



- A. Online Grant System.** Access our online grant system from our website. Click on the Log In button in the black Grants box. Also, an Apply Now button is located on the page for a each of our grants; it will also take you to the Logon Page.
- B. Existing Users.** If you already have an account in the system, enter your email address and password on the Logon Page. If you've forgotten your password, click the Forgot Your Password button to reset it.
- C. New Users.** Click the Create New Account button to register and set up your login. There are a couple of steps:
- *Organization Information.* You will be asked to provide your organization's name, EIN/tax ID number, and contact information. If you will be applying as an individual, enter your first and last name as the Organization Name, and enter NA for your EIN/Tax ID Number.
  - *User Information.* You will be asked to provide your name, title with your organization (if applicable), and contact information, including the email address that will be tied to your user account and used to log in. Note that we will use the email address you enter to contact you about your grant, so please make sure it is a real email address that is checked regularly.
  - *Password.* Create and confirm a password for your account. Passwords must be at least 6 characters long.
  - *Email Confirmation.* Follow the onscreen instructions to confirm that you are receiving emails from the system.
  - Once you've finished creating your account, you will be brought to the Apply page, which lists all of the available grant programs. After you've started your first application and are logging in again, you will be brought directly to your Dashboard.

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If you think that you may have already registered in our system, but aren't sure, don't create a new account. Please contact us.

You are welcome to make your own account even if someone else from your organization already has one. Just let us know once you've created your account, and we can connect it to your organization's profile.

If you are working with more than one organization, you will need to have a separate account with a unique email address for each organization.

Southwest Minnesota Arts Council Sample Applicant ▾ **D**


**A** 
**B**  Apply
**C**  Organization History
**E** Role (Applicant) ▾

**G** Select Language ▾ **F**

## Applicant Dashboard

**G**  Public Profile

<p><b>Applicant:</b></p> <p>Sample Applicant  applicant@sampleartsorg.com  507-537-1471  PO Box 55 114 N 3rd St  Marshall, MN 56258</p>	<p><b>Organization:</b></p> <p>Sample Arts Organization  12-1234567  507-537-1471  PO Box 55 114 N 3rd St  Marshall, MN 56258</p>
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[Contact Email History](#)

**I** If your organization information does not appear correct, please click the edit (pencil) icon.

**H** Active Requests **5**      **I** Historical Requests **14**

∨ Wireless Microphones

**Process:** FY19 - Equipment & Facilities Improvement

Application	Submitted	02/13/2019	<a href="#">View Application</a> <b>J</b>
Decision	Approved	03/26/2019	<a href="#">View Details</a>

**Follow Up Forms**

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
GRANT CONTRACT (oach2019)	Sample Applicant	Overall Award		Complete	<a href="#">View</a> <b>K</b>
FINAL REPORT: Equipment & Facilities Improvement	Sample Applicant	Overall Award	02/29/2020	Assigned	<a href="#">Edit</a> <b>L</b>

- A. Home.** Return to your Applicant Dashboard from other screens in the system.
- B. Apply.** Start an application by choosing from a list of our available grant programs.
- C. Organization History.** View requests created by all users associated with your organization.
- D. Your Name.** Edit your own or your organization’s information or log out.
- E. Role.** Switch between applicant and panelist roles, if you act as both.
- F. Select Language.** View the interface and forms in another language using Google Translate. (Attached or linked documents will not be translated.)
- G. Public Profile.** Allows you to see information about your organization from GuideStar and GreatNonprofits. The information is based on the EIN (Tax ID) that was provided during the registration process.
- H. Active Requests.** Your draft applications and grant-funded projects still in progress. (Includes requests from this user account only.)
- I. Historical Requests.** Your completed requests/projects. (Includes requests from this user account only.)
- J. Application.** View your completed application, or edit your application if not yet submitted.
- K. Grant Contract.** View your completed grant contract, or edit your grant contract form if not yet submitted.
- L. Final Report.** View your completed final report, or edit your final report if not yet submitted.

# Application

 Public Profile

 Copy Previous Answers

 Collaborate

A

B

C

Process: FY20 - Art Projects

Contact Info

Request

## Applicant:

Sample Applicant  
applicant@sampleartsorg.com  
507-537-1471  
PO Box 55 114 N 3rd St  
Marshall, MN 56258



## Organization:

Sample Arts Organization  
12-1234567  
507-537-1471  
PO Box 55 114 N 3rd St  
Marshall, MN 56258



[Contact Email History](#)

 If your organization information does not appear correct, please click the edit (pencil) icon.

