

SUBMITTABLE GUIDE

Welcome!

Indiana Community Development Projects, Inc. has prepared this guide to support your use of Submittable, the online grant management software platform. The grant management platform provides prompts to upload documents and enter information in the fields provided that will become your Planning Grant Application for the Community Parks Initiative (CPI).

Only completed applications from invited cities and towns will be considered. **Planning grant proposals are due by 12 p.m. EDT on October 30, 2026.**

Specifically, this guide explains:

- How to navigate Submittable
 - *Please note: Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser*
- Things to consider before starting your application (form):
 - Who should be involved in completing and submitting the application
 - User scenarios you may encounter
 - Where to find helpful resources

This guide is not designed to address questions about CPI. If you have questions about CPI, please visit www.indianacpi.org and review the Request for Proposals and Frequently Asked Questions under the "Initiative Resources" tab.

Please note: The Submittable Help Desk often uses the term “form” when referring to the grant application. When you see the term “form”, think “grant application.”



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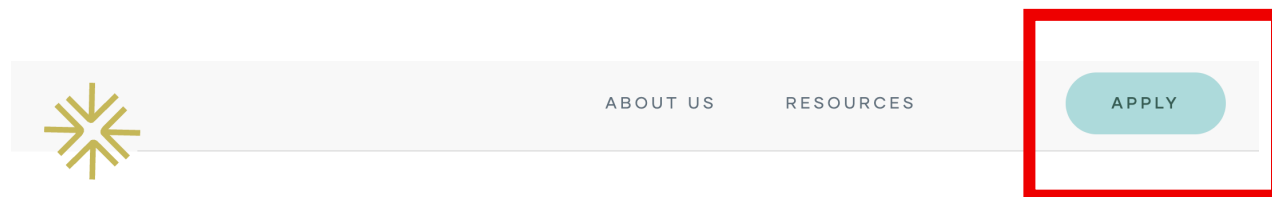
1. Getting Started

a. What will I need to get started?

All individuals who will be working on a planning grant request in Submittable will need to create a Submittable account. The person who first initiates each application or form will automatically be assigned as the application or **Form Owner** and additional individuals who are working on the forms are considered **Collaborators**.

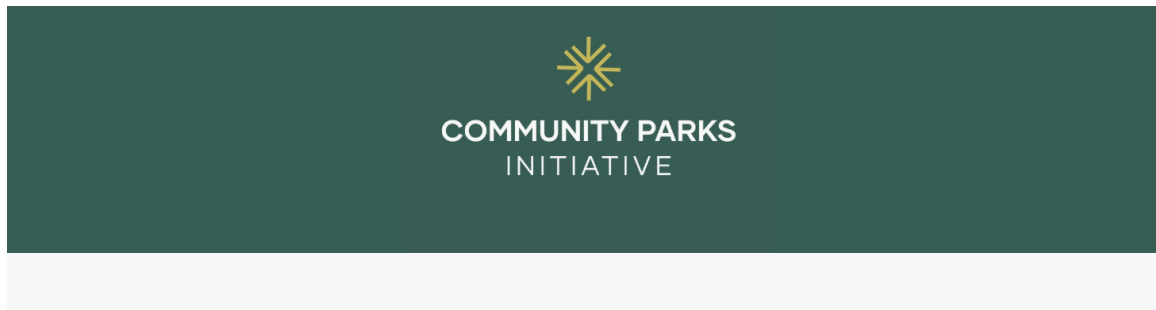
Please note: The individual who starts the application or form in Submittable will automatically be the form owner. They will be the only individual who can submit the application or form.

1. Visit the CPI website at www.indianacpi.org website and select the “Apply” button to direct you to the CPI portal page within Submittable where you can start your application form.



COMMUNITY PARKS INITIATIVE

2. Once on the CPI portal page within Submittable, review the information listed.



Community Parks Initiative (CPI)

Indiana Community Development Projects, Inc. (ICDP) is pleased to announce the **Community Parks Initiative**. The aim of this new initiative is to help invited cities and towns in Indiana enhance local park systems across Indiana through the development and implementation of community-driven plans to improve quality of life, place, and connection. ICDP has allocated nearly \$400 million in grant funding from Lilly Endowment for this two-phase, multi-year initiative providing funding for non-competitive planning grants and competitive implementation grants.

