How to Use L.A. County Arts Commission Grants Online Application Portal

https://lacounty.culturegrants.org/

*Please use the following web browsers: *Google Chrome, Mozilla Firefox, Safari*.
The system will **not** work with Internet Explorer.

Getting Started

▦ Los Angeles County Arts Commission

Culture Grants » Los Angeles County Arts Commission »

Welcome to the LA County Arts Commission's online grants system!

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GETTING STARTED
Log in if you or your organization has already created a user account.
Sign up to create a new user account and profile.
Reminder that the system is optimized for use with the following web browsers: *Google Chrome, Mozilla Firefox, Safari*

Please note: A *new* user interface was launched on April 15, 2016. You will no longer be able to toggle back to the "old design." Go Grants has developed webinars and tutorials to walk you through the new design, both available on the Go website: http://www.gograntsonline.org/help/new-ui-videos/

UPCOMING DEADLINES

Organizational Grant Program Application Deadlines

Budget Category	Budget Size	Deadline
OGP 1	Up to $199,999	Wednesday, November 2, 2016, 11:00 p.m.
OGP 2	$200,000 - $999,999	Wednesday, October 19, 2016, 11:00 p.m.
OGP 3	$1,000,000 - $14,999,999	Wednesday, October 12, 2016, 11:00 p.m.
OGP 4	$15,000,000	Wednesday, October 12, 2016, 11:00 p.m.

- Click on Sign Up to create a new user account and profile.
- You will be directed to the sign-up page. Registration is standard.
  DETAILED SIGN UP INSTRUCTIONS: http://lacounty.culturegrants.org/navigation/links/page/sign-up-instructions

PLEASE NOTE: The system allows you to set ***one primary user account*** **per** organization (even if it looks like you can add other people with their own passwords). That primary user account is the **only account** that can submit invoices and reports. ***Please share/store the primary user account login name and password where the appropriate people can access it if necessary*** – and note that an organizational profile in GO must be updated to reflect staff transitions.

+ Sign Up: User Information [1/3]

Registration Content

✔ **First Name** *

✔ **Last Name** *

✔ **Address 1** *

Address 2

✔ **City** *

✔ **State** *

Select...

✔ **Zip Code** *

Phone No. *

Phone Number: XXX-XXX-XXXX

Email *

Email address: example@domain.com

Confirm Email *

Email address: example@domain.com

✔ **Username** *

Password Rules :
Contain at least 8 Characters
Contain at least 1 Number

✔ **Password** *

Your password must have at least one uppercase letter, one lowercase letter, one number and a special character within the password (e.g., Mygrant$200). Remember to write down your username and password as you will not receive an email confirmation.

✔ **Confirm Password** *

✔ **Would you like to associate this user account with an organization?** *

Select...

Drag the slider and move it to the right side before you submit the form.
This action is required in order to prove that you're a human.

Locked : form can't be submited

Submit   **Reset**

- When you are asked if you would like to associate this user account with an organization, select "**Yes**."
  - NOTE: LACAC Staff is able to access your account and reset your password upon request.

Once logged in, you will be in the Dashboard view.

Dashboard

Home » Dashboard » Open Applications »

My Applications   **Open Applications**   Test Users

- Click   **Open Applications**

- Select the grant application you are looking for and click   **Apply**   to open the application.

Organizations

Organizational Grant Program OGP FY2017/18	Not applied yet.	Apply
Community Impact Arts Grant Program CIAG FY2017-18	Not applied yet.	Apply

- Once you've accessed the application, it will show as "In Progress"

OGP Information #OGP FY2017/1800003

Dashboard » Organizational Grant Program OGP FY2017/18 » OGP Application »

Application forms

- OGP Information
- OGP Narrative
- OGP Project Budget Income
- OGP Project Budget Expenses
- OGP Project Staff & Artists profile
- OGP Board of Directors

IF YOU HAVE NOT ALREADY DONE SO, PLEASE CLICK ON THE LINK BELOW TO READ THROUGH THE 17-18 GUIDELINES AS THERE HAVE BEEN SOME CHANGES.

FY 17-18 0GP APPLICATION GUIDELINES

Please note: If you are not a nonprofit <u>arts</u> organization, you are not eligible for this grant. Please consider applying to the Community Impact Arts Grant. Visit www.lacountyarts.org/ciag for more information.

❗ Legal Name *
ⓘ Section is auto-populated from Organization Registration.

The field is required.

- The application has several forms, or pages. Use the table of contents on the left to skip between pages.
- Required questions are noted.
- The application may automatically save. We recommend saving your work manually and regularly.

Returning to an Application in Progress – The Dashboard

- Once an application has been started, it may be saved and accessed at any point in the process.
- After logging into the system with username and password, the Dashboard will appear

🎨 Dashboard

Home » Dashboard » ᴵᶻ Open Applications »

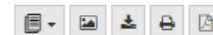| 📂 My Applications | ᴵᶻ Open Applications | 👤 Test Users | | ⇅ Sort by Cycle ▾ |

Below is the list of the Los Angeles County Arts Commission open applications. Click **Apply** to begin applying to a grant.

To access your open application or to view your historical data, click **My Applications**.

| Organizational Grant Program OGP FY2017/18 *#OGP FY2017/1800003*		
🗐 OGP Application	🚩 In progress	

- Click **My Applications** (not Open Applications), find the application in progress and click to open.

IMPORTANT ICONS

From the Dashboard, the icons allow several activities.

- View All Forms [icon] displaying an outline of the applications sections, allowing easy toggling between.
- View Support Material [icon] shows all items uploaded in support of the application - docs, images, etc.
- Download Support Material [icon] for downloading uploaded materials.
- Print Formset [icon] to print the application form set pages.

Questions + Timeline

If you have any questions, contact Grants Staff (213) 202-5858 or by email at grants@arts.lacounty.gov

OGP TIMELINE:

OCTOBER – JANUARY: Staff audits applications to check for eligibility and completeness

JANUARY – FEBRUARY: Staff schedules panels

FEBRUARY – MARCH: Panel meetings (between 14-16 panels per year, approx. 80 panelists)

APRIL: Staff compiles and edits panel comments Panelist's presentations to Commissioners

MAY: Commissioners approve cut-off score levels and scores, re-allocations of prior grant awards if necessary

JUNE: Commissioners approve grant allocations, which are then submitted to Board of Supervisors for final approval Guideline changes considered

JULY: OGP applicants notified of awards and declinations

JULY – AUGUST: Panel feedback appointments (via phone) with grants staff and applicants