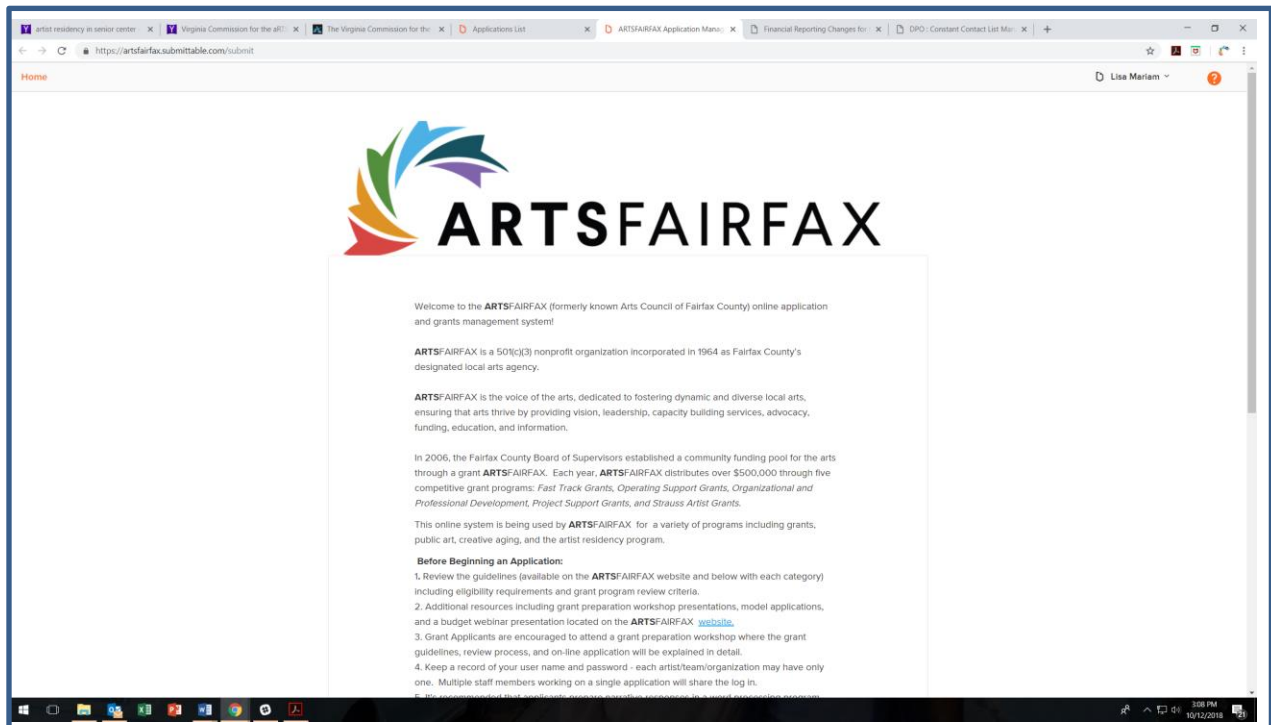




Welcome to ARTSFAIRFAX's online application portal.

