Broward County Cultural Division
FY2020

GUIDE TO THE ONLINE APPLICATION

The Cultural Division home page lists all the Incentive Programs, under the "Funding" tab. www.Broward.org/arts

Click on the name of the funding program. Each program has its own landing page and will have the application links and forms you need.

Regional Investment Program (RINV)
http://www.broward.org/Arts/Funding/Programs/Pages/RINVGrant.aspx

EXAMPLE:

Forms and Links

- RINV Guidelines (PDF)
- Application Instructions (PDF)
- 2020 Financial Form - All Counties (XLS)
- 2020 Financial Form - Broward County Only (XLS)

To start a new Online Application, click link below:

START NEW APPLICATION
(BUTTON One on the web page)

https://www.grantrequest.com/SID_391?SA=SNA&FID=35026

To resume previously started Online Application:

RESUME APPLICATION
(BUTTON Two on the web page)
(return to your In Progress "draft" application)

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

TO CREATE AN ACCOUNT

USE THE FOLLOWING LINK TO CREATE AN ACCOUNT:

https://www.grantrequest.com/SID_391?SA=AMU

Your online account is linked to a single email account/password. This account (email address and password) should be used for all applications and final reports throughout your organization.

Make sure you share this email address and password with anyone in your organization that needs access to the online account.

NOTE: If you have forgotten your password: **CLICK** on the **"Forgot password?** (below password box) A message will be sent to your e-mail in-box.

TO CREATE A NEW ACCOUNT:

CLICK: **New Applicant**

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

Enter a Password in the **PASSWORD** box. (This can be any password you choose. If the application will be completed by multiple staff members, be sure to choose a password that anyone on your staff can remember.). Confirm this same password in the next box: **CONFIRM PASSWORD**. **CLICK: Continue**.

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.**

TO BEGIN AN APPLICATION

To access the Broward County Cultural Division application

 Click on this Web link (Once) Example-

To start a new Online Application

RINV Link:

https://www.grantrequest.com/SID_391?SA=SNA&FID=35026

START NEW APPLICATION
(BUTTON One on the web page)

Sign-in to your account. Enter your e-mail address and YOUR password.

NOTE: The application is password protected, a separate password will be provided to eligible organizations via e-mail, by the Cultural Division's Grants Administrator.

Only eligible organizations will be directly sent a password to access this application template.

The Introduction page to the application will appear.

Navigate using the page numbers at the top of each page, or the "NEXT Button" at the bottom of the page. If you need to stop at any time, simply scroll to the bottom of the page, "**click**" on the **SAVE & FINISH LATER button**.

 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 will receive a "Draft" of the application in your e-mail in-box.

You can navigate the form, and edit any page, until the application is ready to be submitted by using the page numbers at the top of the page.

Click the red check icon next to the field, on the right, to automatically check spelling.

Click the blue "I" help icon bubble for additional information.

An active Word count is displayed below the input field.

ATTACHMENTS

The Attachments are required with your submission. On any page, click on the Accent tab area called "**Forms and Guidelines**" this will direct you to the forms the Excel Financial forms (a three-sheet Excel form Operating Budget- (Revenues, Expenses, Volunteer and In-Kind). Download the editable blank form).

<p style="text-align:center; color:red;">**One file can be uploaded per Attachment**</p>

Ensure all information is directly visible in your attachments. **When combining information into a single attachment** (ex. PDF) for submission, pay special attention to these attachments when "*Reviewing*" the final application before submitting to confirm all your supplied data is retained and visible, so it is clear to the reviewers. Please avoid sending compressed (zip) files, and to prevent damaged, or corrupted, files from being sent, create new (clean) versions of your attachments.

Select the Attachment - Use the **Browse button feature** to search and select the correct file you wish to use for the required Attachment. **"Browse-in"** your file (Word file, Excel file, PDF, Media file) from your computer for the Attachment's content, then, **click the "Upload" button.**

You will see your Uploaded file attachment displayed below to the Attachment title.

Once loaded, the Attachment will appear as an "Uploaded File."

If you inadvertently select the wrong attachment file, click the check box "*Remove*"

Select the correct Attachment again from your computer, and add the corrected file, and "Upload."

<u>Media</u>

To substantiate and support your proposal (optional), applicants may provide these files to upload as Attachments to the proposal:
(Allowable file extensions – Doc. Docx. xlsx. Txt. Tif. Png. Jpg. gif. bmp. zip.
tar. .gz mpg. mov. mp2. mp3. mp4.)
(small movie files, please)

IN PROGRESS Applications

If you have started to fill-in your online application template, and have "Save and Finish Later" … When you are ready to return to work on your application, again,… **Click on button 2.**

RESUME APPLICATION
(BUTTON Two on the web page)
(return to your In Progress "draft" application)

To resume previously started Online Application

To Sign-in again, Click: https://www.GrantRequest.com/SID_391?SA=AM

then: Sign-in to YOUR Account with e-mail address and YOUR password

Sign-in to YOUR Account with e-mail address and YOUR password

You will be brought to your **"Account"** window and you can then resume working on your "Saved" application.

In the Application Name section…..Click on the:

Application Name

↘ Regional Investment Program (RINV) FY2020

And you will return to the drafted "in-progress" RINV application template that you worked on previously. This way you will not create a (new) variation of the same template….

Sending Drafts

When the application is stored in your account profile, under the **Action column**, click on the envelope icon next the application link. This will allow you to forward a "draft" of your application as an e-mail message. **This feature will allow you to forward a "draft" of your application as an e-mail message. To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.**

Review & Submit the Application

1.) CLICK the button, or tab: **"Review My Application**." This will take you to a review screen. This function will generate one continuous (scroll) page of your entire Application for easy review (proof reading stage). If there are any errors with your Application, red notes will be listed next to the field in error. Make the edits, corrections, or add the missing attachments.

2.) Once you have fixed any errors, CLICK the UPDATE button to save your changes.

3.) CLICK: **SUBMIT button** to send in your Application to the Division

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http://www.broward.org/arts/Pages/Default.aspx

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