Call to Artists: Florida International Trade and Culture Expo (FITCE)

GUIDE TO THE ONLINE APPLICATION

To welcome new businesses, to collaborate and connect while providing tools and resources for those wanting to live and work in South Florida. The Greater Fort Lauderdale / Broward County Convention Center 1950 Eisenhower Blvd. Fort Lauderdale, FL 33316.

Call to Artists: The FITCE Cultural Program Committee will be selecting professional artists to exhibit, perform, and engage audiences during the upcoming 2018 Florida International Trade and Cultural Expo (FITCE) in October 2018 at Broward County Convention Center. Artists (all disciplines) interested are to complete, and submit, this application in order to be considered. THE FLORIDA INTERNATIONAL TRADE & CULTURAL EXPO (FITCE) will convene **October 17 and 18, 2018.**

Visit the page:

http://www.broward.org/Arts/Funding/Pages/FITCE.aspx
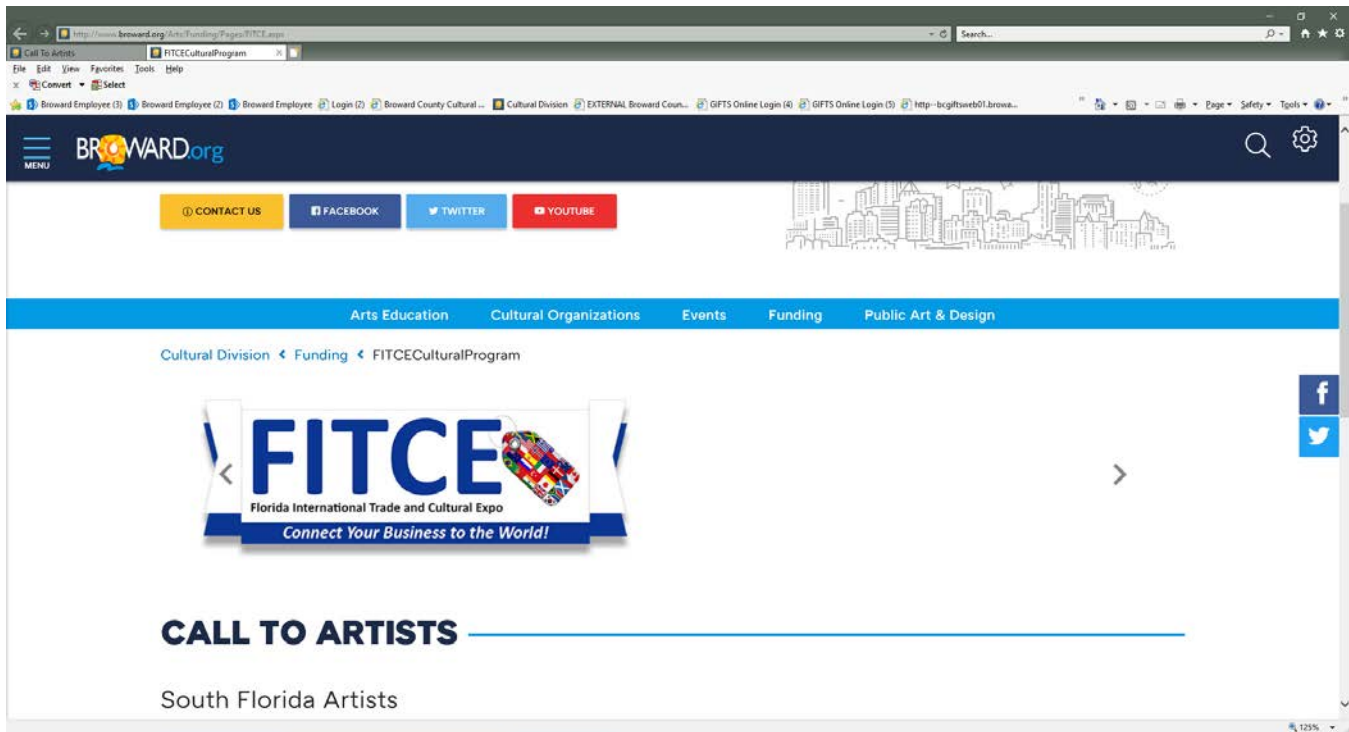
The landing page will have the links you need.

