Broward County Cultural Division
FY2019

GUIDE TO THE ONLINE APPLICATION

The Cultural Division home page lists all the Incentive Programs, under the "Funding" tab.
www.Broward.org/arts
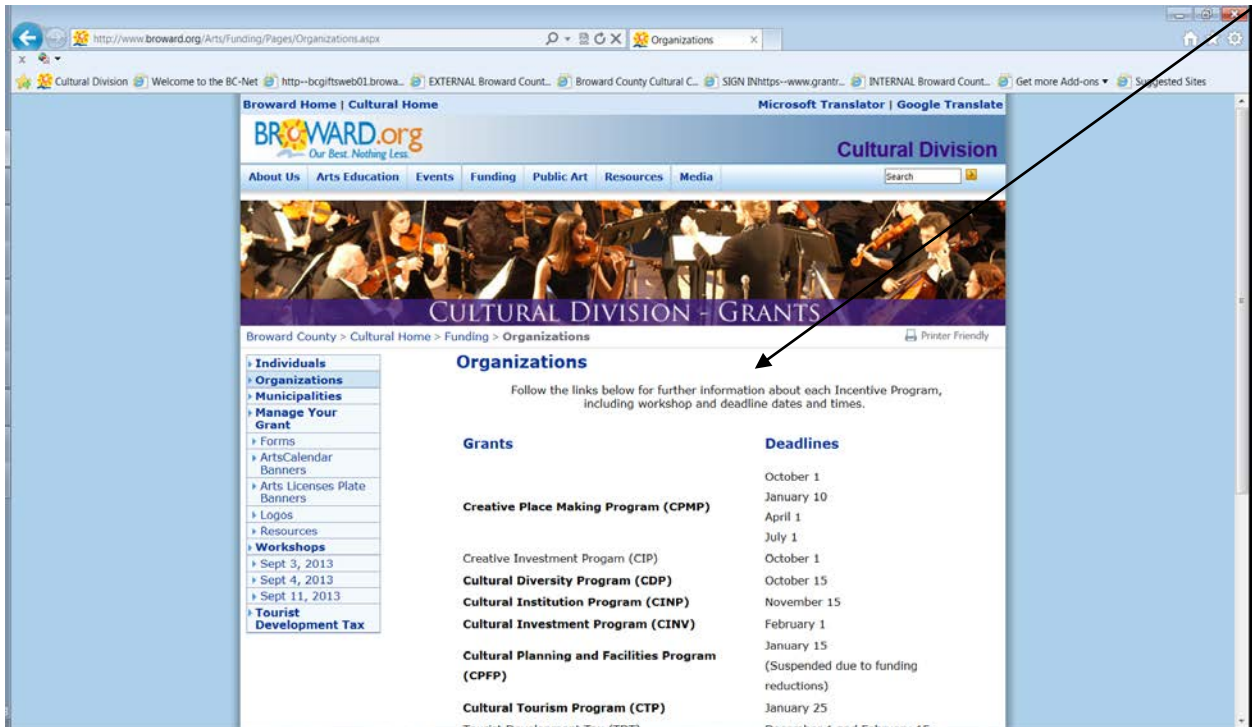
Each program landing page will have the links and forms you need.

EXAMPLE:

Forms and Links

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

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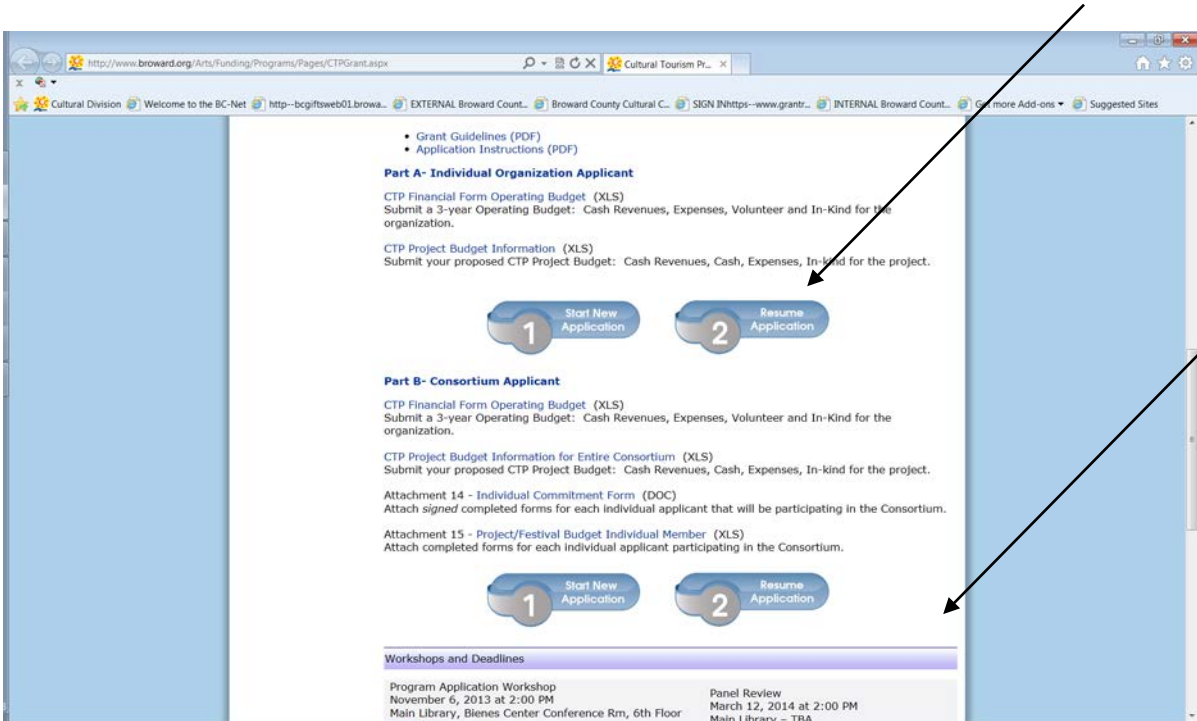

To resume previously started Online Application, click the button (link):

Cultural Tourism Program (CTP)

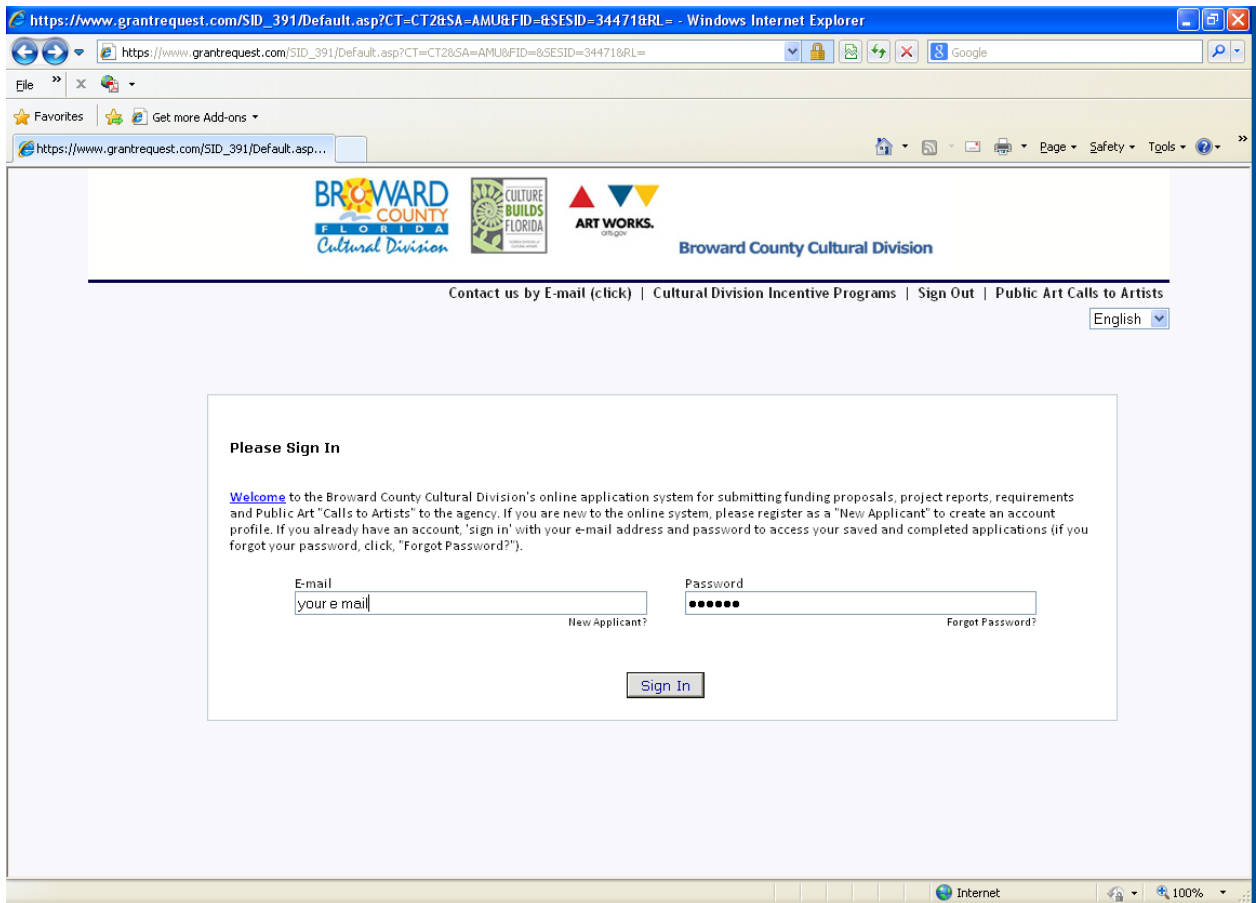## Part A- Individual Organization Applicant
Part B- Consortium Applicant

