

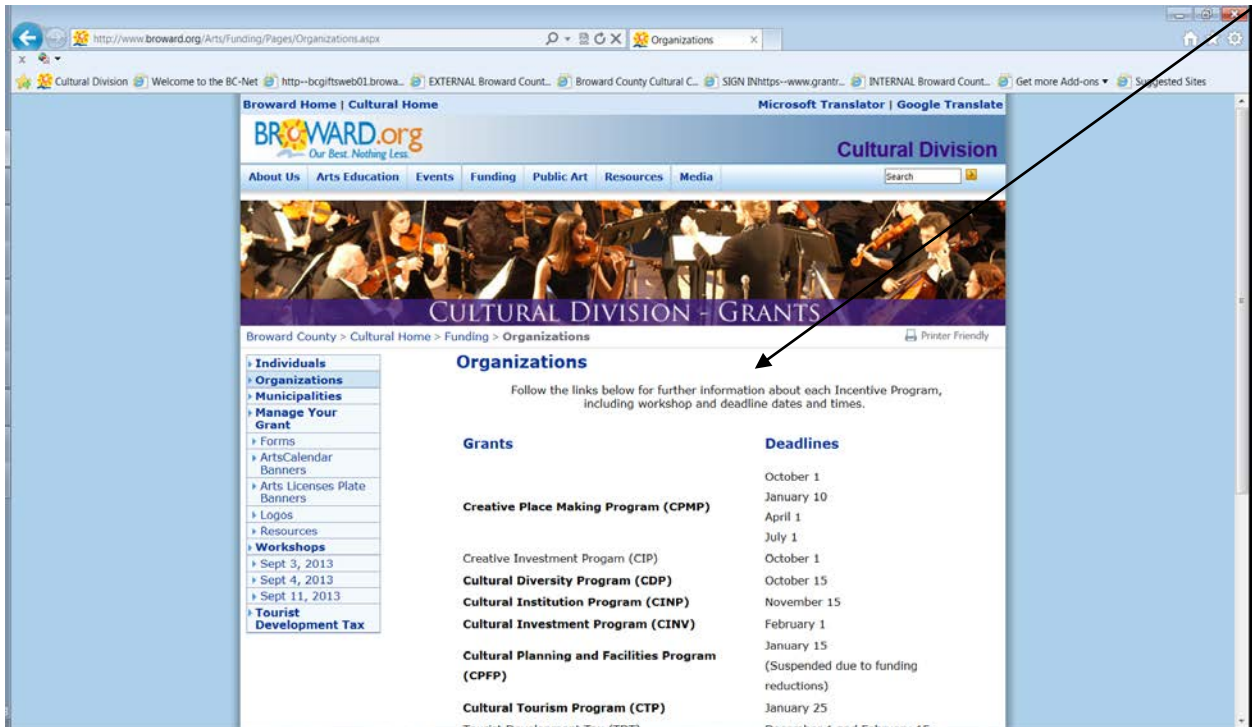


Broward County Cultural Division FY2019

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
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REVIEW APPLICATION and SUBMIT- page 15

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):



