



Arts Council New Orleans Online Granting System Applicant User Manual

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Welcome to the Arts Council New Orleans online granting system reference manual. Outlined in this reference manual are instructions on how to successfully apply to the Arts Council New Orleans grants programs. You should print this manual and refer to it when completing an online application.

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LOGIN

Go to <http://acno.cgweb.org/> to access the Arts Council New Orleans' online granting system.

A screenshot of the Arts Council of New Orleans' Online Granting System login page. The page has a green header and a white main content area. On the left side, there is a vertical navigation bar with several buttons: "Home", "Edit Profile", "Current Programs & Applications", "Grant Guidelines", "About the Arts Council of New Orleans", and "Logout". Below these buttons is a font size adjustment section with the text "Adjust font size:" and four icons representing different font sizes. The main content area features a "Tech Tips" icon in the top right corner. The text on the page includes a welcome message, information about application forms for FY2015 grants, a notice about grant workshop dates and webinars, instructions to read guidelines and application forms carefully, a note about the first year of online applications, a deadline for applications (MAY 15, 2014), and contact information for staff members Joycelyn Reynolds and Gene Meneray.

The login page features descriptions of the programs available for the Arts Council's grants deadline.

In the navigation bar on the left side of the page there are several buttons. The following pages and information can be accessed using these buttons:

Home: Click this button to return to the main login screen at any time.

Grant Guidelines: Click this button for the Art Council of New Orleans' contact information. Guidelines are available at www.artsneworleans.org select Artists and go the Grants tab.

About the Arts Council New Orleans: Click this button to learn more about the organization.

Login: Click here to return to the main login screen.

Adjust Font Size: Click on one of the four text icons to increase or decrease the size of the font for easy reading.



First-Time Users

If this is your first time using the Arts Council New Orleans online granting system, you must first register and create a profile. Click the blue link [Click Here to create a new profile](#).

Complete the profile page with your contact information and your individual or organizational details. **Please make certain you choose the type of profile you are creating by selecting Individual or Organization.** Fields notated with a red asterisk are required. The profile only needs to be completed once. When you have entered all required information, click the **Submit** button.

Be sure to keep a record of your username and password. You will use this information to access your Arts Council New Orleans online granting account and your applications. You will also receive an email containing your username and password to keep in your records.

NEW USER for groups with existing profiles OR those that forget their log in
If you need your log in and password , please send an email to
joycelyn@artsneworleans.org and megan@artsneworleans.org.

RETURNING USERS

After completing a profile, you will use your username and password to access your Arts Council New Orleans online granting account and your application(s). Click the Home or Login button to access the login screen, then enter your username and password into the appropriate fields. If you cannot remember your username or password, enter the email address you used to create your account in the appropriate field and click the Remind Me! button. An email with your username and password will be sent to you at the address given.



MAIN PAGE

When you have logged in to the online system, you will enter the main page of the Arts Council New Orleans online granting system.

Home

Edit Profile

Current Programs & Applications

Grant Guidelines

About the Arts Council of New Orleans

Logout

Adjust font size: A A A A

T Tech Tips

Welcome to the Arts Council of New Orleans' Online Granting System.

Application forms for FY2015 grants through the Louisiana Decentralized Arts Funding Program and the Community Arts Grants Program are available **only through this web site (<http://acno.cgweb.org>)**. The **guidelines** for these grant programs as well as the **Online Granting System Applicant User Manual** are available on our web site (www.artscouncilofneworleans.org - Grants/Available Grants).

Information on **grant workshop dates** are included in the **guidelines**. Three webinars, one for Decentralized grants for the Houma region, one for Decentralized grants for the Greater New Orleans region, and one for the Community Arts Grants Program for Orleans Parish will be available on our website under Grants - Webinars beginning March 17, 2014.

