

ACCESSING THE ONLINE GRANT APPLICATION

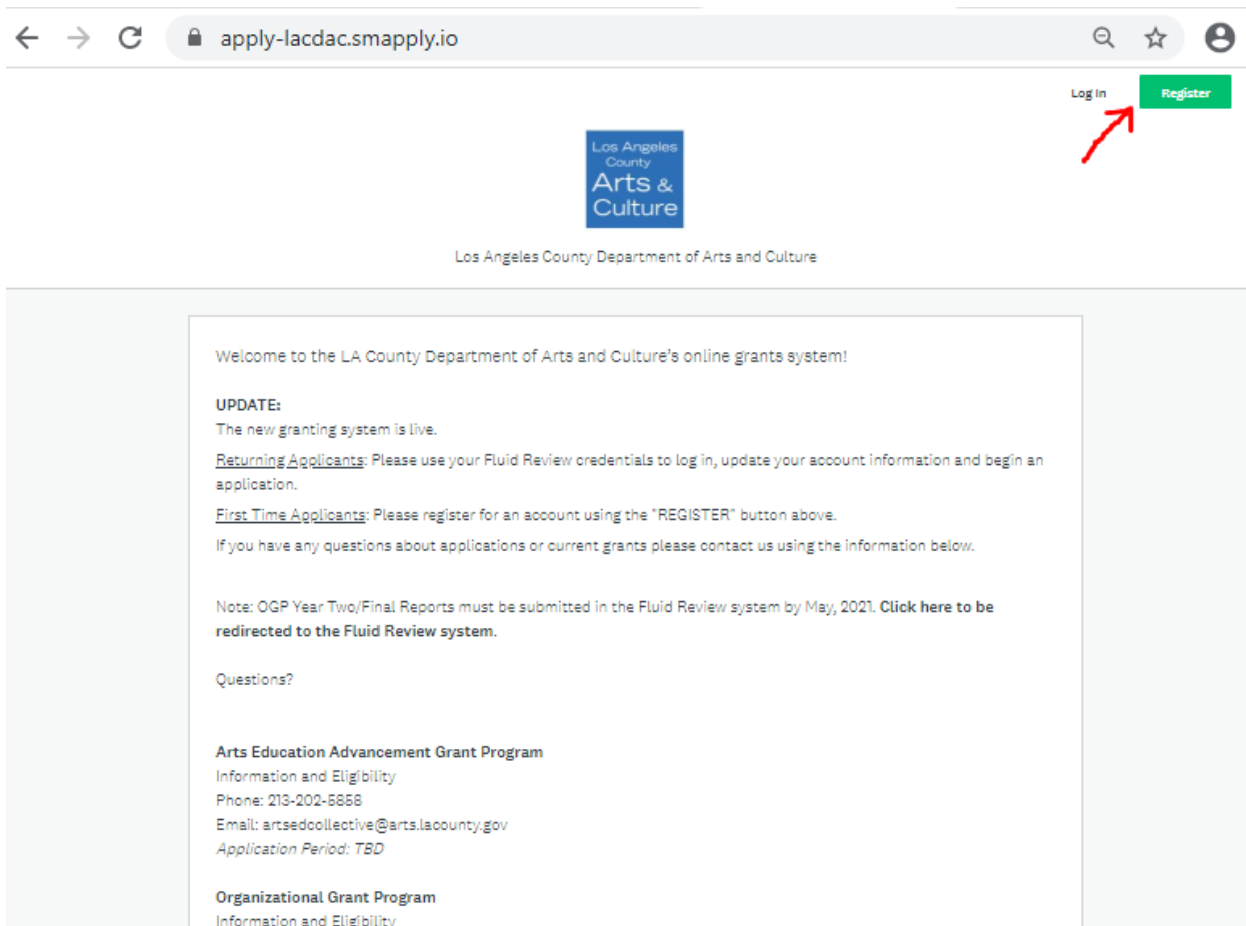
The Arts Internship Application can only be accessed online at <https://apply-lacdac.smapply.io>. All organizations seeking to apply for interns must submit both an online AIP Application and all required supplemental materials in the *SurveyMonkey Apply* online grant portal.

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.”
- The below screenshots may include previous program years, but the instructions are the same.