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 .

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? Click here 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 this Broward County Cultural Division funding application. Click on the appropriate Web link (Once):

Cultural Tourism Program (CTP) Links (select one):

Part A – Individual Organization Applicant

https://www.grantrequest.com/SID_391/Default.asp?CT=CT&SA=SNA&FID=35090

Or

Part B – Consortium Applicant

https://www.grantrequest.com/SID_391/Default.asp?CT=CT&SA=SNA&FID=35031
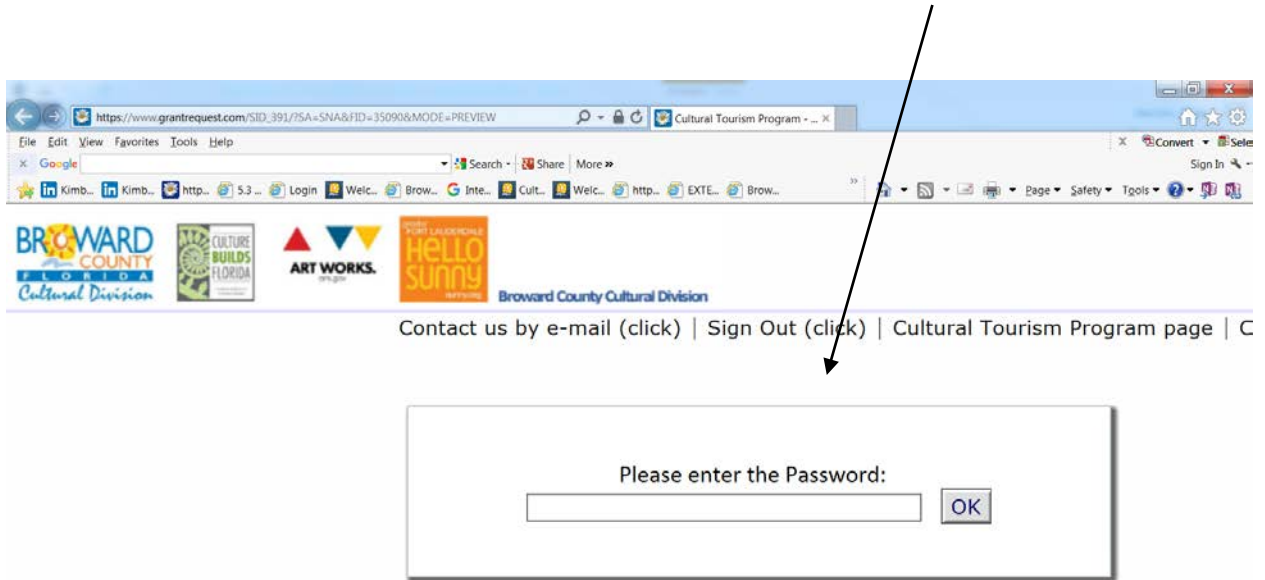
You need only to click the link once to inaugurate a new application.

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

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

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

(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, "**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.