EXAMPLE:

Button

START A NEW ONLINE APPLICATION

To start a new Online Application

Link: https://www.grantrequest.com/SID_391/Default.asp?CT=CT&SA=SNA&FID=35236

Button

RESUME PREVIOUSLY STARTED ONLINE APPLICATION

To resume previously started Online Application

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

TO CREATE AN ACCOUNT

-> **To start a new Online Application**

USE THE FOLLOWING LINK TO CREATE AN ACCOUNT:

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

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

TO CREATE A NEW ACCOUNT

If you are new to the online system.

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.**
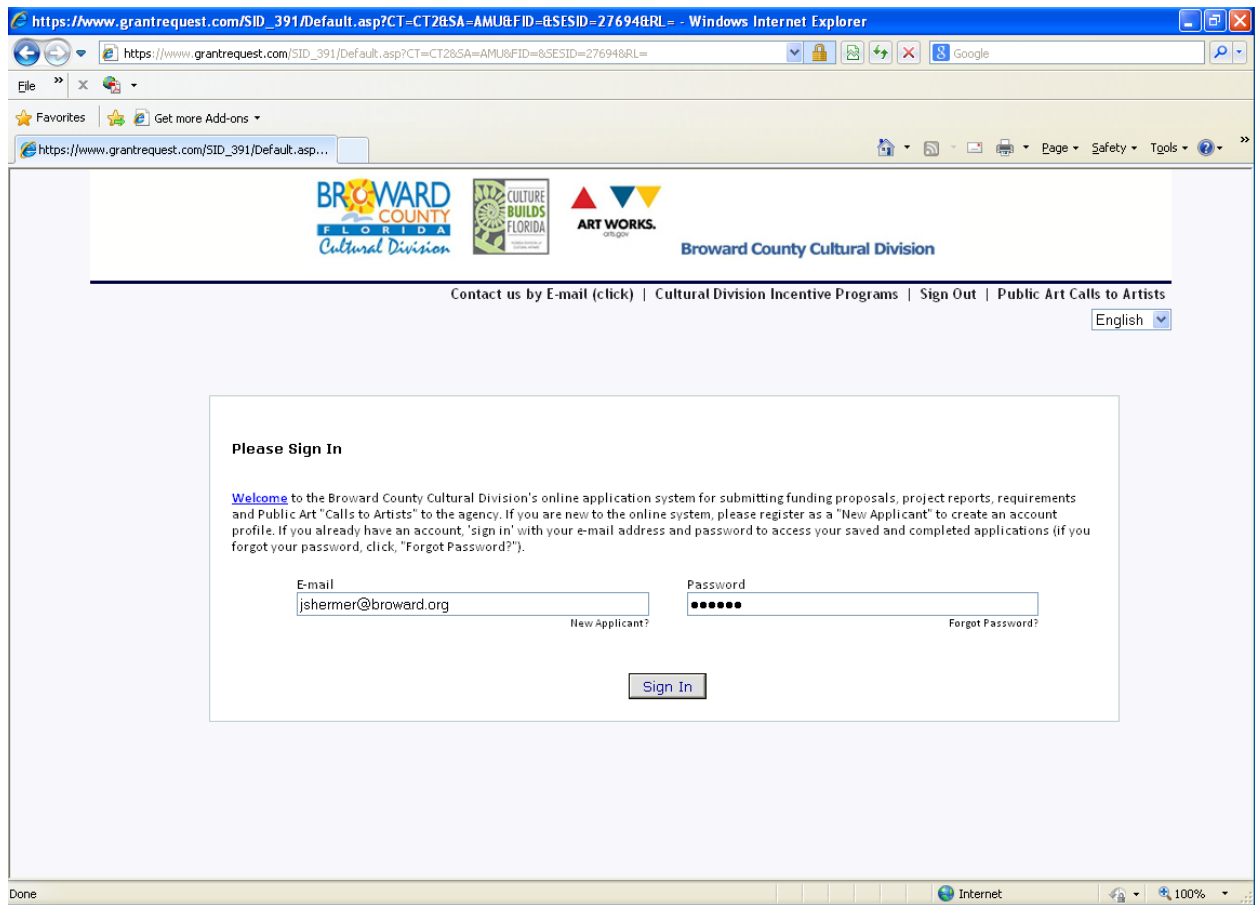
TO BEGIN AN APPLICATION

To access the Florida International Trade and Culture Expo (FITCE) Call to Artists Application.

