Online Application Instructions

For ArtsFairfax applications on the Submittable Platform
Updated: June 2022
ArtsFairfax Submittable Home Page:

To begin an application, visit [http://artsfairfax.submittable.com](http://artsfairfax.submittable.com)

Above, is a screen shot of the welcome page of our online grant submission portal. Selecting the ‘Home’ button in the upper left corner or ArtsFairfax logo will redirect you to the ArtsFairfax website. For additional resources and/or information regarding grants, select the link listed under the header “Before Beginning an Application.”

Blank applications and tables are available to download on ArtsFairfax’s website, but only information submitted through the online application will be reviewed.
List of Open Applications:

To apply for a grant, scroll to the bottom of the page and select the grant name or orange “submit” button. This list updates as applications open and close throughout the year.

To access an application that has already been submitted or return to an application you started, click the “View your Submissions” button at the top right of the Home page, above the ArtsFairfax logo, and log in. If you are already logged in, click your account name in the top right corner and select “My Submissions” from the drop-down menu.
Logging In:

After clicking through to the application page, you will be asked to log in or create an account.

Create one general log-in and password. Only one account can be associated with an organization. Avoid using personal email accounts. If needed, the email associated with your account can be changed in the account settings. You will also be able to invite others to collaborate on your application after you get started.

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.
Introduction and Eligibility Form:

After logging in, you will see a summary of the grant, a link to the guidelines, and a list of eligibility questions.

You must fill out the eligibility quiz before moving on to the main portion of the application. Be sure to read and answer each question carefully. After completing, click “Next” at the bottom of the application. If you are not eligible, you will receive a notice from the system. If this is an error, contact grants staff.

Once the eligibility form is complete, you will be redirected to the main application form.
Main Application Form:

Upload the required eligibility documents for verification and continue to scroll down to proceed with the application. Please note that some questions include additional instructions below the answer box.

File Uploads:

File uploads are located throughout the application. Read the instructions carefully and upload the requested files to the appropriate sections. At the end of the application there is a checklist of all of the uploads.

Once uploaded, you will see the file icon attached to the application. To remove the file, simply select the trash can icon to the right of the file name.
**Narrative questions:**

2. Describe your organization’s history.

*Suggested word count: 150 - 250*

For narrative questions, enter text directly in the text box or copy and paste. You can also make the text box larger by clicking and dragging the bottom right corner.

Be mindful of the recommended word count. Note: There is no word count counter visible, and most applications will not have a fixed word count for long answer responses.

**Tables:**

*Program and Activities Table*

<table>
<thead>
<tr>
<th>List of Arts Activities and Services by category for 07/01/22 - 06/30/23 (Categories: arts education, performances, workshops, exhibitions, classes, camps, etc.)</th>
<th>Number of Occurrences</th>
<th>Venue Zip Code</th>
<th>Magisterial District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
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</tr>
</tbody>
</table>

The tables are built into the online system. You will enter text directly into the form. You can also make the table bigger by clicking the arrows on the top right.

Certain tables, such as Financial or Budget tables, will include common formulas like SUM. As you enter data, the table will automatically make calculations in these cells.

Blank applications and tables can be downloaded from the ArtsFairfax website.
**Saving drafts:**

Your application will autosave as soon as any changes have been made to the form. It is recommended that you click save draft at the bottom of the page before exiting the application. Log out of Submittable when you are not actively working in the application. If you are planning to work in the application for a long continuous period of time, be sure to occasionally refresh the application page.

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 top right corner—click your username and select “My Submissions” from the drop-down menu.

**Collaboration Feature:**

Applicants may work on submissions with multiple staff members through the collaboration feature. Invited collaborators will receive an email, letting them know you have invited them to collaborate on a draft submission.

Select the “Invite Collaborators” link and enter email addresses. Collaborators can work on the application simultaneously. For more information about this feature, visit:


**Final Submission:**

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

A * denotes a required question.

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 make changes the application, contact ArtsFairfax grants staff to open the application for editing.

Technical Assistance:

For questions about the application or technical assistance, contact ArtsFairfax Grants Staff. For technical errors, you can also visit Submittable’s help FAQ.

https://submittable.help/en/

To Print:

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