Online Application Instructions

1. To apply for a grant, please visit https://artsfairfax.submittable.com

Home

ARTSFAIRFAX

Welcome to the **ARTS**FAIRFAX (formerly known Arts Council of Fairfax County) online application and grants management system!

ARTSFAIRFAX is a 501(c)(3) nonprofit organization incorporated in 1964 as Fairfax County's designated local arts agency.

ARTSFAIRFAX is the voice of the arts, dedicated to fostering dynamic and diverse local arts, ensuring that arts thrive by providing vision, leadership, capacity building services, advocacy, funding, education, and information.

In 2006, the Fairfax County Board of Supervisors established a community funding pool for the arts through a grant **ARTS**FAIRFAX. Each year, **ARTS**FAIRFAX distributes over $500,000 through five competitive grant programs: *Fast Track Grants, Operating Support Grants, Organizational and Professional Development, Project Support Grants, and Artist Grants.*

This online system is being used by **ARTS**FAIRFAX for a variety of programs including grants, public art, creative aging, and the artist residency program.

Before Beginning an Application:

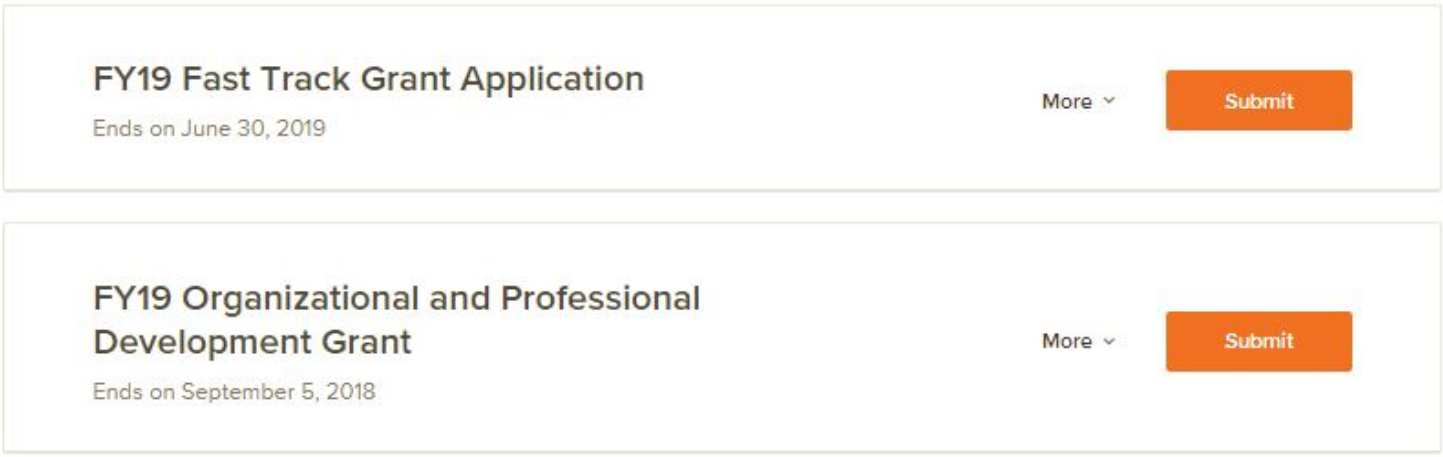
1. Review the guidelines (available on the **ARTS**FAIRFAX website and below with each category) including eligibility requirements and grant program review criteria.
2. Additional resources including grant preparation workshop presentations, model applications, and a budget webinar presentation located on the **ARTS**FAIRFAX website.
3. Grant Applicants are encouraged to attend a grant preparation workshop where the grant guidelines, review process, and on-line application will be explained in detail.
4. Keep a record of your user name and password - each artist/team/organization may have only one. Multiple staff members working on a single application will share the log in.
5. It's recommended that applicants prepare narrative responses in a word processing program prior to completing the online application.

Applications close at midnight on the due date.

Please contact **ARTS**FAIRFAX for instructions if you plan to apply for a grant with a Fiscal Sponsor.

