



# FRDAP GRANT PORTAL ACCOUNT & USER

FY2025-26 FRDAP  
APPLICATION WEBINAR



# FRDAP APPLICATION PORTAL

## SET UP AN ACCOUNT AND REGISTER AS AN FDEP GRANTS USER



### FRDAP Grant Portal Account

**Project Sponsor(s):** Local government entities

- County governments
- Municipalities (incorporated city, town, or village)
- Independent special districts of the State of Florida with the legal responsibility for providing outdoor recreation sites and facilities for use and benefit of the general public



### FRDAP Grants User Project Sponsor Staff

- Directors
- County Administrators
- Grant Managers
- Parks and Recreation Staff

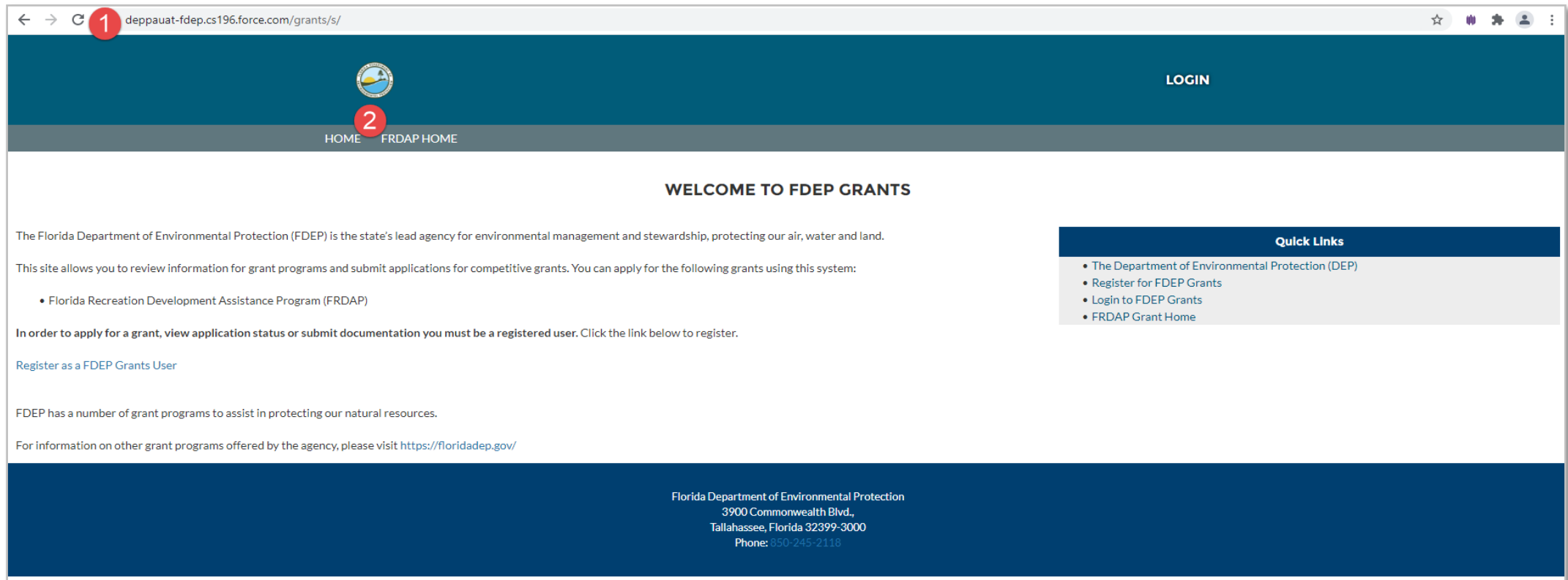


# FRDAP APPLICATION PORTAL

## REQUEST SETUP OF AN ACCOUNT 1

In order to register as a user of the system or apply for a grant, an account must be setup on behalf of the entity. If you do not find your entity when registering as a user, you must request a new account.

1. Visit the FDEP Grants Portal at <https://fdep.force.com/grants/s/>.
2. Next, navigate to the FRDAP Home Page at <https://fdep.my.site.com/grants/s/frdap-home>.

A screenshot of a web browser showing the FRDAP Home Page. The browser address bar shows the URL "deppauat-fdep.cs196.force.com/grants/s/" with a red circle and the number "1" next to it. The page has a dark teal header with the FDEP logo and a "LOGIN" button. Below the header is a navigation bar with "HOME" and "FRDAP HOME" (the latter is highlighted with a red circle and the number "2"). The main content area is white and features the heading "WELCOME TO FDEP GRANTS". Below this, there is a paragraph of introductory text, a list of grant programs (including FRDAP), and a link to "Register as a FDEP Grants User". On the right side, there is a "Quick Links" box with four links: "The Department of Environmental Protection (DEP)", "Register for FDEP Grants", "Login to FDEP Grants", and "FRDAP Grant Home". The footer is dark teal and contains contact information for the Florida Department of Environmental Protection.

deppauat-fdep.cs196.force.com/grants/s/

LOGIN

HOME FRDAP HOME

### WELCOME TO FDEP GRANTS

The Florida Department of Environmental Protection (FDEP) is the state's lead agency for environmental management and stewardship, protecting our air, water and land.

