

## I. ACCESSING THE ONLINE GRANT APPLICATION

- Beginning August 2018, Free Concerts in Public Space Program applications will be submitted electronically using the new online grant portal [FluidReview](#).

### REMINDERS:

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

### GETTING STARTED

- Begin by going to: <https://www.lacountyarts.org/apply>

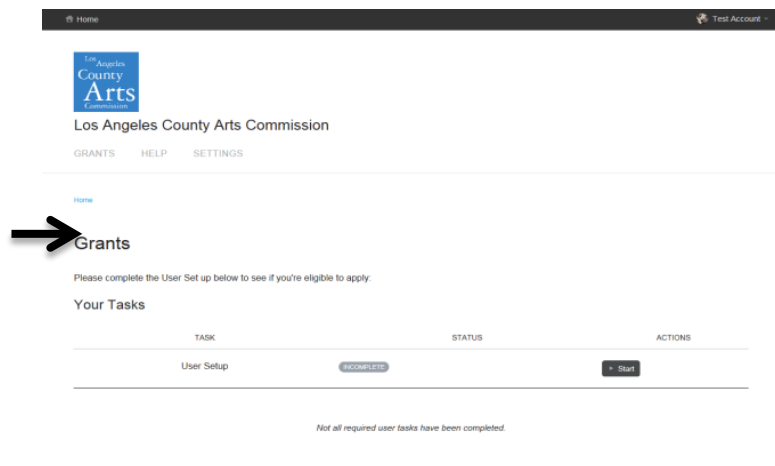
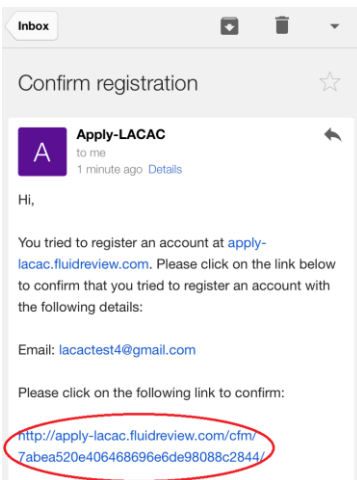
**Applicants** - Register for a new account. After registering, log in to *FluidReview*.

### REGISTRATION STEPS:

- Click [Sign up](#) 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).*

- Complete the User Information registration. Note: User avatar is optional.
- Once finished, click [Register](#). This should lead to a page titled: “Thank You for Registering” which will inform you that a confirmation email has been sent.
- The email will be titled “Confirm registration” from **Apply-LACAC**. Within the email are instructions and to a link to confirm registration. After confirming you will arrive at the dashboard of your account on *FluidReview*.



## USER SETUP

- 1) The first task is to complete the user setup. Click **Start** to begin.
- 2) As a Free Concerts in Public Space Program applicant, choose "Organization"

### User Setup

[Back to Account](#)

What type of applicant are you?

- Organization
- Individual

[Clear](#)

Type of Organization:

Note: For Fiscally Sponsored Projects, the Fiscal Sponsor is the Applicant of Record.

- A 501c3 Nonprofit Organization
- School District
- A Fiscally Sponsored Organization
- Municipality
- County Department
- Other

[Clear](#)

- 3) Fill out the information as it applies.
- 4) New applicants will not be able to input data in the greyed out fields. In order to receive payment from the County of Los Angeles, you will be required to create an account with Los Angeles County Vendor Services [here](#). Information will be populated by LACAC staff 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 Commission staff.

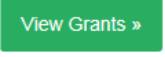
- 5) To save and submit your information at a different time, click [Save & Continue Editing](#). This will save your progress. If there are any errors or information missing, you will see an error describing what is missing or pending. Example of error in red highlight below:

The screenshot shows the 'User Setup' page. At the top, a green success message reads: 'Your changes have been saved successfully.' Below this, the breadcrumb 'Home > User Setup' is visible. The main heading 'User Setup' is centered, with a 'Back to Account' button on the right. At the bottom, a red error message reads: 'Please check your answers below and correct them before continuing.'