The **Community Parks Initiative** Phase 1 Planning Grant application is available below. Phase 2 Competitive Implementation Grants will be open for those cities and towns that receive a Phase 1 Planning Grant.

Phase 1 proposals are due by 12:00 p.m. EDT on October 30, 2026.

Please review the full details of the **Community Parks Initiative** in the [Request for Proposals](#) and supporting resources on the [website](#) before completing. A list of invited cities and towns and detailed information on eligibility is found [here](#) and on page 1 of the RFP. Only applications from invited cities and towns will be considered.

Please note: the individual who starts the application in Submittable will automatically be assigned as the form owner. They will be the only individual who can then submit and receive automated Submittable notifications.

Do you have questions about the **Community Parks Initiative**? Please email info@indianacpi.org.

3. Review the information on the Phase 1 Planning Grant and Hit “Apply”.

Community Parks Initiative Phase 1 Planning Grant Application

Guidelines ^

Apply

Welcome to the Community Parks Initiative Phase 1 Planning Grant Application!

Through the Submittable platform you will upload documents and enter information in the fields provided that will become your Planning Grant Application. Only completed applications from invited cities and towns will be considered. [Click here to view the list.](#)

Please review the full details of the **Community Parks Initiative** in the [Request for Proposals](#) (RFP). Phase 1 planning grant guidelines start on page 3 of the RFP.

Once you hit "Apply", the platform will take you through each of the required elements for a complete application. You can work on the elements of the application in any order and save as you go.

If you have questions about how to use Submittable for this application, please review the Submittable Guide that you can download [here](#). Submittable works best on Google Chrome, Firefox, and Safari. **Internet Explorer is not supported.** Please make sure you are using a supported browser.

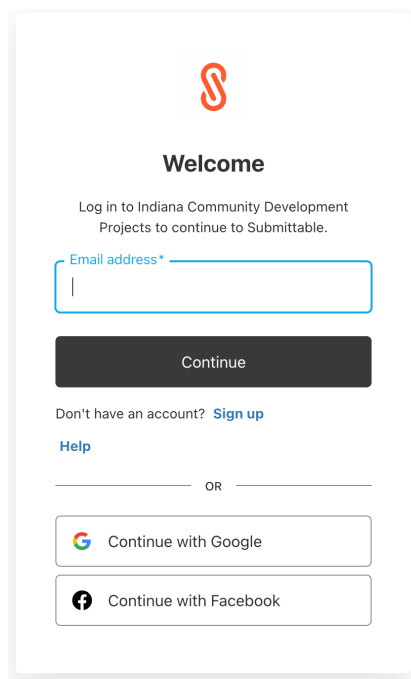
Planning grant proposals are due by 12 p.m. EDT on October 30, 2026.

Please note: The individual who starts the form in Submittable will automatically be the form owner. They will be the only individual who can submit the form. Want to add others to contribute to your application? Add them as Collaborators. Instructions on how to add Collaborators can be found in the Submittable Guide [here](#) and are available once you begin your application.

Do you have questions about the Community Parks Initiative? Please email info@indianacpi.org.

Ready to get started? Hit "Apply" to start your application.

4. This will take you to the sign-in page for Submittable. For **new users**, click the **Sign-Up** link to create a Submittable account. For **existing users**, enter your log-in information.



The image shows a screenshot of the Submittable login page. At the top is the Submittable logo (a stylized 'S'). Below it is the heading 'Welcome'. The text says 'Log in to Indiana Community Development Projects to continue to Submittable.' There is a text input field labeled 'Email address*' with a blue border. Below the field is a dark grey 'Continue' button. Under the button, there are links for 'Don't have an account? Sign up' and 'Help'. A horizontal line with 'OR' in the center separates the email login from social login options. There are two buttons: 'Continue with Google' (with the Google logo) and 'Continue with Facebook' (with the Facebook logo).

5. Follow prompts to verify your account and/or begin.

b. Who will need to be involved in the online grant submission process?

One person, the **Submission Owner**, will be the primary point person and will manage the application, and others, **Collaborators**, can contribute to the content of the application.