This site allows you to review information for grant programs and submit applications for competitive grants. You can apply for the following grants using this system:

- Florida Recreation Development Assistance Program (FRDAP)

In order to apply for a grant, view application status or submit documentation you must be a registered user. Click the link below to register.

[Register as a FDEP Grants User](#)

FDEP has a number of grant programs to assist in protecting our natural resources.

For information on other grant programs offered by the agency, please visit <https://floridadep.gov/>

**Quick Links**

- The Department of Environmental Protection (DEP)
- Register for FDEP Grants
- Login to FDEP Grants
- FRDAP Grant Home

Florida Department of Environmental Protection  
3900 Commonwealth Blvd.,  
Tallahassee, Florida 32399-3000  
Phone: 850-245-2118



# FRDAP APPLICATION PORTAL

## REQUEST SETUP AN ACCOUNT 2

3. On the right-hand side of the screen, select the “Send an email to request new Account”.
4. A draft e-mail will display on your screen. It will be addressed to the FRDAP team.
5. Enter “New Account Request” as the subject of the e-mail.
6. Enter the following details into the body of the e-mail:
  - a. Account Name (Project Sponsor)
  - b. Mailing Address
  - c. FEID
  - d. Website (if available)
7. Next, send the email.

The Florida Recreation Development Assistance Program (FRDAP) is a competitive program which provides grants, subject to legislative appropriation, to local governmental entities for acquisition and development of land for public outdoor recreation use or to construct recreational trails. Section 375.075, Florida Statutes and Rule Chapter 62D-5, Florida Administrative Code govern the FRDAP program.

Below is guidance for each section of our site. You must Login to view the pages described below.

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**FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM**

**Quick Links**

- The Department of Environmental Protection (DEP)
- FRDAP Program Website
- FRDAP Application Instructions
- FRDAP Program Rule
- Facts About FRDAP
- Program Staff
- Contact Us
- Exhibit Descriptions

**Instructions for Requesting a New Account**

Select the link below to contact the FRDAP team. When requesting a New Account, please provide the following information.

- Account Name
- Mailing Address
- FEID
- Website (if available)

**3** • Send an email to request new Account

**Instructions for Requesting a New Contact**

Select the link below to contact the FRDAP team. When requesting a New Contact, please provide the following information.

- Contact Name
- Contact Email Address
- Contact Phone Number
- Contact Mailing Address
- Name of Account the Contact is Associated with

• Send an email to request new Contact



# FRDAP APPLICATION PORTAL

## REGISTER AS AN FDEP GRANTS USER 1

Follow the directions to register for the FDEP Grants system.

1. Visit the FDEP Grants Portal at <https://fdep.force.com/grants/s/>
2. Select the “Register as an FDEP Grants User” link.

The screenshot shows a web browser window with the URL <https://deppuat-fdep.cs196.force.com/grants/s/>. The page has a dark blue header with the FDEP logo and a "LOGIN" button. Below the header is a navigation bar with "HOME" and "FRDAP HOME" links. The main content area is titled "WELCOME TO FDEP GRANTS" and contains the following text:

The Florida Department of Environmental Protection (FDEP) is the state's lead agency for environmental management and stewardship, protecting our air, water and land.

This site allows you to review information for grant programs and submit applications for competitive grants. You can apply for the following grants using this system:

- Florida Recreation Development Assistance Program (FRDAP)

**2** In order to apply for a grant, view application status or submit documentation you must be a registered user. Click the link below to register.

[Register as a FDEP Grants User](#)

FDEP has a number of grant programs to assist in protecting our natural resources.

For information on other grant programs offered by the agency, please visit <https://floridadep.gov/>

On the right side of the page, there is a "Quick Links" section with the following links:

- The Department of Environmental Protection (DEP)
- Register for FDEP Grants
- Login to FDEP Grants
- FRDAP Grant Home

The footer of the page contains the following contact information:

Florida Department of Environmental Protection  
3900 Commonwealth Blvd.,  
Tallahassee, Florida 32399-3000  
Phone: 850-245-2118



# FRDAP APPLICATION PORTAL

## REGISTER AS AN FDEP GRANTS USER 2

3. The registration screen will display. Enter First Name, Last Name and E-mail Address. Then, click on the Account field to search for an existing Account.
4. Enter the name of the existing Account. The list of accounts will display.
5. Select the name of the account.
6. Select the **Next** button. The confirmation page will display.