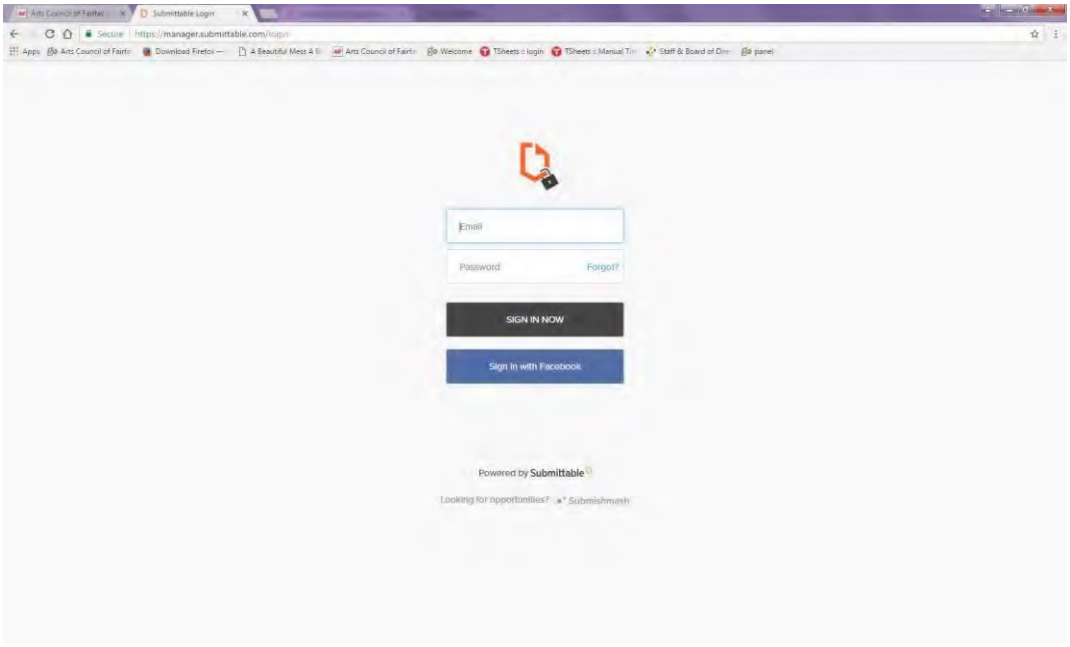
*Above, is a screen shot of the main screen of our online portal. The 'Home' button and **ARTS**FAIRFAX logo are hyperlinks that when selected will reroute you to the **ARTS**FAIRFAX website. For additional resources and/or information regarding grants, you can select the link listed under 'Before Beginning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

2. To apply for a grant, scroll to the bottom of the page and select the grant name or submit. (This list changes as applications are added throughout the year)



The next page provides a brief summary about the grant, a link to the guidelines and log in instructions.

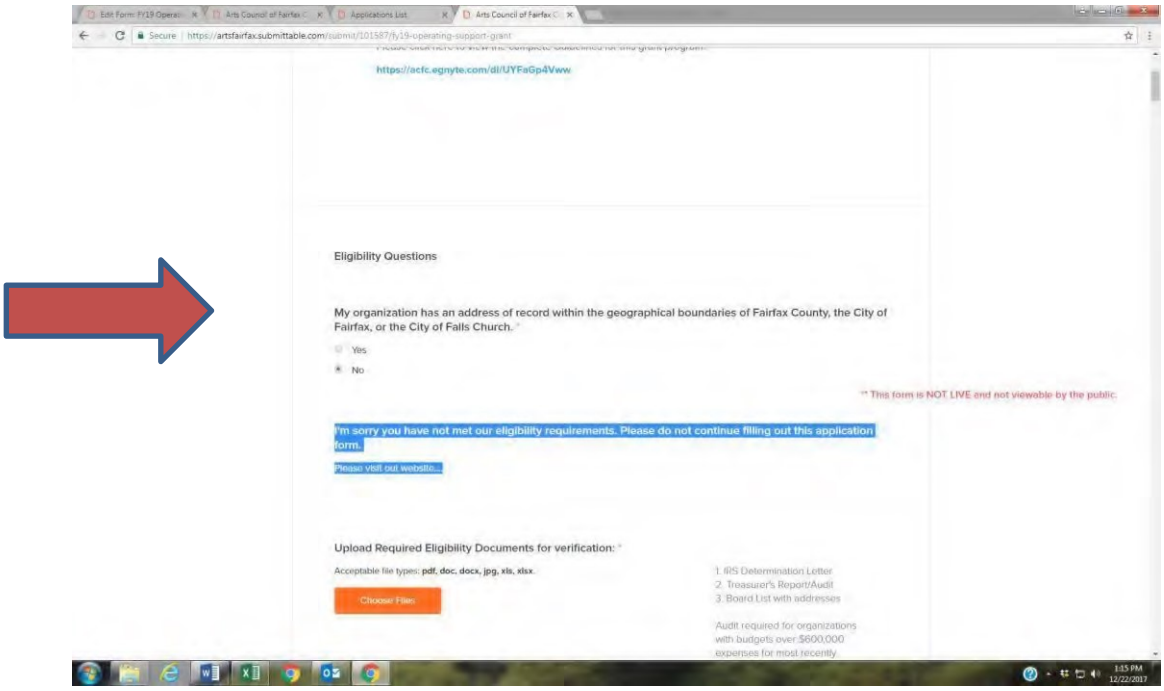
3. **Create one general log-in and password for your organization. Only one account can be associated with an organization. All staff members working on the grant will use the same log-in and password. Avoid using personal email accounts.**