Please read the guidelines and application form(s) carefully and refer to the Online Granting System Applicant User Manual before starting an application. The Online Granting System Applicant User Manual will instruct you on how to use the online system and complete the online application - we recommend that you print it out. There is also a "Tech Tips" button in a bright orange circle in the upper right hand corner of each application page that gives technical tips.

This is the first year that the Arts Council of New Orleans is accepting grant applications through its online system and NOT requiring copies of applications. Applications must be signed electronically.

DEADLINE: Applications must be submitted through the Arts Council's Online Granting System before MIDNIGHT, MAY 15, 2014.

After creating a new user profile for the Online Granting System or logging in with a current profile, go to the **Current Programs & Applications** button (left) to access the application form that you wish to view or complete.

Louisiana Decentralized Arts Funding Program grants are made possible with state funding through the Louisiana Division of the Arts. This program serves Orleans, Jefferson and Plaquemines Parishes in the Greater New Orleans area and Assumption, Lafourche, St. Charles, St. James, St. John the Baptist and Terrebonne Parishes in the Houma Region.

Community Arts Grants are made possible with funding from the City of New Orleans. This program serves Orleans Parish.

Please phone one of the following Arts Council staff members if you have questions or if you want to discuss your application: **Joycelyn Reynolds, Artist Services Associate Director, at 504-595-8471 or Gene Meneray, Artist Services Director, at 504-218-8869.**

Like the login page, the main page provides you with descriptions of the grants available through the Arts Council's grants deadline. Read the guidelines to determine your eligibility to apply for funding.

In the navigation bar at left, you will see that new buttons appear:

Edit Profile: This button returns you to the profile page, where you can update the applicant's information at any time. **IMPORTANT: Returning users should go to the Edit Profile page to make certain that the email address and contact person listed is correct. This is the email address to which a confirmation email, along with a PDF of the application, will be sent after the application is submitted!**

Current Programs & Applications: Click this button to see a list of programs to which you can apply. **Applicants can only complete applications that have 2017 as part of their name.**

Logout: Click to exit the online granting system.



SELECT A PROGRAM

Click **Current Programs & Applications** on the left-hand navigation bar. Here, you are provided with a list of the various programs offered by the Arts Council New Orleans. Each program lists a summary of qualifications, the date the application is available, the draft review deadline, and the final submission deadline.

The screenshot shows a sidebar on the left with four buttons: "Current Programs & Applications", "Grant Guidelines", "About the Arts Council of New Orleans", and "Logout". Below the buttons is a font size adjustment tool with the text "Adjust font size:" and four "A" icons of increasing size. The main content area displays information for the "Project Assistance Application (Community Arts Grants) FY2015". It includes a summary of expenses, eligibility requirements for Houma Decentralized guidelines, and a list of deadlines: Available: March 3rd, 2014 1:00 AM; Draft Review Deadline: May 1st, 2014 11:59 PM; Final Submission Deadline: May 15th, 2014 11:59 PM. A blue link "EDIT Application #OPS0002 (IN PROGRESS) - PDF" is provided. Below this, the "Project Assistance Application (Louisiana Decentralized Arts Funding Program) FY2015" is listed with similar details and a blue link "START Application".

For the program you wish to apply to, click the blue link **Start Application**. Once you have clicked the link, you will be directed to the application where you can begin entering information.



THE APPLICATION PROCESS

Click through the Application pages menu at the top of the page to enter information directly for that section.

The screenshot shows a sidebar with navigation buttons: "Grant Guidelines", "About the Arts Council of New Orleans", and "Logout". Below these is a font size adjustment tool. The main content area lists several required questions, each with a red asterisk:

- Media Sample(s) as YouTube Link(s)
- Assurances
- Fiscal Agent Information
- Submit Application

Additional Contact Information
Questions marked with an asterisk are required.

Date organization's fiscal year begins
(Applicant organization's fiscal year, not a fiscal agent's fiscal year.)

