GUIDE TO THE ONLINE APPLICATION

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

Each program landing page will have the links and forms you need.

EXAMPLE:

Forms and Links

- Guidelines (DOC)
- Application Instructions (DOC)
- 2019 Financial Form -All counties (XLS)

Links will be displayed as buttons on the web site.

To start a new Online Application, click the button (link):

To resume previously started Online Application, click the button (link):

The Tourist Development Tax Capital Challenge Grant Program (TDT-C CGP) landing page is found under the tabs for either: “Organizations” and “Municipalities”.

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Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP)
TO CREATE AN ACCOUNT

USE THE FOLLOWING LINK TO CREATE AN ACCOUNT:


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.

CLICK: New Applicant?....... To create an Account
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.**

This grant application system uses the following e-mail domain: mail@grantapplication.com. Please add it to your safe-senders list to be sure you receive all communications.
TO BEGIN AN APPLICATION

To access this Broward County Cultural Division funding application, click on the appropriate Web link (Once):

Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP)

(On the web site, it will appear as a button)

https://www.grantrequest.com/SID_391/?SA=SNA&FID=35106

You need only to click the link once to inaugurate a new application.

Sign-in to your account. Enter your e-mail address and YOUR password:
The Introduction page to the application:

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 (store) what you have entered, close your application, and allow you to return later.

At any time click “Save and Finish Later” button to save your work and your application is stored in your profile in the application tab. Your “saved” application will be stored in the Application tab and you will receive an e-mail with the contents. (Remember, this is not the submission of the application).

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 Save & Finish Later ….You will receive a “Draft” of the application 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.

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 forms).

Attachments - Only one file can be uploaded per Attachment.

Attachment Guidance - Ensure all information is directly visible in your attachments. When combining information into a single attachment (ex. PDF), 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 in" title bar feature to select the correct "title" of the required Attachment.

"Browse-in" your file (Word file, Excel file, PDF file) from your computer for the Attachment's content, then, click the "Upload the Attachment" button.
You will see your Attachments 1, 2, 3 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.”

Add the correct file, and “Upload.”
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:  https://www.GrantRequest.com/SID_391?SA=AM

then:  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 below the Application Name column.

Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP)
Broward County

And you will return to the “in progress” TDT 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 to 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.**
Or- click on **E-mail Draft ..**
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.