

# ACCESSING THE ONLINE GRANT APPLICATION

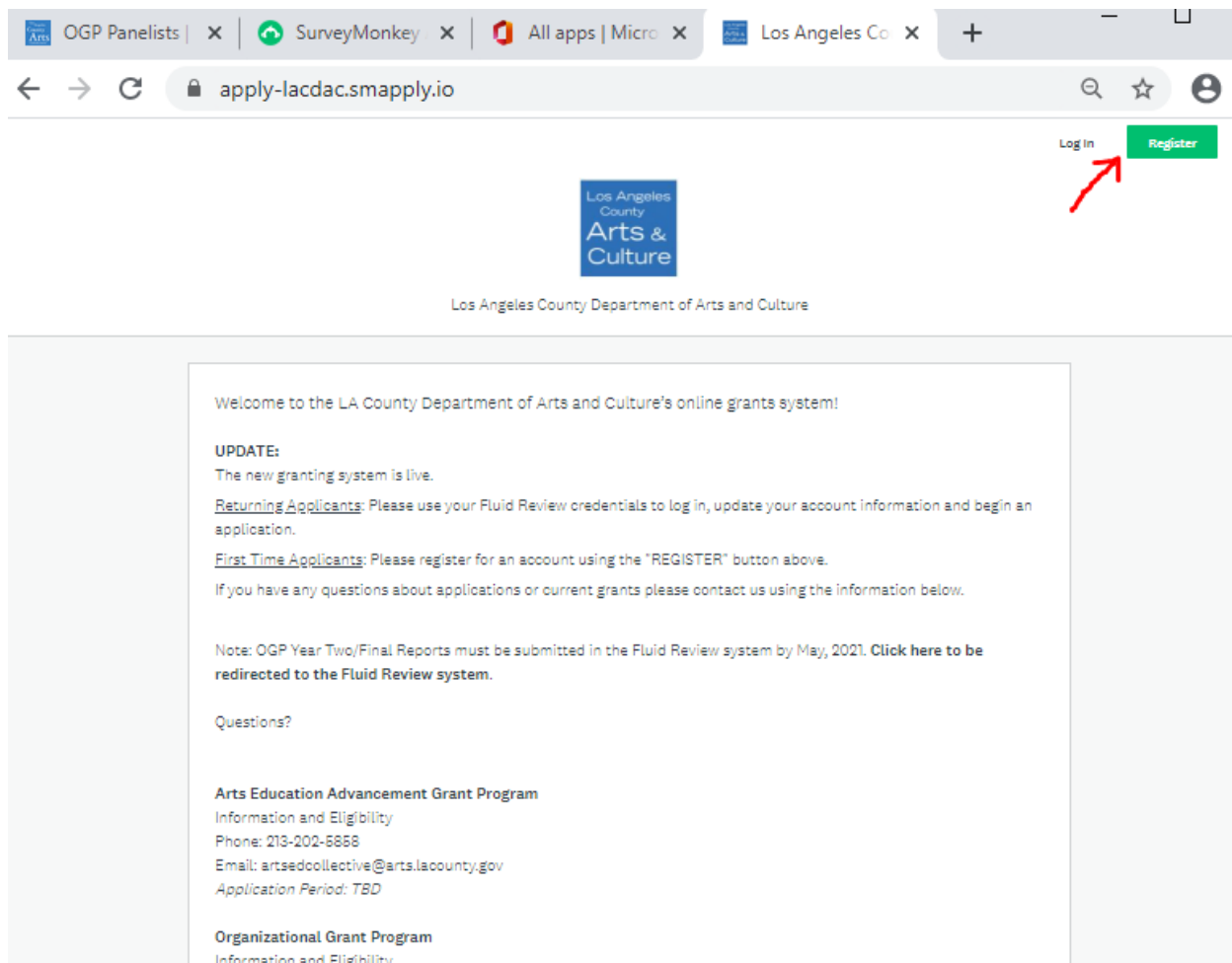
The Internship Application can only be accessed online at <https://apply-lacdac.smapply>. All organizations seeking to apply for interns must submit both an online OGP Application and all required supplemental materials in the *SurveyMonkey Apply* online grant portal.