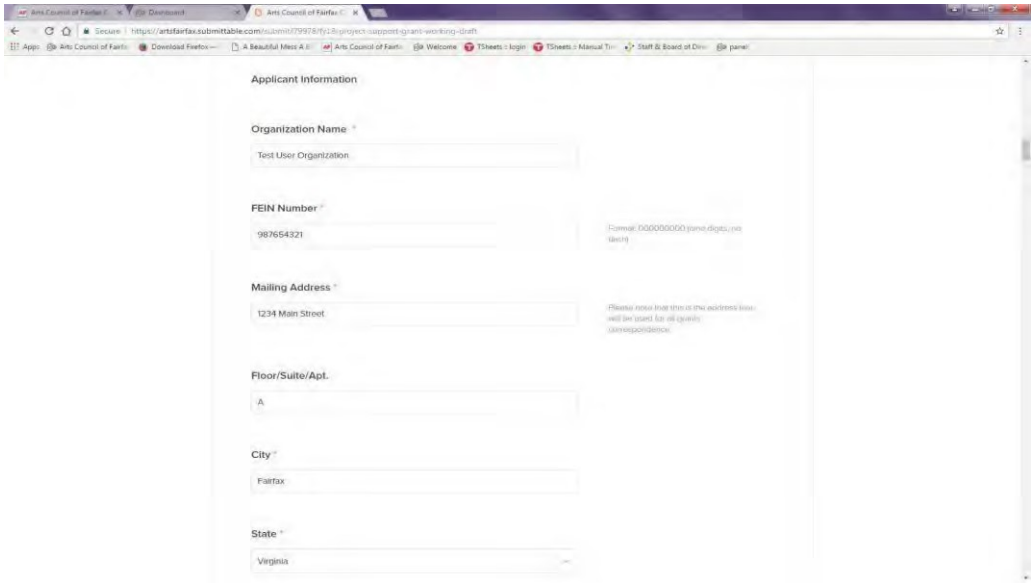
Log-in screen for returning users.

4. Once logged in, you will be redirected to the application form. The form consists of the grant description summary, link to guidelines, eligibility questions and application.

