ACCESSING THE ONLINE GRANT APPLICATION

The 2021-22 Second Supervisorial District Arts and Culture Recovery Grant Program Application can only be accessed online at https://apply-lacdac.smapply or https://apply-lacdac.smapply.io/prog/SD2_ArtsCulture_Grant/
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 at least 5 days prior to the deadline to allow ample time to troubleshoot and resolve any technical or system errors. No extensions will be possible following the deadline.

NEW APPLICANT REGISTRATION STEPS:
1. Click Register to register a ***new*** user account and profile.
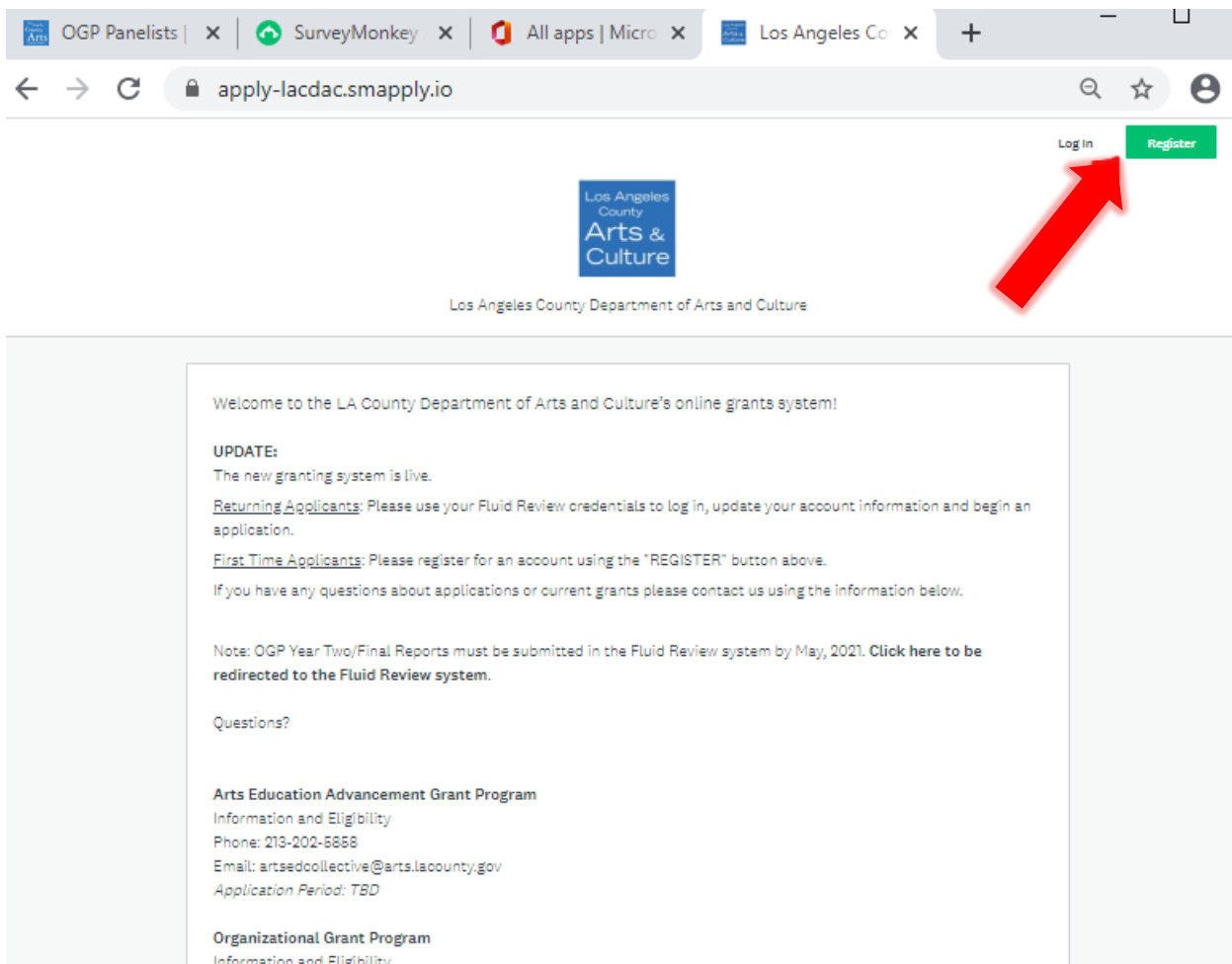
TIP: *Only one email/user profile may be used to set up the individual account. Make sure to record the username and password for future use (i.e. – grant reporting, other Department of Arts and Culture grant applications, etc.).*

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

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 and 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.

⚠ **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

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.

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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 (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 [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.

