NORTH CAROLINA
HUMAN TRAFFICKING
COMMISSION

Grant Management Application System Instructions as they apply to:

COMPETITIVE GRANTS FOR NONPROFIT ORGANIZATIONS PROVIDING DIRECT SERVICES TO VICTIMS OF HUMAN TRAFFICKING UNDER § 7A-354.1.

The North Carolina Human Trafficking Commission is managing applications for this grant using the NextZen system. NextZen is part of Wize Hive and you may see some materials within the system referring to this as a Wize Hive system as well.

Completed application packets must be submitted through the application management system (NextZen) by **5:00 pm on February 7, 2025**.

Applications submitted at least two weeks prior to the deadline may have the opportunity for early review, and may have potential time to submit any revisions, missing documents, etc.

Starting your Application

Instructions from NextZen concerning how to start an application for your organization can be found here. By creating an organizational profile, you can reuse this information with future applications as well as being able to save and come back later on current applications.

After completing the Organizational profile section, you will go to the application menu, which will look something like the image below.

Competitive Grants Under § 7A-354.1 (Molly's Made Up Test Account)

Application and Scope of Work ⬇️   👥   ⊘ Draft Saved (Last edited on 12/20/2024 at 4:40 PM EST)   [Review] [Submit]

Part I: Organizational Information	[Edit]
Project Operational Budget Section Please see the last paragraph of the previous section for additional information on how to complete this section. Please ensure your total grant budget is under $50,000.	[Edit]
Part II: General Information on the Human Trafficking Program/Project:	[Edit]
Part III: Proposal Requirements listed in § 7A-354.1. Upload additional pages if needed.	[Start]
Part IV: Additional Information Deemed Appropriate by the Commission: (majority of which inform the Risk Assessment) Appropriate forms for some of this information can be found at the provided links. Other documents may be formatted as applicant sees fit.	[Start]
Internal Controls Questionnaire	[Start]
Agency Self-Assessment Tool	[Edit]
Service Area 3: Case Management	[Start]
Certification Statement	[Start]

When an application section has a red border on the left side as some of the above examples do, this indicates that not all required questions within a section have been answered.

Please note that you will only be asked to provide a self-assessment of service areas in which you've indicated you provide services. You will be asked for these service areas in the Part II: General Information on the Human Trafficking Project/Program section. If you have not indicated that you provide services in a particular area, that service area's questions will not be visible to you. Note, in the above example that while Service Area 3 is visible (and highlighted), Service Areas 1, 2, 4, and 5 are not.

Project Operational Budget Section

The Project Operational Budget Section requests expenditure description lines for proposed grant spending on costs incurred by your organization. Enter the lines in a manner that describes what your grant funding will be spent on. Each budget category is given a table like the example below within the application system.
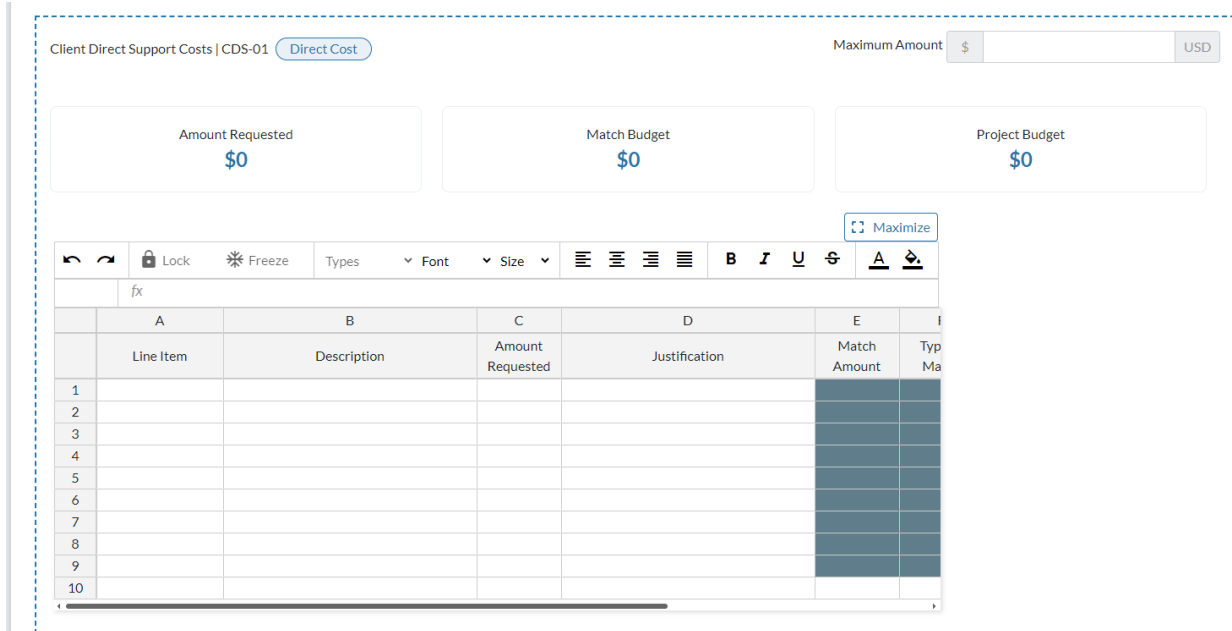
Columns E–H are locked because the system does not allow for their removal but HTC is not asking for this information from applicants. Match funds are not required for this grant, nor does the HTC require the total amount spent on a project outside of these grant funds.