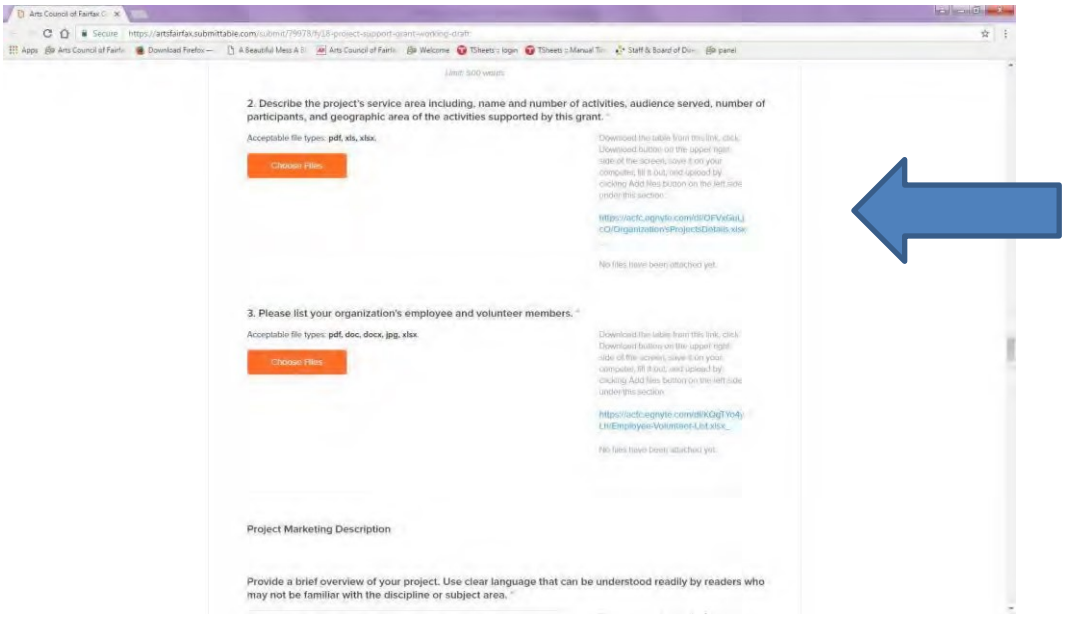
5. Scroll down to the first eligibility question. Be sure to read and answer each question carefully. If you are not eligible, you will receive a notice. (see below) If not eligible, do not continue filling out the application.



6. If eligible, upload the required eligibility documents for verification and continue to scroll down to proceed with the application. Some questions have directions located on the right. Please read them for additional instructions