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.
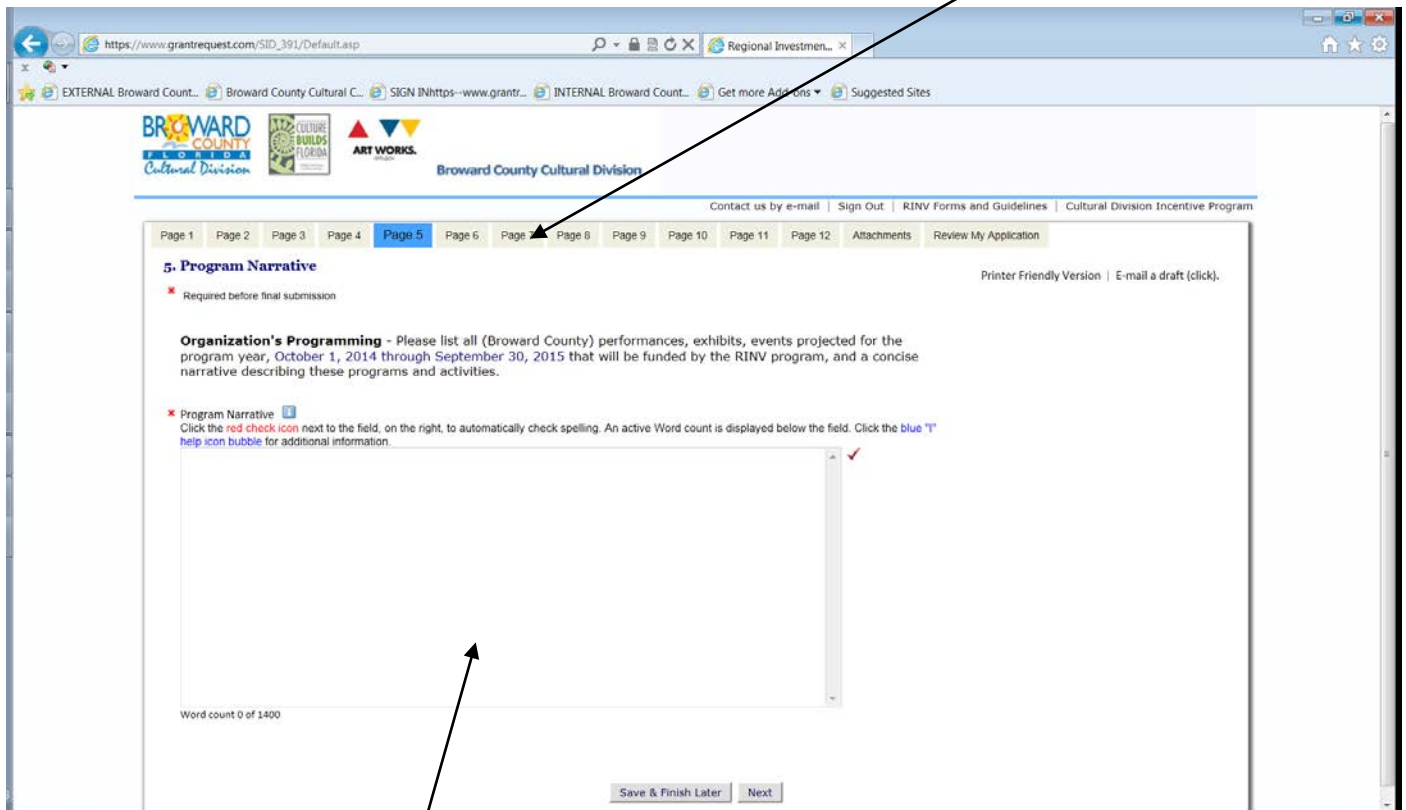
You will populate the online form with your responses.

