

Community Development Grants Administration

2025 Application Portal

Welcome to the Community Development Grants Administration Neighborly application portal. The portal allows us to receive applications for funding and track the outcome throughout the completion of the grant. Additionally, the portal allows the user to track the progress as it moves through the process.

1. **Getting Started** (*new applicants ONLY, returning applicants can go directly to **Start A New Application***)

To access the portal please click the link at the bottom of the page.

You will need to register before you are allowed access, provide:

- Email address [Choose verification Code]
- Complete the Registration page (Name & Password)
Passwords should be at least 12 characters long, contain an uppercase and lowercase, number and special character.
- Once Created sign back into the portal
- Read and Agree with the End User License Agreement and the Privacy Policy to continue

2. **Start A New Application**

- Choose a funding category based on the description of activities within that category.

(example: You are interested in Community Organizing [Choose General Services – CDBG Funds])

- Name for application – We need an Identifier to recognize the application, abbreviations are okay within reason.
 - Format: [Agency Name] – [Activity Name] – [Location]

Ex: Thompson Center-CommOrg-WallerHeights

***Please note the ID Number created for your application for future tracking purposes**

- You can now complete your application by clicking on the **Blue** tabs along the left-hand side
- Please read the full **Application Instructions** under the **Program Overview** tab before starting your application. The order which you complete the tabs does not matter.
- Some fields are preformatted to help ensure an accurate response (i.e phone number has to be 10 digits).

Helpful Hint: Save your work frequently to avoid losing information and **Avoid using Complete & Continue** until you are ready to submit the final documentation.

- Some responses require uploading documents. Please keep the file types as PDF, Word, Excel as much as possible to avoid unforeseen issues.

Once all the fields and uploads are complete, go back through the **Blue** tabs and choose **Complete & Continue** to achieve checkmarks next to the tabs. You are now ready to Submit your application.

All questions or issues should be submitted to cdgareports@milwaukee.gov. **Subject:** Application question

ENTER PORTAL