all entered information is correct.

Review Application

Budget

Salaries and Wages

FTE Staff Professionals	\$ 50,000.00
Fringe Benefits	\$ 0.00
Overtime and Shift Differential	\$ 0.00
Contractor(s)	\$ 0.00
Volunteer(s)	\$ 0.00
Total:	\$50,000.00

Operating Expenses

Advertising	\$ 0.00
Insurance	\$ 0.00
Lease - Buildings/Land	\$ 0.00
Lease/Rental - Equipment	\$ 0.00
Lease/Rental - Motor Vehicles	\$ 0.00
Miscellaneous Operating	\$ 0.00
Operating Fees/Services	\$ 0.00
Photocopying/Printing	\$ 0.00
Postage	\$ 0.00
Professional Development	\$ 0.00
Professional Services	\$ 0.00
Public Presentation Materials	\$ 0.00

Documents & Attachments

Edit Application

Subgrantee: 	Grant Name: FY 26 Jail Programming Grant Grant Number: jail 123456	Application Solicitation Period: 08/14/2025 - 08/21/2025 Grant Period: 09/01/2025 - 09/30/2025
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Download Application Documents

Documents/Attachments

Review Application

Documents

*Board of Directors

Provide the name, address, contact information, and title for each board member.

Required document not provided.

Attach Document

*Budget Detail

Use the attached Budget Detail worksheet and submit budget detail for the grant.

Required document not provided.

Attach DocumentDownload Template

Attachments

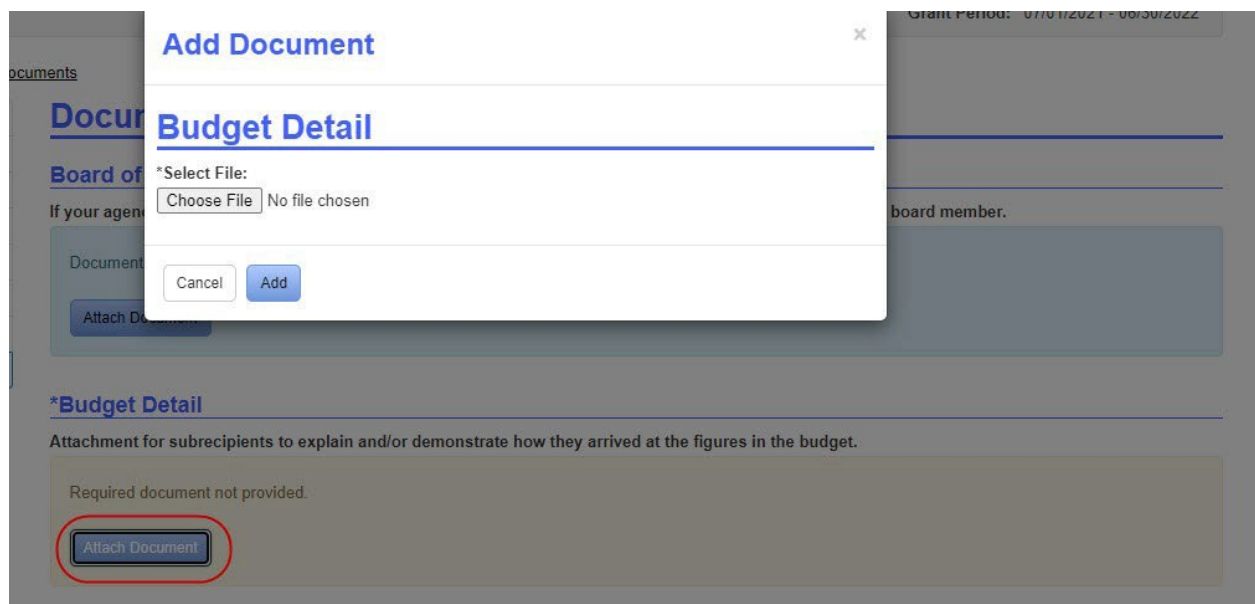
Please attach any additional documentation that may be relevant to your application.

Add New Attachment

No attachments have been added.

In the **Documents/Attachments** section, required documents are marked with an asterisk (*).