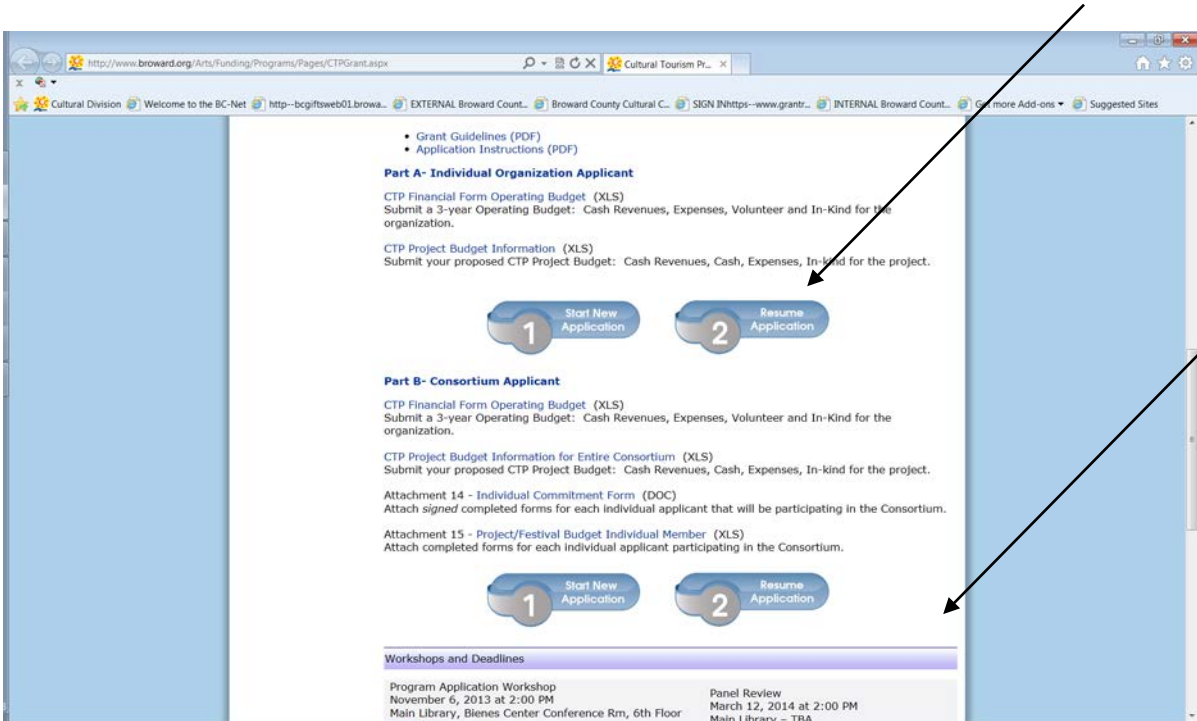
To resume previously started Online Application, click the button (link):



Cultural Tourism Program (CTP)



