Submitting a Claim for RSVP State Funding

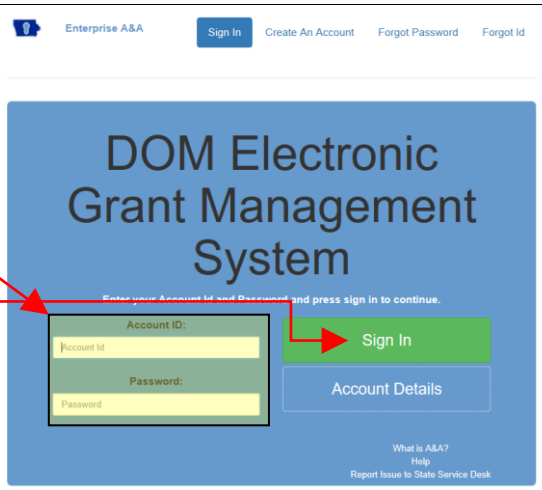
1. Start at www.iowagrants.gov and click on Returning Users Sign In Here.

Enter your user ID and password (this information should have been included in a confirmation e-mail you received after you signed up).

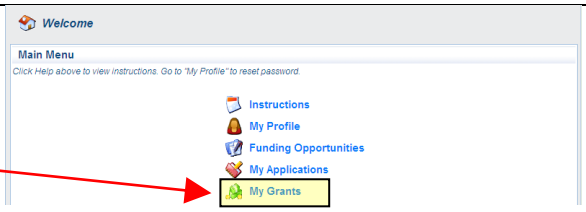
In most cases, the user name is firstname.lastname@iowaid.

Click the "Sign In" button.

If you have forgotten your ID or password, please use the system links for assistance; Volunteer Iowa staff cannot help with the password part of the system.

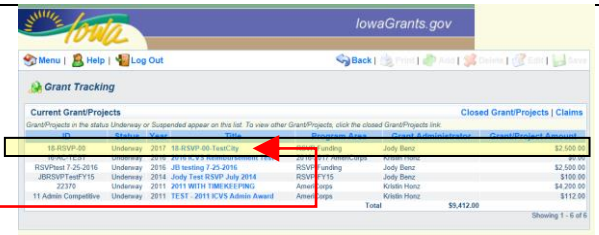


2. Click on My Grants.

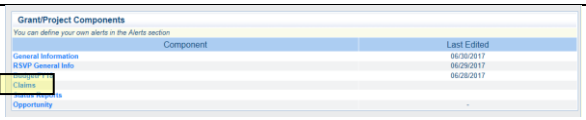


You will see a list of all the grants you currently have through IowaGrants. The status will read "Underway" for your current RSVP grant.

Click on the link "xx-RSVP-xx-YourCity".



3. Click on Claims to open the component.

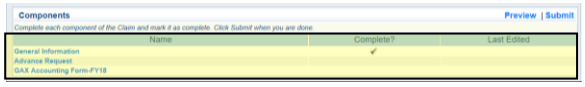


Claims have been created for you by staff
DO NOT "Add" a new claim
Click on the ID number of a claim to open it.

- The first claim (#001) is due Aug. 31
- The second claim (#002) is due Jan. 31

General Information should already be checked as complete.

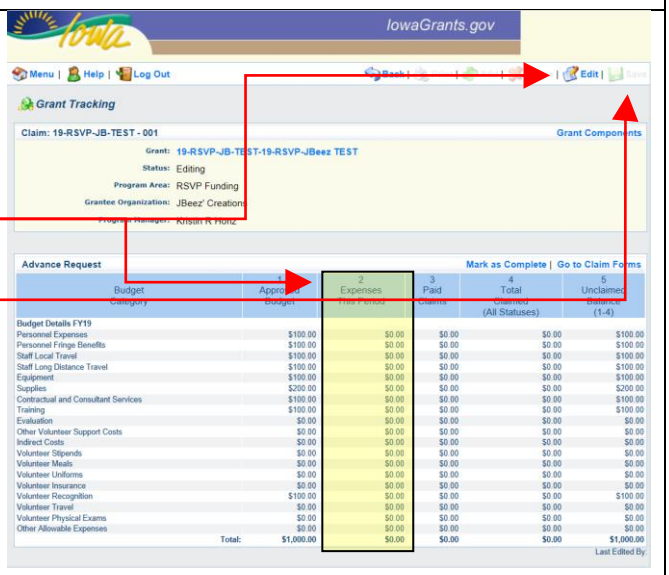
Click on Advance Request to open that component.



