



**Astra**

KANSAS NSGP APPLICATION  
& SUPPORT TRACKING

## **Quick Start Guide**

*for NSGP Users*

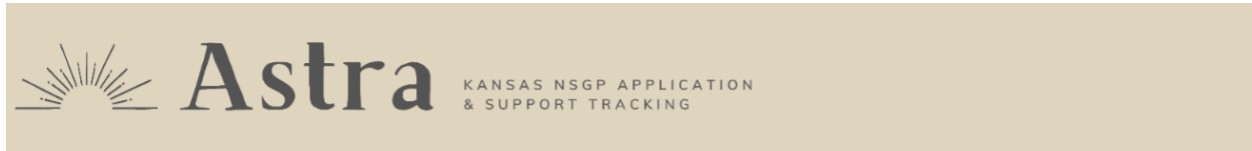
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*For technical assistance, consult the Astra Help page or email  
[infotech@envisageconsulting.org](mailto:infotech@envisageconsulting.org)*

## Subscribe to NSGP email updates

1. Navigate to [nsgp.astrakansas.com/nsgp](https://nsgp.astrakansas.com/nsgp).
2. Complete all form fields and click “Subscribe” button at bottom of the screen.



### Subscribe to NSGP Updates

Please sign up for Kansas Nonprofit Security Grant Program (NSGP) announcements to stay informed on training, application, and technical assistance opportunities.

First Name \*

Last Name \*

Email \*



3. For new subscribers, submit the form to complete your subscription.
  - a. If you have not previously subscribed, you will be prompted to enter additional information about yourself.

Organization

Phone

Address Line 1 \*

Address Line 2

City \*

County

State \*

Zip \*

- b. After submitting the subscription form, you will receive a notification email (Subject: Verify Your NSGP Subscription) containing a link to confirm your subscription. Click the link.

Thank you for subscribing to Kansas Nonprofit Security Grant Program (NSGP) updates! To confirm, please click the link directly below:  
[https://astrakansas.com/nsgp\\_subscribers/CrGQgyKz8RdpdgWTy4wddMSj/verify](https://astrakansas.com/nsgp_subscribers/CrGQgyKz8RdpdgWTy4wddMSj/verify)

If you did not make this request, please ignore this email.

For additional NSGP information, tools, and resources, go to [datacounts.net/nsgp](https://datacounts.net/nsgp)

If you have any questions, email us at [nsgp.khp@ks.gov](mailto:nsgp.khp@ks.gov)

Thank you!

- KHP and the Astra Team

- c. The link should display an Astra confirmation/thank you screen.

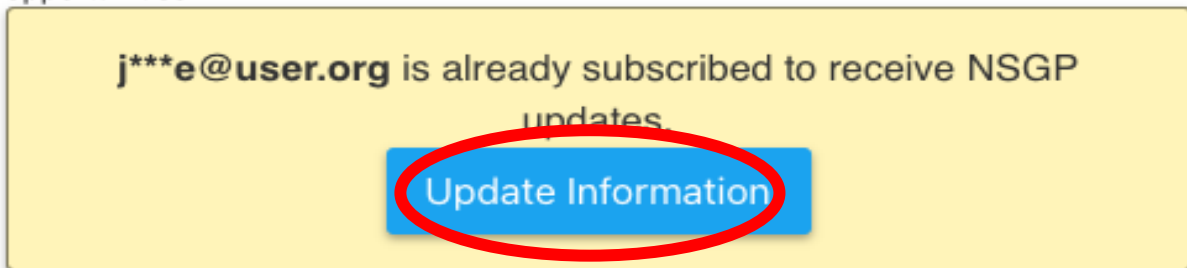


Thank you for subscribing!

- 4. For Returning subscribers or existing Astra users, submit the update information form to update your subscription information.
  - a. If you have previously subscribed, you will be notified; click "Update Information" button.

## Subscribe to NSGP Updates

Please sign up for Kansas Nonprofit Security Grant Program (NSGP) announcements to stay informed on training, application, and technical assistance opportunities.