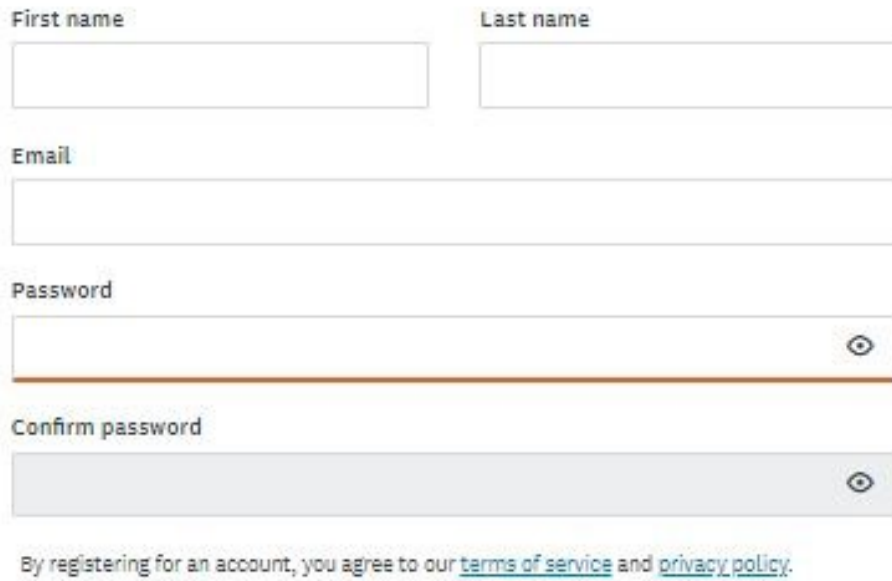
NEW APPLICANT REGISTRATION STEPS:

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](#)

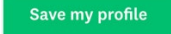
USER SETUP

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.



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 . 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.

If you prefer to leave this task, click . If you need to edit or change your FEIN number, click  in the dashboard next to this task.

4. After completing the Eligibility Profile, save by clicking . 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

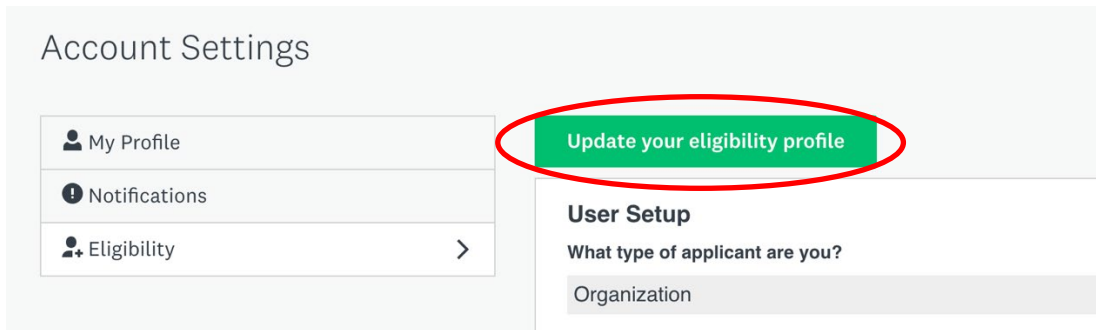
NOTE: Passwords can be reset by clicking the *Forgot your password?* button. Contact grants staff if you have trouble or need to update the account and associate it with someone else.

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.