✓ 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. 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.**
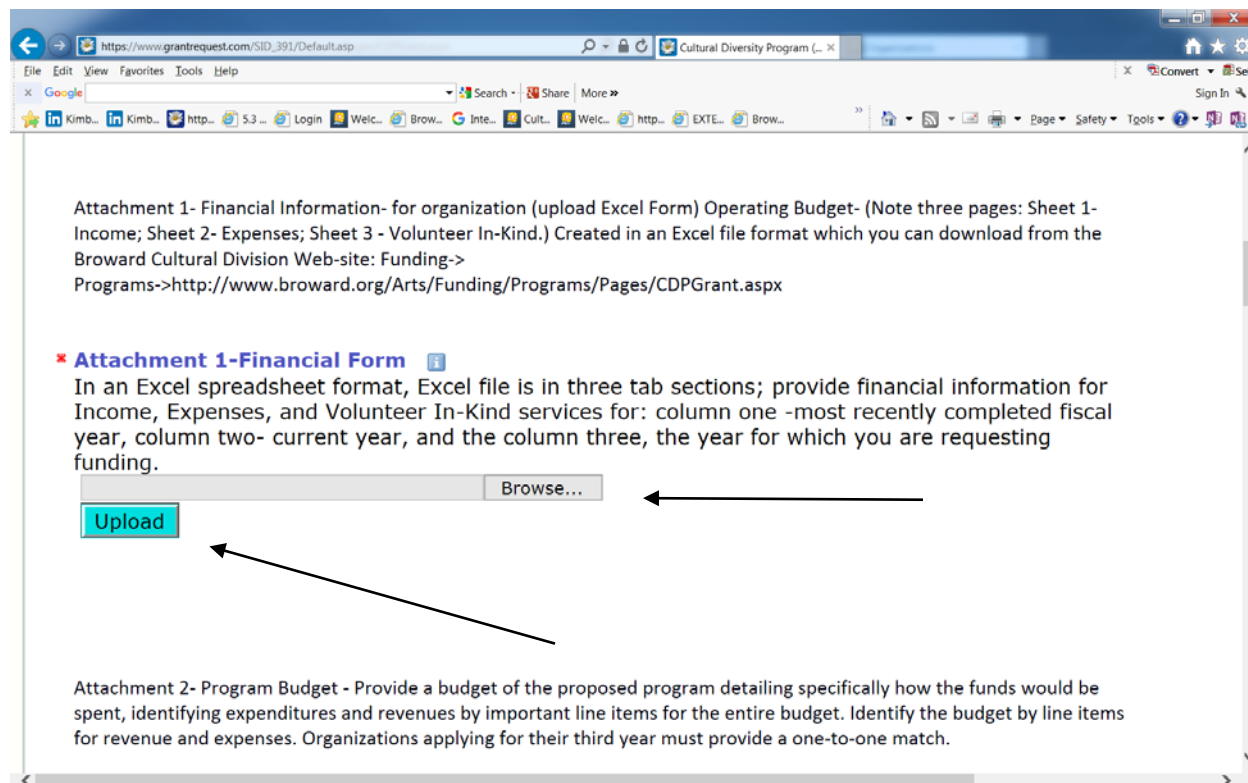
You will see your Uploaded file attachment displayed below to the Attachment title.
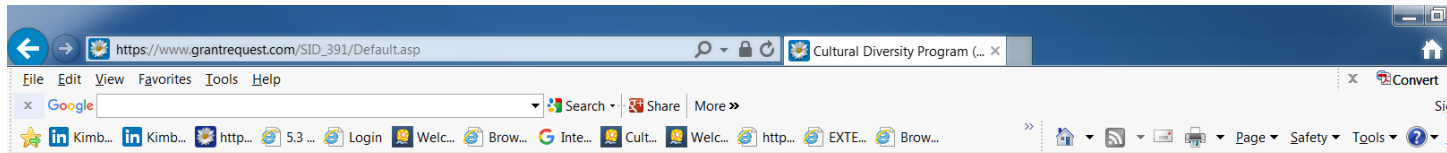
Once loaded, the Attachment will appear as an "Uploaded File."

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."

