

ACCESSING THE ONLINE GRANT APPLICATION

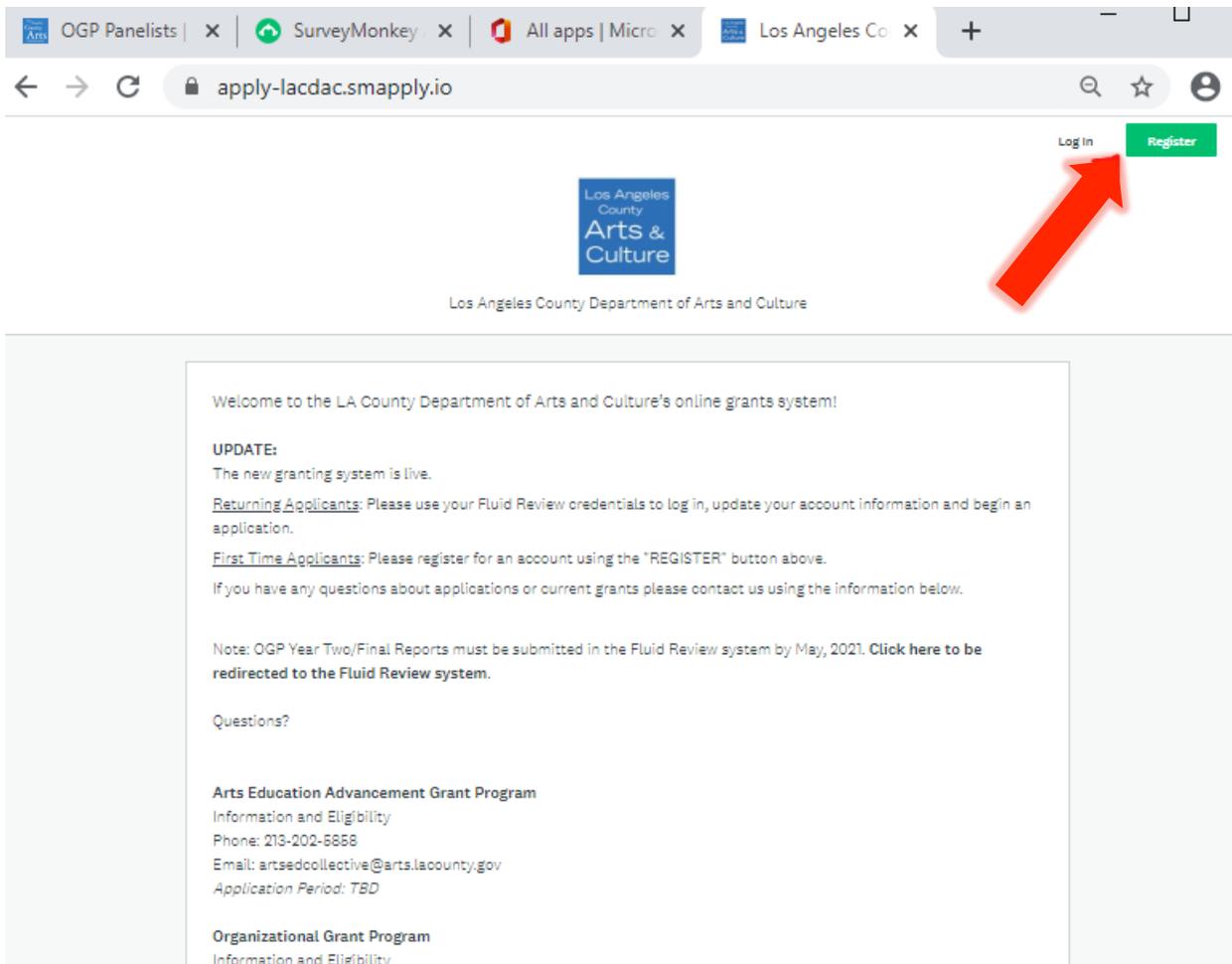
The LA County COVID-19 Arts Relief Fund Application can only be accessed online at <https://apply-lacdac.smapply>. All eligible organizations seeking to apply must submit an online Application and all required supplemental materials in the online grant portal.