DEP Grant Registration

Instructions: Please enter your First Name, Last Name and E-mail address, Then search for the account you would like to register under.

Note: Account must currently exist, If you do not find your account, Please contact SF\_recreationgrants@floridadep.gov

3 First Name

\* Last Name

\* Email

4 \* Account ⓘ

Next

[Already have an account?](#)

DEP Grant Registration

Instructions: Please enter your First Name, Last Name and E-mail address, Then search for the account you would like to register under.

Note: Account must currently exist, If you do not find your account, Please contact SF\_recreationgrants@floridadep.gov

\* First Name

\* Last Name

\* Email

5 \* Account ⓘ

6 Next

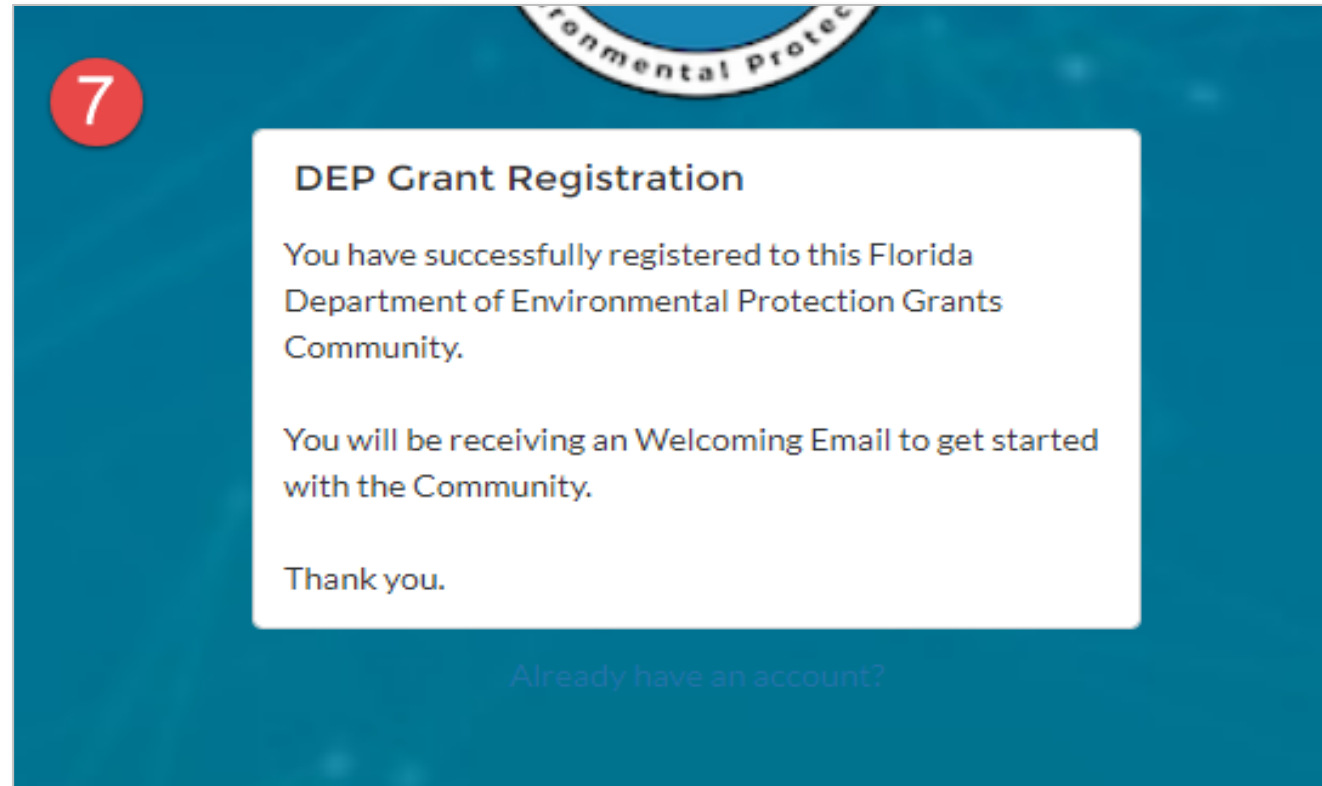
[Already have an account?](#)



# FRDAP APPLICATION PORTAL

## REGISTER AS AN FDEP GRANTS USER 3

7. Check your e-mail inbox to review your user information. Follow the directions in the e-mail notification to set your password.





# FRDAP APPLICATION PORTAL

## REGISTER AS AN FDEP GRANTS USER 4

***Congratulations!***

**You have successfully registered for FDEP Grants.**

***However, if the following message is displayed on the screen, your registration was not successful.***

Contact the FRDAP team,  
frdap\_mail@floridadep.gov, for additional assistance.