***Parish in which applicant is domiciled:**
(Applicant must be domiciled in Orleans Parish.)

***Community Arts Grant Request Amount**
(Request amount must be \$2,500.)

Organization's Web Address

City Council District
(The domicile address of the applicant. If you do not know your City Council district go to <http://www.nolaartscouncil.com/maps/maps.asp>.)

PROJECT DIRECTOR INFORMATION
(The project director is the person who will implement the proposed activities. For individuals or groups applying with a fiscal agent, this is the person to whom grant correspondence will be sent. The fiscal agent will also receive a copy of all correspondence.)

***Project Director First Name**

***Project Director Last Name**

***Project Director Title**

***Project Director Daytime Phone**

Project Director Fax

***Project Director Email Address**

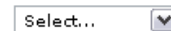
Authorizing Official
The person with legal authority in the applicant organization. This should be the executive director, board president or school principal.

For each application page, you must answer several questions. Questions identified with red asterisks are required, and you cannot submit an application without completing these questions.

Answering Questions

A grant application is comprised of questions that require different forms of response:

Pull-down Menus: Pull-down menus give you a list of options to select from in order to answer the question. Click on the arrows to view the menu options. Select the correct option by clicking on it.



***Parish in which applicant is domiciled:**
(Applicant may only apply in the parish in which the organization is domiciled.)

Check Boxes: Select one or multiple answers by clicking in the box(es). Once you have clicked in a box, a checkmark will show your selection.



***This Provider of Services will be compensated with:**

- Decentralized Grant
- Other Cash
- In-kind

Radio Buttons: Select only one of the provided options by clicking on the appropriate radio button so that it appears filled in.

***Using the characteristics below, please indicate the predominant cultural/ethnic make-up of your organization's current board members (i.e. 50% or more). CHECK ONLY ONE. This information has no bearing on funding decisions. It is collected for statistical purposes only.**

- G General - organization's current board is not 50% any one race/ethnicity
- N Native American
- H Hispanic
- B Black, not Hispanic
- W White, not Hispanic
- A Asian or Pacific Islander

Text and Numerical Fields: Many questions will ask for a simple text or numeric answer. For questions that provide you with a small, standard field, enter text or numbers directly into the field. For dollar amounts, round to the nearest whole dollar. Do not use cents.

...

***Decentralized Project Assistance Grant Request Amount**

Organization's Web Address

***LA House District**
(If you do not know your LA House District, go to <http://www.legis.state.la.us/district/zipcode.asp>.)

***LA Senate District #**
(If you do not know your LA Senate district, go to <http://www.legis.state.la.us/district/zipcode.asp>.)

City Council District
(If you do not know your City Council district, go to)

Project Director Information (Contact Person for the Grant)

***Project Director First Name**

***Project Director Last Name**

***Project Director Title**

***Project Director Daytime Phone**

Narrative Fields: Narrative fields are larger text fields that provide you with more space in which to enter your response. Many narrative text boxes have character limits which are provided in parentheses below the instructions for that box. For example, the question below has a maximum character limit of 10,000 characters. This field will accept no more than 10,000 characters. Characters in excess of the maximum limit will be truncated, and will not be viewed by the agency or the panelists. (See the Text Tips below for help in completing narrative fields.)



Proposal Description

DESCRIBE THE PROPOSAL

***Provide a clear description of the project to be supported by the grant. Be sure to address the evaluation criteria including Artistic Merit, Need and Impact, Planning and Design, and Administration and Budget for the Decentralized Project Assistance category as listed in the grant guidelines. Clearly justify the need for the grant by answering the following questions. What are you proposing to do? (Give a clear description of your project---Why, What, When, Who and How.) Why is the project important? What do you want your project to accomplish? Who is your targeted audience? Who will do it (direct it, perform it, participate in it)? If artists/companies are to be hired, how were they selected? When will it happen. Where will it happen? How will the project be publicized? How will you evaluate the success of the project? Indicate if you have received previous funding for this project from the Arts Council of New Orleans. If so, state how this project builds on or advances previously funded activities.**
(Maximum 10000 characters)