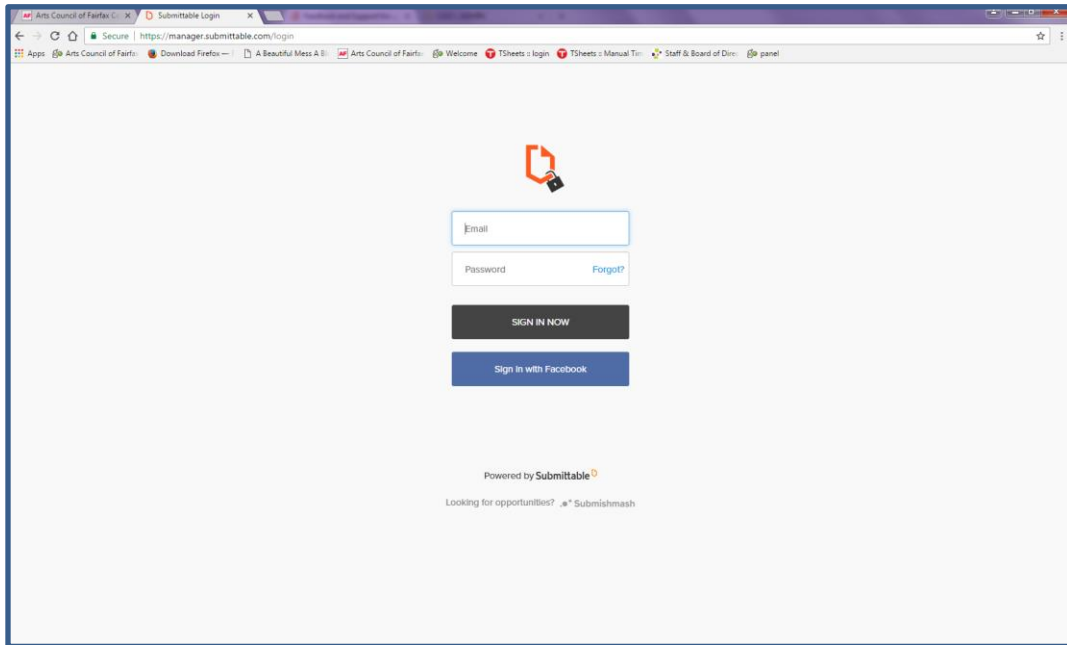
1. To apply for a grant, please visit <https://artsfairfax.submittable.com/submit>  
If applying for the first time, you will need to create an account – please log on to <https://artsfairfax.submittable.com>
2. Create a log-in and password.



Above, is a screen shot of the main screen of our online portal. The 'Home' button and ARTSFAIRFAX logo are hyperlinks that when selected will reroute you to the ARTSFAIRFAX website. For additional resources and/or information regarding grants, you can select the link listed under 'Before Beginning an Application'.

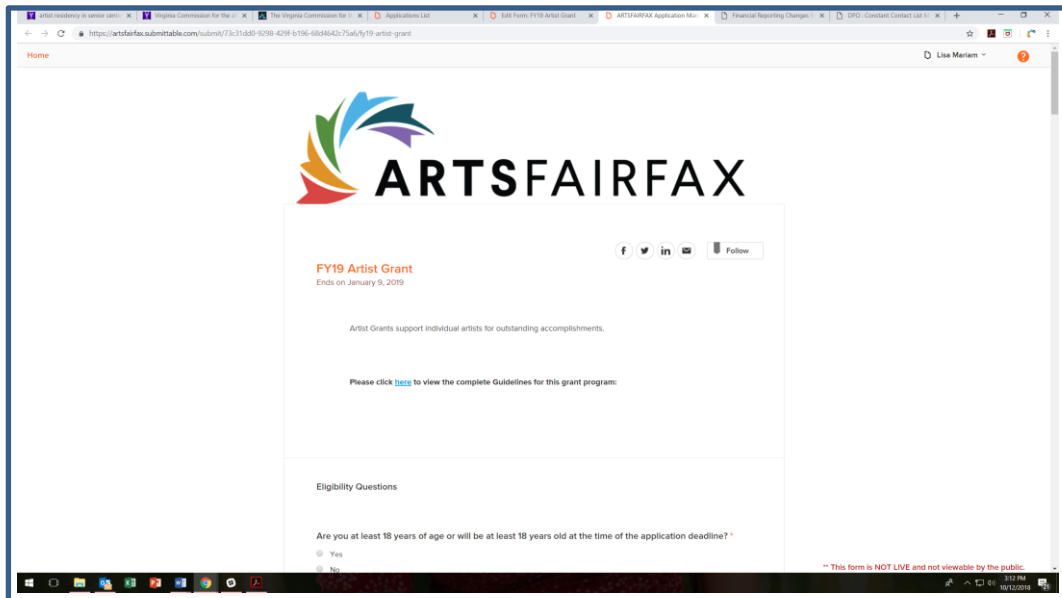
Grant Guidelines are available with each on-line grant program application as well as on ARTSFAIRFAX's website on the grant page.

3. To apply for the Artist grant, scroll to the bottom of the page and select the grant program.



*Log-in screen for returning users.*

4. Once logged in, you will be redirected to the application form. The form consists of link to guidelines, eligibility questions and application (one form).