Column B, Description, is an optional column to be used when a line item is not self-explanatory or to provide details about how a line item would be spent within a particular category. If you know when these funds will be spent, please include this in the description.

The project budget template in Excel (available on HTC's grant page) gives examples of allowable costs under this grant but it is not formatted in the exact same order as the grant management system.

The Project Operational Budget Section does not have any required lines as applicants may not need to fill out every category. *Applicants should monitor this section carefully to make sure it is complete and the total budget remains at or below the $50,000 request limit.*
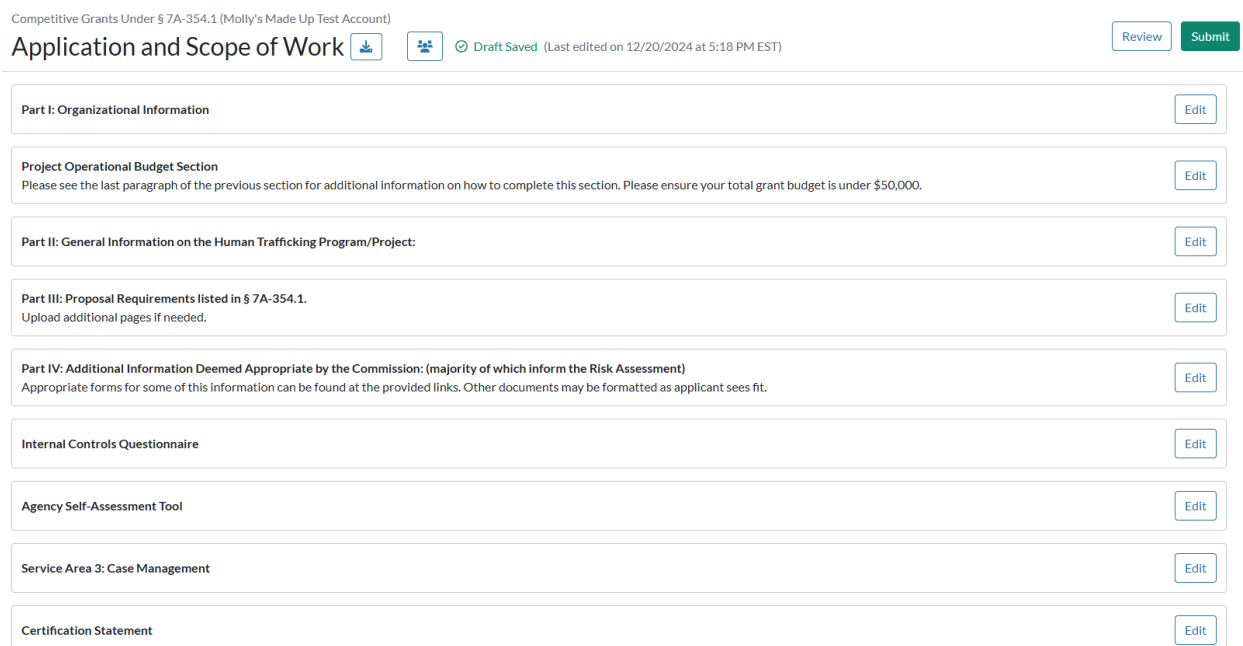
Saving and Submitting

The option to save each section is at bottom of each section's page and the buttons look like the example below.

Back	Save Draft & Exit Section	Next

Hitting next will automatically save the application while moving you into the next section.

The very last section is the certification statement. You are not given the option to move on to a next section from there. Instead, you must save and go back to the application menu. From that application menu, if all sections now have edit (not start) on the right and there are no remaining red borders on the left, you've completed all required sections of the application. Once your application is complete, you can hit the green submit button as seen in the top right of the below example.

Competitive Grants Under § 7A-354.1 (Molly's Made Up Test Account)

Application and Scope of Work ⬇ 👥 ⊘ Draft Saved (Last edited on 12/20/2024 at 5:18 PM EST)   Review Submit

Part I: Organizational Information	Edit
Project Operational Budget Section Please see the last paragraph of the previous section for additional information on how to complete this section. Please ensure your total grant budget is under $50,000.	Edit
Part II: General Information on the Human Trafficking Program/Project:	Edit
Part III: Proposal Requirements listed in § 7A-354.1. Upload additional pages if needed.	Edit
Part IV: Additional Information Deemed Appropriate by the Commission: (majority of which inform the Risk Assessment) Appropriate forms for some of this information can be found at the provided links. Other documents may be formatted as applicant sees fit.	Edit
Internal Controls Questionnaire	Edit
Agency Self-Assessment Tool	Edit
Service Area 3: Case Management	Edit
Certification Statement	Edit

Further information about this appropriation and sample forms can be found on the Commission's [website](#) under **§ 7A-354.1.** Technical questions related to

operating the [grants management system](#) should be directed toward [NextZen](#). For all other questions, please contact:

- Molly Overholt, Grants Manager at molly.s.overholt@nccourts.org