To be removed from the list, please contact an administrator.

- b. You will receive a notification email with a link to update your subscription. Click the link.

We received a request to update your subscriber information used by this email address. To update, please click the link below:

[https://astrakansas.com/nsgp\\_subscribers/u3xCH9vdEcqnm8XopPY4aBJ3/edit\\_info](https://astrakansas.com/nsgp_subscribers/u3xCH9vdEcqnm8XopPY4aBJ3/edit_info)

If you did not make this request, please ignore this email.

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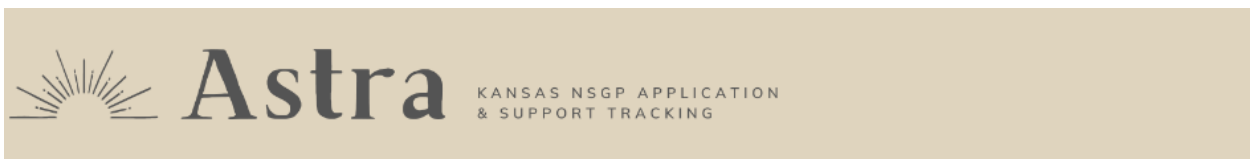
For additional NSGP information, tools, and resources, go to [datacounts.net/nsgp](http://datacounts.net/nsgp)

If you have any questions, email us at [nsgp.khp@ks.gov](mailto:nsgp.khp@ks.gov)

Thank you!

- KHP and the Astra Team

- c. Complete/update the requested information and click “Submit” button.



### Update Subscriber Info

First Name \*

Last Name \*

Email \*

---

Organization

Phone

Address Line 1 \*

Address Line 2

City \*    County    State \*    Zip \*  
           

Submit

d. You will receive confirmation when your subscription information has been updated.



**Astra**

KANSAS HSGP APPLICATION  
& SUPPORT TRACKING

## Update Subscriber Info

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Successfully updated info!

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# Request to Register on Astra


1. Navigate to [nsgp.astrakansas.com](https://nsgp.astrakansas.com).
2. Click “Request to register”.

➔ Log In

Email


Password

[Reset password](#)



New User? [Request to register.](#)

3. Complete all required (asterisked) form fields and click “Register” button.

 **Astra** KANSAS NSGP APPLICATION & SUPPORT TRACKING

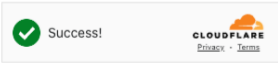
## Register

First Name \*  Last Name \*

Email \*  Phone \*  Organization

(Personal organization, if applicable. Does not have to be the organization you are submitting for)

City \*  County  State \*  Zip \*



Note: Your request will be sent to an admin. You will not be able to access the system until an admin approves your account.

4. After being approved by an admin, you will receive an email confirming your registration with instructions for setting up a password and logging into Astra.

*Note: if an account has already been created with your email, you will receive an error after filling out the registration form. Check your email for a registration email; if you cannot find a registration email, select “Reset Password” on the Astra Login page.*


### ➔ Log In


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Email

Password

[Reset password](#)

 Success!

 CLOUDFLARE  
[Privacy](#) • [Terms](#)

New User? [Request to register.](#)



## Register NSGP Organization

1. Login to Astra ([nsgp.astrakansas.com](http://nsgp.astrakansas.com)) using your registration email address and password.
2. Click “Add NSGP Project” button.

### NSGP Submissions



No NSGP Submissions

3. Click “submit this form” to request access to the organization for which you will submit the project.

[← Back to NSGP Submissions](#)

You have no NSGP organizations available for project submission.

To request an organization you'd like to submit a project for, please [submit this form.](#)

4. Complete the registration form
  - a. Complete all required (asterisked) form fields and indicate (Yes/No) whether the organization has multiple facilities. Click “Submit Request” button.

## Request NSGP Organization

Please enter the information of the organization and facility (if applicable) you wish to submit for. An admin will review your request, and assign your submission organization accordingly.