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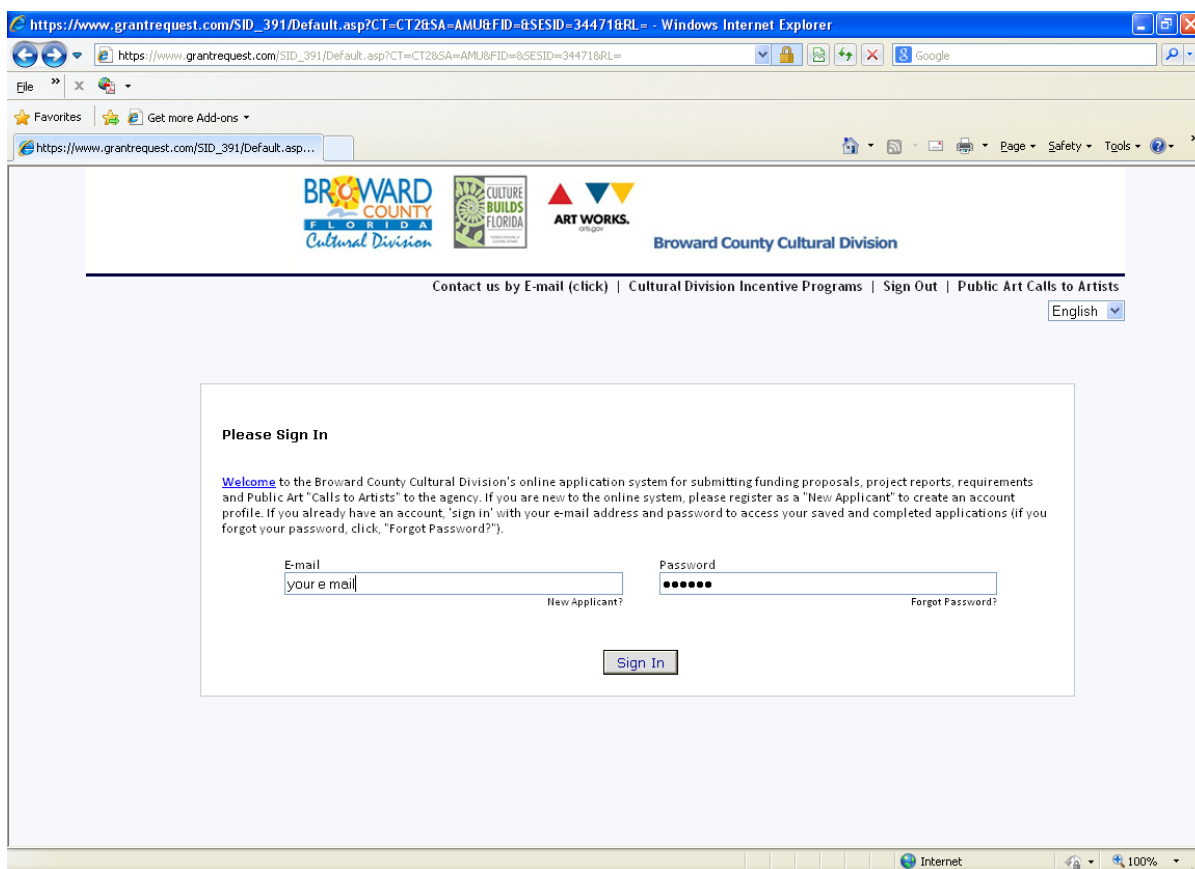
If you have started to fill-in your online application template, and have stored your application ("*Save and Finish Later*") … When you are ready to return to work on your application, again, …. **Click on button 2.**

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

To resume previously started Online Application

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 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 **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.

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

3.) CLICK: **SUBMIT button** to send in your Application to the Division.
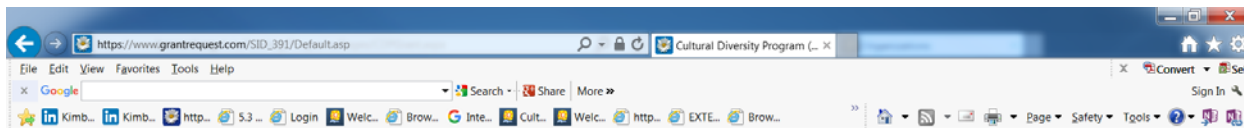
tor, Broward Cultural Division, 100 South Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301-1829,
er@broward.org

'reading and updated the information in your proposal to your satisfaction at the 'Review
our Application to the Division.
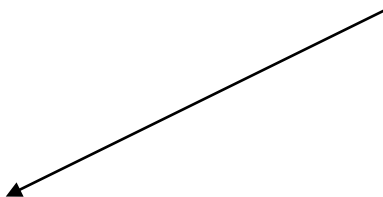
Save & Finish Later   Submit

Broward Cultural Division
100 South Andrews Avenue, 6th Floor
Fort Lauderdale, FL 33301-1829

James Shermer, Grants Administrator, 954-357-7502   E: jshermer@broward.org
Adriane Clarke, Grants Management Specialist, 954-357-7530   E: aclarke@broward.org

Broward County Cultural Division

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