



## Online Application Instructions

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

[Home](#)



Welcome to the **ARTSFAIRFAX** (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 **ARTSFAIRFAX**. Each year, **ARTSFAIRFAX** 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 **ARTSFAIRFAX** for a variety of programs including grants, public art, creative aging, and the artist residency program.

**Before Beginning an Application:**

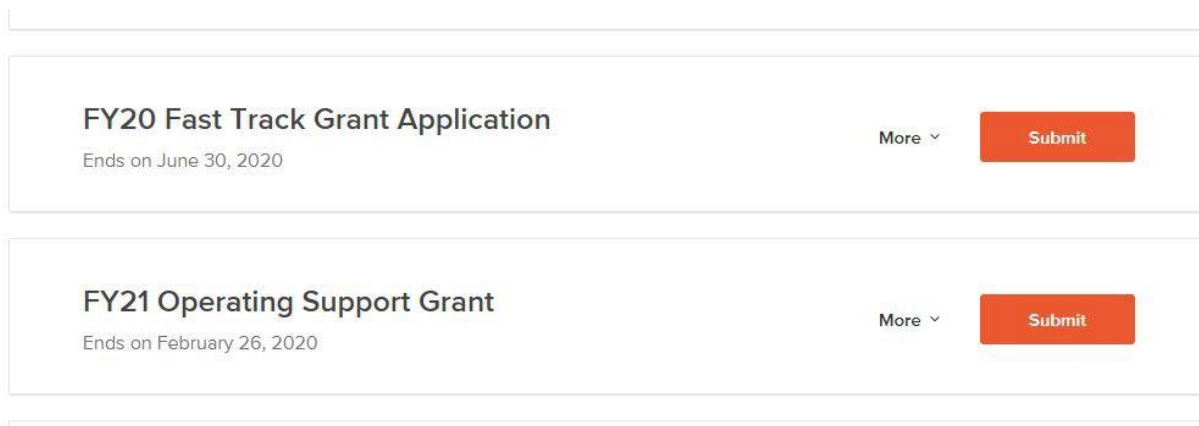
1. Review the guidelines (available on the **ARTSFAIRFAX** website and below with each category) including eligibility requirements and grant program review criteria.
2. Additional resources including grant preparation workshop presentations, model applications, and a budget webinar presentation located on the **ARTSFAIRFAX** [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 **ARTSFAIRFAX** 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 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'.

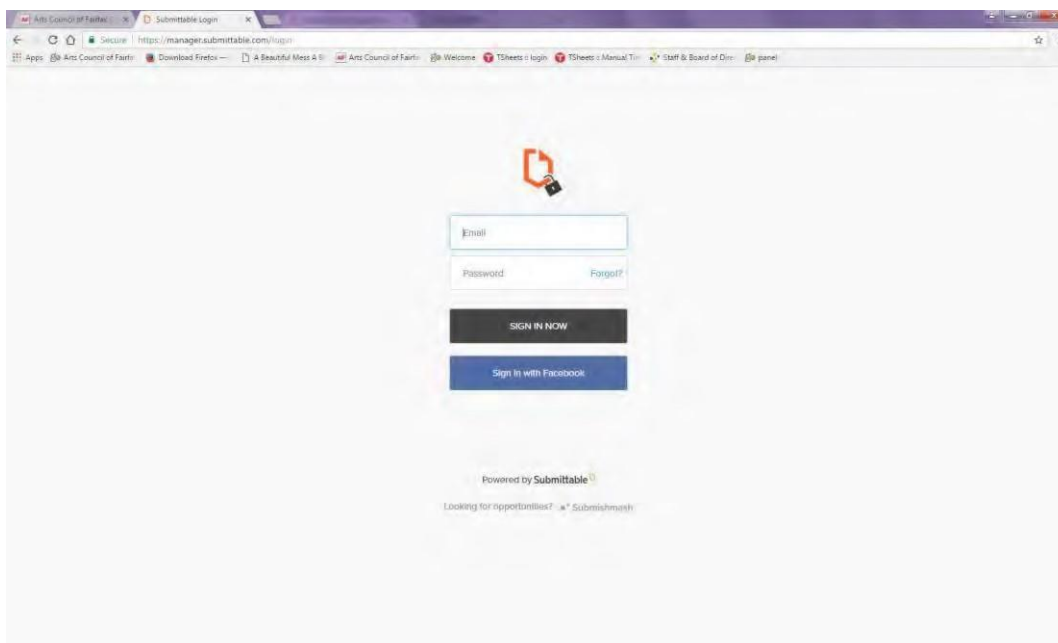
To apply for a grant, scroll to the bottom of the page and select the grant name or submit. (This list changes as applications are added throughout the year)



The image shows two grant application cards. The first card is for the 'FY20 Fast Track Grant Application', which ends on June 30, 2020. It features a 'More' dropdown menu and a red 'Submit' button. The second card is for the 'FY21 Operating Support Grant', which ends on February 26, 2020. It also features a 'More' dropdown menu and a red 'Submit' button.