Legal Name \*

Address Line 1

Address Line 2

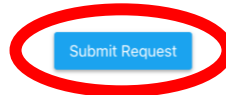
  

City \*  County \*\*  State \*  Zip \*

\*This field autofills based on the selected City.  
Please correct if necessary.

Will your organization be submitting for multiple facilities?

Yes  No



- b. If the organization has multiple facilities, enter information for each and then submit the form.

Will your organization be submitting for multiple facilities?

Yes  No

### Facilities

Facility: (enter name) click to collapse/expand

Name \*

Address Line 1

Address Line 2

City \*  County \*\*  State \*  Zip \*

\*This field autofills based on the selected City.  
Please correct if necessary.

[+ Add Another Facility](#)



5. The request will be reviewed and approved by an Admin; this may take some time depending on the number of submissions received.

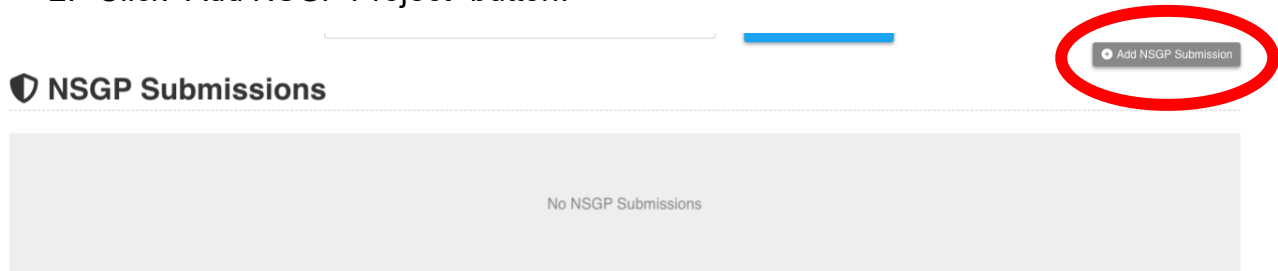
## Request NSGP Organization

Please enter the information of the organization and facility (if applicable) you wish to submit for. An admin will review your request, and assign your submission organization accordingly.

6. Once the organization is approved, you may submit your NSGP Project(s).

# Submit an NSGP Project

1. Login to Astra ([nsgp.astrakansas.com](https://nsgp.astrakansas.com)) using your registration email and password.
2. Click “Add NSGP Project” button.



3. Complete all required form fields.

*Notes: Supplemental Documents are optional; Mission Statement, Risk Assessment, and IJ documents are required. IJ documents must be submitted in fillable PDF format. Projects may be saved in draft form and edited/updated later.*

## Add NSGP Submission

Upload each required document below for your organization's submission, and any supplemental documents you would like to include. There should be three separate and distinct submission documents.

Organization  
219 NSGP Org Site 1

Submission Name \*

Add Supplemental Documents  
 No file chosen

## Facilities

Facility: 219 NSGP Org Site 1 click to collapse/expand

Facility * <input type="text" value="219 NSGP Org Site 1"/>	Amount Requested * <input type="text" value="\$ 150000"/>
Mission Statement <input type="button" value="Choose File"/> 219 NSGP Org Mission Statement.pdf	Risk Assessment <input type="button" value="Choose File"/> 219 NSGP Org Risk Assessment.pdf
Investment Justification <small>Please ensure the fillable pdf provided was used. Submission cannot be a scanned copy.</small> <input type="button" value="Choose File"/> FY2024_NSGP_S_KS_219 NSGP Org.pdf	
<input type="button" value="Remove Facility"/>	

4. If applicable, another facility may be added from this screen before the project is submitted.

## Facilities

Facility: 219 NSGP Org Site 1 click to collapse/expand

Facility \*  
219 NSGP Org Site 1

Amount Requested \*  
\$ 150000

Mission Statement  
Choose File 219 NSGP Org Mission Statement.pdf

Risk Assessment  
Choose File 219 NSGP Org Risk Assessment.pdf

Investment Justification  
Please ensure the fillable pdf provided was used. Submission cannot be a scanned copy.  
Choose File FY2024\_NSGBP\_S\_KS\_219 NSGP Org.pdf

[Remove Facility](#)

[Add Another Facility](#)

[Add Submission](#)

- When all required information has been filled out and all documents are included, click "Add Project".