5. Scroll down to the first eligibility question. Be sure to read and answer each question carefully. If you are not eligible, you will receive a notice (see below). If not eligible, do not continue filling out the application.

If eligible, upload the required eligibility documents:

- A valid government issued photo ID such as: Driver's license, Passport, U.S. military ID (active duty or retired military).
- Proof of Residency such as: Utility bill (that reflects 12 months), Lease or Mortgage Statement

Please note the instructions located on the right of the form.

6. Select 'Choose files' to upload then continue with the 'Application information' portion of the form.

A screenshot of a web browser displaying the ArtsFairfax application form. The browser's address bar shows the URL "https://artsfairfax.submittable.com/entry/952867638-artsfairfax-artist-grant". The form is titled "Upload Required Eligibility Documents for verification:" and lists acceptable file types as pdf, doc, docx, jpg, xls, and.xlsx. Two files are shown as attached: "news-va-drivers-license.jpg" and "Utility\_bill\_Sample.jpg", each with a "REMOVE FILE" link and a green "Attached" status. An orange "Choose Files" button is visible below the list. To the right of the file list, there are two numbered instructions: "1. A valid government issued photo ID such as: Driver's license, Passport, U.S. military ID (active duty or retired military)." and "2. Proof of Residency such as: Utility bill (that reflects 12 months), Lease or Mortgage Statement". Below these instructions, a note states: "Select up to 3 files to attach. You have attached 2 files (201.04 KB total). You may add up to 1 more." The "Applicant Information" section includes three text input fields: "First Name" (containing "Jane"), "Last Name" (containing "Doe"), and "Mailing Address" (containing "2567 Prosperity Ave"). A small note next to the address field reads: "Please note that this is the address that will be used for all grants." A large red arrow with a blue outline points from the left towards the "Choose Files" button.

7. Continue to fill out the application. If applying with a co-applicant, answer yes when prompted and complete that portion of the form as well.

A screenshot of a web browser displaying the ArtsFairfax online application form. The browser's address bar shows the URL "https://artsfairfax.submittable.com/submit/95286/ly18-streuous-artist-grant". The form is titled "Applicant Information" and contains several input fields: "First Name" with the value "Jane", "Last Name" with the value "Doe", "Mailing Address" with the value "2667 Prosperity Ave", "Floor/Suite/Apt." with the value "Ste. A", "City" with the value "Fairfax", and "State" which is a dropdown menu. A note next to the mailing address field states: "Please note that this is the address that will be used for all grants correspondence." The browser's interface includes standard navigation buttons and a search bar.

8. For the artist biography and artist statement, enter text directly in the text box. Be mindful of the word count limit.

*Note: There is no word count counter visible, however the system will inform you if you are over the limit. You may copy and paste from other word processing programs.*

9. Cover sheet: Please upload a cover sheet listing each work sample and supplemental materials (including links to online media) with a brief description. Name submission: CS\_First Name-Last Name.pdf.
10. Work samples: Applicants are required to submit samples of their work. The samples should reflect the highest professional standards in the quality of artwork documented and in the manner in which they are presented. A description of each work should include the applicant's name, the work's name, as well as date of creation and date of performance/publication if appropriate. Select an appropriate art category to view what format is required.

11. Supplemental materials and resume uploads:



Supplemental Materials must describe recent activities (within the last three years). You can submit up to 10 items. Supplemental materials could include, but are not limited to, programs, brochures, catalogs, posters, newsletters, other promotional materials, newspaper reviews, articles, testimonials, letters of support, or awards.

Name each submission with SM\_ First Name- Last Name\_01. For example, label the first submission SM\_ Joe-Doe \_01; the next submission SM\_ Joe-Doe \_02, etc.

#### RESUME

Your artist's resume is a list of your art achievements. It should take the form of an organized list—not a paragraph. For a visual artist, it should list solo exhibitions/publications, group exhibitions/publications, performances, teaching or lecturing experience, awards, press, collections, and your own education (BA, BFA, MFA).

Submit your resume in a MS Word or a PDF format. Name the file as RES\_First Name-Last Name, Example RES\_Joe-Doe.

**Acceptable file types include: pdf, doc, docx, jpg, xls, xlsx.**

#### 12. Submission

To submit your application, enter your first name, last name, date of submission, check off the box to agree to terms and conditions then select Submit.