Submission Owner:

- Serves as the administrator for the grant application
- Only person who can add required collaborators to forms
- Serves as the main recipient of Submittable notifications
- Can input information and upload documents while the application is in draft status
- Only person who can submit the application.

Please note: The individual who initiates the application or form is automatically assigned by Submittable as the Submission Owner.

Collaborators:

Invited by the Submission Owner and can input information and upload documents while the application is in draft status, up until it is submitted.

Action	Submission Owner	Collaborators
Save Drafts	Yes	Yes
Edit	Yes	Yes
Submit	Yes	No
Correspond with Organization	Yes	No

c. How do I add collaborators?

The submission owner is responsible for managing collaborators while the application is in draft status. **Once the application is submitted, the collaborator list can no longer be modified.** Collaborators may live edit the application but cannot submit it. Only the submission owner has permission to submit the form.

1. Go to your in-progress planning grant.
2. Click the “Manage Collaborators” button located in the top right corner.

 [Manage Collaborators](#)

How to invite team members to collaborate on your application.

- Click on **Manage Collaborators**. A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click Invite.
- Invited collaborators will receive an email, letting them know you've invited them to collaborate on a draft submission using Submittable. In order to communicate with collaborators through the Submittable platform, all invitees must accept the invite BEFORE the owner of the submission (that's you!) hits Submit.
- After you've sent invitations to collaborate, you can click on the Invite Collaborators link again anytime to see the status of your invitations. In the row for each invitee who has not yet accepted their invitation, you will see a Pending indication. There will also be a trash can next to each person's name so that the Submission Owner can remove anyone that they no longer want to collaborate on the submission.

[Follow this link for additional information](#)

3. Enter the collaborator's email address and click "Invite".

Invite Collaborators

Add the email addresses of individuals you'd like to collaborate with in real-time. They will receive a link and have access to the form until you complete your submission. As the owner, only you will be able to submit.

Add a collaborator email...

Cancel and Close

Invite

4. The collaborator will receive an email to accept the invitation and to log-in and/or create an account.

Key Considerations:

- **Permissions:** Collaborators can edit, but only the form owner can submit the form.
- **Visibility:** You can see who is currently editing in real time.
- **Troubleshooting:** If the invitation is not received, confirm the email address and ask the collaborator to check their spam folder.

- **Reminder:** Please add a city/town representative and the head of parks and recreation as collaborators to ensure multiple team members have access to the grant form and receive system-generated email notifications.

Still have questions? Watch this video from Submittable: [How to invite collaborators to submission](#)

d. What internet browsers support the use of Submittable?

Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.

e. How can I safelist emails from Submittable?

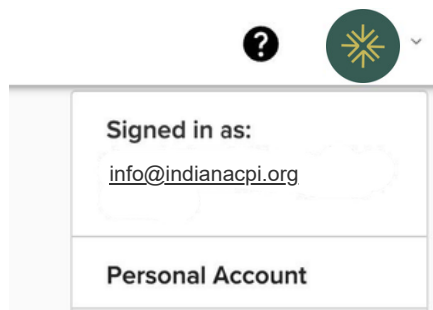
Follow Submittable's step by step instructions to [safelist](#) notification emails from Submittable and check the email you used to sign up for your Submittable Account regularly.

f. How do I set up email notifications from Submittable?

Unless you complete this step, you will not receive email notifications for status updates for your grant submission and will need to log in to Submittable to check your status and to receive decision notifications.

Follow these steps to ensure email notifications are enabled:

1. Click on your initials in the top-right corner and select Settings.



2. Navigate to the Email Notifications section and make sure the “Yes, I want to receive email notifications” are turned on.

EMAIL NOTIFICATIONS

Submittable sends email notifications from any organization using the Submittable platform that you have team member access to, as well as any organizations that you have submitted to.

☒ **Yes, I want to receive email notifications.**

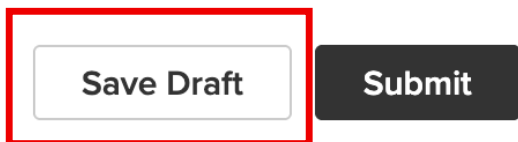
Once enabled the form owner will receive emails confirming actions such as account creation, grant application submission, and more.