## REMINDERS:

- The Department of Arts and Culture strongly recommends submitting the application **at least 5 days prior** to the deadline to allow ample time to troubleshoot and resolve any technical or system errors.
- Note: in *SurveyMonkey Apply* the term for a form or section of an application is “task.”

## NEW APPLICANT REGISTRATION STEPS:

1. Click [Register](#) to register a **new** user account and profile.



**TIP:** Only one email/user profile may be used per individual account. Make sure to record the username and password for future use (i.e. – grant reporting, if awarded).

2. Complete the Name, Email and Password fields. Once finished, click [Create Account](#).

First name

Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

3. You'll receive an email titled "Welcome to Los Angeles County Department of Arts & Culture" from **noreply@mail.smapply.net**. The email includes a link to your applicant portal.
4. You will also receive an email asking you to verify your account. Please verify your account before you move forward. If you need another verification email, you can request another by clicking [Send verification link. \(see below\)](#). Once you verify your account, that box will disappear.

⚠ Your email address has not been verified!

You will not be able to submit applications or complete certain tasks until you have verified your email address

[Send verification link](#)

5. When you log in, you will see a prompt saying "View Programs." If you click on "View Programs" you will be taken to a new page where you will be prompted to "Fill out eligibility profile" (see below). You will not be able to see any of our program applications until you fill out this eligibility profile. Click "fill out your eligibility profile" to be taken to user set up.

To get started, fill out your eligibility profile

[Fill out eligibility profile](#)

✖ Rectangular Snip

## USER SETUP

1. While your account is an individual account, you must apply an "organization" in the User Set Up in order to view and apply to our programs. Please select "organization" (as seen below), and select which type of organization you are from the list.

User Setup

What type of applicant are you?

☒ Organization

☐ Individual

Clear

2. Please fill out the corresponding information for your organization and enter your FEIN number. Once submitted, you will be directed to a page with your organization FEIN, name, city, state, and country. Verify that the information is correct.
3. New applicants will not have data in the following county vendor fields. Should you receive the award, you will be required to create an account with LA County Vendor Services [here](#). That information will be used to populate these fields at a later date.

County Vendor Name\*:  
 County Vendor Number\*:  
 LACAC CRM Name (internal use):

\*If your County vendor information has changed please contact the Arts and Culture staff.

To save and submit your information at a different time, click [Save my profile](#). This will save your progress. If there are any errors or information missing, you will see an error describing what is missing or pending. An example of the error message is below:

The form contains errors.

User Setup

Please check your answers below and correct them before continuing.

If you prefer to leave this task, click [Back](#). If you need to edit or change your FEIN number, click [Edit](#) in the dashboard next to this task.

4. After completing the Eligibility Profile, save by clicking [Save my profile](#). You will be redirected to the Programs list.

## LOGGING IN – RETURNING APPLICANTS

➤ Enter the username and password from your *FLUID REVIEW* (prior grant portal) account

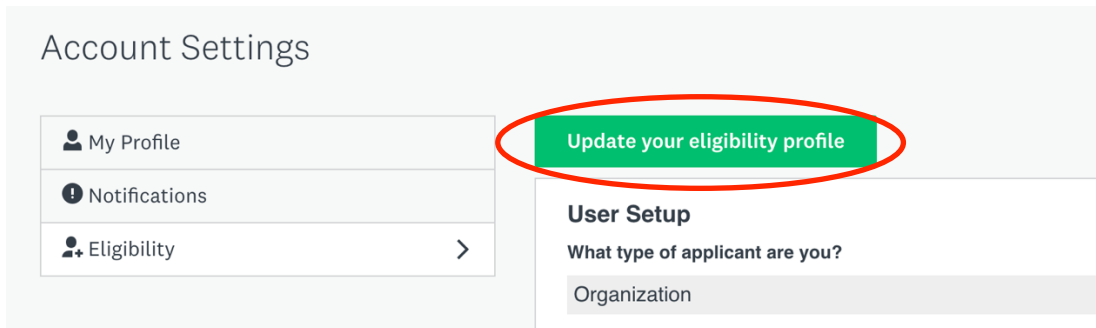
**NOTE:** Passwords can be reset by clicking the *Forgot your password?* button. Contact grants staff if you have trouble or need to update the account and associate it with someone else.