Account Settings

- My Profile
- Notifications
- Eligibility >

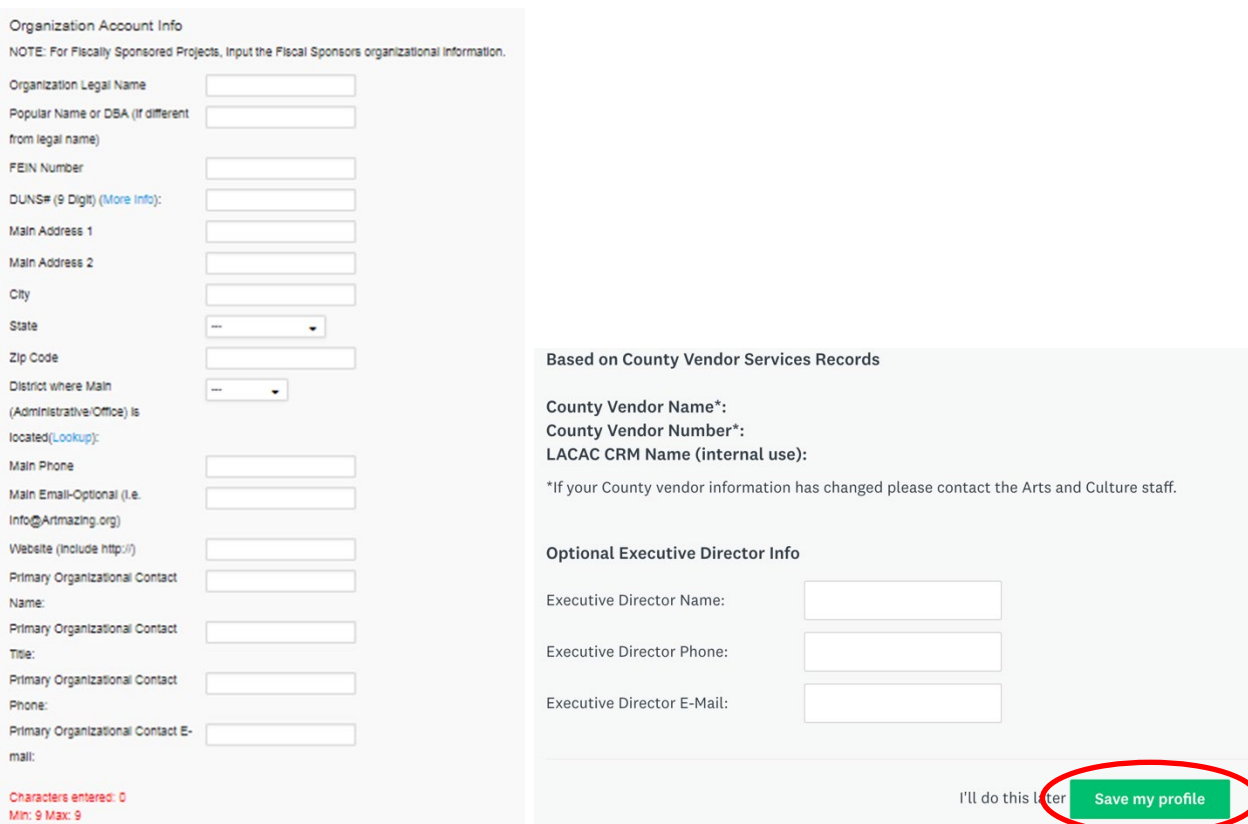
Update your eligibility profile

User Setup

What type of applicant are you?

Organization

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.



Organization Account Info

NOTE: For Fiscally Sponsored Projects, Input the Fiscal Sponsors organizational information.

Organization Legal Name

Popular Name or DBA (if different from legal name)

FEIN Number

DUNS# (9 Digit) [\(More Info\)](#):

Main Address 1

Main Address 2

City

State

Zip Code

District where Main (Administrative/Office) is located [\(Lookup\)](#):

Main Phone

Main Email-Optional (i.e. Info@Artsmazing.org)

Website (include http://)

Primary Organizational Contact Name:

Primary Organizational Contact Title:

Primary Organizational Contact Phone:

Primary Organizational Contact E-mail:

Characters entered: 0
Min: 9 Max: 9

Based on County Vendor Services Records

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.

Optional Executive Director Info

Executive Director Name:

Executive Director Phone:

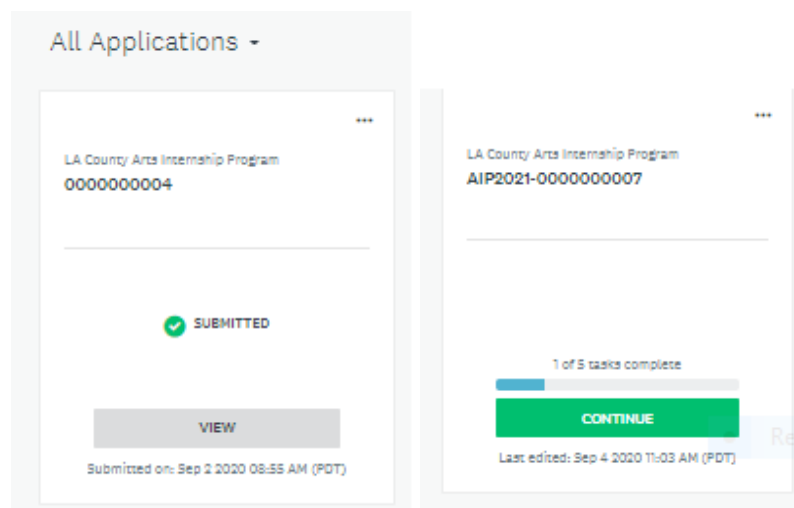
Executive Director E-Mail:

I'll do this later **Save my profile**

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. 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 “2024 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).