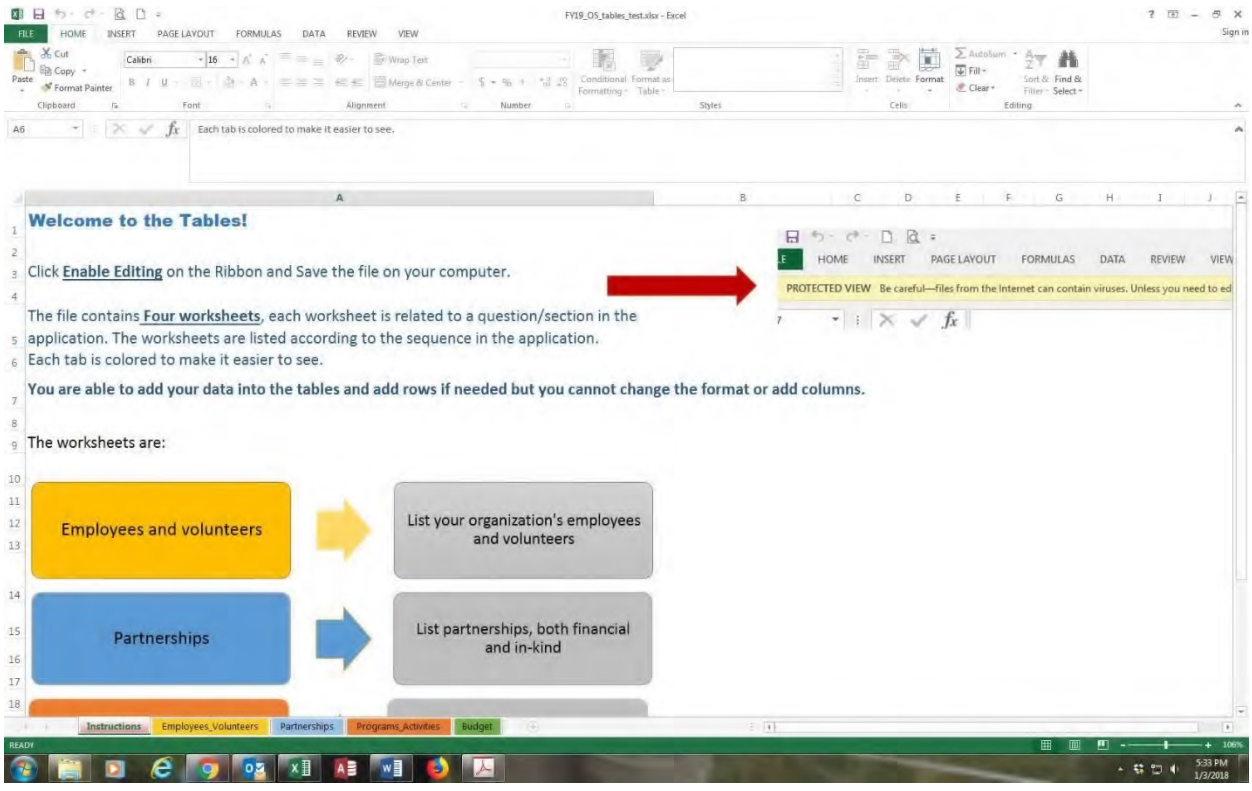


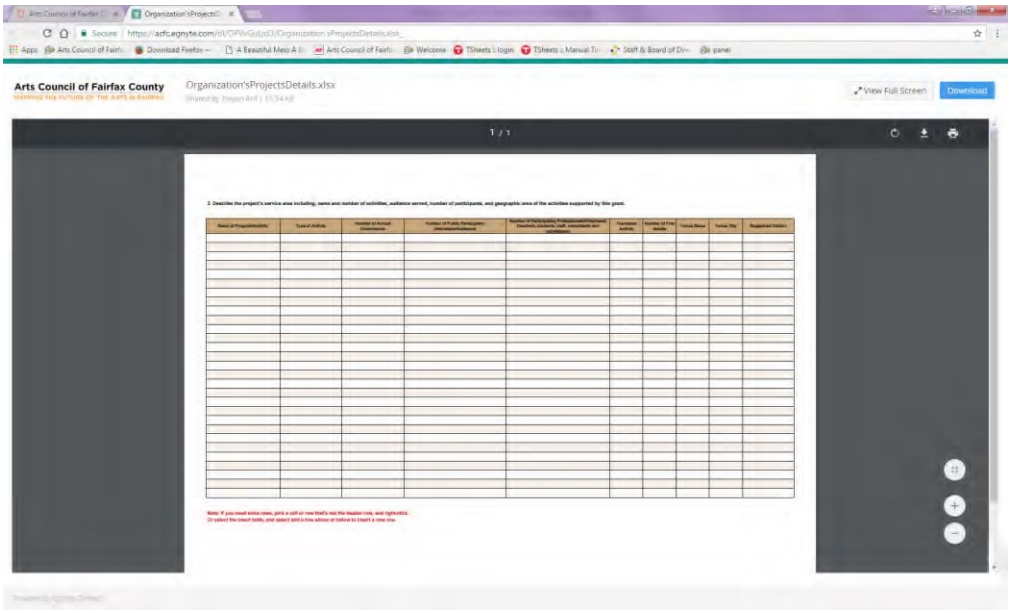
7. For narrative questions, enter text directly in the text box or copy and paste. Be mindful of the word count limit. Note: There is no word count counter visible, however the system will inform you if you are over the limit when you submit.



8. Uploads include required documents, required tables, work samples and supplementary materials. Acceptable file types: pdf, doc, docx, jpg, xls, xlsx.