## EDITING USER SETUP

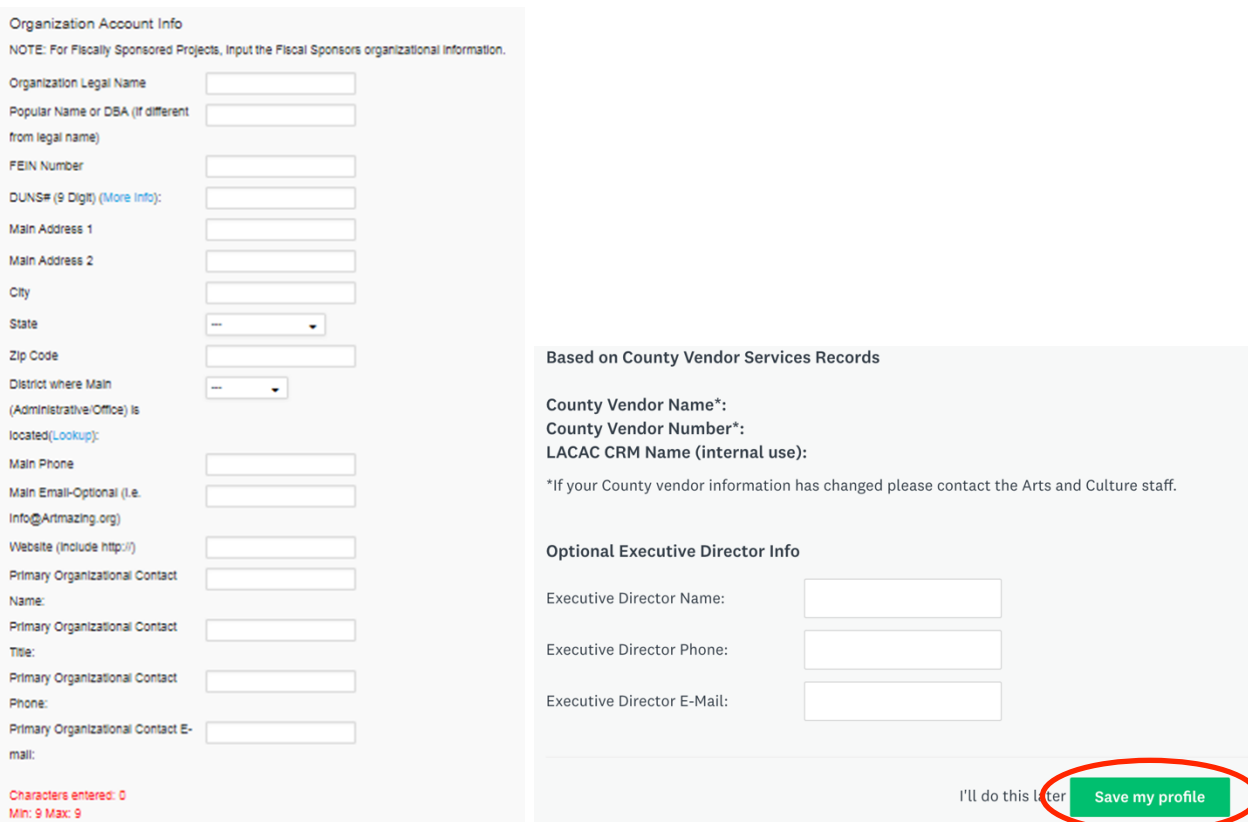
Information entered into **USER SETUP** is auto-populated into identically named fields of the application.

## EDITING STEPS:

1. Find your name next to “Programs” and “My applications” in the black bar at the top of your dashboard. Click on your name and from the drop down click my account to be taken to “account settings.”
2. From my account settings select “Eligibility” on the left hand side and then click update your eligibility profile to alter the user account and profile.