2. Completing and Submitting an Application

a. Will my form auto-save?

Yes, Submittable autosaves your form as you work. Any collaborators added will also be able to edit in real time and their changes will sync automatically.

We recommend that you click “Save Draft” at the bottom of the form before leaving your computer for an extended period. Additionally, we recommend that you refresh your browser upon returning to the forms to ensure auto-save is activated before making any updates.



✓ **Last Saved a few seconds ago**

Drafts may be visible to the administrators of this program.

b. Can I format my narrative response in Submittable?

Yes, you can format your narrative responses using the toolbar on top of the response box to bold, italicize underline, add bullet points and lists, and more. Submittable does not include a built-in spell check feature. You may use your browser's spell check tool as a helpful resource when completing the forms.



A screenshot of a Submittable response box. On the left side, there is a vertical toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, quote, and link. The entire toolbar is enclosed in a red rectangular box. To the right of the toolbar is a large, empty rectangular text input area.

c. How will I know if I am over the character or word count?

Each response box displays a character or word limit in the bottom right corner. As you type, the box will show your current character or word count.

For character limits, if your response exceeds the indicated limit, the box will be highlighted in red and the character count will indicate the number of characters over the limit.



A screenshot of a response box with a red border. In the bottom right corner, the text "56 / 49 characters" is displayed in red, indicating that the user has exceeded the character limit.

For word count limits, if your response exceeds the indicated limit, the box will be highlighted in red and the word count will indicate the number of words over the limit. Additionally, an alert message stating, "You have exceeded the word limit" will appear on the bottom left corner.



A screenshot of a response box with a red border. In the bottom left corner, a red alert message reads "You have exceeded the word limit." In the bottom right corner, the text "2545 / 2500 words" is displayed in red, indicating that the user has exceeded the word limit.

d. Which file types are accepted and are there any required file naming conventions?

Below each question requiring an uploaded document, you will see a list of acceptable file types. Submittable will only allow you to upload these types. There is a maximum file upload size of 400 MB per file, with a default maximum total submission size of 800 MB per submission.

Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .pdf, .jpg, .jpeg, .png

When saving a file that you plan to upload, please use the following format:

OrganizationName_FileName.FileType

Example: YourTown_CoverLetter.pdf

e. How can I print or save a copy of my submission?

Once you have submitted your application, you may download a .pdf to save or to print. Go to your submissions and select Download.

Download

[Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

f. Can I make edits to a form once it is submitted?

All forms are final once submitted.

If you identify an error in your contact information, please contact us through the Messages function in Submittable for assistance or send an email to info@indianacpi.org.

3. Understanding the Next Steps

a. What are the submission status definitions?

Your submission may be assigned one of the following statuses.

- **Received:** Your submission has been successfully delivered to the organization
- **In-Progress:** Your submission has been confirmed eligible and complete. It is undergoing a final review.
- **Accepted:** Your submission has been approved for funding.
- **Declined:** Your submission has not been approved for funding.