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

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.*

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.

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.



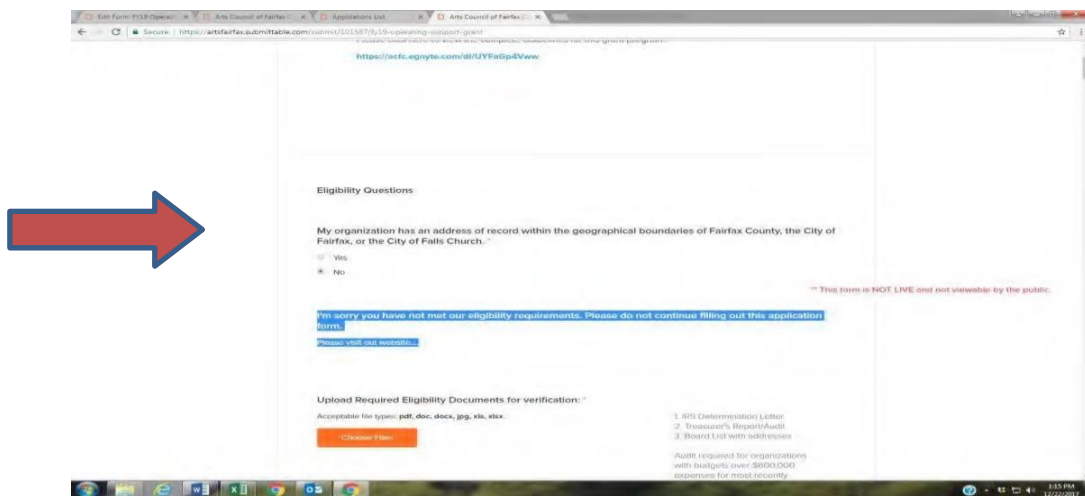
 [Follow](#)

### FY21 Operating Support Grant

Ends on February 26, 2020

**ARTSFAIRFAX's** Operating Support Grants invest in the organizational goals and objectives of the County's arts institutions, helping them maintain their ongoing programs, services, and facilities. Rather than focus on new initiatives as justification for funding, Operating Support Grants seek to maintain organizational stability as a platform for the growth of the arts in Fairfax County. As **ARTSFAIRFAX's** largest grant program, Operating Support Grants generate recognition for a broad spectrum of the County's cultural organizations.

[Click Here](#) to view the complete Guidelines for this grant program.



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 for additional instructions.

**Applicant Information**

**Organization Name \***  
 Test User Organization

**FEIN Number \***  
 987654321

**Mailing Address \***  
 1234 Main Street

**Floor/Suite/Apt.**  
 A

**City \***  
 Fairfax

**State \***  
 Virginia

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.

The tables are built into the online system.

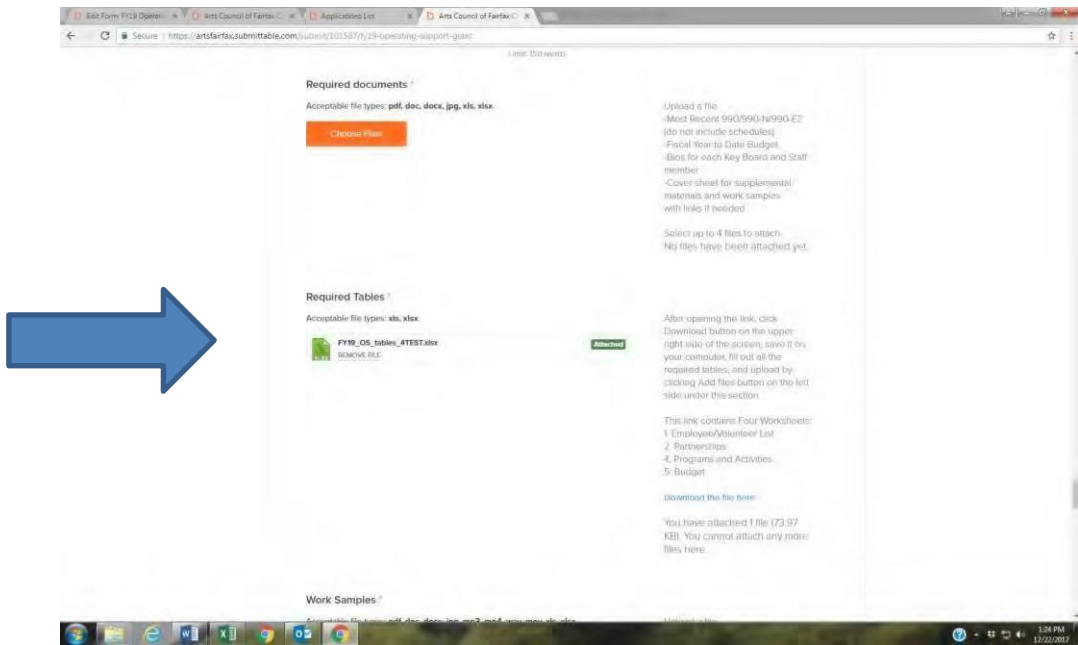
**2. Describe the project's service area including, name and number of activities, audience served, number of participants, and geographic area of the activities supported by this grant.**  
 Acceptable file types: pdf, xls,.xlsx  
 Choose Files

