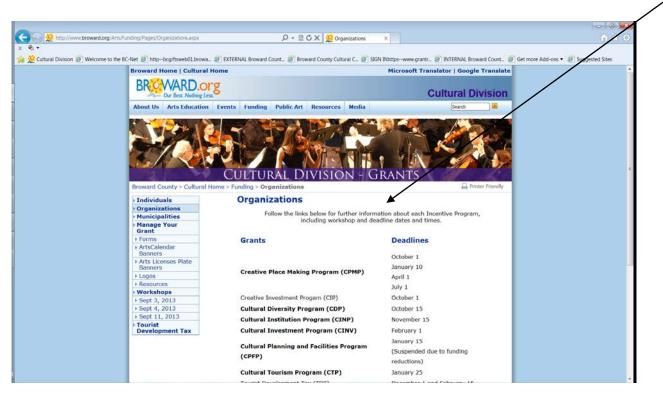


Broward County Cultural Division FY2019

GUIDE TO THE ONLINE APPLICATION

TO CREATE AN ACCOUNT (If you do not have an Account profile, or never applied before) – page 4 TO BEGIN AN APPLICATION - page 4 ATTACHMENTS - page 9 IN- PROGRESS APPLICATION (Resume a previously started Online Application) - page 11 SENDING DRAFTS- page 14 REVIEW APPLICATION and SUBMIT- page 15

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



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

EXAMPLE:

Forms and Links

- Guidelines (PDF)
- Application Instructions (PDF)
- 2019 Financial Form (XLS)
- 2019 Project Budget- (XLS)

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



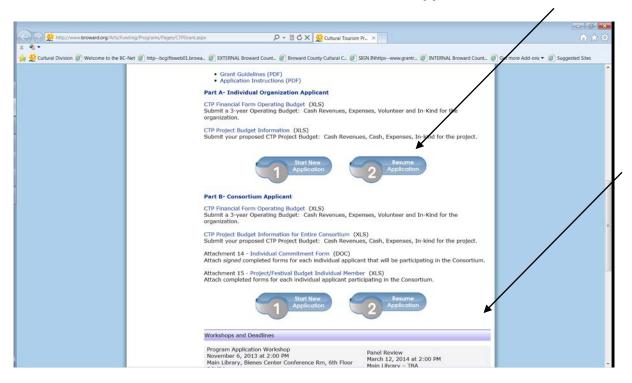


To resume previously started Online Application, click the button (link):

Cultural Tourism Program (CTP)



Part A- Individual Organization Applicant Part B- Consortium Applicant



Select the correct template for your CTP project.

TO CREATE AN ACCOUNT

USE THE FOLLOWING LINK TO CREATE AN ACCOUNT:

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

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	Cultural Division	Broward County Cultural Division	
	Contact us by E-mail (click) (Cultural Division Incentive Programs Sign Out Public Art Calls to	
		En	glish 💌
	Please Sign In		
	Welcome to the Broward County Cultural Division's online application : and Public Art "Calls to Artists" to the agency. If you are new to the onlin profile. If you already have an account, 'sign in' with your e-mail addres forgot your password, click, "Forgot Password?").		
	E-mail	Password	
	your e mail New Applicant?	Forgot Password?	
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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.

<u>NOTE:</u> If you have forgotten your password: <u>CLICK</u> on the <u>"Forgot password? Click here</u> A message will be sent to your e-mail in-box.

TO CREATE A NEW ACCOUNT:

<u>CLICK:</u> New Applicant

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

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	BROWARD Cultural Division Broward County Cultural Division	
	Contact us by E-mail (click) Cultural Division Incentive Programs Sign Out Public Art Calls to Artists New Applicant?	
	An account allows you to access your saved and submitted applications at any time. 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	
	Confirm E-mail	
	Password (minimum of 5 characters)	
	Confirm Password	
	Continue Return to login	
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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**. <u>**CLICK:**</u> **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



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:

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	Reconception and the second se	
	Contact us by E-mail (click) Cultural Division Incentive Programs Sign Out Public Art Calls to Artists English 💌	
	Please Sign In <u>Welcome</u> to the Broward County Cultural Division's online application system for submitting funding proposals, project reports, requirements and Public Art "Calls to Artists" to the agency. If you are new to the online system, please register as a "New Applicant" to create an account profile. If you already have an account, 'sign in 'with your e-mail address and password to access your saved and completed applications (if you forgot your password, click, "Forgot Password?").	
	E-mail jshermer@broward.org New Applicant? Sign In	
Done	🔰 🔰 🖓 🗸 🚭 100	6 •

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<u>NOTE: The application is password protected, a separate password will be provided to applicants</u> via e-mail, by the Cultural Division's Grants Administrator.