Button

START A NEW ONLINE APPLICATION

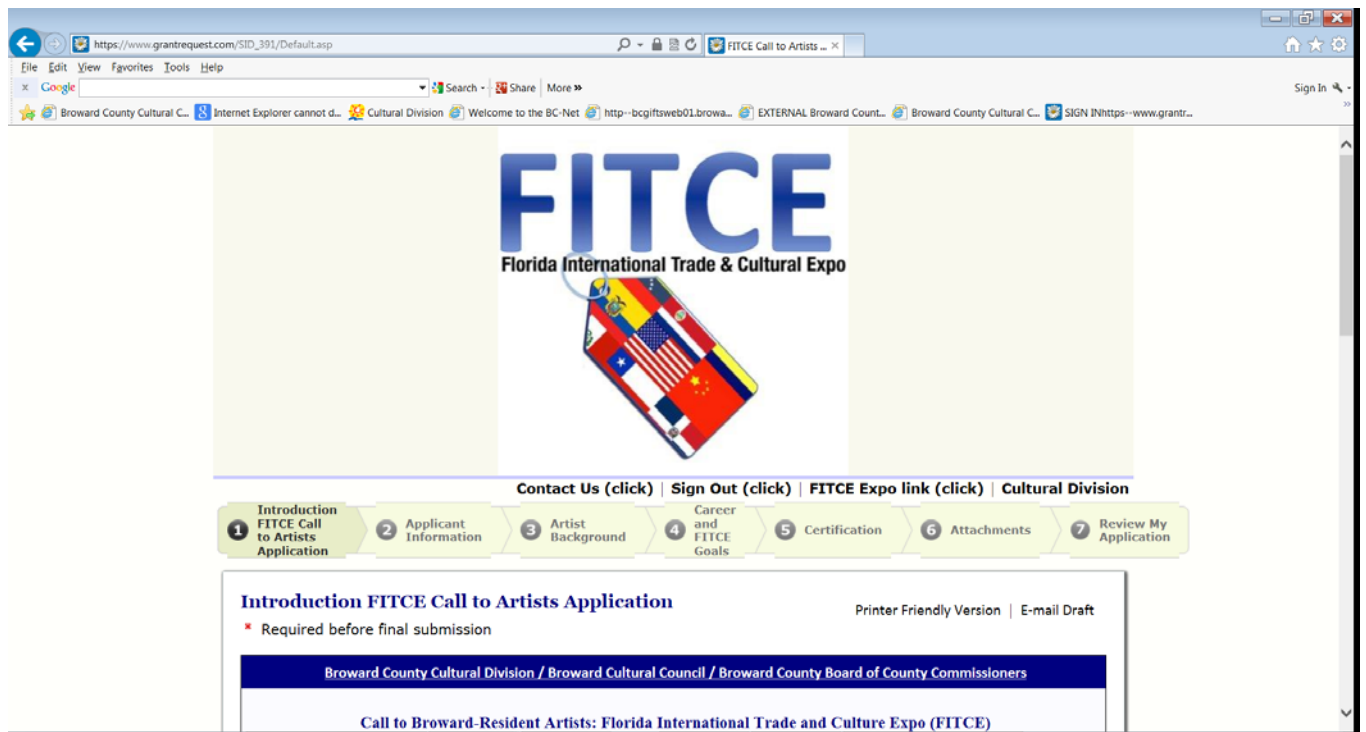Click on this Web link (Once) Example-

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

The Introduction page to the application:

Navigate the form

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 **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.