Part A- Individual Organization Applicant Part B- Consortium Applicant

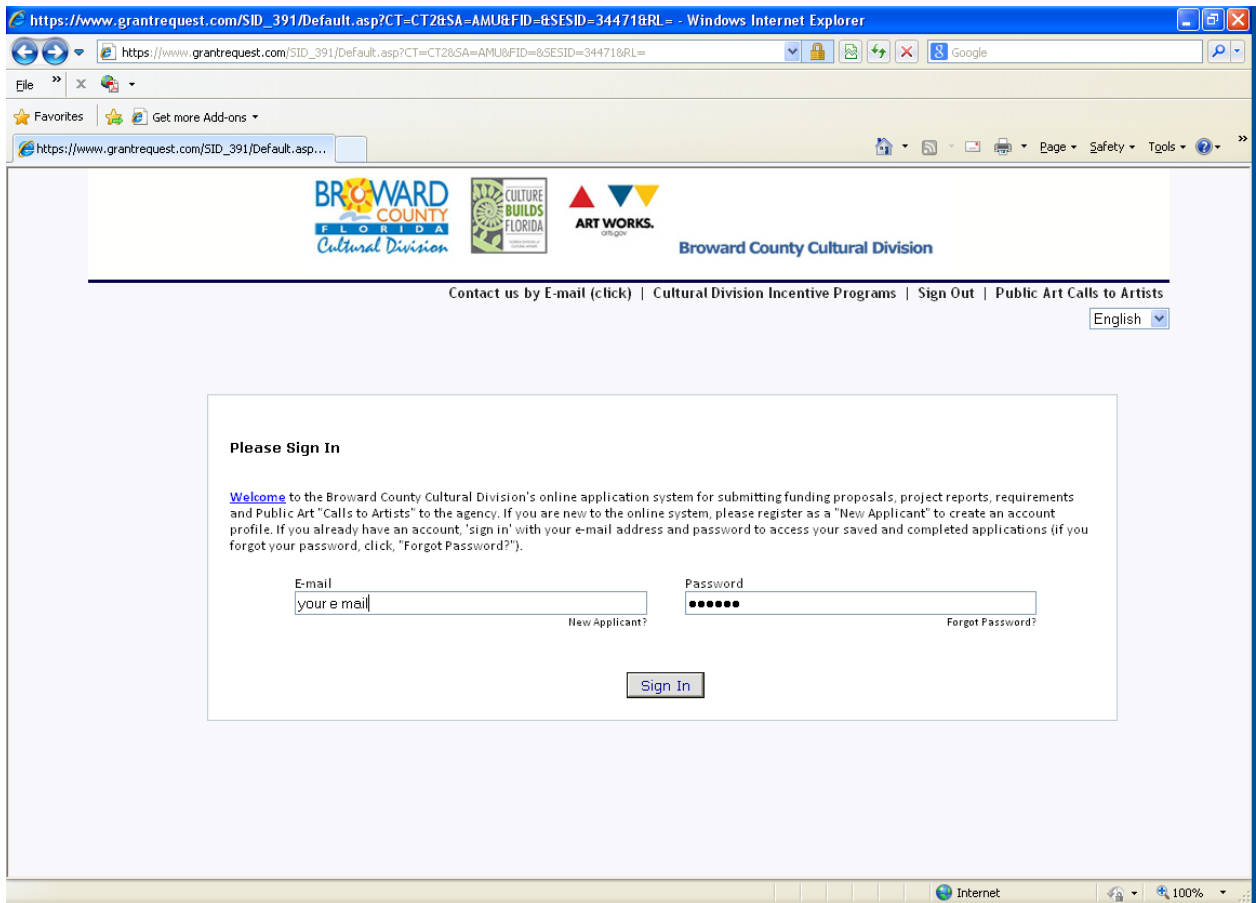


Select the correct template for your CTP project.

TO CREATE AN ACCOUNT

USE THE FOLLOWING LINK TO CREATE AN ACCOUNT:

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



The screenshot shows a web browser window displaying the sign-in page for the Broward County Cultural Division's online application system. The page features the following elements:

- Header:** Logos for Broward County Florida Cultural Division, Culture Builds Florida, and Art Works. Navigation links include "Contact us by E-mail (click)", "Cultural Division Incentive Programs", "Sign Out", and "Public Art Calls to Artists". A language dropdown menu is set to "English".
- Sign In Section:**
 - Title:** "Please Sign In"
 - Welcome Message:** "Welcome 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?')."
 - Form Fields:**
 - E-mail:** A text input field containing "youre mail". Below it is a link for "New Applicant?".
 - Password:** A password input field with masked characters (dots). Below it is a link for "Forgot Password?".
 - Sign In Button:** A button labeled "Sign In" centered below the form fields.

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.

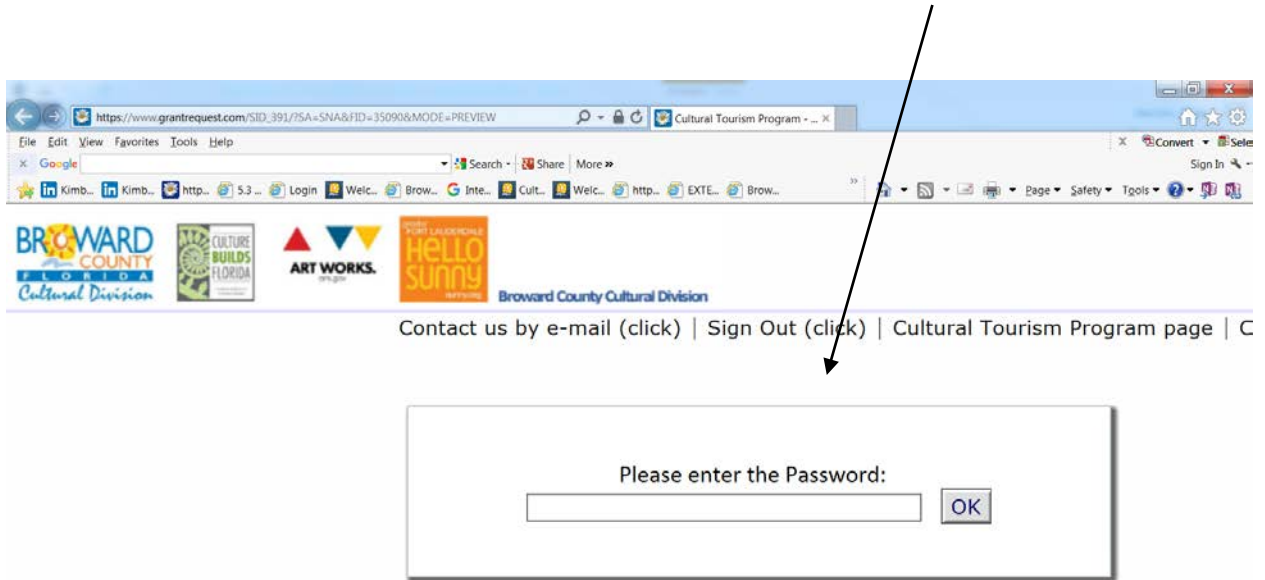
Sign-in to your account. Enter your e-mail address and YOUR password:

The screenshot shows a web browser window displaying the sign-in page for the Broward County Cultural Division's online application system. The page features the following elements:

- Header:** Logos for Broward County Florida Cultural Division, Culture Builds Florida, and Art Works. org. The text "Broward County Cultural Division" is displayed.
- Navigation:** Links for "Contact us by E-mail (click)", "Cultural Division Incentive Programs", "Sign Out", and "Public Art Calls to Artists". A language dropdown menu is set to "English".
- Sign In Section:**
 - Title:** "Please Sign In"
 - Welcome Message:** "Welcome 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?')."
 - Form Fields:**
 - E-mail:** A text box containing "jshermer@broward.org" with a "New Applicant?" link below it.
 - Password:** A text box with masked characters (dots) and a "Forgot Password?" link below it.
 - Sign In Button:** A button labeled "Sign In" centered below the form fields.

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)

The screenshot shows a web browser window with the URL <https://www.grantrequest.com/Application.aspx?sid=391&aid=48234>. The page title is "A2 Cultural Tourism Progra...". The browser's address bar shows "Google" and "Search". The page features a navigation menu with buttons for "Page 1" through "Page 14" and "Review My App". The main content area is titled "1. Introduction - Part A Individual Application- Cultural Tourism Program FY 2019". A note indicates that certain fields are "Required before final submission". The page header includes logos for Broward County Cultural Division, Culture Builds Florida, Art Works, and Postcard from Hello Sunny. The main text states: "Broward County / Broward Cultural Council / Broward County Board of County Commissioners" and "Cultural Tourism Program (CTP) FY 2019 (for the funding period: October 1, 2018 through September 30, 2019)". The purpose is "To use the arts as a means of promoting tourism in Broward County." A paragraph of text explains that award and expenditures of tourist development tax funds must comply with Florida Statutes Section 125.0104. The application deadline is "January 25, 2018 on, or before 11:59 PM". Instructions at the bottom state: "Click on the 'NEXT' button below, or the page navigation buttons at the top of the form to advance into the application. SPELL CHECK: Click the red check icon ne".

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.

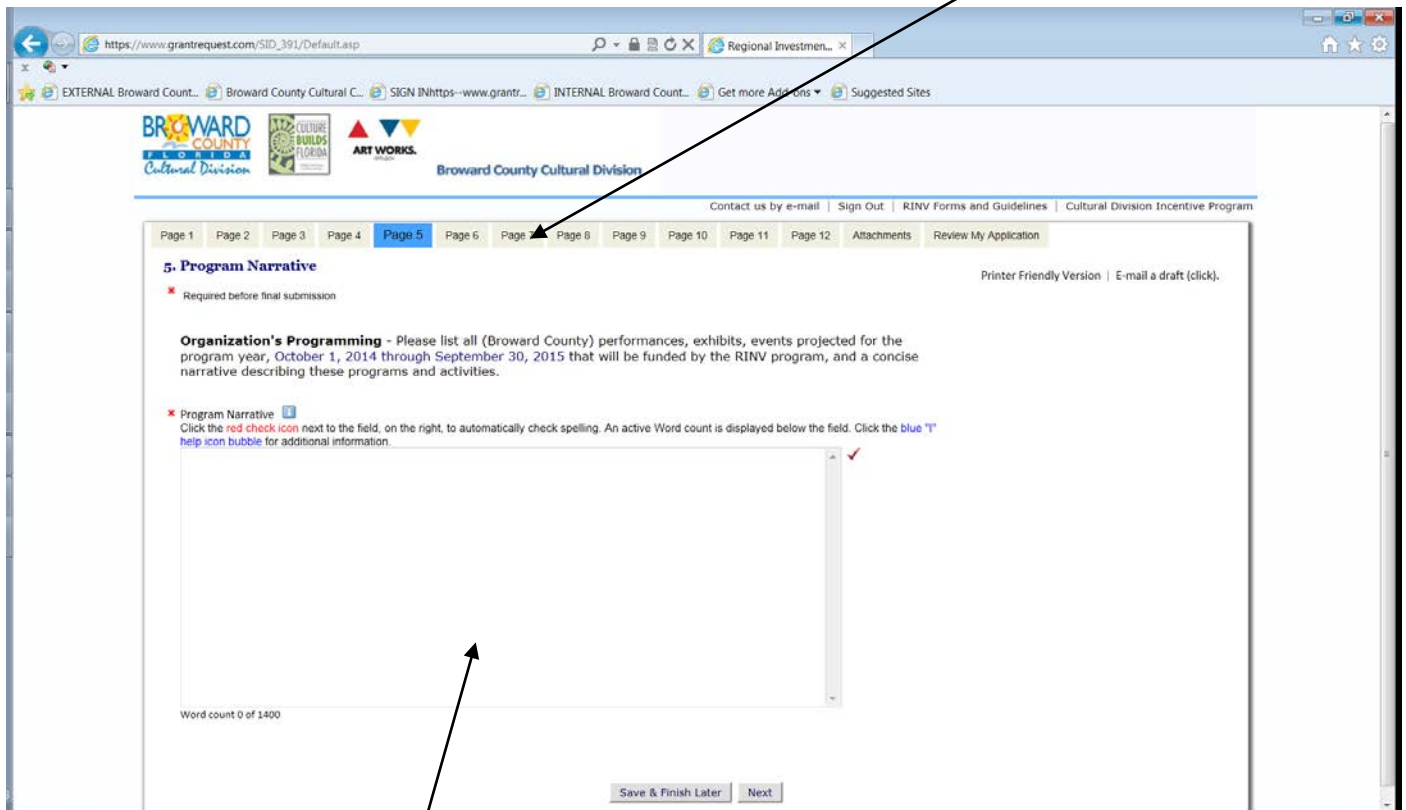
At any time click "Save and Finish Later" button to save your work and your application is stored in your profile in the application tab.