5. 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.
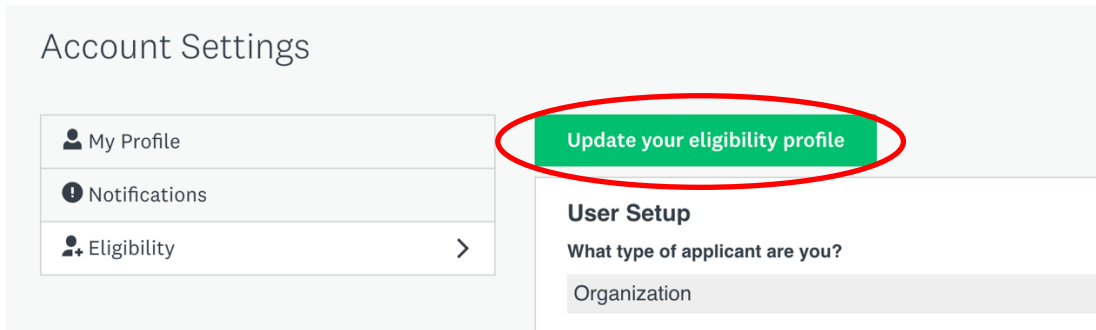
EDITING USER SETUP
Information entered into your **USER SETUP** is auto-populated into identically named fields of the application.

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.

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2. From 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	**Update your eligibility profile**
❗ Notifications	**User Setup**
ᐧ+ Eligibility ⟩	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.

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 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)

1. To open a new Application, select "Programs" in the upper toolbar.

2. Click MORE ⟩ to the right of "COVID-19 Arts Relief Fund"; click **APPLY** to begin the Application.

3. 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).

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LA County COVID-19 Arts Relief Fund
COVID19-0000000007

✅ SUBMITTED

VIEW

LA County COVID-19 Arts Relief Fund
COVID19-0000000009

Deadline: Sep 27 2020 11:59 AM (PDT)

0 of 2 tasks complete
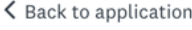
START

GUIDE TO TASKS, BUTTONS & PROMPTS

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

Your tasks

◯ 📄 Application   ⟩

◯ 📄 Draft Grant Agreement   ⟩

- 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.

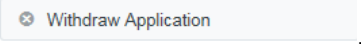- To save your progress on a task, click the SAVE & CONTINUE EDITING button. This will save your progress. Note: This button will redirect you back to the same form and show red errors where information is invalid or incomplete.

- 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.

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

Please review to ensure that you provide the required documentation.
Note that omitting one or more of the required financial documents will result in disqualification of the application due to not meeting the application requirements.

For all applicants that are not current grantees of the LA County Department of Arts and Culture, regardless of budget size, **you must submit all of these attachments in order to be eligible** even if you have previously submitted for prior County or Municipal grant applications. There are no exceptions. Organizations under fiscal sponsorship must work with their fiscal sponsor to submit this documentation.

NOTE: Current LA County Department of Arts and Culture Organizational Grant Program (OGP) (FY 19/20 or FY 20/21) or Community Impact Arts Grant (CIAG) (FY 20/21) do not need to submit items #1-4 listed below but must attach #5)

1. A copy of the Federal Form 990 Prior Year Tax Return (2018 or 2019), 990-EZ or 990-N for the organization's most recently completed fiscal year.

   Applicants with budgets less than $25,000 should submit a copy of their most recently completed 990-N or 990-EZ.

   Applicants that **cannot provide a submitted Federal Form 990 at the time of application are <u>not eligible to apply</u>**, having failed to satisfy the requirement that applicants comply with all applicable laws.

2. Most recent Statement of Information PDF from the California Secretary of State website 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 at https://www.sos.ca.gov/business-programs/businessentities/information-requests/.

3. A 501(c)(3) determination letter with Federal Employee Identification Number (EIN)

4. Fiscally-sponsored organizations who possess Model A comprehensive sponsorship agreement with the fiscal sponsor must additionally submit internal financial statements for the last completed fiscal year as well as a copy of the agreement or verification letter from the sponsor. Internal financial statements include a profit and loss and/or revenue and expense report.

5. Sample of arts programming of your choice that is focused on programming being executed and/or planned, such as a digital flyer or link to the most recent program.

