



Broward County Cultural Division
Arts Teacher of the Year (ATOY) FY2011

GUIDE TO THE ONLINE APPLICATION

I. TO BEGIN AN APPLICATION, and CREATING A NEW ACCOUNT

II. WORKING WITH AN “IN PROGRESS” APPLICATION

I. TO BEGIN AN APPLICATION

► CREATE AN ACCOUNT

USE THE FOLLOWING LINK TO CREATE A NEW ACCOUNT:

https://www.GrantRequest.com/SID_391?SA=AM



The screenshot shows a web browser window titled "Account Login - Windows Internet Explorer". The address bar contains the URL: https://www.grantrequest.com/SID_391/Default.asp?CT=CT65A+APMFID=63E3D=7D2c966eF348bb27950b210eeec1. The page features a header with the text "Grants & Partnerships" and logos for "BROWARD COUNTY Florida Cultural Division" and "NATIONAL ENDOWMENT FOR THE ARTS". Below the header, the page is titled "Account Login" and includes a navigation bar with links for "Contact Us", "Help", "For Documents, look at FORMS section under each Grant Program", and "Exit". The main content area is titled "Please Sign In" and contains the following form fields and options:

- E-mail Address:
- I am a new online applicant
- I am a returning online applicant.
- My password is:
-
- [Forgot your password? Click here](#)

The browser's taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the time 1:48 PM and 100% zoom level.

Your online account is linked to a single email account and password. This account (email address and password) should be used for your application. Make sure you share this email address and password with anyone in your school, or organization who needs access to your online account.

TO CREATE A NEW ACCOUNT:

Enter your e-mail address in the box that says: **E-MAIL ADDRESS**.

CHECK: **I AM A NEW ONLINE APPLICANT**.

CLICK: **CONTINUE**

Account Creation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.grantrequest.com/SID_391/Default.asp Go

Google Search Bookmarks Check AutoFill Sign In

BROWARD COUNTY CULTURAL DIVISION

Account Creation English

Create an Account

An account allows you to access your saved and submitted applications at anytime. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail Address:

Confirm E-mail:

Password (minimum of 5 characters):

Confirm Password:

[Click here to go back to the login page](#)

Done Internet

start 1:23 PM

On the **CREATE AN ACCOUNT** page your e-mail address will be pre-filled from the previous page. Enter a Password in the **PASSWORD** box. (This can be any password you choose. If the application will be completed by others, be sure to choose a password that anyone can remember)

Confirm this same password in the next box: **CONFIRM PASSWORD**.

CLICK: **CREATE ACCOUNT**.

At this point you will receive an e-mail to the e-mail address you entered. The subject will be **"Welcome Grantseeker."** This message will contain a login link and the password you just created.

YOU ARE NOW REGISTERED. YOU MAY CONTINUE TO COMPLETE THE APPLICATION OR STOP AND CONTINUE THE APPLICATION AT A LATER TIME.

► LOGGING IN

To access the Broward County Division Arts Teacher of the Year (ATOY) Application

Click on this Web link: **(Once):**

ATOY Application Link:

https://www.grantrequest.com/SID_391/Default.asp?CT=CT&SA=SNA&FID=35030

Sign-in to your account as a *returning online applicant*. Enter your e-mail address and YOUR password:

Account Login - Windows Internet Explorer

https://www.grantrequest.com/SID_391/Default.asp?CT=CT&SA=SNA&FID=35030

File Edit View Favorites Tools Help

Account Login

Grants & Partnerships

BROWARD COUNTY FLORIDA Cultural Division

NATIONAL ENDOWMENT FOR THE ARTS

Account Login

Contact Us Help For Documents, look at FORMS section under each Grant Program Exit

English

Please Sign In

E-mail Address:

I am a new online applicant

I am a returning online applicant.