REMINDERS:

- The Department of Arts and Culture strongly recommends submitting the application prior to the deadline to allow ample time to troubleshoot and resolve any technical or system errors.

NEW APPLICANT REGISTRATION STEPS:

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



TIP: Only one email/user profile may be used to set up the individual account. Make sure to record the username and password for future use (i.e. – grant reporting, other Department of Arts and Culture grant applications, etc.).

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

Registration form with fields for First name, Last name, Email, Password, and Confirm password. Includes a reCAPTCHA "I'm not a robot" checkbox and a green "CREATE ACCOUNT" button. A red arrow points to the "CREATE ACCOUNT" button.

3. You will 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 do not receive a verification email, you can request the system to send to you by clicking "[Send verification link](#)" (see below). Once you verify your account, the "send verification link" button will disappear.

Warning message: **⚠ 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. A green "Send verification link" button is visible. A red arrow points to the "Send verification link" button.

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.

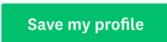
2. Please fill out the corresponding information for your organization and enter your FEIN number. Once submitted, you will be directed to a page with your organization FEIN, name, city, state, and country. Verify that the information is correct.
3. New applicants will not have data in the following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

4. 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:

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.

5. 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.

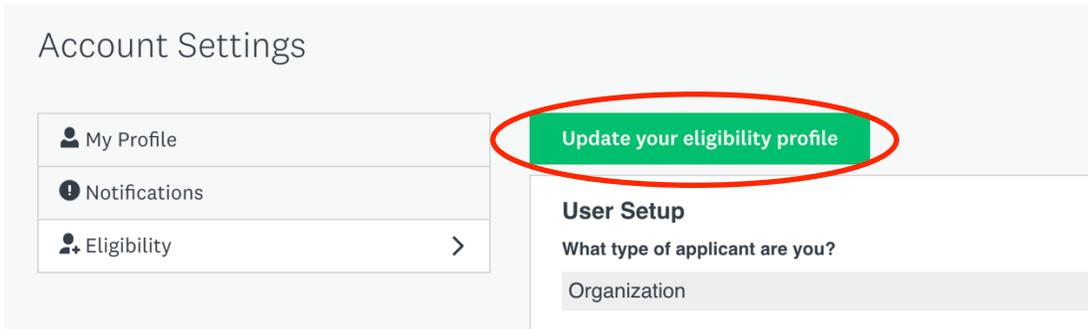
EDITING USER SETUP

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

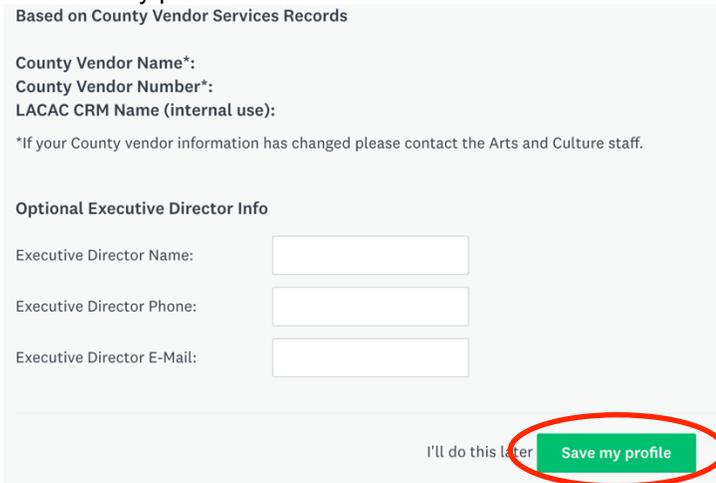
EDITING STEPS:

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 your account settings.

- From account settings select “Eligibility” on the left hand side and then click update your eligibility profile to alter the user account and profile.