When you click '_Save & Finish Later'_ ....You will receive a "Draft" of the application text in your e-mail 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.
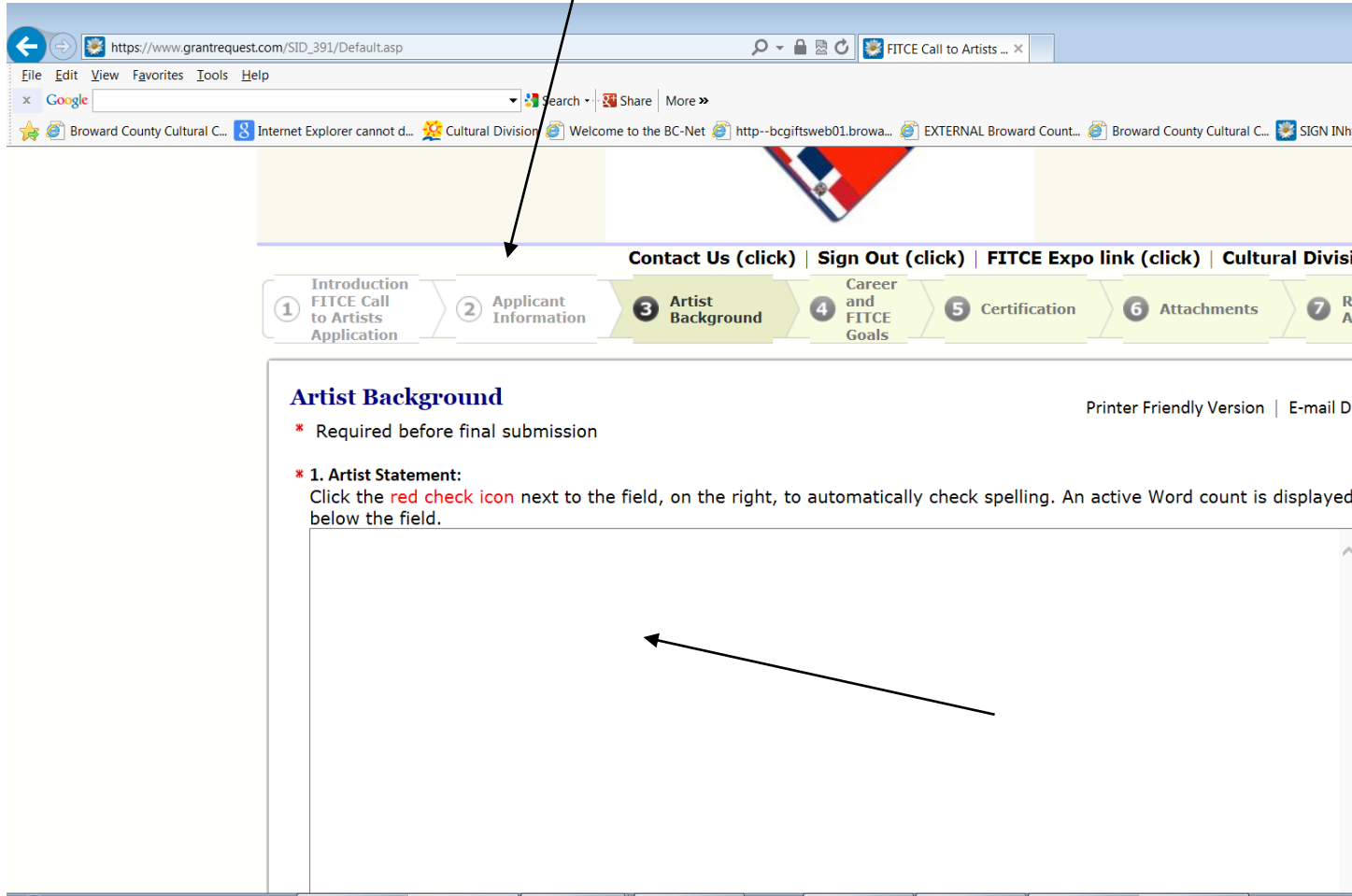
You will populate the online form with your responses.

✓   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.

Attachment 1- Professional Artist Resume, CV:
Include any art commissions, prior exhibitions or performances, include contact information for project manager(s) or program director(s) and budget size of past projects.

Attachment 2- Images, Work Samples:
Visual artists: Submit 5 digital images of most recent work in one PDF formatted document (one image per page), and the name of the PDF document should include the artist's name (i.e., MaryJones.pdf). Each page must feature a single artwork. Composites of various artworks in a single image will be discarded.

Performing artists: Attach (place) an active hyper-link to a PDF form of sample of your work: a audio sample, or video performance. Make certain the hyper-link works before uploading.

Do not submit images in the following formats: jpg, png, tiff, bmp, gif, or PDF video format.

Contact:

Select the Attachment

Use the "drop down" title bar feature to select the correct "title" of the required Attachment. **"Browse-in"** your file (Word file, PDF file) from your computer for the Attachment's content, then, click the **"Upload the Attachment"** button.

At the bottom of the page, Click the "Title bar", and the 'drop-down' will display.

Upload attachments in chronological order.

You will see your attachments 1, 2 etc. displayed at the top of the page as an Uploaded file.

Once loaded, the Attachment will appear at the top of the page as an "Uploaded File."