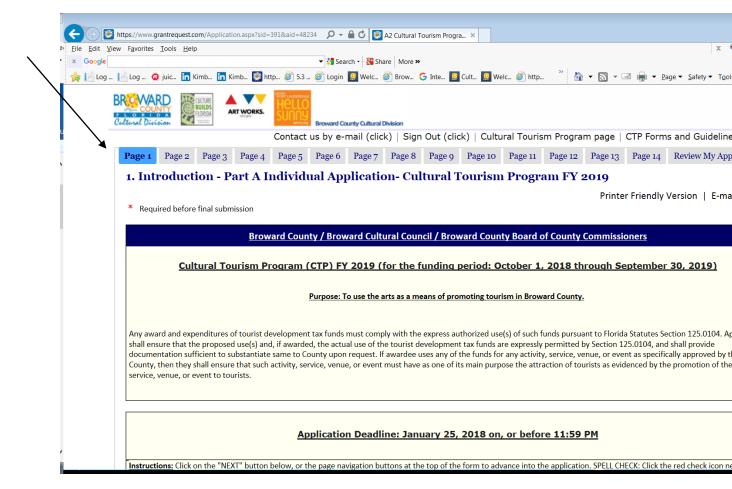
Only eligible organizations will be directly sent a password to access this application template.

Https://www.grantrequest.com/SID_391//SA=SNA&FID=3	50908MODE≠PREVIEW 🔎 ← 🚔 Č 💽 Cultural Tourism Program -	-× ^ ^ ~ ~
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Cultural Division	Broward County Cultural Division	
	Contact us by e-mail (click) Sign Out ((click) Cultural Tourism Program page C
	Please enter the Pa	ssword:

(Contact the Division)

The Introduction page to the application:

(Example)



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, "<u>click</u>" 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.

7

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.

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BROWARD RECOURS		
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	Contact us by e-mail Sign Out RINV Forms and Guidelines Cultural Division Incentive Program	
Page 1 Page 2 Page 3 Page 4 Page 5	Page 6. Page 2 Page 8 Page 9 Page 10 Page 11 Page 12 Attachments Review My Application	
5. Program Narrative	Printer Friendly Version E-mail a draft (click).	
Required before final submission		
	e list all (Broward County) performances, exhibits, events projected for the 1 September 30, 2015 that will be funded by the RINV program, and a concise	
narrative describing these programs and		
narrative describing these programs and		
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You will populate the online form with your responses.

 \checkmark

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.

<u>Attachments</u>

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, <u>create new (clean) versions</u> 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, Media file) from your computer for the Attachment's content, then, click the "Upload" button.

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Attachment 1- Financial Information- for organization (upload Excel Form) Operating Budget- (Note three pages: Sheet 1- Income; Sheet 2- Expenses; Sheet 3 - Volunteer In-Kind.) Created in an Excel file format which you can download from the Broward Cultural Division Web-site: Funding-> Programs->http://www.broward.org/Arts/Funding/Programs/Pages/CDPGrant.aspx * Attachment 1-Financial Form In an Excel spreadsheet format, Excel file is in three tab sections; provide financial information for Income, Expenses, and Volunteer In-Kind services for: column one -most recently completed fiscal year, column two- current year, and the column three, the year for which you are requesting funding. Browse Attachment 2- Program Budget - Provide a budget of the proposed program detailing specifically how the funds would be spent, identifying expenditures and revenues by important line items for the entire budget. Identify the budget by line items	
for revenue and expenses. Organizations applying for their third year must provide a one-to-one match.	
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## You will see your Uploaded file attachment displayed below to the Attachment title.

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ATTACHMENTS: Select the correct Attachm	ent from your computer, "browse-in" in your File	e, then click the "U	pload' button.		
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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.
targz 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 stored your application (*"Save and Finish Later"*) ... When you are ready to return to work on your application, again, .... Click on button 2.

Click: <a href="https://www.GrantRequest.com/SID_391?SA=AM">https://www.GrantRequest.com/SID_391?SA=AM</a>



To resume previously started Online Application

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

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		and Public Art "Calls to Artists" to the agency. If you are new to	ication system for submitting funding proposals, project reports, requirements the online system, please register as a "New Applicant" to create an account I address and password to access your saved and completed applications (if you	
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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.

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In the Application Name section.....Click on the link below the Application Name column.

## Cultural Division Cultural Tourism Program Part A ...(CTP) FY2019 Broward County

And you will return to the "in progress" CTP 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 <u>Action column</u>, 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.

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14

## **Review & Submit the Application**

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

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

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