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.

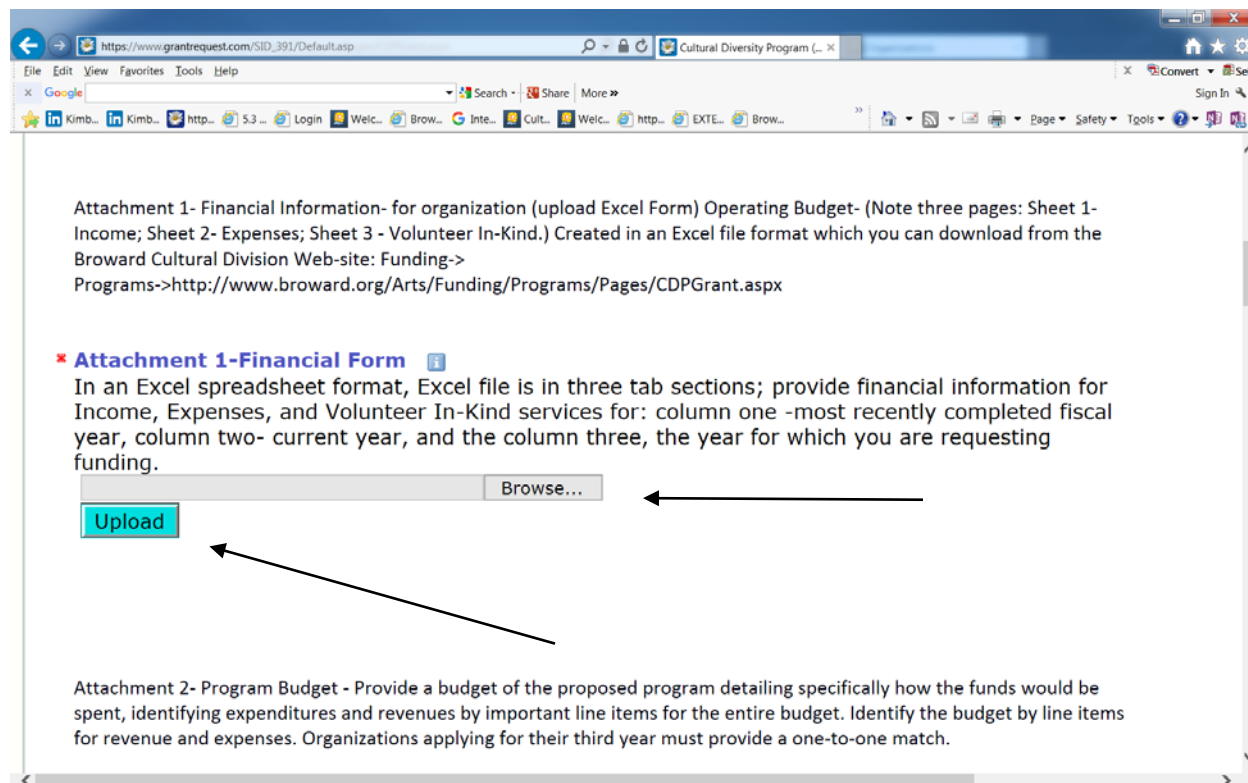
Attachments

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).

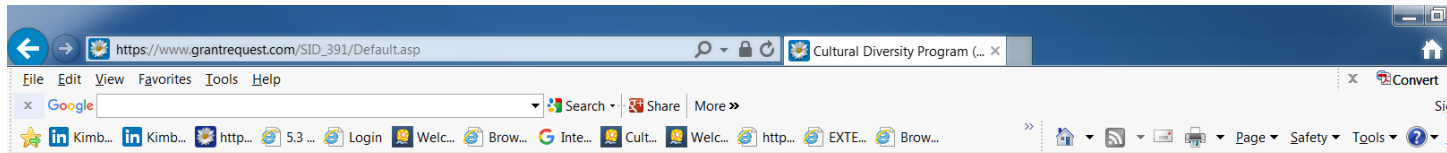
One file can be uploaded per Attachment

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, 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, 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.



Applicants are required to submit the items listed below with their application to the Broward Cultural Council. **UPLOAD ATTACHMENTS:** Select the correct Attachment from your computer, "browse-in" in your File, then click the "Upload" button. Browse and upload electronic files as attachments