If you inadvertently select the wrong attachment file, click the check box "Remove?" and click on the button called **"Remove."**

At the bottom of the page, pick the Title of the Attachment again, and add the correct file, and **"Upload."**

HELPFUL HINTS ON THE APPLICATION

►SYMBOLS

Do not enter $, %, or other symbols in the fields with numbers. The system will trigger an error and ask you to modify the field if you accidentally include a symbol.
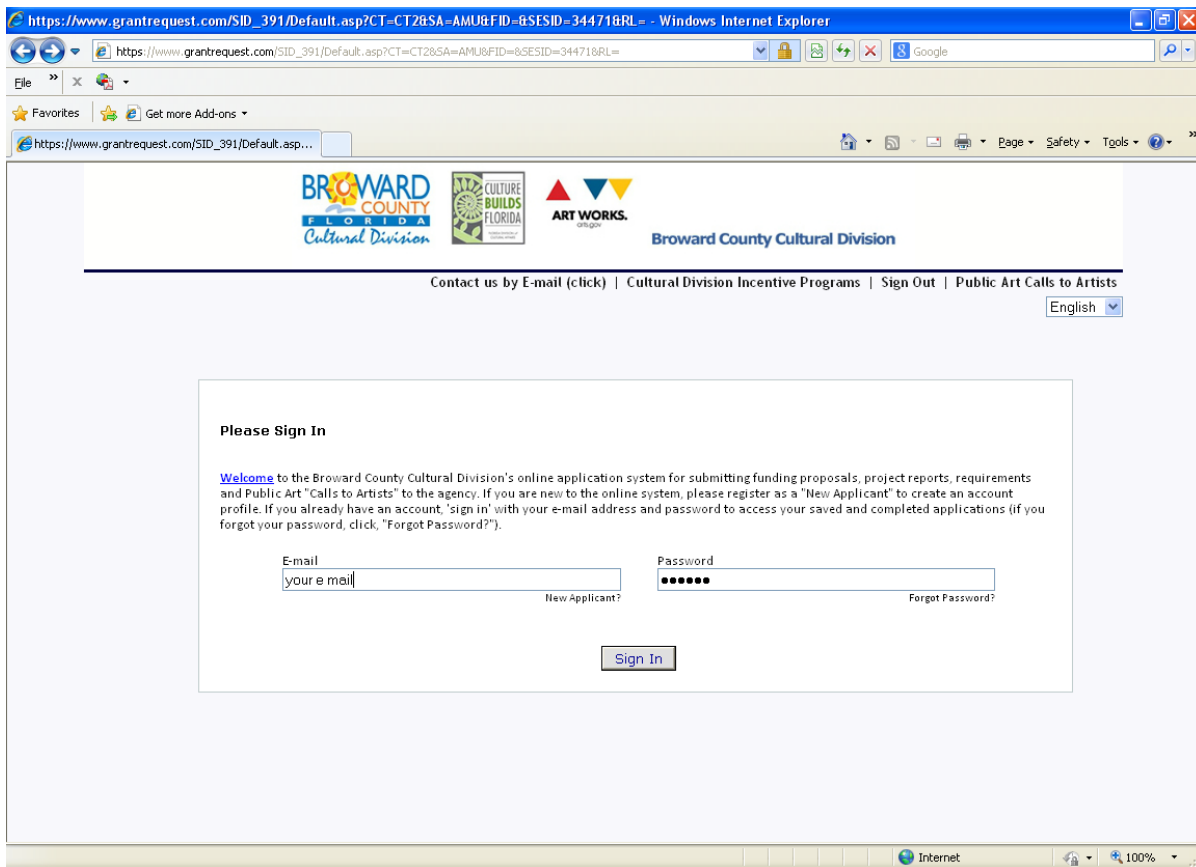
In Progress Applications

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: **Button 2**   https://www.GrantRequest.com/SID_391?SA=AM