3. Review all fields in the **USER SETUP** and make updates to any fields that do not have current information and click “save my profile” to finish.

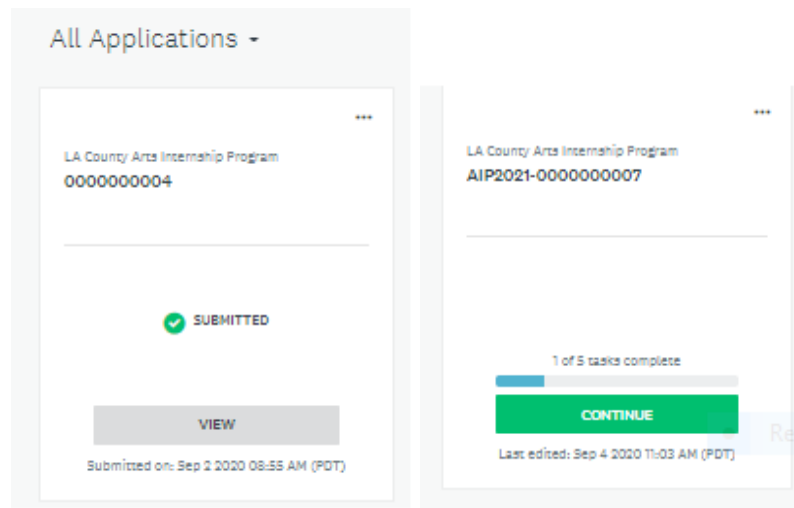


**NOTE:** Department of Arts and Culture staff manages Vendor Account information in the SurveyMonkey Apply system. If the County vendor information displayed (i.e. Name or Number) is incorrect, notify Grants Staff via email at [internship@arts.lacounty.gov](mailto:internship@arts.lacounty.gov). To update any information in your Vendor Account, contact Vendor Relations directly: <http://isd.lacounty.gov/vendor-assistance/>





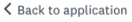






## ACCESSING THE APPLICATION – ALL USERS (NEW and RETURNING APPLICANTS)

1. To open a new application, select “Programs” in the upper toolbar.
2. Click the **MORE >** button to the right of “Arts Internship Program”; click **APPLY** to begin the application.

- a. **NOTE:** You will need to come back to this page and create a new application for each intern you are requesting (up to 3 interns).
3. Once an application has been started, it will appear under the “**My Applications**” tab. To begin or continue an application, click the Continue button. Once submitted, you will only be able to “View” the application (see below).