TEXT TIPS:

Narrative Text

The Arts Council New Orleans recommends that you work in a word processing application, such as Microsoft Word, before entering information for long narrative questions into the online grant program. If you enter your narrative text directly into the system, you risk losing your work if your computer disconnects from Internet. If you lose your connection to the Internet, it may seem that you are still connected to the online granting system, but your data will not be saved. Saving this information in a separate document on your own computer offers security and easy access to the text should there be any unforeseen disruption in the connection. Another important reason to compose narratives in a word processing application first is to use the spell check and word count features, which are not available in the online granting system.

Text Only

The online granting system does not accommodate formatting like bullets, bold and italicized text, and other formatting styles. If your document contains formatting, you must remove the formatting before pasting the text into the online granting system. To do so, save your document as a "text only" file.

How to save a Microsoft Word document as a "text only" file:

1. In Microsoft Word, save your information by selecting "Save As" from the File menu. The "Save As" dialog box will then appear.
2. Title your document and select the folder to which you want to save the document.



2. Choose "text only (.txt)" from the "Save as Type" drop-down menu found at the bottom of the dialog box. Your work will then be saved as a text file and the file name will include a .txt extension at the end.

Now that your document is a text file, you can copy and paste the text directly into the narrative field in the online application form. To copy the text you want to use, highlight the text in Word, then choose "Copy" from the Edit menu or type CTRL+C. Return to the online system and click inside of the appropriate text box. Choose "Paste" from the Edit menu or type CTRL+V to paste your text into the application.

Formatting in a Text File/Paragraphs

You may use text—or keyboard—characters to format your information for the online application form. Use asterisks (*) or dashes (-) in place of bullets. Use capital letters to emphasize special words or sections in your narrative text. **Remember to put spaces between paragraphs when editing text in the online application.** You can view as a PDF then return to your document to edit.



Budget Forms: An application may have one or several budgets to complete. A budget may have pre-determined line item fields for which you only need to enter the dollar amount. Budgets may also have open line items, where you will enter your own line item description and the dollar amount. Budgets will auto-calculate totals for each column. Do not use dollar symbols, commas, or cents. Round to the nearest whole dollar.

Project Assistance Revenue Budget

Provide a summary of the budget for this technical assistance project only. (Reminder: The maximum request is \$3,000 and the minimum request is \$500 in this category.) An optional, additional budget breakdown of up to two pages (8.5 x11) may be submitted with the application. Any additional budget information beyond two pages will be disseminated with supplemental material during grant panel review.

REVENUE (Round dollars to the nearest \$10)

Admissions, Memberships, Subscriptions	<input type="text" value="0"/>
Contracted Services Revenues <i>(workshops, packaged presentations, etc.)</i>	<input type="text" value="0"/>
Other Revenues (list source)	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>
Corporate Support	<input type="text" value="0"/>
Foundation Support	<input type="text" value="0"/>
Other Private Support, Fund-raising	<input type="text" value="0"/>
Federal (list source)	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>
State/Regional (list source)	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>
Local (list source)	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>
*Decentralized Grant Request	<input type="text" value="0"/>
Total Income:	<input type="text" value="0"/>

Saving, Completing and Navigating your Application

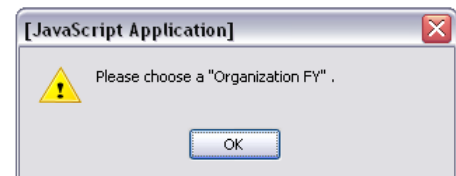
Save your Work

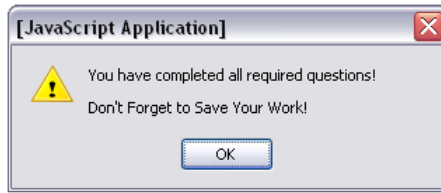
Throughout each application, usually at the bottom of each application page, you will see **Save Work** buttons. It is critical that you click these buttons frequently to ensure that your data is saved.