My password is:

Continue

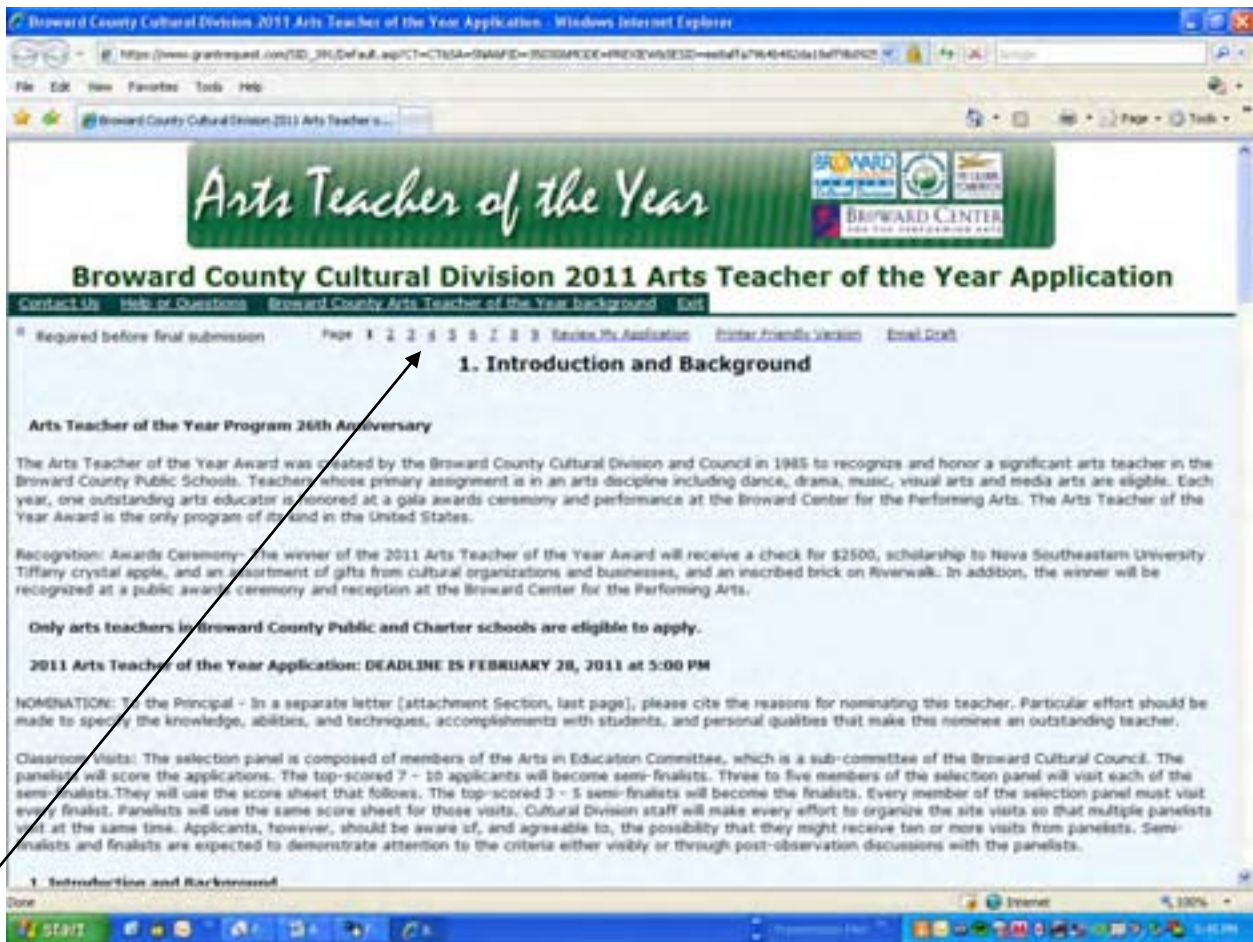
[Forgot your password? Click here](#)

NOTE: If you have forgotten your password: **CLICK** on the line **“Forgot your password? Click here**

A message will be sent to your e-mail in-box.

Again, only eligible Broward County School Teachers (arts teachers employed by the Broward County School Board), may apply.

The Introduction and Background page to the application:



Navigate using the page numbers at the top of each page, or the “NEXT Button” at the bottom of each page.

Broward County Cultural Division 2011 Arts Teacher of the Year Application - Windows Internet Explorer

https://www.grantrequest.com/SD_391/Default.asp

File Edit View Favorites Tools Help

Broward County Cultural Division 2011 Arts Teacher o...