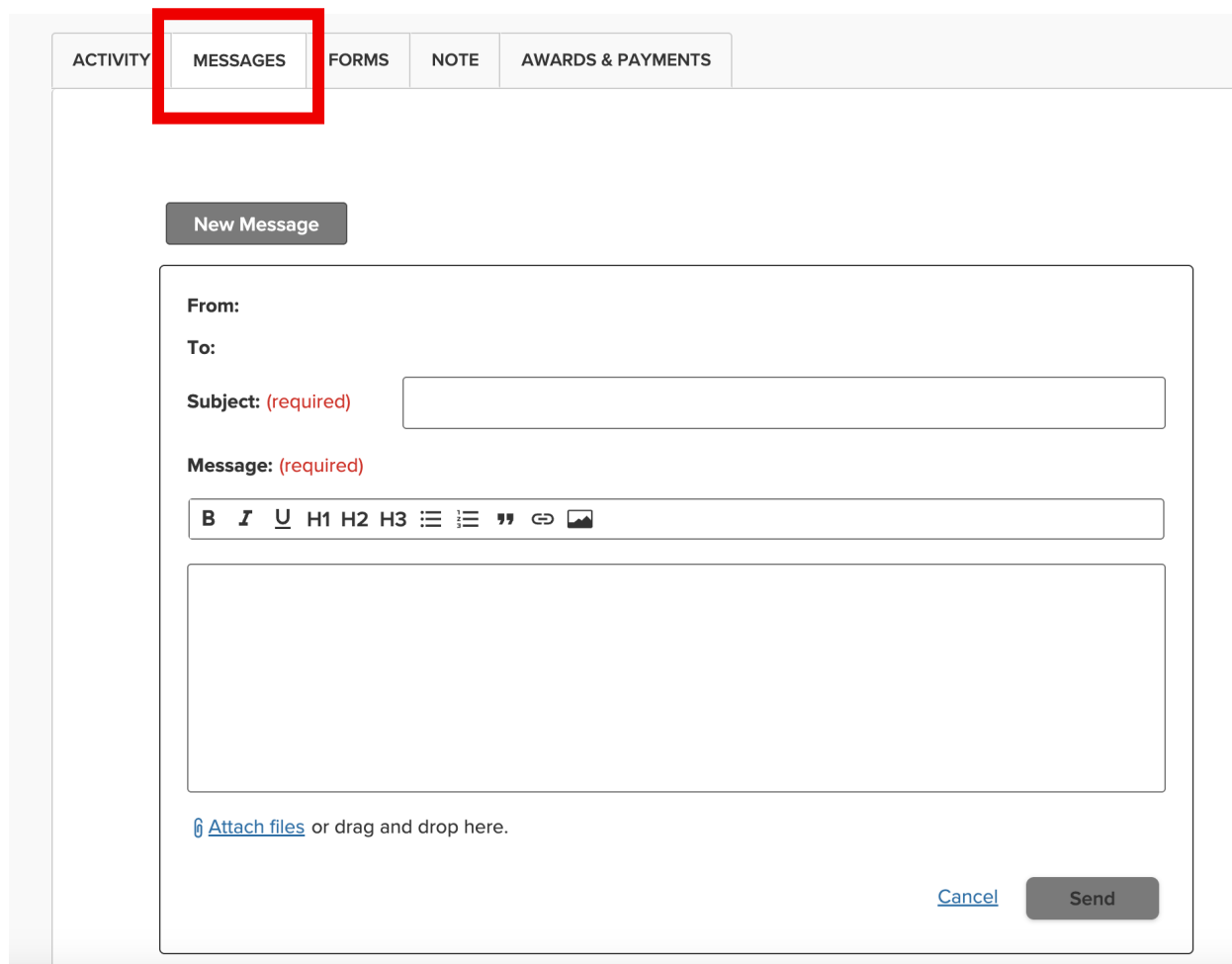
STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress				

b. How do I check Submittable messages?

Messages in Submittable should be related to the forms or navigating the Submittable platform. All other questions should be emailed to info@indianacpi.org.

To view and send messages regarding your grant application:

1. Log into your Submittable account
2. Navigate to the Submissions section
3. Under My Submissions, select the CPI Planning Grant submissions
4. Click Messages tab (next to the Activity tab)
5. Select New Message to initiate a message or Replay to respond to a message sent to you.



ACTIVITY **MESSAGES** FORMS NOTE AWARDS & PAYMENTS

New Message

From:

To:

Subject: (required)

Message: (required)

B I U H1 H2 H3 :≡ ≡≡ " " ↻ 📎

[Attach files](#) or drag and drop here.

[Cancel](#) Send

c. How will I be notified if additional information is needed?

If additional information is needed, the grant submission owner will receive the following message:

Thank you for submitting a Community Parks Initiative Planning Grant proposal. Upon review, one or more required elements is missing from your application. Please reach out to info@indianacpi.org as soon as possible so that we may advise you as to the missing elements for resubmission in time for funding consideration.

Once a grant application has been received and is complete, the status will be changed from “Received” to “In Progress”.

d. How will I be notified of a grant award?

The grant submission owner will receive an email with next steps. The form owner will also be able to view a status update directly within Submittable.

e. What are the steps to withdraw my application after submission?

Follow Submittable’s [step-by-step instructions](#) to withdraw your submission.

Please reference the Submittable Help Center if you have more question or email info@indianacpi.org for additional support.