Did I Complete this Page?

This link is found at the bottom of each application page. It identifies whether any required questions have been left unanswered. If you did not answer a required question, the system will prompt a small window to open that identifies the question you missed. Click **OK**. The window will close and you will be taken to the specific question that you need to answer.





If you have fully completed all required questions on the application page, the system will prompt a small window to open that confirms the page is complete. Click **OK** to close the window.

Page Navigation

At the bottom of the page, there is additional navigation bar:



Previous Section: Click this button to go back to the previous application page.

View PDF: Click here at any time to view a printable PDF copy of your application in a separate window. The PDF view of your application shows how your application will appear to the grants staff and to panelists.

PDF files can only be opened using Adobe Acrobat Reader. Adobe Acrobat Reader is free software that you can download to your computer. Make sure you have downloaded the most recent version of Adobe Acrobat Reader to ensure that the PDF is viewed correctly. Download Adobe Acrobat Reader here: <http://www.adobe.com/products/acrobat/readstep2.html>. It will take several minutes to download this software.

Arts Council New Orleans recommends that you keep a PDF copy of your application for your own records. Print a copy of your application and save the PDF document on your computer.

Next Section: Click this button to advance to the next application page.



SUBMIT AN APPLICATION

The last page of each application is the Submit Application page. If you have not completed all required questions, the system will tell you which questions still need to be answered:

Technical Assistance Application (Louisiana Decentralized Arts Funding Program) FY 2008 #TA0005

Application Pages

- ◆ Additional Contact Information
- ◆ Organizational Information
- ◆ Technical Assistance Project Information
- ◆ Proposal Description
- ◆ Provider of Services
- ◆ Technical Assistance Revenue Budget
- ◆ Technical Assistance Grant Request Budget
- ◆ Technical Assistance Cash Match Budget
- ◆ Technical Assistance Total Expenditures Budget
- ◆ Technical Assistance In-Kind Budget
- ◆ Alternative Planning
- ◆ Checklist of Requirements
- ◆ Checklist of Optional Attachments
- ◆ Submission and Deadline Instructions
- ◆ Assurances
- ◆ Fiscal Agent Information
- ◆ **Submit Application**

You have not yet answered some required questions. Below is a list of questions that need to be completed prior to submission:

Required Question: Date organization's fiscal year begins on the Additional Contact Information page.
[Click here to answer this question.](#)

Required Question: Parish in which applicant is domiciled: on the Additional Contact Information page.
[Click here to answer this question.](#)

You can use the Application Pages navigation or click the blue link **[Click here to answer this question](#)** to directly go to the unanswered question. Once your application is complete, you will be given the choice to submit your application as a draft (as long as the draft review deadline has not passed) or to formally submit your application.

Clicking the DRAFT SUBMISSION button will send a draft of your application to the Arts Council for review. Drafts are reviewed in order of their submission. The Arts Council's Artist Services staff will review and give comments by email or by phone.

Draft Review Submission

You have successfully completed the application. By CLICKING submit, I am signing this application electronically. I certify that the information provided in the application is true and correct to the best of my knowledge, and that the applicant or fiscal agent will adhere to the assurance of compliance. ONCE SUBMITTED, YOU CANNOT EDIT OR RESUBMIT YOUR APPLICATION.

Final Submission

Submit

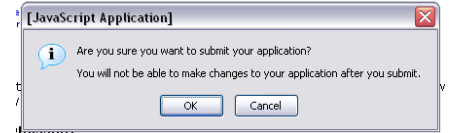
Draft Review Submission

You can submit your application to the Arts Council New Orleans for Draft Review. To do so, select the "Draft Review Submission" radio button and click **Submit**. This means that when the Arts Council completes its review of your application, you will be notified of suggested changes. You may continue to work on your application while Joycelyn Reynolds and Megan Koza Young review your application. The Draft Review option is only available until the draft review deadline that is given.