Arts Teacher of the Year



Broward County Cultural Division 2011 Arts Teacher of the Year Application

[Contact Us](#) [Help or Questions](#) [Broward County Arts Teacher of the Year background](#) [Exit](#)

Required before final submission Page 1 2 3 4 5 6 7 8 9 [Review My Application](#) [Printer friendly Version](#) [Email Draft](#)

2. Applicant Information

For the Arts Teacher of the Year Nominee, please provide the following:

(First Name)

(Middle Name)

(Last Name)

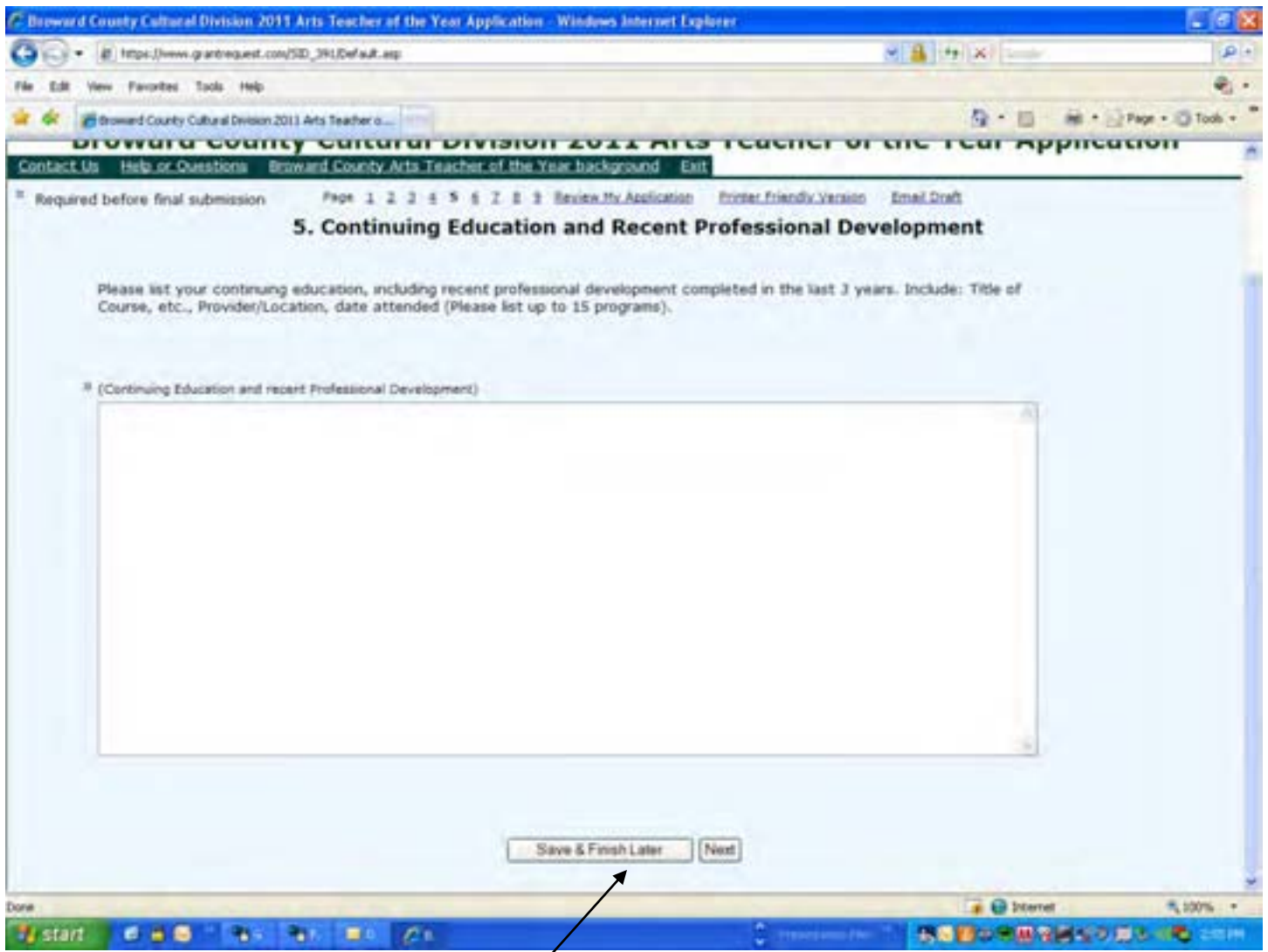
(Home Address)

(Home City)

(Home State)

Done Internet 100%

start



SAVE & FINISH LATER

YOU MAY CONTINUE TO COMPLETE THE APPLICATION, OR STOP AND CONTINUE THE APPLICATION AT A LATER TIME.