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"
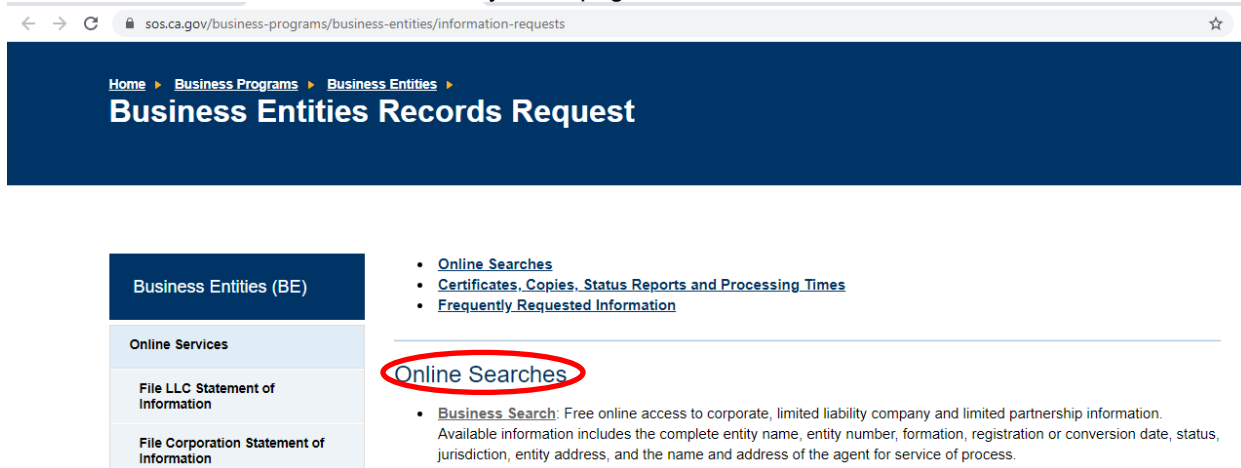
3. Under "Search Type" select "Corporation Name"
4. In "Search Criteria" type in your legal entity name and make sure that Search Filter is set to "Key Word"
5. Click "Search"
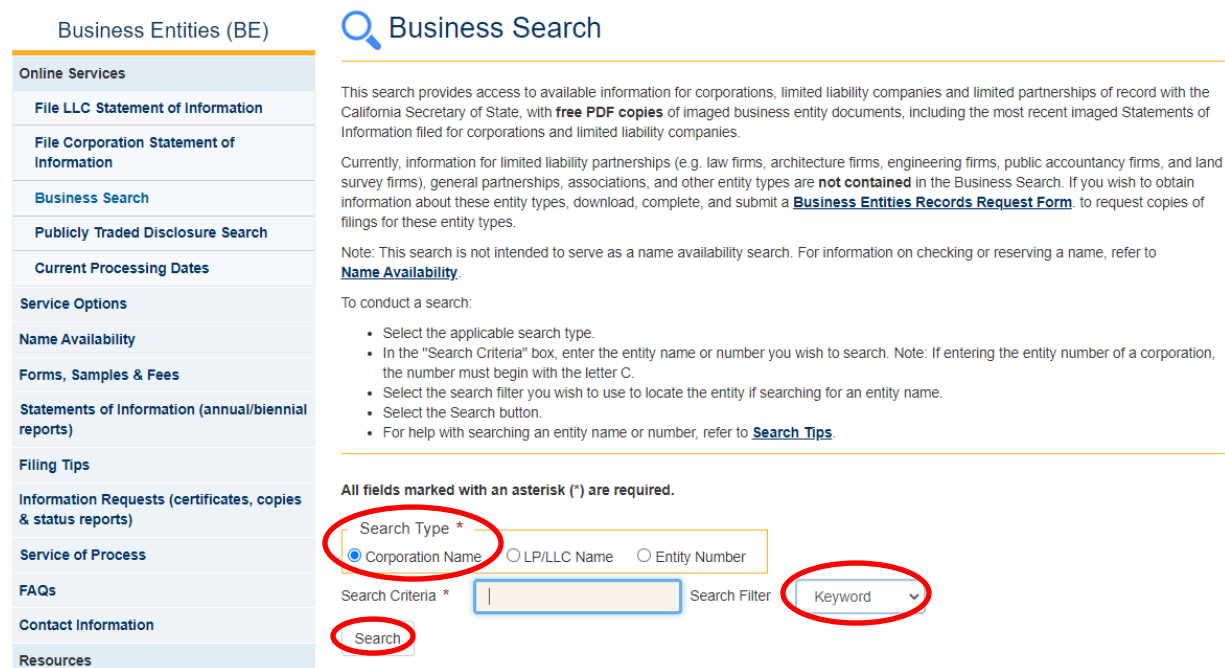
6. A "Business Search-Results" page will come up, and your organization will be listed. Click on your entity name, which is a hyperlink.
7. You will now be viewing the "Business Search-Entity Detail" page. You'll see that "Status" is listed as "Active" on the fourth line. **Take a screen shot of this 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**.

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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

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