Final Submission/Electronic SIGNATURE

After you have reviewed and edited your application, and when you are confident that the application is complete, you are ready to submit the application the Arts Council New Orleans. Select the "Final Submission" radio button and click **Submit**.



You have successfully completed the application. By CLICKING submit, I am signing this application electronically. I certify that the information provided in the application is true and correct to the best of my knowledge, and that the applicant or fiscal agent will adhere to the assurance of compliance. ONCE SUBMITTED, YOU CANNOT EDIT OR RESUBMIT YOUR APPLICATION.

Final Submission

A message will appear asking you to confirm that you are indeed ready to submit the application. If you are ready to submit, click **OK**. **It is recommended that you submit your application a day or two before the deadline in case you have a technical problem that you need to discuss with a member of the Artist Services Division.** If you do encounter technical difficulties with the submission of your application, you may reach Joycelyn L. Reynolds, Director, Artist Services, at (504) 595-8471 or joycelyn@artsneworleans.org OR Mega Koza Young, Associate Director and Curator, Artist Services, at (504) 218-8869 or megan@artsneworleans.org.

After submitting the application online, a confirmation email will be sent to the email address given on the profile page of the application. Please select "edit profile" to confirm the correct email is given. This confirmation email will have a PDF copy of your application. You should save this copy to your computer and, if you have a fiscal agent, send a copy of this notification along with the copy of your application to your fiscal agent for their files.



APPLICATION STATUSES

Your application is assigned a status to help you identify where you are in the application cycle, or more simply, to track your progress. Your application will follow this application status sequence:

In Progress: As soon as you start an application, the application status is In Progress. You are assigned an application number at this status level. You can continue to work on your application while in this status. Simply click the link **Edit Application**.

Available: March 3rd, 2014 1:00 AM
Draft Review Deadline: May 1st, 2014 11:59 PM
Final Submission Deadline: May 15th, 2014 11:59 PM
[EDIT Application #PCA0002 \(IN PROGRESS\) - PDF](#)

Draft Review: When you submit your application as a draft review, your application status is Draft Review. You can continue to work on your application while in this status. Simply click the link **Edit Application**.

Please read current Decentralized/Houma or Decentralized/Orleans grant guidelines for eligibility.

Available: March 3rd, 2014 1:00 AM
Draft Review Deadline: May 1st, 2014 11:59 PM
Final Submission Deadline: May 15th, 2014 11:59 PM
[EDIT Application #PA0001 \(DRAFT REVIEW\) - PDF](#)

Received: When you submit your application as a final submission, the Arts Council receives your application. At this time, you can no longer access the application. You may only view a PDF copy of the application by clicking the **View PDF** link.

Please read current Decentralized/Houma or Decentralized/Orleans grant guidelines for eligibility.

Available: March 3rd, 2014 1:00 AM
Draft Review Deadline: May 1st, 2014 11:59 PM
Final Submission Deadline: May 15th, 2014 11:59 PM
[Application #PA0001 \(RECEIVED\) - PDF](#)

TECH TIPS



In the top right corner of every page is a Tech Tip button. Click this button to troubleshoot problems, and for helpful hints on how to better use the system. Information provided in Tech Tips ranges from enabling cookies, to Internet browsers, to counting characters.



REVISITING YOUR APPLICATION

Throughout the application process, you can log in to your online application account and manage your applications. Always click **Log Out** to exit the system. You do not have to complete an application in one sitting. Work on a few pages and be sure to save your work. Exit the system and come back to the application at a later time. Simply enter your username and password in the appropriate fields on the login page. Click on **Current Grants & Applications** to access your In Progress application. If at any time you need a printable copy of your application, in any application status, go to the Current Grants & Applications page and click **View PDF**.

Stored: Word CGO Applicant User Manual March 2016