If you need to stop at any time, simply scroll to the bottom of the page, **click** on **SAVE & FINISH LATER**. This will save what you have entered, close your application, and allow you to return later. You can **SAVE & FINISH LATER** as often as necessary while you complete the application. You can return and edit any page until the application is submitted.

TIP: You can write and edit your responses in a regular WORD file, and copy and paste the final text into the question, or narrative, fields.

Attachments:

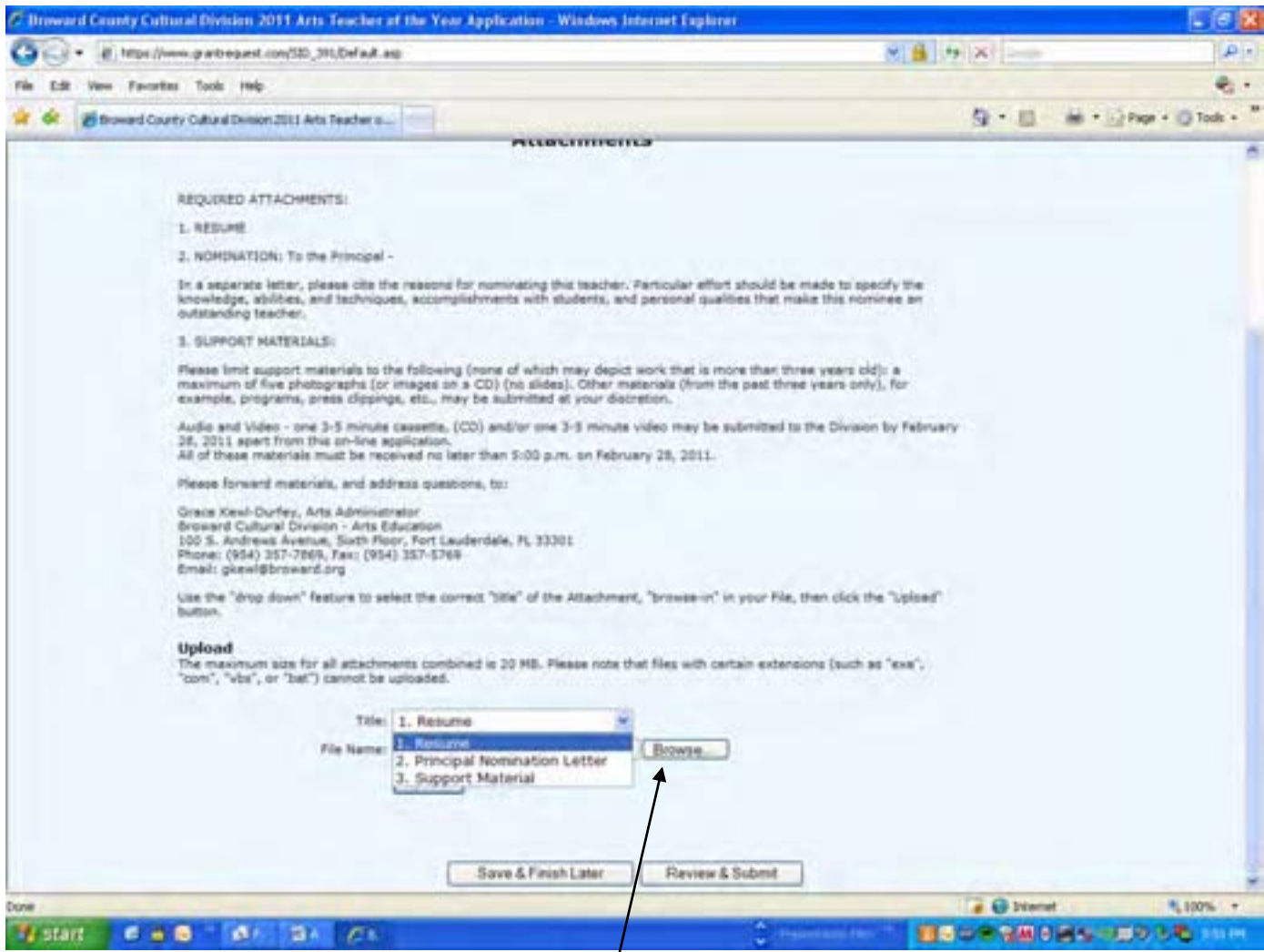
The following are REQUIRED ATTACHMENTS:

1. RESUME
2. NOMINATION: To the Principal - In a separate letter, please cite the reasons for nominating this teacher. Particular effort should be made to specify the knowledge, abilities, and techniques, accomplishments with students, and personal qualities that make this nominee an outstanding teacher.
4. SUPPORT MATERIALS: Please limit support materials to the following (none of which may depict work that is more than three years old): a maximum of five photographs (or images on a CD) (no slides). Other materials (from the past three years only), for example, programs, press clippings, etc., may be submitted at your discretion.

Final Page



At the bottom of the page, Click the “Title bar”, and the ‘drop-down’ feature will display. You will Up- Load the attachments *one – at – a - time*



Select the correct attachment title.

“Browse In” the required the attachment from YOUR computer files (Word, PDF, Excel)

Broward County Cultural Division 2011 Arts Teacher of the Year Application - Windows Internet Explorer

https://www.grantrequest.com/SD_391/Default.asp

File Edit View Favorites Tools Help

Broward County Cultural Division 2011 Arts Teacher of the Year Application

Contact Us Help or Questions Broward County Arts Teacher of the Year background Exit

Required before final submission Page 1 2 3 4 5 6 7 8 9 Review My Application Printer Friendly Version Email Draft

Attachments

REQUIRED ATTACHMENTS:

1. RESUME
2. NOMINATION: To the Principal -
In a separate letter, please cite the reasons for nominating this teacher. Particular effort should be made to specify the knowledge, abilities, and techniques, accomplishments with students, and personal qualities that make this nominee an outstanding teacher.
3. SUPPORT MATERIALS:
Please limit support materials to the following (none of which may depict work that is more than three years old): a maximum of five photographs (or images on a CD) (no slides). Other materials (from the past three years only), for example, programs, press clippings, etc., may be submitted at your discretion.
Audio and Video - one 3-5 minute cassette, (CD) and/or one 3-5 minute video may be submitted to the Division by February 28, 2011 apart from this on-line application.
All of these materials must be received no later than 5:00 p.m. on February 28, 2011.
Please forward materials, and address questions, to:
Grace Keel-Durley, Arts Administrator
Broward Cultural Division - Arts Education
100 S. Andrews Avenue, Sixth Floor, Fort Lauderdale, FL 33301
Phone: (954) 357-7869, Fax: (954) 357-5769
Email: gkeel@broward.org
Use the "drop down" feature to select the correct "title" of the Attachment, "browse-in" in your File, then click the "Upload" button.

upload
The maximum size for all attachments combined is 20 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: 1. Resume
File Name: G:\GRANTS SECTION\AE Course 1 Browse

Done Internet 100%

Once you have the "file name" is selected – click the button: ["up-load"](#)



You will see your attachment(s) displayed at the top of the “Attachments” page as an Uploaded file. Again, Up- Load the attachments *one – at – a - time*.

If you make a mistake,,, you can remove the uploaded attachment, and upload another one.

See the “Remove” box at the right side, Check the ‘Remove box’ and delete the file by clicking “remove” button. Then upload the correct file....

SUPPORT MATERIALS (apart from the on-line application): Audio and Video - one 3-5 minute cassette, (CD) and/or one 3-5 minute video may be submitted to the Division by February 28, 2011 apart from this on-line application. All of these hard copy materials must be received no later than 5:00 p.m. on February 28, 2011 in the Division office.

Please forward materials to: Grace Kewl-Durfey, Arts Administrator Email: gkewl@broward.org
 Broward Cultural Division - Arts Education 100 S. Andrews Avenue, Sixth Floor, Fort Lauderdale, FL 33301
 Phone: (954) 357-7869, Fax: (954) 357-5769

II. IN PROGRESS APPLICATION

If you wish to return to an application you are currently working on (“**Save and Finish Later**”) - login as “returning online applicant” by clicking on the

ACCOUNT Web link below:

https://www.GrantRequest.com/SID_391?SA=AM

► RETURNING ONLINE APPLICANTS

Return to the Account Log-in sign in page

Account Login - Windows Internet Explorer

https://www.grantrequest.com/SID_391/Default.asp?CT=CT3SA=AM&FE=60E3D-6429651946849910226F516&032

File Edit View Favorites Tools Help

Account Login

Grants & Partnerships

BROWARD COUNTY FLORIDA Cultural Division

NATIONAL ENDOWMENT FOR THE ARTS

Account Login English

Contact Us Help For Documents, look at FORMS section under each Grant Program Exit

Please Sign In

E-mail Address: [jhemer@browd.org]

I am a new online applicant.