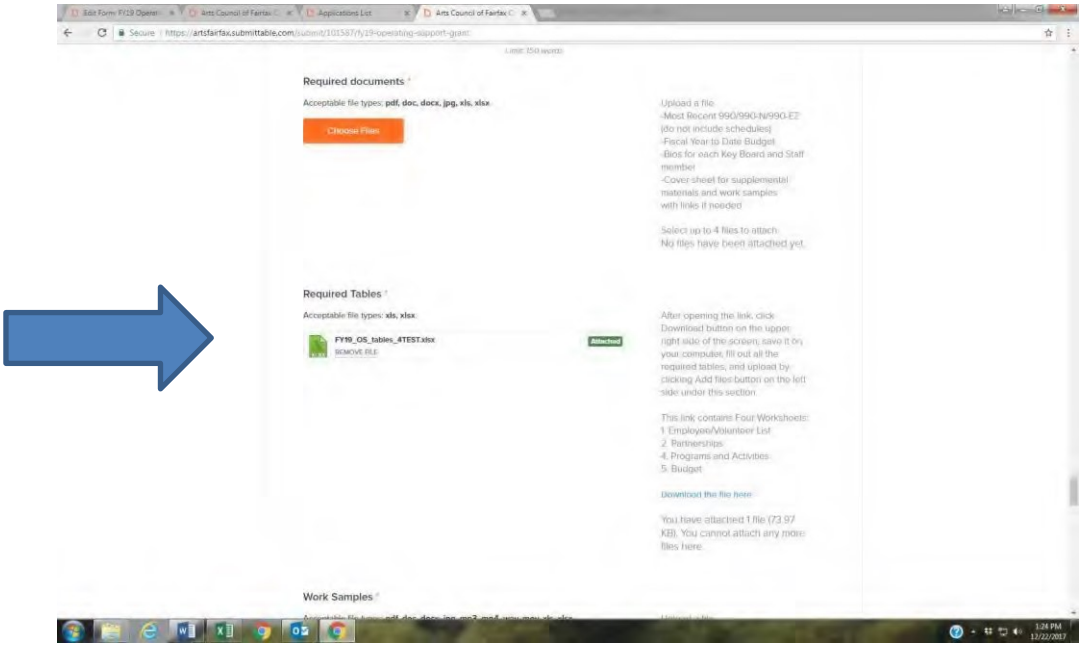
9. All of the tables are contained in a single XLS workbook. Click Download File Here, save the file onto your desktop, complete the tables, and upload to the application.





10. The tables include drop down menus for some table headings. If you need to add additional rows, pick a cell or row that's not the header row, and right-click or select Insert from the menu options, and select add a row above or below to insert a new row.

11. Once uploaded, you will see the file icon attached to the application. To remove the file, simply select Remove File.



12. Required documents:

Acceptable file types: pdf, doc, docx, jpg, xls, xlsx. Required documents include eligibility documents (IRS Determination Letter, Treasurer's Report/Audit, Board List with addresses) as well as Most Recent 990/990-N/990-EZ (do not include schedules), Fiscal Year to Date Budget, - Bios for each Key Board and Staff members, Cover sheet for supplemental materials and work samples with links if needed.

13. Work samples:

Acceptable file types: pdf, doc, docx, jpg, xls, xlsx. Applicants are required to submit samples of their work for Operating Support and Project Support grants. The samples should reflect the highest professional standards. The panel will review a maximum of five minutes per sample of recorded material. Submit up to **three** recent examples of original work. Name the file (WS_01_ Organization Name).

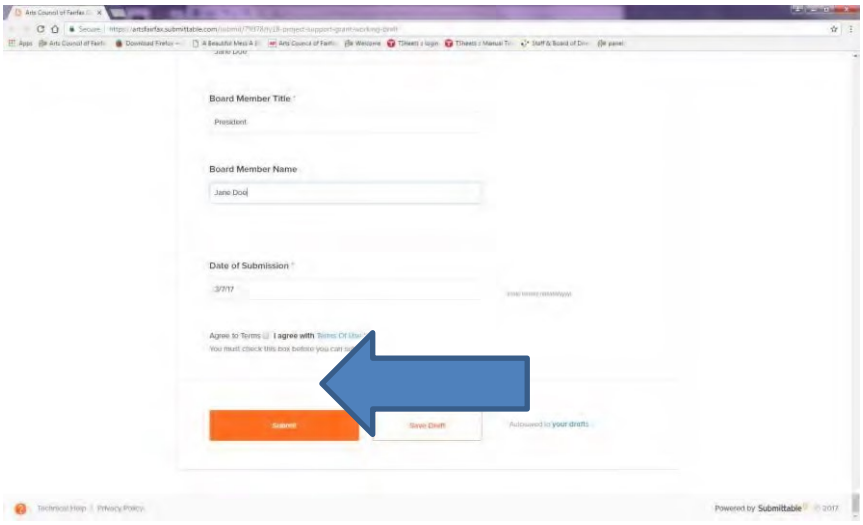
14. Support materials:

Acceptable file types: pdf, doc, docx, jpg, xls, xlsx. Submit up to **five** Supplemental Materials that describe recent activities (within the last two years). 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 file SM_ Organization Name_01)

15. Save:

You do not need to complete the application in one sitting. Upon your initial log-in to the application, please select Save Draft at the bottom of the application. Your application will autosave as soon as any changes have been made to the form. When logging in subsequent times, you may access the application through clicking on the grant name from the home page OR the upper right hand corner – click the down arrow by the user name and select my submissions.