Click on the “Attach Document” button in the shaded area of the document you wish to add. A pop-up box will appear. Click on the “Choose File” button to select the correct document. Click the “Add” button to attach the document.



The document will now appear in the shaded area of that document type. From here you can now download the document or remove it.

*Budget Detail

Attachment for subrecipients to explain and/or demonstrate how they arrived at the figures in the budget.

Test test test.docx

Download Document

Remove Document

Application Review

When the required documents have been attached and all sections are completed, your application is ready to submit. Click on the “Review Application” button to begin.

General	✓
Fund Usage	✓
Victim Services	✓
Narrative Summary	✓
Volunteers	✓
Crime Victim Allocation	✓
Budget	✓
Documents/Attachments	✓

✓ Your application is ready to submit.

Please review your application to verify all entered information is correct.

Review Application

Click on the arrows at the right-hand side of each section to expand to review or click on “Expand All Panels” to open all sections. If a section needs revisions, click on the “Edit Application” button on the top left-hand side.

View Application

Subgrantee: <input type="text"/>	Grant Name: FY 26 Jail Programming Grant Grant Number: jail 123456	Application Solicitation Period: 08/14/2025 - 08/21/2025 Grant Period: 09/01/2025 - 09/30/2025
Application Status: In Progress ⓘ		

Edit Application Use this button to continue filling out your application or to make changes.

Collapse All PanelsExpand All Panels

General

Amount

Requested Amount: \$50,000.00
Amount Awarded: \$0.00

Research and Development

Is the grant for research and development?
☐ Yes ☒ No

Signatory

Signatory Name: Jane Smith
Signatory Title: Administrator

Match Amounts

Total Match: \$0.00
Value of In-Kind Match: \$0.00
n/a
Amount of Cash Match: \$0.00
n/a

Match Requirements

Total Project match %: 0% ⓘ
Award match %: 0% ⓘ
Required match amount: \$0.00 ⓘ
Entered match amount: \$0.00

Narrative Summary

Budget

Documents & Attachments

Submission Comments

Return

Delete Application

After each section is reviewed and information is correct, click on the “Submit Application” button at the bottom of the page. To remove the application from consideration, click on the “Delete Application” button on the bottom right-hand corner.

Budget

Documents & Attachments

Submission Comments

Your application is ready to submit.
Please click on the "Submit" button to continue.

Submit Application

Return

Delete Application

A pop-up box will appear, add any additional comments you feel may be relevant. Click on the “Submit” button.

Submit Application

Submission Comments:
Please enter any comments you feel may be relevant to the approval process.

Thank you for the consideration.....

1,957 characters remaining

Cancel Submit

A green bar stating the application has been successfully submitted will appear at the top of the page. At this point you can still make edits to the application or delete it by clicking on the “Withdraw Application” button.

Home Profile Filing Cabinet Search Payments

Welcome Cosmos Site 3 Log Out

The Application has been successfully submitted.

View Application

Subgrantee: 2022 TEST
Application Status: Submitted

Grant Name: 2022 TEST
Grant Number: 34

Application Solicitation Period: 02/01/2022 - 02/28/2022
Grant Period: 03/01/2022 - 07/31/2022

Withdraw Application

Collapse All Panels Expand All Panels

General

At any point in the application process, you may save your progress and return to it later. The incomplete application will appear in your [Work Queue](#) and under [Applications](#) on the Home page. Click on the “Review Application” button in the [Work Queue](#) or on the grant name under [Applications](#) to return to the application.

[Home](#) [Profile](#) [Filing Cabinet](#) [Search Payments](#) Welcome Bismarck Shelter [Log Out](#)

Work Queue

Application for FY26 VOCA State Funded Grant has not yet been submitted.
[Review Application](#)

Application for Test 2025 VOCA has not yet been submitted.
[Review Application](#)

Application for FY 26 Jail Programming Grant has not yet been submitted.
[Review Application](#)

Awards

No Active Awards found.

Applications

Grant Name	Amount	Status
FY26 VOCA State Funded Grant	\$10,000.00	In Progress
FY 26 Jail Programming Grant	\$50,000.00	In Progress
Test County Jail Grant	\$3,000.00	Submitted
Test 2025 VOCA	\$0.00	In Progress

Recent Payments

Grant Name	Amount	Date	Status
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