I am a returning online applicant.

My password is: [*****]

Continue

Forgot your password? Click here

Enter your **E-MAIL ADDRESS**.

CLICK: I AM A RETURNING ONLINE APPLICANT.

Enter your password in the **MY PASSWORD IS** box.

(This is the password you used to create your account).

My Account - Windows Internet Explorer

My Account

Grants & Partnerships

BROWARD COUNTY Cultural Division

NATIONAL ENDORSEMENT FOR THE ARTS

My Account

Account: jshermer@broward.org

Change E-mail/Password

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name. Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Project Title	Requested	ID	Last Updated	Action
Broward County Cultural Division 2010 Arts Teacher of the Year Application			22028	12/17/2009	

Submitted

These applications have already been submitted. To view a summary of the application information, click the application name.

Application Name	Project Title	Requested	ID	Last Updated	Action
Regional Organization Program	test one		20043	10/25/2005	
Regional Organization Program	test 10052005 b		20064	10/05/2005	
Regional Organization Program	this is the third submission for 10052005		20064	10/05/2005	
Cultural Diversity Program	Glory Days for Vintage Hotels & Apartments - How Restoration & Designation Can Lead to Economic Success	\$5,000	20112	06/17/2006	
REGIONAL TEST MODEL 2 GRANT APPLICATION	test SEPT 9 2008		20346	09/09/2008 11:28:15 AM	
Individual Based Shared Practices Professional Artists- Request for Determination of Eligibility Form			20352	09/09/2008 11:46:43 AM	
State 3 Operating Grant Program	2008-09 SEASON		20355	09/11/2008 2:40:25 PM	
State 3 Operating Grant Program	2008-09 SEASON Curtain Call Playhouse		20367	10/20/2008 4:40:53 PM	
REGIONAL TEST MODEL 2 GRANT APPLICATION	2008-09 SEASON		20402	10/20/2008 10:01:40 PM	
General Operating Program (GOP) May 2008 / Broward Cultural Council/ Broward County Board of County Commissioners Grant Application 2008	Making a difference in our Best Season Yet!		20680	06/20/2008 11:30:54 AM	

In the row: **Application Name**, Click on the name of the application you are working on.