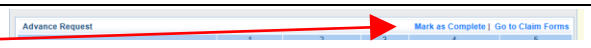
4. Click Edit; enter your anticipated expenses for the period (based on your approved budget).

Click Save.

If corrections are needed for any line item, click Edit, make the needed changes, and re-save the form.

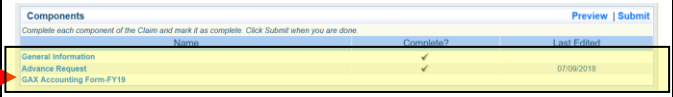


If/when everything is correct, click Mark as Complete.



General Information and Advance Request should now both be checked as complete.

5. Click on GAX Accounting Form-FYxx to open the component.



Click on Download blank GAX form HERE to download the form and save it to your computer.

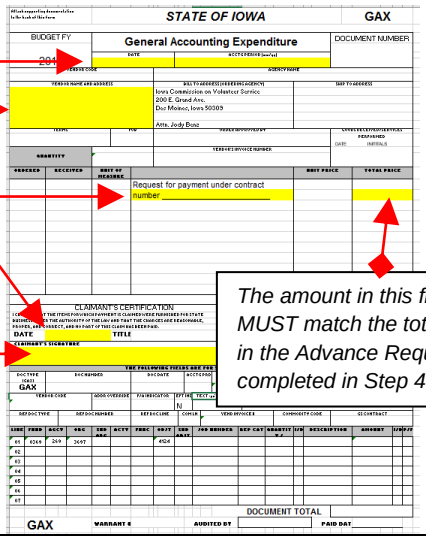
If you prefer to prepare the form in advance, you can download it at https://volunteeriowa.org/rsvp.

6. Complete ALL highlighted sections of the GAX.

You may use an electronic signature graphic if you have one, then save the document (*and* convert it to a PDF file).

If you do not have an electronic signature, print, sign, and scan the document (as a PDF file).

Once the form is completed, signed, and saved as a PDF, return to this section of Iowa Grants to complete the submission process (follow steps 1-3, 5, then skip to 7).



The amount in this field MUST match the total amount in the Advance Request completed in Step 4.

7. Click on the Browse… button; navigate to the PDF file on your computer and click on the Open button.

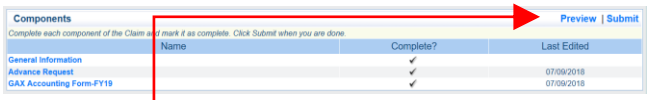
   Click on the Certification Check off box to verify that you are authorized to submit a claim on behalf of your organization.

   Click Save (which will automatically upload your PDF to the system).

Click Mark as Complete.

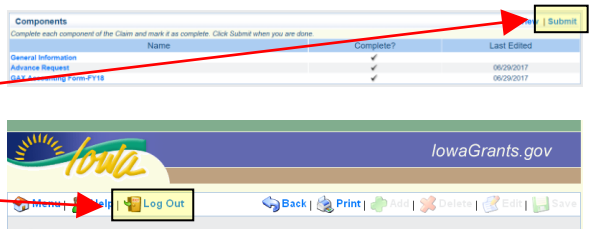
At this point, all three components should be checked complete.

You may wish to Preview your claim to make certain it's accurate (use the "Back" button on the preview screen to return here.)



8. Final Steps

- **CLICK SUBMIT**
- Log Out



What happens next? Once your claim is submitted, Volunteer Iowa staff will review it and approve it or send it back to you for corrections. Either way, you will receive an e-mail update. If you have any questions or difficulty completing these steps, contact Volunteer Iowa at icvs@iowaeda.com or 515.348.6226 (toll-free: 1.800.308.5987).