to your application. The maximum size for all attachments combined is 750 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded. 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.

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.

| File Name | Uploaded | Size |
|--|------------------|------|
| Financial Form ALL COUNTIES 2018 excel.xls | 8/1/2016 7:22 PM | 49KB |

[Remove](#)

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

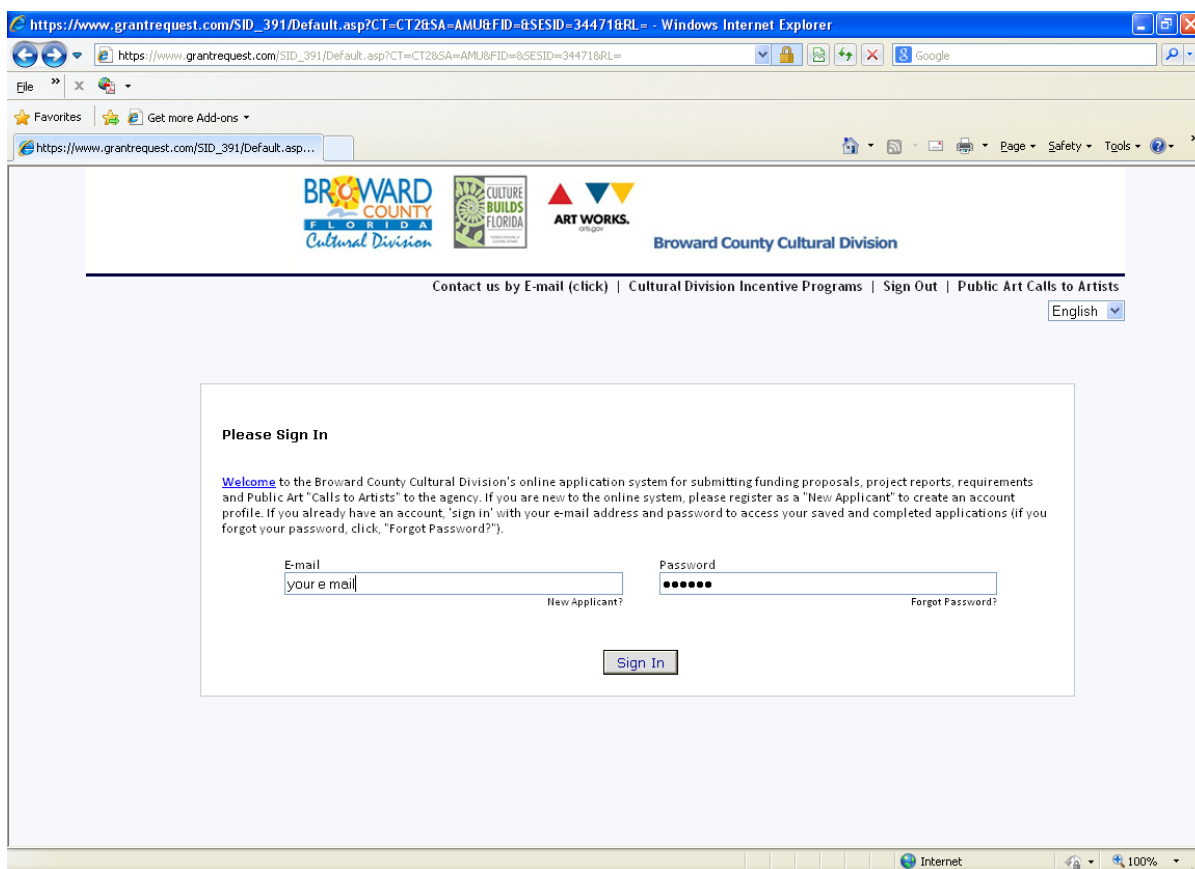
If you have started to fill-in your online application template, and have stored your application ("*Save and Finish Later*") ... When you are ready to return to work on your application, again, **Click on button 2.**