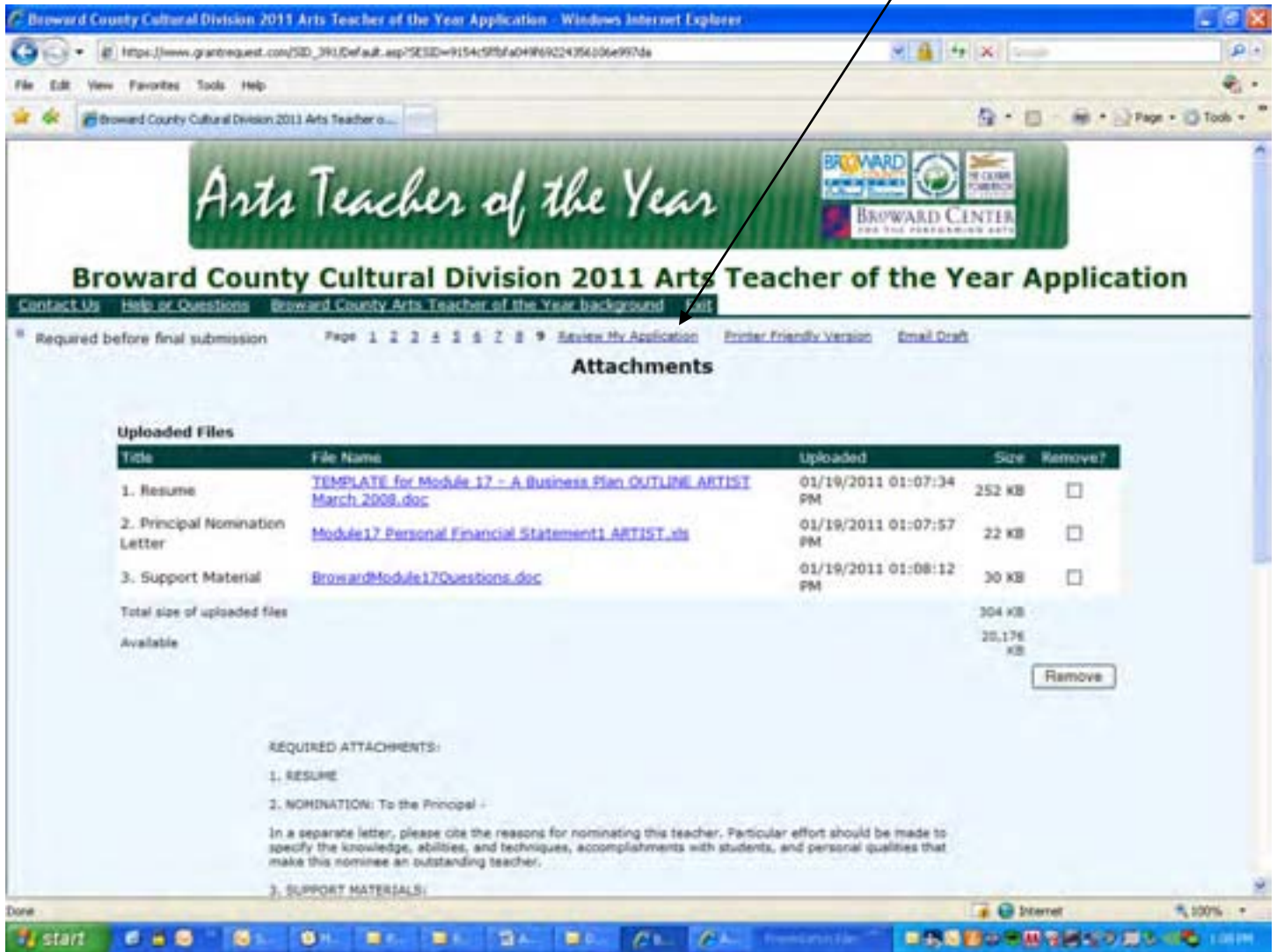
↳ Broward County Cultural Division 2011 Arts Teacher of the Year Application

And you will return to the “in progress” application template that you worked on previously. This way you will not create a (new) variation of the same template.....

► **REVIEW APPLICATION (NEXT- TO- THE- LAST STEP Before you submit. Have all the Attachments already loaded up before you):**

CLICK: Review My Application (at the top of the page)

This function will generate one continuous page of your entire application for easy review.



This will take you to a review screen (continuous scroll). If there are errors on your application red notes will be listed next to the field in error.

Make the edits here and click **UPDATE** at the bottom of the page.