RESUME PREVIOUSLY STARTED ONLINE APPLICATION

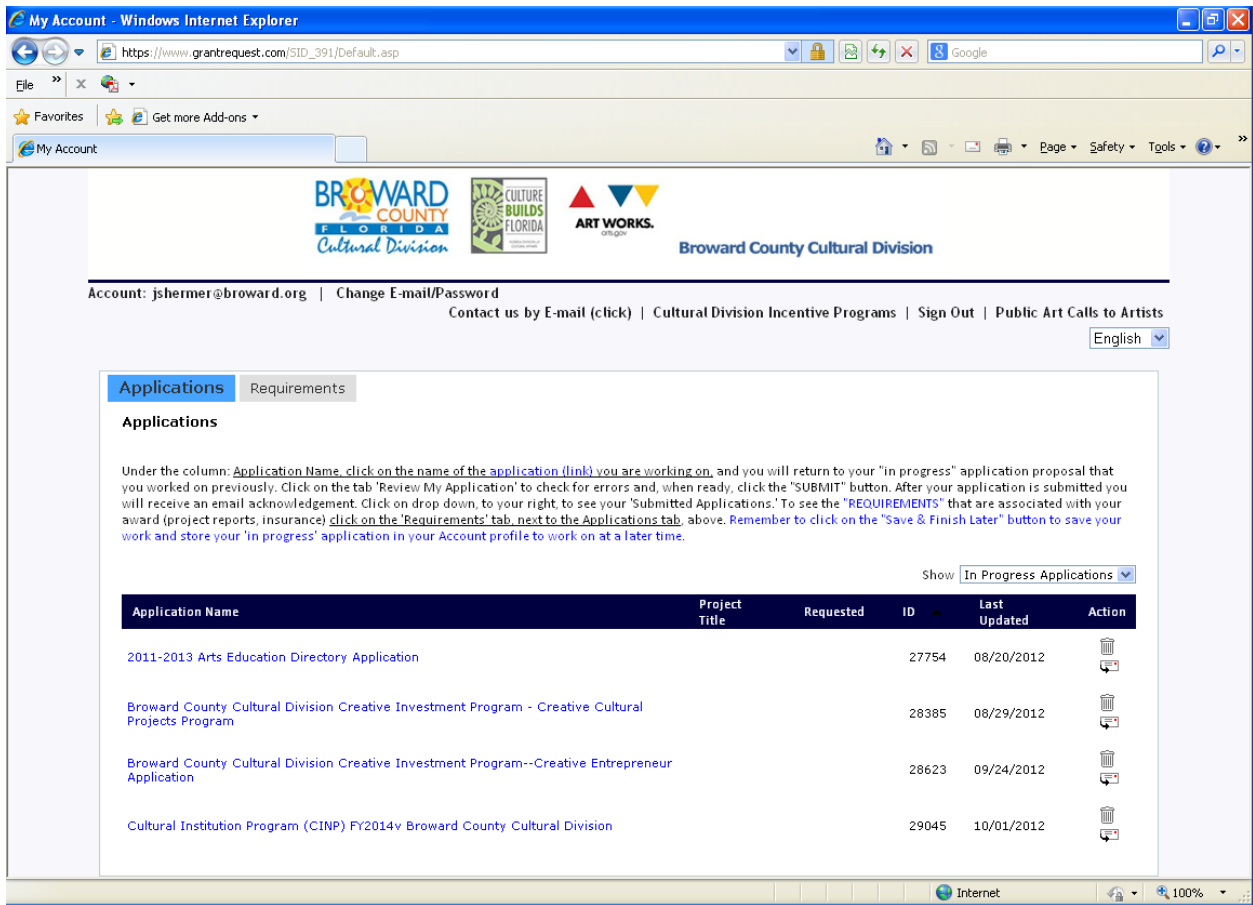### To resume previously started Online Application

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 link under *Application Name*

↘ *FITCE Call to Artists 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.....