#### 13. Notification

Once your application has been submitted, an email notification will go out to the email address associated with the user.

In the status dashboard you will find all submissions associated with the user; active, accepted, declined, withdrawn and saved drafts applications.

#### 14. Save a PDF copy of your application and print a copy for your records. You may wish to bring a copy to the panel review meeting.



## Print and PDF generation

Once you have submitted your application, we highly recommend that you print a copy for your records. To print an application you will go to submissions, click on the application title, select the Content tab, select Download. Save the file then print.

See model below for step by step instructions.

1. To print an application you will click on the application title from your submission screen

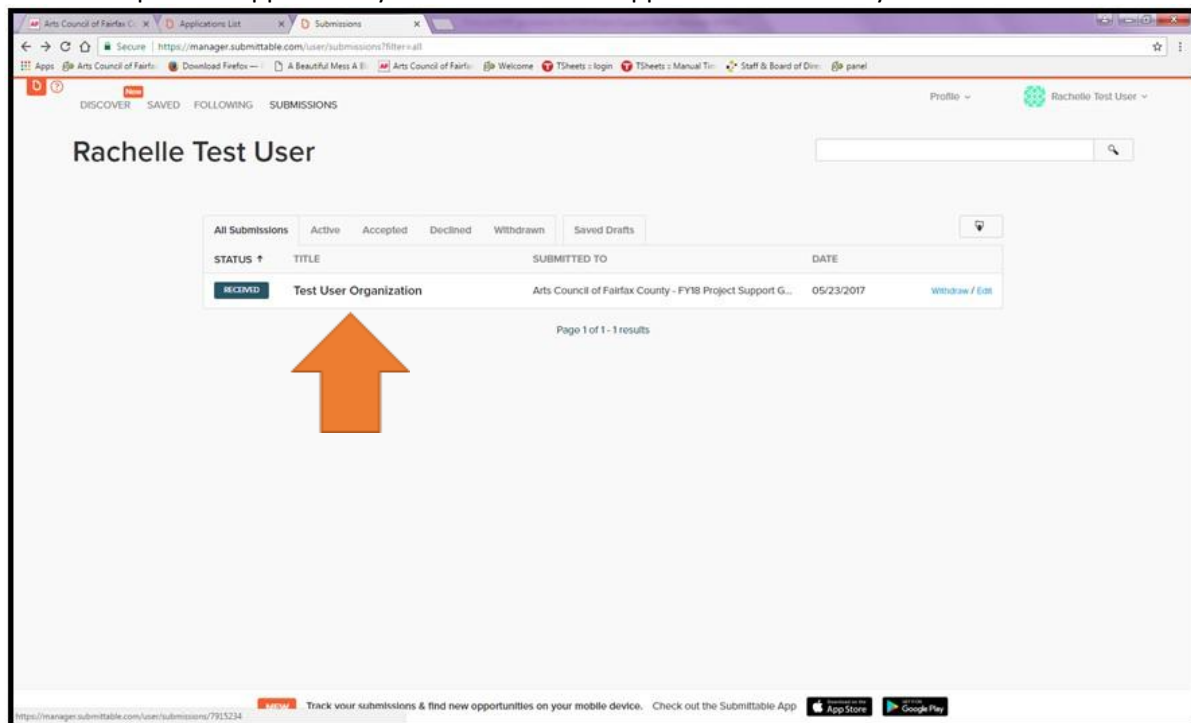


Figure 1

2. Select the 'Download' hyperlink. The application will be downloaded to a Word document where you can save the file and/or print.