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



The screenshot shows a web browser window displaying the sign-in page for the Broward County Cultural Division's online application system. The page features the following elements:

- Header:** Logos for Broward County Florida Cultural Division, Culture Builds Florida, and Art Works. The text "Broward County Cultural Division" is displayed.
- Navigation:** Links for "Contact us by E-mail (click)", "Cultural Division Incentive Programs", "Sign Out", and "Public Art Calls to Artists". A language dropdown menu is set to "English".
- Sign-in Form:**
 - Title:** "Please Sign In"
 - Welcome Message:** "Welcome 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?')."
 - Fields:** "Email" (with placeholder "your e mail") and "Password" (with masked characters "•••••").
 - Buttons:** "New Applicant?" and "Forgot Password?" are positioned below their respective fields. A "Sign In" button is centered below the fields.

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.

Account: jsheermer@broward.org | Change E-mail/Password
Contact us by E-mail (click) | Cultural Division Incentive Programs | Sign Out | Public Art Calls to Artists
English

Applications Requirements

Applications

Under the column: Application Name, click on the name of the application (link) you are working on, and you will return to your "in progress" application proposal that you worked on previously. Click on the tab 'Review My Application' to check for errors and, when ready, click the "SUBMIT" button. After your application is submitted you will receive an email acknowledgement. Click on drop down, to your right, to see your 'Submitted Applications.' To see the "REQUIREMENTS" that are associated with your award (project reports, insurance) click on the 'Requirements' tab, next to the Applications tab, above. Remember to click on the "Save & Finish Later" button to save your work and store your 'in progress' application in your Account profile to work on at a later time.

Show: In Progress Applications

| Application Name | Project Title | Requested | ID | Last Updated | Action |
|---|---------------|-----------|-------|--------------|--------|
| 2011-2013 Arts Education Directory Application | | | 27754 | 08/20/2012 | |
| Broward County Cultural Division Creative Investment Program - Creative Cultural Projects Program | | | 28385 | 08/29/2012 | |
| Broward County Cultural Division Creative Investment Program--Creative Entrepreneur Application | | | 28623 | 09/24/2012 | |
| Cultural Institution Program (CINP) FY2014v Broward County Cultural Division | | | 29045 | 10/01/2012 | |

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.**

Account: jshermer@broward.org | Change E-mail/Password
 Contact us by E-mail (click) | Cultural Division Incentive Programs | Sign Out | Public Art Calls to Artists
 Last Log in: 11/6/2013 9:27 AM GMT-05:00

Applications Requirements

Under the column: **Application Name**, click on the name of the **application (link)** you are working on, and you will return to your "in progress" application proposal that you worked on previously. Click on the tab "Review My Application" to check for errors and, when ready, click the "SUBMIT" button. After your application is submitted you will receive an email acknowledgement. Click on drop down, to your right, to see your "Submitted Applications." To see the "REQUIREMENTS" that are associated with your award (project reports, Insurance) click on the "Requirements" tab, next to the Applications tab, above. Remember to click on the "Save & Finish Later" button to save your work and store your 'In progress' application in your Account profile to work on at a later time.