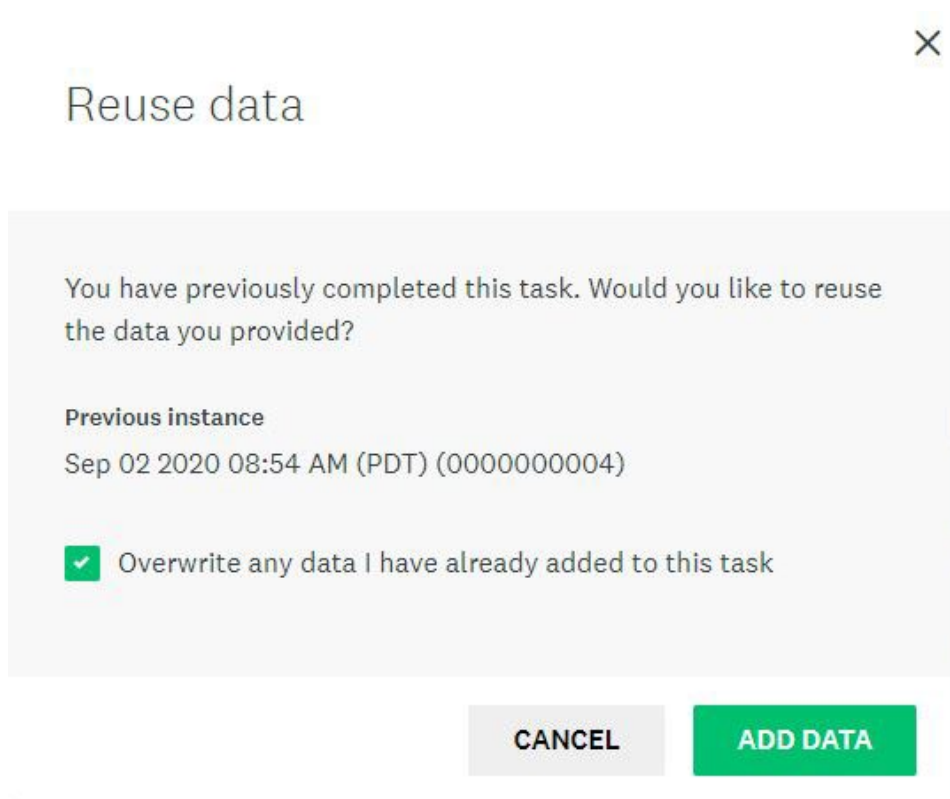
GUIDE TO TASKS, BUTTONS & PROMPTS

- To start a task, click the task name.
- To go back to the task list page, click the **< Back to application** button at the top right of your task. *Changes will not be saved, unless the **SAVE & CONTINUE EDITING** button has been chosen.*
- To submit a task, click the **MARK AS COMPLETE** button. This will take you back to the application task list page.
- To save your progress on a task, click the **SAVE & CONTINUE EDITING** 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 **< Back to application** 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 **Withdraw Application**. 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 **Upload a file**, 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.
- It is recommended that grantees complete all the tasks in order.
 - **For municipalities:** Unfortunately, the SMAApply system does not recognize FEIN numbers of municipal agencies. As such, please skip the “501c3 Verification” task in your application and being with the “AIP Eligibility” task. Once you answer the question in the “AIP Eligibility” task and submit it, the “501c3 Verification task” will be hidden and you will be able to proceed with the submission of your application.

RE-USING DATA

- Once you complete your first internship application, you will be able to "re-use" 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. You will be able to re-use information in the following application tasks:
 - **501c3 Verification** task
 - **AIP Eligibility** task
 - **Arts Internship Applicant Information** task
 - **Community College Hosting and Educational Components** task
 - **Arts Internship Program Supplemental Materials** task
- 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) (0000000004)

Overwrite any data I have already added to this task

CANCEL
ADD DATA

- If you would like to reuse that data, please unclick the green check mark for “Overwrite any data I have already added to this task” and click “Add Data” and your information will be pulled over. If you choose to do this, any information you have manually entered in the form will be deleted and replaced.
- The following application tasks must be manually completed for each internship, and you will not receive a prompt to reuse data for this section:
 - **2024 Internship Position – Project and Supervisor Information** task
 - As a reminder, each internship proposal must be unique (hence why you will not be able to reuse data for this task).
 - **2024 AIP Finalizing and Submitting Your Application** task
 - The individual submitting the application must complete the attestation and finalize each application.

Should you have any additional questions or issues, please use schedule office hours with staff during the application window, or send an email to internship@arts.lacounty.gov