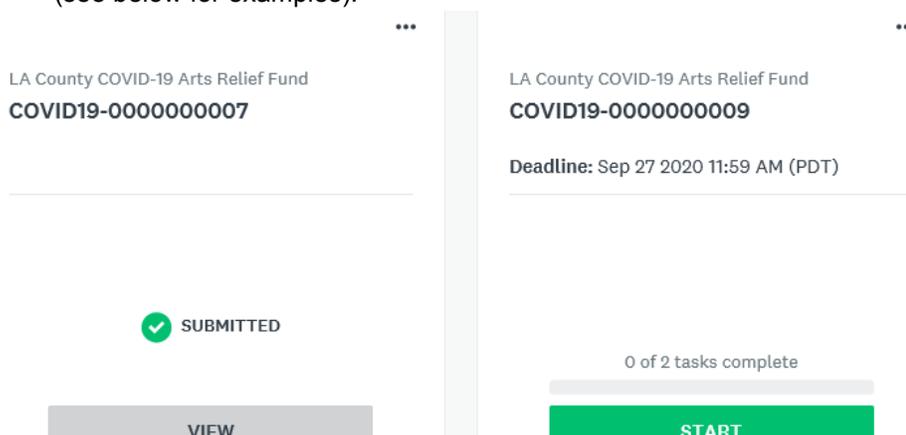
- Review all fields in the **USER SETUP** and make updates to any fields that do not have current information and click “save my profile” to finish.



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 CARESGRANTS@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)

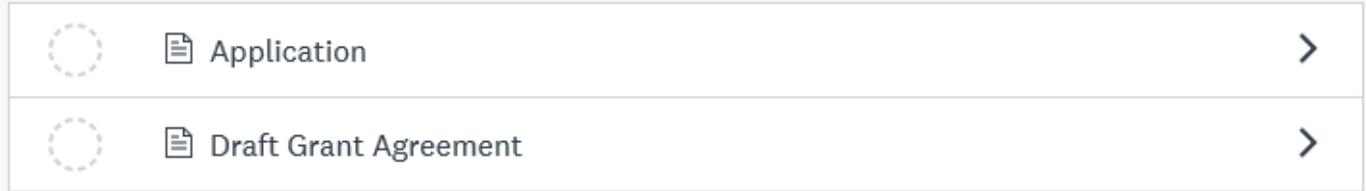
- To open a new Application, select “Programs” in the upper toolbar.
- Click **MORE >** to the right of “COVID-19 Arts Relief Fund”; click **APPLY** to begin the Application.
- Once an Application has been started, it will appear under the “**My Applications**” tab. To begin an Application, select “Start”, to continue an Application, click “Continue”. Once submitted, you will only be able to “View” the Application (see below for examples).

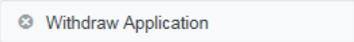


GUIDE TO TASKS, BUTTONS & PROMPTS

- To start a task, click the task name (“Application” or “Draft Grant Agreement”).

Your tasks



- 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.

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

REQUIRED MATERIALS CHECKLIST

All applicants must submit the following **five attachments** with their application in order for it to be complete and be deemed eligible:

1. Federal Form 990 Prior Year Tax Return (2018 or 2019), 990-EZ or 990-N for the organization's most recently completed fiscal year.
2. Proof of Good Standing from the California Secretary of State with submission of a **screenshot from the California Secretary of State showing "ACTIVE" Status**.
3. Additional proof of good standing from the California Secretary of State with submission of **most recent Statement of Information PDF**. Applicants may find and download Statement of Information as well as take screenshot at <https://www.sos.ca.gov/business-programs/businessentities/information-requests/>. Step by step instructions immediately follow this required materials checklist.
4. A **501(c)(3) determination letter** with Federal Employee Identification Number (EIN)
5. Completed [W-9 form](#)

HOW TO PROVIDE PROOF OF GOOD STANDING FROM THE CALIFORNIA SECRETARY OF STATE

1. Visit <https://www.sos.ca.gov/business-programs/business-entities/information-requests>
2. Click on "Business Search" link halfway down page under "Online Searches"

The screenshot shows a web browser window with the URL [sos.ca.gov/business-programs/business-entities/information-requests](https://www.sos.ca.gov/business-programs/business-entities/information-requests). The page title is "Business Entities Records Request". A navigation menu includes "Home", "Business Programs", and "Business Entities". A sidebar on the left lists "Business Entities (BE)", "Online Services", "File LLC Statement of Information", and "File Corporation Statement of Information". The main content area has a list of links: "Online Searches", "Certificates, Copies, Status Reports and Processing Times", and "Frequently Requested Information". The "Online Searches" link is circled in red. Below it, a description for "Business Search" is provided: "Free online access to corporate, limited liability company and limited partnership information. Available information includes the complete entity name, entity number, formation, registration or conversion date, status, jurisdiction, entity address, and the name and address of the agent for service of process."

