



Broward County Cultural Division  
FY2020

**GUIDE TO THE ONLINE APPLICATION**

**TO CREATE AN ACCOUNT- page 2** (If you do not have an Account profile, or never applied before)  
**TO BEGIN AN APPLICATION - page 3**  
**ATTACHMENTS - page 5**  
**IN- PROGRESS APPLICATION (Resume a previously started Online Application) - page 6**  
**REVIEW APPLICATION and SUBMIT- page 7**

**The Cultural Division home page lists all the Incentive Programs, under the “Funding” tab. [www.Broward.org/arts](http://www.Broward.org/arts)**

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

**EXAMPLE:**

Forms and Links under Resources

- Guidelines (PDF)
- Application Instructions (PDF)
- 2020 Financial Form- (XLS)

To start a new Online Application, click link below:

**START NEW APPLICATION**

( BUTTON on the web page)

[https://www.GrantRequest.com/SID\\_391?SA=SNA&FID=35196](https://www.GrantRequest.com/SID_391?SA=SNA&FID=35196)

To resume previously started Online Application, click link below:

**RESUME APPLICATION**

(BUTTON on the web page)

[https://www.grantrequest.com/SID\\_391?SA=AM](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=AM](https://www.GrantRequest.com/SID_391?SA=AM)

**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)**

**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-**

***Cultural Institution Program (CINP)***

[https://www.GrantRequest.com/SID\\_391?SA=SNA&FID=35196](https://www.GrantRequest.com/SID_391?SA=SNA&FID=35196)

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

**START NEW APPLICATION**  
( **BUTTON ONE** on the web page)

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

NOTE: The online application is **password protected**. Applicants that have been approved for eligibility by the Cultural Division may apply.

A password, unique to be used to access the Cultural Diversity Program application online form (not an applicant's Account password), will be provided to eligible organizations, via an e-mail, by the Cultural Division.

Only eligible organizations for the Broward County Cultural Diversity Program (CDP) will be directly sent this password to access the application template.

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

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 by using the page numbers at the top of the page.

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 Save & Finish Later** ....You will receive a "Draft" of the application text in your e-mail box.

#### **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 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).

### **One file can be uploaded per Attachment**

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 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 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?**” and click on the button called “**Remove.**”

Select the correct Attachment again from your computer, and add the corrected file, and “**Upload.**”

### Media

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:**

**RESUME APPLICATION**  
(BUTTON TWO on the web page)

Click: [https://www.GrantRequest.com/SID\\_391?SA=AM](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. “Applications Tab”

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

*Application Name*

[Cultural Institution Program \(CINP\) FY2020](#)

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, 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

**Your application will move to the "submitted section" of your Account Profile.**

**You will receive a confirmation E-mail to acknowledge the submission of the application.**

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



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