 Application

 Application Packet

 Question List

 Fields with an asterisk (\*) are required. D

### Project File Name\*

Provide name of project for filing purposes (less than 5 words)

### Amount Requested\*

Amount Requested

\$

- A. Public Profile.** Allows you to see information about your organization from GuideStar and GreatNonprofits. The information is based on the EIN (Tax ID) that was provided during the registration process.
- B. Copy Previous Answers.** Choose one of your previous applications to copy answers from. The forms do not need to be from the same grant program. The system will copy the answers to any questions that appear in both forms. You will be able to edit the copied answers in your current application. Any questions that have already been answered on the current form will NOT be overwritten by a copied answer, nor will the copied answer be added to the existing answer.
- C. Collaborate.** Invite someone else to work on your application with you. The person does not need to have an account in the system yet. Enter their email address, choose a permission level (View, Edit, or Submit), and type a message letting them know what you'd like them to do. An email will be sent to the collaborator containing your message, their username, and a link to the logon page. If this is their first time logging into the system, they will be asked to create a password. After logging in, the collaborator will see this application under the Collaboration Requests tab on their Applicant Dashboard. They can then select the Edit Application link and start collaborating on the document.
- D. Required Fields.** All fields with an asterisk (\*) must be completed in order to submit your application.
- E. Application Packet.** Print your in-progress or completed application or save it as a PDF. This option will appear after you have saved your application for the first time.
- F. Question List.** A more printer-friendly question list (editable Word document) is available in the Guidelines section of this application and on our website (on the page for this grant program).

v Budget

### SAMPLE BUDGET FORMS & INSTRUCTIONS

If your project expenses add up to LESS THAN the maximum request amount of \$7,000: [Budget Sample \(under max \\$\)](#) **A**

If your project expenses add up to MORE THAN the maximum request amount of \$7,000: [Budget Sample \(over max \\$\)](#)

**Project Budget Form\***

Download, save, and fill out the Excel budget form for your project: [Art Project Budget Form](#) **B**

**When the form is complete, upload it into your application.**

**C**  [1 MiB allowed]

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**Work Samples (upload #1)\*** **D**

Either upload a work sample or type into this text box that all samples are in the website fields below.

100 characters left of 100 **F**

[10 MiB allowed] **G**

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**Website / YouTube #1**

**H**

- A. Budget Samples.** If the grant you’re applying for requires a cash match, these budget samples demonstrate how to figure out the amount of cash match you need and what your allowable request amount is.
- B. Budget Form.** Click here to download and save a blank Excel budget form to your computer. Once you’ve filled it out, remember to save so it’s ready to be uploaded.
- C. Upload a File.** Clicking this button will bring up a window to choose your file from the location where you saved it on your computer. Once a file is uploaded, it can be deleted by clicking the red X next to the file name and a new file can be uploaded .
- D. Work Samples.** For most grants, work samples are required. You can fulfill this requirement by either uploading files or providing web addresses (or both). If you are providing web addresses only, add a statement (e.g., “All samples in website fields below”) to the Work Samples Upload #1 field, to complete that required field.
- E. Text Box.** Drag the corner of a text box to resize it.
- F. Character Limit.** As you type, this number will change, letting you know how much room is left in the text box.
- G. Field Size.** Upload fields will only accept one file per field. If you want to include more than one item in a field, such as multiple images, combine those images into one document (PDF, Word doc, etc.) before uploading. Note each field’s size limit. If you try to upload a file that is larger than the limit, you will receive an error message and the file will not be saved.
- H. Website/You Tube.** Make sure to enter any web addresses into a website field. The globe symbol next to the field will then turn into a link for reviewers. They will not be able to access any web addresses that you include in regular text boxes.

Is your organization an official government unit?\*

Yes

No **A**

Annual Financial Information

**Beginning Balance\***

Enter your organization's beginning balance for your most recently completed fiscal year. This balance should include all assets such as checking accounts, savings accounts, etc.

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**Institution\***

Enter the code which best describes your organization.

[View Institution Codes](#) **B**

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**Project Director (first and last name)\***

**C**

**Authorizing Official from Organization (first and last name)\***

**D** **E** **F**

Abandon Request Save Application Submit Application

- A. Branching Questions.** Be aware that your answers to some questions may bring up additional questions for you to answer. In the example here, answering “No” will bring up a few questions about your organization’s financials.
- B. Codes.** Click on the link to bring up a list of possible codes. Then, enter the appropriate code in the text box. The information you provide in this data section does not go to the grant reviewers and has no bearing on your score.
- C. Signatures.** The people who were listed as Project Director and Authorizing Official (and Fiscal Sponsor Authorizing Official, if applicable) earlier in the application must type in their names here as their signatures. Use the Collaborate button at the top of the application to invite them to read through your application and sign it. In order for them to sign, you will need to set their permission to at least Edit. If you had previously invited them to collaborate on this application, they will already be able to access this. (See more information about the Collaborate feature on page 3.)
- D. Abandon Request.** If you find that you have started an application for the wrong program or started a duplicate application, click the Abandon Request button at the bottom of the form. This will move your application out of your Active Requests.
- E. Save Application.** As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field. There is also a Save button at the bottom of the application. When you click Save you are taken to a confirmation page so you know the save was successful. Then if you click Continue, you will be taken back into the application to keep working. The system will time out after 90 minutes of inactivity.
- F. Submit Application.** Once you have completed the application, click the Submit Application button. If there is a required question that you haven’t answered, or if one of your answers or uploads exceeds the allowed limit, an error message will appear, telling you which questions need your attention. You will not be able to submit until these are corrected. Once you submit, you will no longer be able to edit your application. The grant system will not allow your application to be submitted after 4:30 pm on the deadline day.