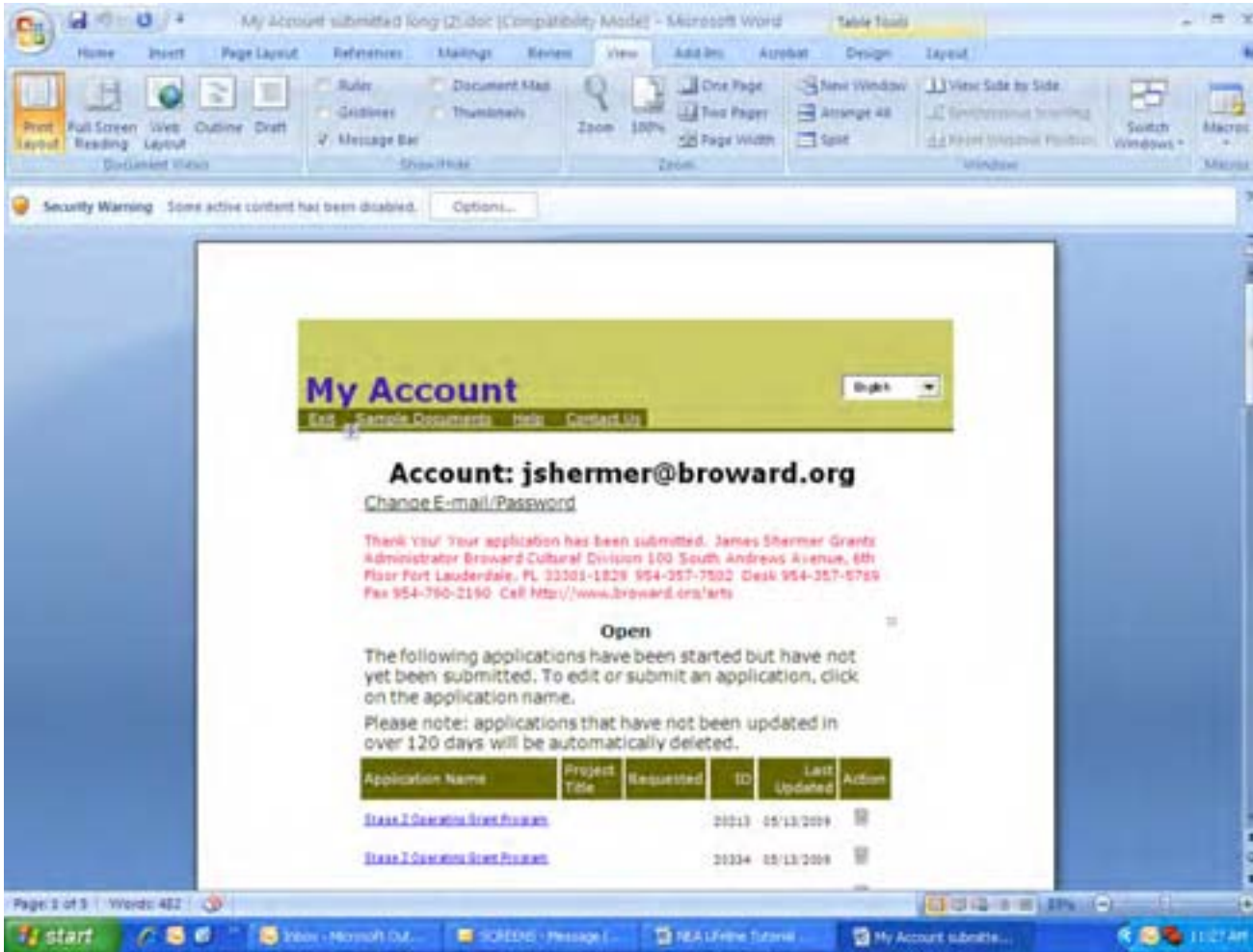
Once you have fixed any errors the UPDATE button changes to **SUBMIT**.

CLICK: SUBMIT to send your application.

NOTE: After you click **SUBMIT**, the application is final and no further edits can be made. After your application is sent you will receive an email acknowledgement.

SUMMARY OF APPLICATIONS

You will be taken to a summary page of all applications you have begun or submitted to Broward Cultural Division.



The screenshot shows a Microsoft Word document titled "My Account submitted long (2).doc (compatibility Mode) - Microsoft Word". The document content is as follows:

My Account [English]

Account: jshermer@broward.org
[Change E-mail/Password](#)

Thank You! Your application has been submitted. James Shermer Grants Administrator Broward Cultural Division 100 South Andrews Avenue, 6th Floor Fort Lauderdale, FL 33301-1829 954-357-7502 Desk 954-357-5769 Fax 954-790-2160 Cell http://www.broward.org/arts

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name.

Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Project Title	Requested	ID	Last Updated	Action
Stage 2 Operating Grant Program			20213	05/13/2009	
Stage 2 Operating Grant Program			20234	05/13/2009	

If you accidentally submit the application prior to completion, please contact the Grants Section: 954-357-7502.

DO NOT START A NEW APPLICATION WITHOUT PRIOR APPROVAL.

Grace Kewl-Durfey, Arts Administrator
Phone: (954) 357-7869
Email: gkewl@broward.org

James Shermer, Grants Administrator
954-357-7502
954-790-2190 Cell
Email: jshermer@broward.org

Broward Cultural Division
100 South Andrews Avenue, 6th Floor
Fort Lauderdale, FL 33301-1829
954-357-7456
954-357-5769

<http://www.broward.org/arts>