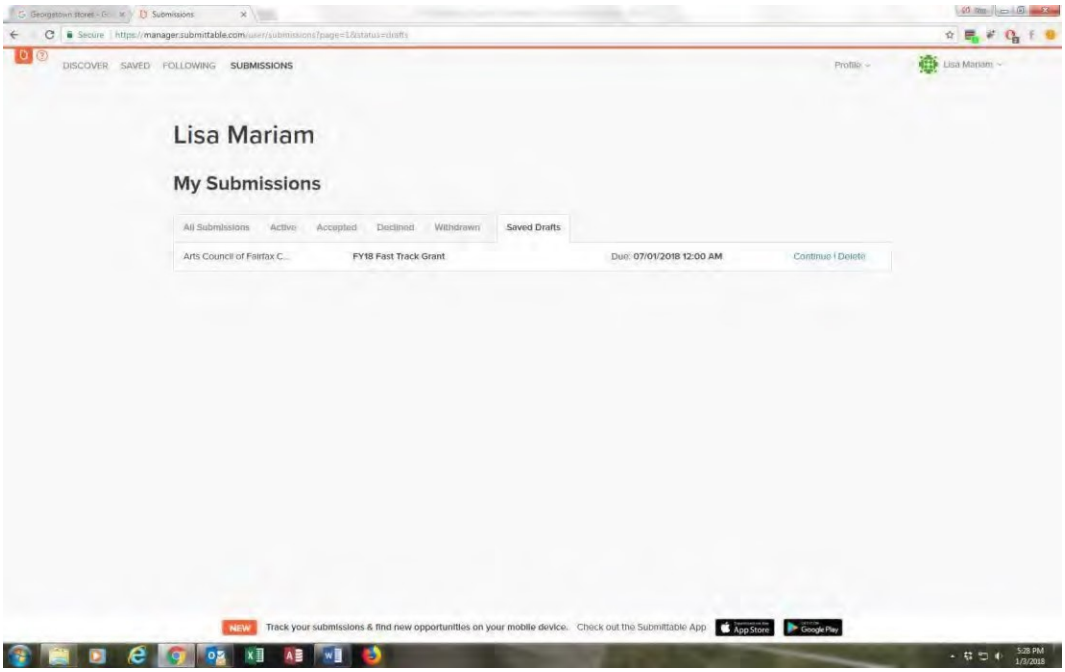
16. Once all questions and uploads are complete, agree to Terms and Conditions and Submit.



17. Confirmation of Submission

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

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

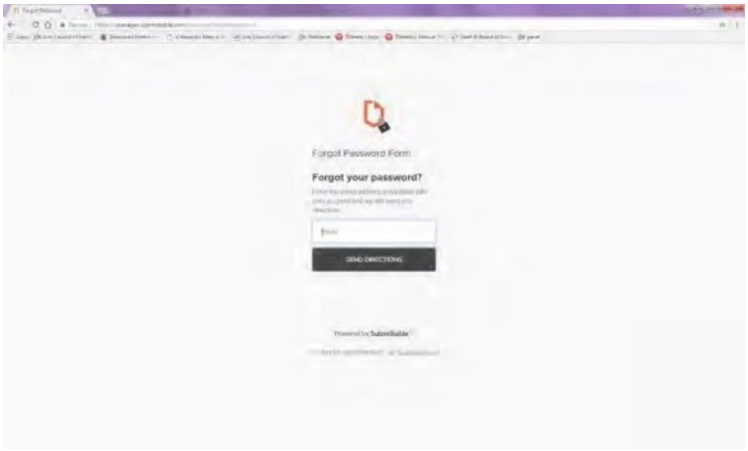


Technical assistance:

For questions or technical assistance, select the question mark or Technical Help link at the bottom left of the application. Articles of frequently asked questions are available as well as Contact Support by email or call 855-467-8264.

Print:

To print your application, select Ctrl+P. The system will print all the entire application with the exception of uploads

Forgot Password:

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