| Application Name | Project Title | Requested | ID | Last Updated | Action |
|--|--|-----------|-------|--------------|--------------------|
| Request for Determination of Eligibility (Not for Profit Organization) | | | 32432 | 09/13/2013 | [Envelope] [Print] |
| Regional Investment Program (RINV) FY2015 Broward County Cultural Division | | | 32633 | 11/06/2013 | [Envelope] [Print] |
| Cultural Institution Program (CINP) FY2015 Broward County Cultural Division | | | 32635 | 10/02/2013 | [Envelope] [Print] |
| Regional Investment Program (RINV) FY2015 Broward County Cultural Division | | | 32749 | 10/31/2013 | [Envelope] [Print] |
| Cultural Investment Program (CINV) FY 2015 Broward County Cultural Division | | | 32766 | 10/17/2013 | [Envelope] [Print] |
| Cultural Investment Program (CINV) FY 2015 Broward County Cultural Division | provide one, or, two sentences provide one, or, two sentences | | 32767 | 10/17/2013 | [Envelope] [Print] |

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.

*Your Name
 *Your E-mail jshermer@broward.org

*Recipient E-mail(s)
To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.

*Subject Copy of Application

Message I would like to share the attached Draft Application with you.

Maximum 10000 characters
 *Required

Send me a copy

Attach Application

Submit a DRAFT Cancel

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:

https://www.grantrequest.com/Application.aspx?sid=391&aid=48233

File Edit View Favorites Tools Help

Log ... Log ... juic... Kimb... Kimb... http... 5.3 ... Login Welc... Brow... Inte... Cult... Welc... http...

BROWARD COUNTY FLORIDA Cultural Division

CULTURE BUILDS FLORIDA

ART WORKS

HELLO SUNNY

Broward County Cultural Division

Contact us by e-mail (click) | Sign Out (click) | Cultural Tourism Program page | CTP Forms and Guidelines

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 Page 9 Page 10 Page 11 Page 12 Page 13 Page 14 **Review My Application**

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

1. Introduction - Part A Individual Application- Cultural Tourism Program FY 2019 [Printer Friendly Version](#) | [E-mail Draft](#)

* Required before final submission

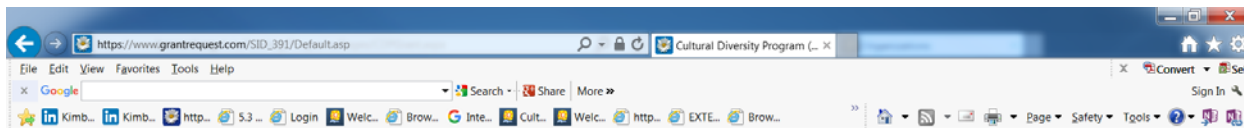
Broward County / Broward Cultural Council / Broward County Board of County Commissioners

Cultural Tourism Program (CTP) FY 2019 (for the funding period: October 1, 2018 through September 30, 2019)

Purpose: To use the arts as a means of promoting tourism in Broward County.

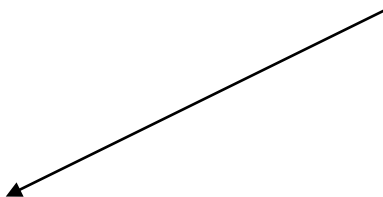
Any award and expenditures of tourist development tax funds must comply with the express authorized use(s) of such funds pursuant to Florida Statutes Section 125.0104. Applicants shall ensure that the proposed use(s) and, if awarded, the actual use of the tourist development tax funds are expressly permitted by Section 125.0104, and shall provide documentation sufficient to substantiate same to County upon request. If awardee uses any of the funds for any activity, service, venue, or event as specifically approved by the County, then they shall ensure that such activity, service, venue, or event must have as one of its main purpose the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.

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,
ar@broward.org

reading and updated the information in your proposal to your satisfaction at the 'Review
our Application to the Division.



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**

greater FORT LAUDERDALE
HELLO SUNNY
sunny.org
<http://www.broward.org/arts/Pages/Default.aspx>