

Account Set-Up and Applying

About PRISM

PRISM is an online computer system open to the public to apply for RCO grants, review and manage information on funded grants, and produce reports on projects. More detailed information about PRISM components, forms, and training videos is on the RCO [PRISM website](#).

Creating a PRISM Account

To enter an application, an applicant must sign up for a [SecureAccess Washington](#) account and submit a [PRISM account form](#). When using either of these databases for the first time, the applicant must complete a double sign-in.

- Using SecureAccess Washington credentials, login to PRISM.
- When redirected to the SecureAccess login page, enter the SecureAccess credentials.
- When redirected to a one-time PRISM sign-in page, enter the PRISM login credentials.
- The applicant will be directed back to the PRISM home page.

This double sign-in will happen only once. After completing the double sign-in, the applicant will use SecureAccess Washington credentials to log into PRISM.

Beginning the Pre-Application

To begin an application, log into PRISM, select the *+New Application* button and find the *Community Outdoor Athletic Facilities Pre-Application* option in the drop-down menu. Once the pre-application has been started, RCO uses this information to assign an outdoor grants manager to the project. This manager guides the applicant through the process, reviews application materials, helps determine whether the proposal is eligible, and may visit the project site to discuss site-specific details. When working through the PRISM pre-application, be sure to read the guidance on each page closely and save work frequently. A more detailed checklist of the different pre-application sections and required fields is in the [Pre-Application Checklist](#).

Submitting the Pre-Application

The application includes the data entered into PRISM and all attachments. The applicant must *submit* the application before the deadline. The *Check Application for Errors* button on the *Submit Application* screen will indicate which pages are incomplete. An incomplete application and an application received after the deadline will be rejected unless RCO's director has approved a late submission in advance.