3. Under "Search Type" select "Corporation Name"
4. In "Search Criteria" type in your legal entity name and make sure that Search Filter is set to "Key Word"
5. Click "Search"

Online Services
File LLC Statement of Information
File Corporation Statement of Information
Business Search
Publicly Traded Disclosure Search
Current Processing Dates
Service Options
Name Availability
Forms, Samples & Fees
Statements of Information (annual/biennial reports)
Filing Tips
Information Requests (certificates, copies & status reports)
Service of Process
FAQs
Contact Information
Resources

This search provides access to available information for corporations, limited liability companies and limited partnerships of record with the California Secretary of State, with **free PDF copies** of imaged business entity documents, including the most recent imaged Statements of Information filed for corporations and limited liability companies.

Currently, information for limited liability partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), general partnerships, associations, and other entity types are **not contained** in the Business Search. If you wish to obtain information about these entity types, download, complete, and submit a [Business Entities Records Request Form](#), to request copies of filings for these entity types.

Note: This search is not intended to serve as a name availability search. For information on checking or reserving a name, refer to [Name Availability](#).

To conduct a search:

- Select the applicable search type.
- In the "Search Criteria" box, enter the entity name or number you wish to search. Note: If entering the entity number of a corporation, the number must begin with the letter C.
- Select the search filter you wish to use to locate the entity if searching for an entity name.
- Select the Search button.
- For help with searching an entity name or number, refer to [Search Tips](#).

All fields marked with an asterisk (*) are required.

Search Type *
 Corporation Name LP/LLC Name Entity Number

Search Criteria * Search Filter

6. A "Business Search-Results" page will come up, and your organization will be listed. Click on your entity name, which is a hyperlink.

7. You will now be viewing the "Business Search-Entity Detail" page. You'll see that "Status" is listed as "Active" on the fourth line. **Take a screen shot of this page and upload to your application under question number 28.**

8. You DO NOT need to click on the "Certificate of Standing" link on the right-hand side of this page with the shopping cart icon.

9. You DO need to click on the Statement of Information ("SI Complete") PDF icon with the most recent file date – this is free and there is no charge to download.

10. **Download and attach this Statement of Information to your application under question number 29.**

Document Type	File Date	PDF
SI-COMPLETE	06/03/2019	
SI-COMPLETE	04/10/2018	
REGISTRATION	08/21/2007	

HOW TO REGISTER AS A LOS ANGELES COUNTY VENDOR

Sign up for New Registration via the County Vendor Services website: <https://camisvr.co.la.ca.us/webven/>

You DO NOT need a Vendor Number in order to submit your application, but you will need a Vendor Number before any payment can be issued to you, should your application be accepted.

Registration Steps

1. Click on "New Registration"
2. Enter your 9-digit EIN or SSN / ITIN / ATIN #:
3. Fill out your vendor profile
 - o Enter "yes" for 1099
4. Enter your address and contact information
5. Upload your W-9 Form o Please note that the County will verify the Tax Identification Number (TIN) using IRS TIN Matching program for the TIN and the name on the provided Form W-9 (or Form W-8 for foreign vendors) matches the IRS records.
6. Search and add Commodities and Services

Commonly used commodity codes include "Education" and "Public Art"

7. Submit!

The County will send you an email within 5 days of registration with your new Vendor Number. Please remember to send that number to your contact at the Department of Arts and Culture. **You DO NOT need a Vendor Number in order to submit your application, but you will need a Vendor Number before any payment can be issued to you, should your application be accepted.**

If you need assistance, please contact LA County - ISD Vendor Relations:

Hours: Monday - Thursday (7:00 a.m to 5:00 p.m PST)

Phone: 323-267-2725

Email: ISDVendorRelations@isd.lacounty.gov