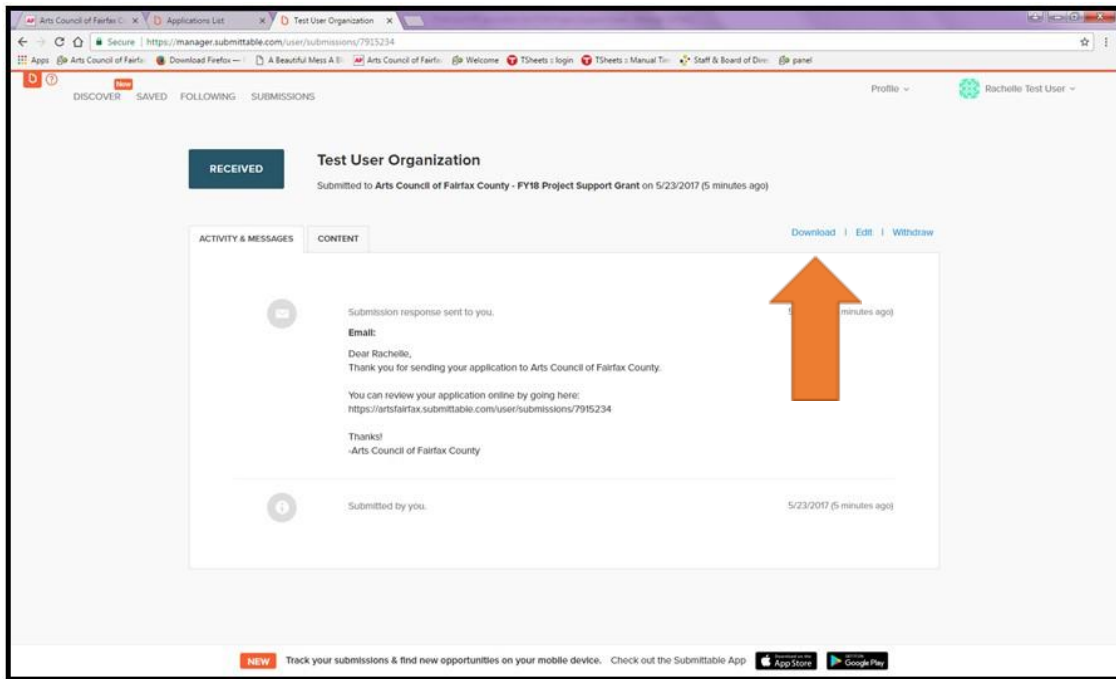


Figure 2

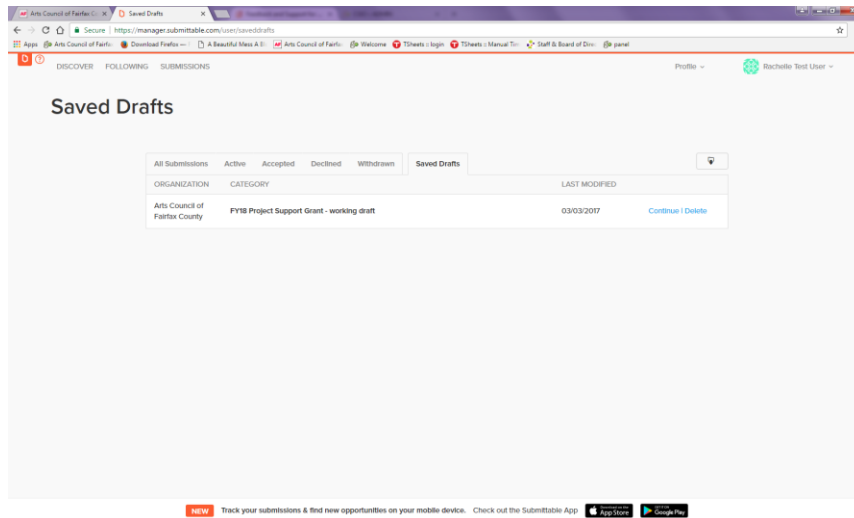
3. To print or create pdf files of your application, use the downloaded file, select 'export' file. Select create PDF, save your file to your computer then print.

## FAQS

### Save:

Upon your initial log-in to the application, please select **Save Draft** at the bottom of the application. The application will save to your drafts. The application features Autosave. An application will autosave as soon as any changes have been made to the form.

In the status dashboard you will find all submissions associated with the user; active, accepted, declined, and withdrawn applications and saved drafts.



**Technical assistance:**

For questions or technical assistance, select the question mark in the upper right corner of the application. Articles of frequently asked questions are available as well as Contact Support by email. You may also call Submittable at 855-467-8264.

**Print:**

To print your application, select Ctrl+P or print from the system's menu bar. The system will print the entire application with the exception of uploads.

**Forgot Password:**

Select forgot password from the log in screen. An email with a reset password link will be sent to the username/email address associated with the account.