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.**
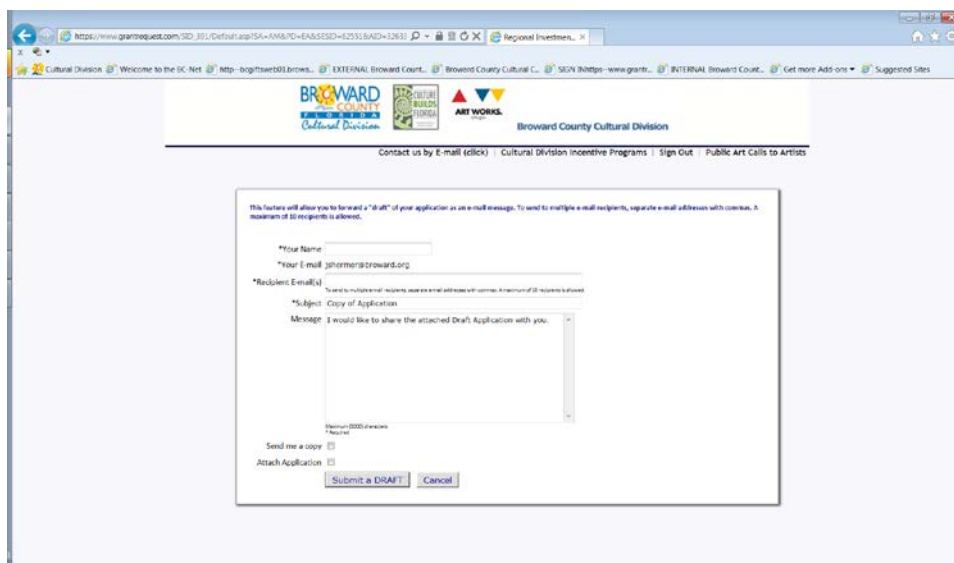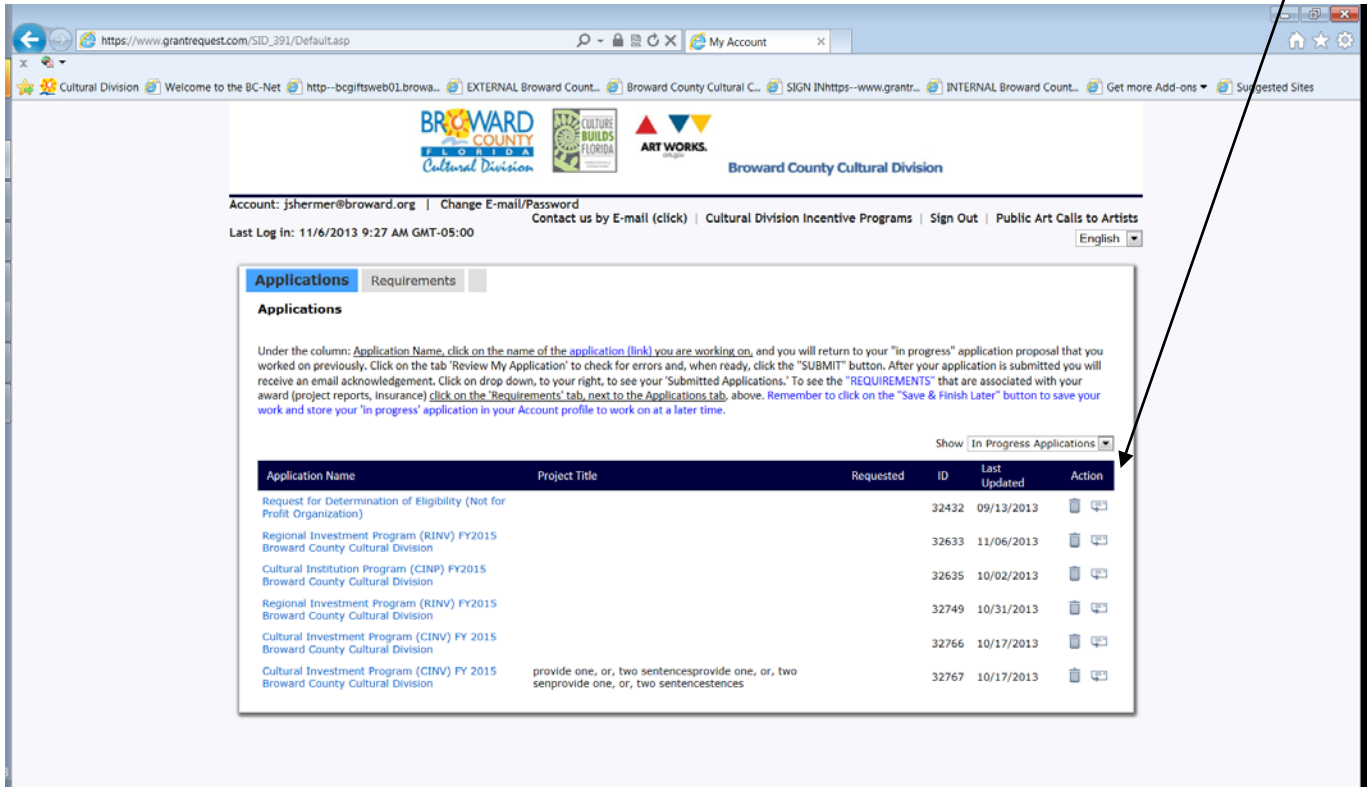
Review & Submit the Application

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, or add the missing attachments. Once you have fixed any errors, CLICK the UPDATE button to save your changes.