## Facilities

Facility: 219 NSGP Org Site 1 click to collapse/expand

Facility \*  
219 NSGP Org Site 1

Amount Requested \*  
\$ 150000

Mission Statement  
Choose File 219 NSGP Org Mission Statement.pdf

Risk Assessment  
Choose File 219 NSGP Org Risk Assessment.pdf

Investment Justification  
Please ensure the fillable pdf provided was used. Submission cannot be a scanned copy.  
Choose File FY2024\_NSGBP\_S\_KS\_219 NSGP Org.pdf

[Remove Facility](#)

[Add Another Facility](#)

[Add Submission](#)

- Project will be saved in "Draft" status.

## Sunflower Farm

[Edit Submission](#) [Delete Submission](#) [Submit](#)

Status	Draft			
Organization	219 NSGP Org Site 1			
Supplemental Documents	None Set			
Facilities	Amount Requested	Investment Justification	Risk Assessment	Mission Statement
	219 NSGP Org Site 1	FY2024_NSGBP_S_KS_219 NSGP Org.pdf	219 NSGP Org Risk Assessment.pdf	219 NSGP Org Mission Statement.pdf

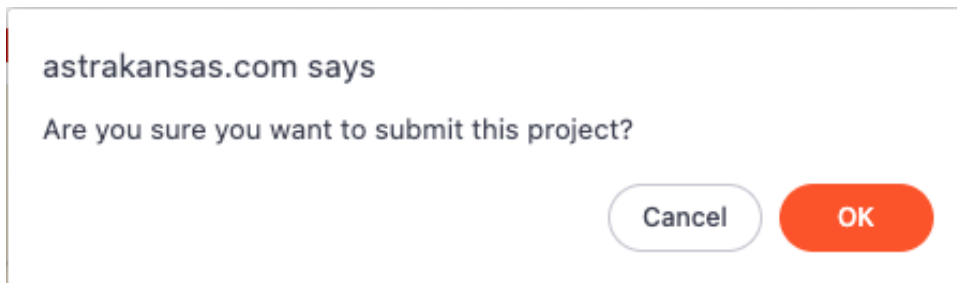
7. You now have the option to Edit, Delete, or Submit your project; select appropriate option or leave project in Draft status until you are ready to submit it.

## Sunflower Farm

[Edit Submission](#) [Delete Submission](#) [Submit](#)

Status	Draft			
Organization	219 NSGP Org Site 1			
Supplemental Documents	None Set			
Facilities				
	Amount Requested	Investment Justification	Risk Assessment	Mission Statement
219 NSGP Org Site 1	\$150,000	<a href="#">FY2024_NSGP_S_KS_219 NSGP Org.pdf</a>	<a href="#">219 NSGP Org Risk Assessment.pdf</a>	<a href="#">219 NSGP Org Mission Statement.pdf</a>

8. Submitting your project.
- When you are satisfied that project is correct and complete, click “Submit Project”.
  - You will be prompted to confirm; when you are ready to submit the project, click “OK.”



9. Status of project will be updated to “Submitted”.

## Sunflower Farm

[Edit Submission](#) [Delete Submission](#)

Status	Submitted			
Organization	219 NSGP Org Site 1			
Supplemental Documents	None Set			
Facilities				
	Amount Requested	Investment Justification	Risk Assessment	Mission Statement
219 NSGP Org Site 1	\$150,000	<a href="#">FY2024_NSGP_S_KS_219 NSGP Org.pdf</a>	<a href="#">219 NSGP Org Risk Assessment.pdf</a>	<a href="#">219 NSGP Org Mission Statement.pdf</a>

10. Unless you have projects to submit for another organization, log out of Astra.