LA County Arts Internship Grant Program
Application Set-Up Guide

As of August 31, 2017, the LA County Arts Commission transitioned from the GO Grants system to Fluid Review. The new grants portal provides a more streamlined and user-friendly experience for applicants. However, the structure of the Arts Internship Grant application has changed somewhat in the transition. Please read this guide carefully to ensure you complete the application properly. (Also, do not forget to read the full Program Guidelines before you begin working.)

STEP 1: Complete your organization's User Setup and 501(c)3 verification (if applicable). This step is completed ONLY ONCE when the organization logs into the system for the first time.

Once the user setup is complete, you will see a dashboard with a "Tasks" and "Grants" section. If you have other grants already in progress (like the Organizational Grant Program grant) you will see those in-progress applications under "Your Grants."

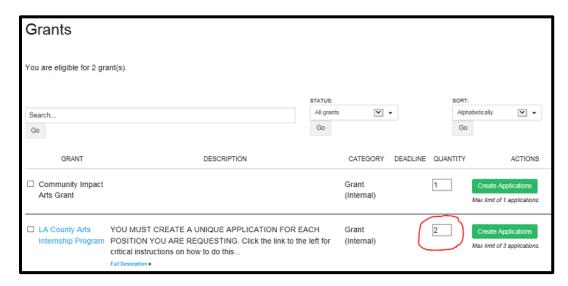**STEP 2:** Click "View Grants" to find the Arts Internship Program application.

You should now be able to see the LA County Arts Internship Program grant under the list of grants for which you are eligible. If you do not, it may mean your organization is not eligible for the program. Contact staff at internship@arts.lacounty.gov for further assistance.
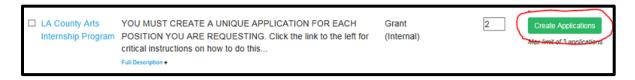
STEP 3: Determine how many internship positions you would like to request. Be sure to refer to the Program Guidelines to confirm how many you are eligible for, and how many will be reserved for community college students.

You must create and submit a separate application for EACH internship position you are requesting funding for. Remember that certain umbrella information (applicant info and questions about community colleges and peer groups) will only be answered and submitted once, with your first application.
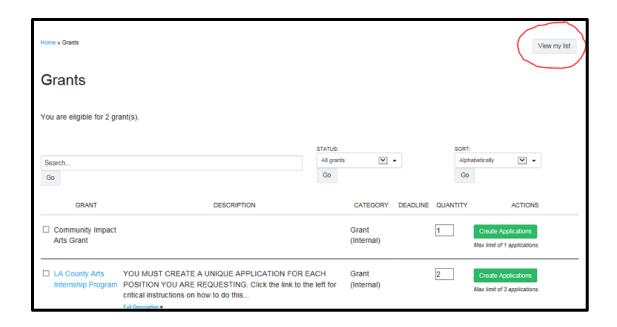
STEP 4: Enter the total number of positions you will be requesting under "Quantity."
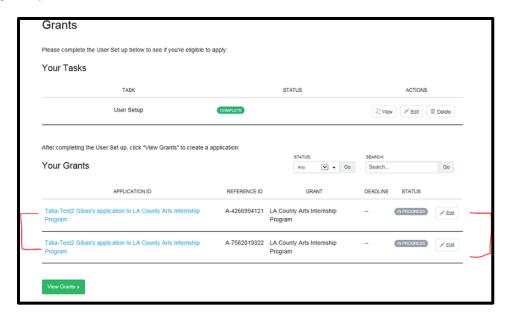
Grants

You are eligible for 2 grant(s).

		STATUS:		SORT:	
Search...		All grants ☑ ▾		Alphabetically ☑ ▾	
Go		Go		Go	

GRANT	DESCRIPTION	CATEGORY	DEADLINE	QUANTITY	ACTIONS
☐ Community Impact Arts Grant		Grant (Internal)		1	Create Applications *Max limit of 1 applications.*
☐ LA County Arts Internship Program	YOU MUST CREATE A UNIQUE APPLICATION FOR EACH POSITION YOU ARE REQUESTING. Click the link to the left for critical instructions on how to do this... Full Description ✦	Grant (Internal)		2	Create Applications *Max limit of 3 applications.*

STEP 5: Click "Create Applications" right next to Quantity.

☐ LA County Arts Internship Program	YOU MUST CREATE A UNIQUE APPLICATION FOR EACH POSITION YOU ARE REQUESTING. Click the link to the left for critical instructions on how to do this... Full Description ✦	Grant (Internal)	2	Create Applications *Max limit of 3 applications.*

STEP 6: Click "View my list" at the top right hand corner of the screen. DO NOT CLICK "Create Applications" again.

At this point, the total number of applications you've created will be visible under "My Grants" on your main grants dashboard. If you are requesting three interns, you should see three applications. If you're requesting two, you should see two, etc.

STEP 7: Complete and submit each application. Good news! Certain sections of the application (i.e. organizational information and community college and Peer Group interest), will only need to be filled out once, during your first application.
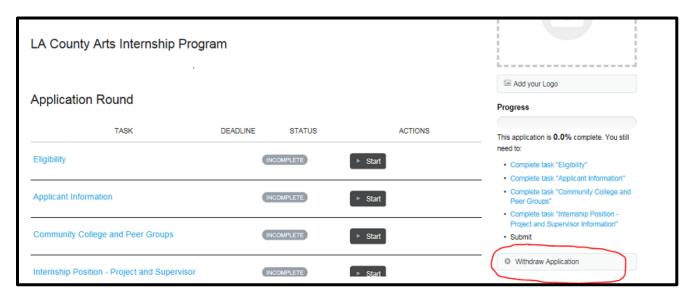
DO NOT FORGET TO SUBMIT EACH INDIVIDUAL APPLICATION! If you are requesting three interns, you should have three unique submissions. If you are requesting two, you should have two submissions and your dashboard should look something like this:

FREQUENTLY ASKED QUESTIONS

Q: I intend to apply for one intern, but I accidentally hit "Create Application" twice and now I see two applications in my dashboard. What do I do?
A: Don't panic! If you accidentally create more applications than you need, you can click on the extra application and hit "Withdraw" to delete it:

You can also leave it "in progress,", but as we assume most people like a neat and clean grants dashboard, we do not recommend this approach.

Q: Does this mean I can submit my Arts Internship Program Grant in chunks?
A: Yes. You can, in theory, submit a proposal for one internship position one week, and submit a second the following week. However, remember that:

a) certain pieces of umbrella information that applies to all positions you request, such as organizational information and your organization's interest in hosting community college students, will be included as part of the FIRST application you submit. You won't have to type in that information again, but be prepared to answer it in your first go-round. Also,
b) you cannot go back and edit a form once it's been submitted.

So plan ahead. And remember, <u>ALL proposals must be received by the deadline in order to be considered.</u>