To leave this or any other task and return at a later date, save and then click "Home" in the top menu. The status on an incomplete task/form will show as **INCOMPLETE** when viewed in the list on the dashboard.




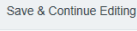

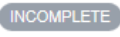



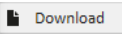




- 6) After completing the user setup task, save and submit, by clicking . You will be redirected to your account dashboard. IMPORTANT: When back in the dashboard, ensure that the status on user setup reads .


### ACCESSING THE APPLICATION

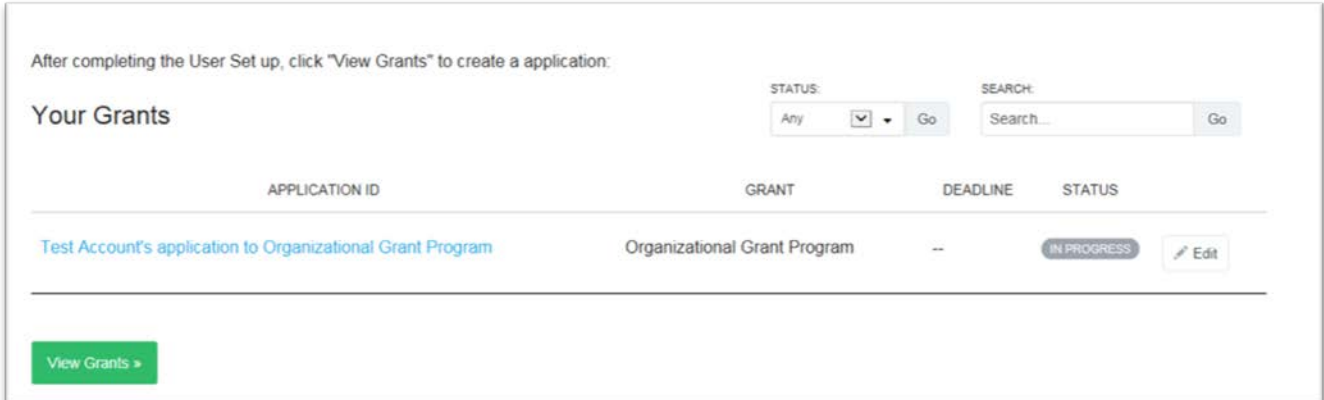
- 1) Once **USER SETUP** and **VERIFICATION** have been completed, a “**YOUR GRANTS**” link will appear in your dashboard.
- 2) To open a new application, click .
- 3) Click the “Create Application” button to the right of “Free Concerts in Public Space Program”.

This will take you to the application’s list of tasks (forms). **You may complete the tasks in any order.**

## GUIDE TO TASKS, BUTTONS AND PROMPTS


- To start a task, click the  button next to the task, or just 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 “Save & Continue Editing” 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 .
- To view a task that has been submitted, click .
- To edit a form that has been submitted, click .
- To download a task, click  and then click  in the top right corner.
- To download the entire application, go to the application task list page. Under the logo, click .
- To withdraw an application, go to the application task list page. Under the progress bar and list, click .
- 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”.**
- If you would like to submit or change your file or item, click into the task, browse again and select the file. Once the page has reloaded, upload your new document and save again. To delete a past item click on the  box that prompts you

Once an application has been started, it will appear under the “**Your Grants**” section. Any previous grant applications will appear here if awarded a grant within the last year. To open an application, either click on the name of it or click .



After completing the User Set up, click “View Grants” to create a application:

### Your Grants

STATUS: Any  Go SEARCH: Search... Go

APPLICATION ID	GRANT	DEADLINE	STATUS
<a href="#">Test Account's application to Organizational Grant Program</a>	Organizational Grant Program	--	