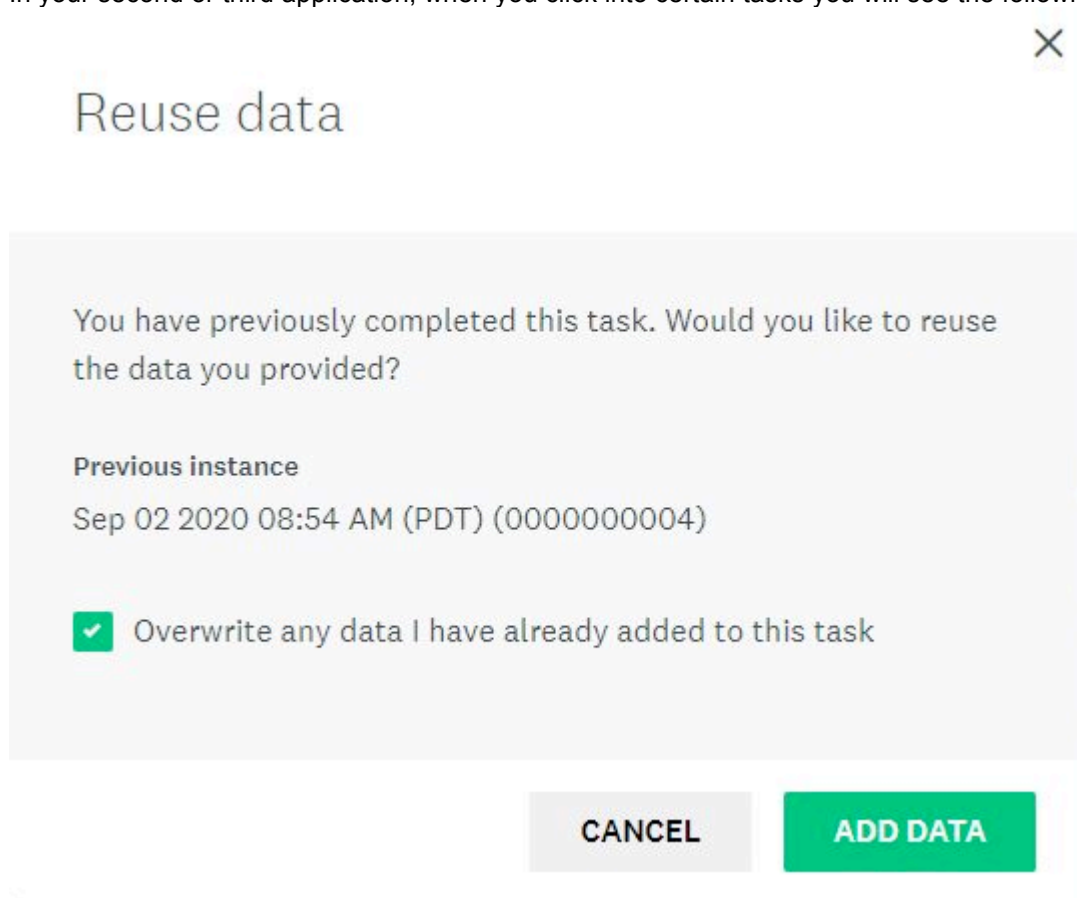


## GUIDE TO TASKS, BUTTONS & PROMPTS

- To start a task, click the task name.
- To go back to the task list page, click the  button at the top right of your task. *Changes will not be saved, unless the  button has been chosen.*
- To submit a task, click the  button. This will take you back to the application task list page.
- To save your progress on a task, click the  button. This will save your progress. Note: This button will redirect you back to the same form and show red errors where information is invalid or incomplete. To leave a form incomplete, you must click  which will take you back to the application task list page. The status on that task will show as incomplete.
- To view a task that has been submitted, click the task name.
- To edit a form that has been submitted, click the task name, then click  in the top right corner. Select Edit from the dropdown list.
- To download a task, click the task name, then click  in the top right corner. Select Download from the dropdown list.
- To download the entire application, go to the application task list. Click  in the top right corner. Select Download from the dropdown list.
- To withdraw a submitted application, go to the application task list. Below the progress bar, click . Submitted applications cannot be edited. Unsubmitting an application will allow you to make edits, however this is only possible prior to the application deadline.
- To submit a document when prompted, optional or mandatory, click , select your file and upload it.  
**NOTE: The item is uploaded when you hit “SAVE & CONTINUE EDITING”.**
- If you would like to submit or change your file or item, click into the task, click  to the right of your original file or item. Select Delete from the dropdown list. Once the file has been deleted, repeat the steps to submit a document above.

## REUSING DATA

- Once you complete your first internship application, you will be able to "reuse" some of that data in your subsequent applications, if you are applying for more than one intern. This is intended to save your organization some time when applying for multiple positions.
- In your second or third application, when you click into certain tasks you will see the following message:



Reuse data

You have previously completed this task. Would you like to reuse the data you provided?

Previous instance  
Sep 02 2020 08:54 AM (PDT) (00000000004)

☒ Overwrite any data I have already added to this task

CANCEL ADD DATA

- If you would like to reuse that data, please click "Add Data" and your information will be pulled over.
  - NOTE: If you have the "Overwrite any data I have already added to this task" selected (as shown above) then any data that was manually added to fields in this task will be deleted and replaced.
- The **2021 Internship Position – Project and Supervisor Information** task must be manually completed for each internship and you will not receive a prompt to reuse data for this section. As a reminder, each internship proposal must be unique (hence why you will not be able to reuse data).

Should you have any additional questions or issues, please use [this link](#) to schedule office hours with staff during the application window, or send an email to [internship@arts.lacounty.gov](mailto:internship@arts.lacounty.gov)