**3. Please list your organization's employee and volunteer members.**  
 Acceptable file types: pdf, doc, docx, jpg, xlsx  
 Choose Files

**Project Marketing Description**  
 Provide a brief overview of your project. Use clear language that can be understood readily by readers who may not be familiar with the discipline or subject area.

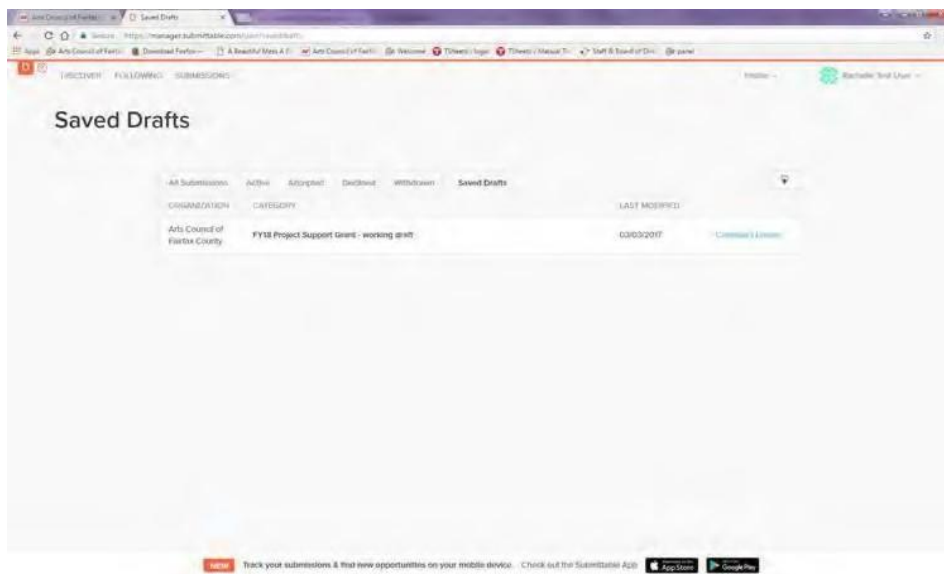
Uploads include required documents, work samples, and supplementary materials. Acceptable file types are listed and include: pdf, doc, docx, jpg, mp4, xls, xlsx.

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



Your application will autosave as soon as any changes have been made to the form. You also have the option of clicking Save Draft at the bottom of the page, but this is not needed.

You do not need to complete the application in one sitting. When logging in subsequent times, you may access the application by 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.



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

Board Member Title\*  
President

Board Member Name  
Jane Doe

Date of Submission\*  
3/2/17

Agree to Terms  I agree with [Terms of Use](#)  
You must check this box before you can submit.

Submit Save Draft Auto-saved to your drafts

If any required fields are missing or incorrect format, the application will not submit. Go back through the application and look for red error messages. Correct the information and resubmit.

### Confirmation of Submission

Once your application has been submitted, an email notification will go out to the email address associated with the user/organization. Please check spam or junk if you do not receive the email.

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

If you submit before the deadline and find that you need to edit the application, contact ArtsFairfax and we will open the application for editing.

DISCOVER SAVED FOLLOWING SUBMISSIONS Profile Lisa Mariam

### Lisa Mariam

#### My Submissions

All Submissions Active Accepted Declined Withdrawn Saved Drafts

Submission Title	Due	Actions
Arts Council of Fairfax C... FY18 Fast Track Grant	07/01/2018 12:00 AM	Continue   Delete

Track your submissions & find new opportunities on your mobile device. Check out the SubmitTable App

**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.

**To Print:**

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

**If you forget your Password:**

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