2.) CLICK: SUBMIT button to send in your Application to the Division.
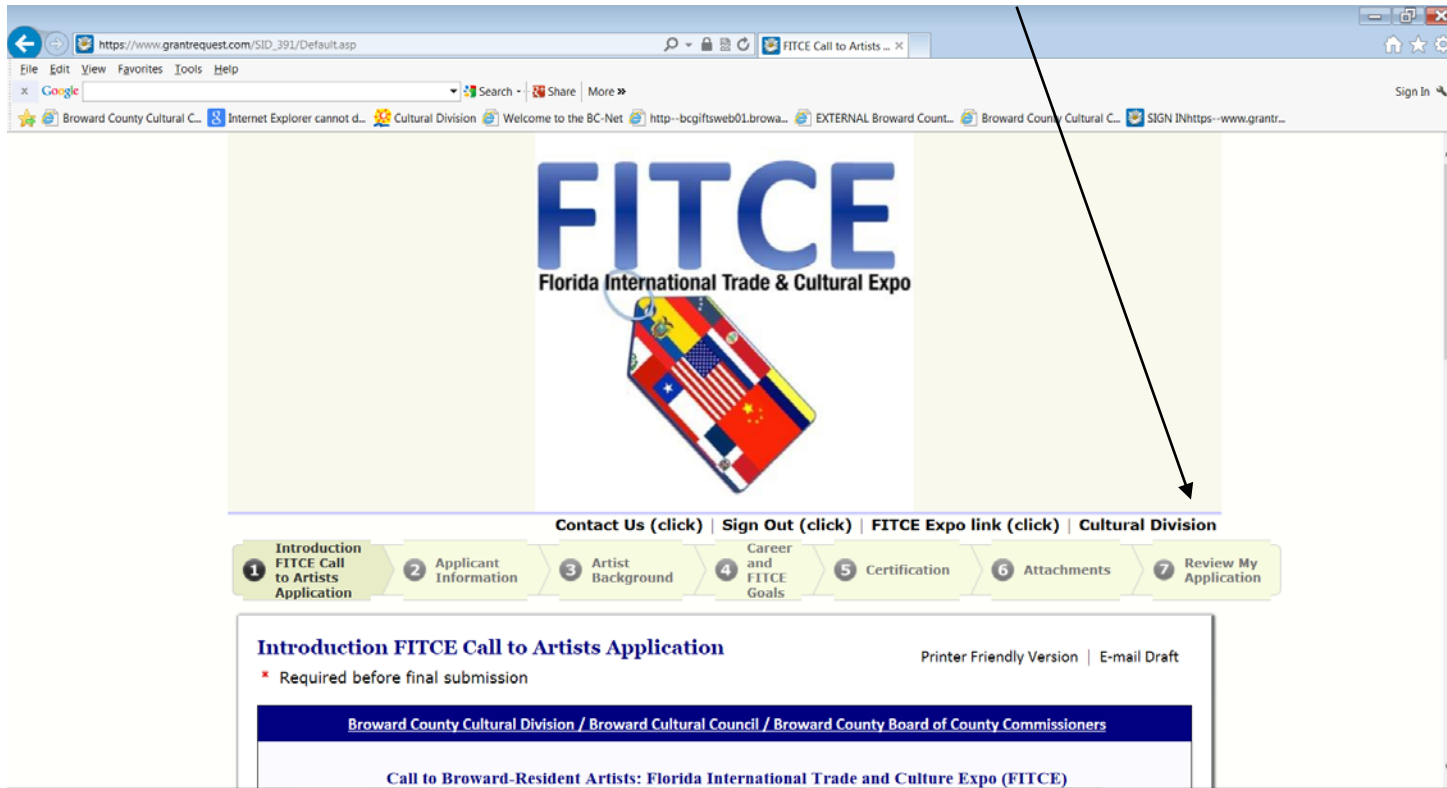
Broward Cultural Division
100 South Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301-1829

Adriane Clarke, Grants Management Specialist, 954-357-7530   E: aclarke@broward.org

James Shermer, Grants Administrator, 954-357-7502   E: jshermer@broward.org

Division home page: http://www.broward.org/arts/Pages/Default.aspx

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