



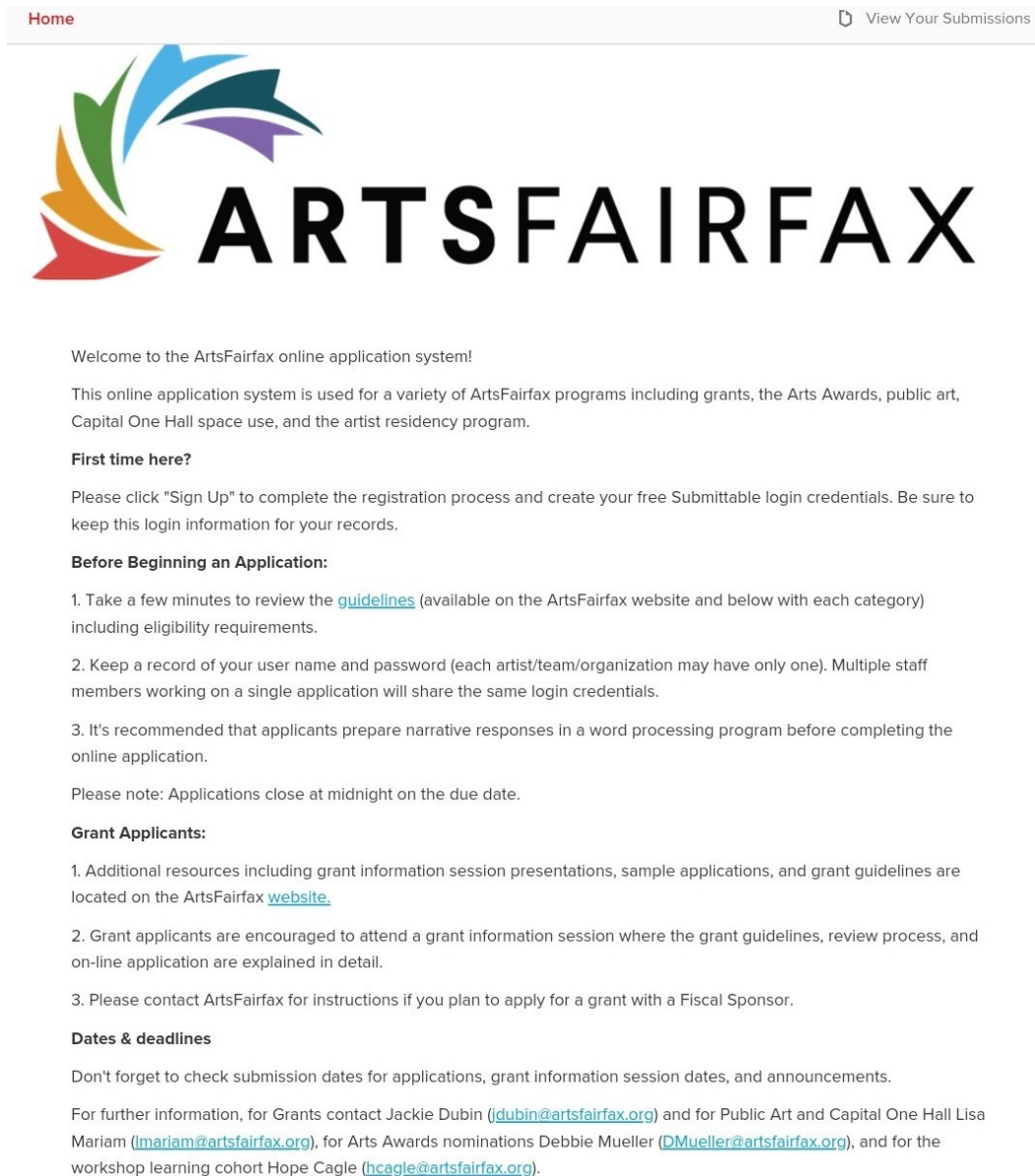
Online Application Instructions

For ArtsFairfax applications on the Submittable Platform

Updated: June 2022

ArtsFairfax Submittable Home Page:

To begin an application, visit <http://artsfairfax.submittable.com>



Home View Your Submissions

ARTSFAIRFAX

Welcome to the ArtsFairfax online application system!

This online application system is used for a variety of ArtsFairfax programs including grants, the Arts Awards, public art, Capital One Hall space use, and the artist residency program.

First time here?

Please click "Sign Up" to complete the registration process and create your free Submittable login credentials. Be sure to keep this login information for your records.

Before Beginning an Application:

1. Take a few minutes to review the [guidelines](#) (available on the ArtsFairfax website and below with each category) including eligibility requirements.
2. 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 same login credentials.
3. It's recommended that applicants prepare narrative responses in a word processing program before completing the online application.

Please note: Applications close at midnight on the due date.

Grant Applicants:

1. Additional resources including grant information session presentations, sample applications, and grant guidelines are located on the ArtsFairfax [website](#).
2. Grant applicants are encouraged to attend a grant information session where the grant guidelines, review process, and on-line application are explained in detail.
3. Please contact ArtsFairfax for instructions if you plan to apply for a grant with a Fiscal Sponsor.

Dates & deadlines

Don't forget to check submission dates for applications, grant information session dates, and announcements.

For further information, for Grants contact Jackie Dubin (jdubin@artsfairfax.org) and for Public Art and Capital One Hall Lisa Mariam (lmariam@artsfairfax.org), for Arts Awards nominations Debbie Mueller (DMueller@artsfairfax.org), and for the workshop learning cohort Hope Cagle (hcagle@artsfairfax.org).

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:

FY23-24 Fairfax Poet Laureate Application Ends on July 30, 2022	Guidelines ▾	Submit
FY23 Operating Support Grant Application - Long Form (over \$50,000 Budget) Ends on June 9, 2022 (in 10 hours)	Guidelines ▾	Submit

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.

[Home](#) [View Your Submissions](#)



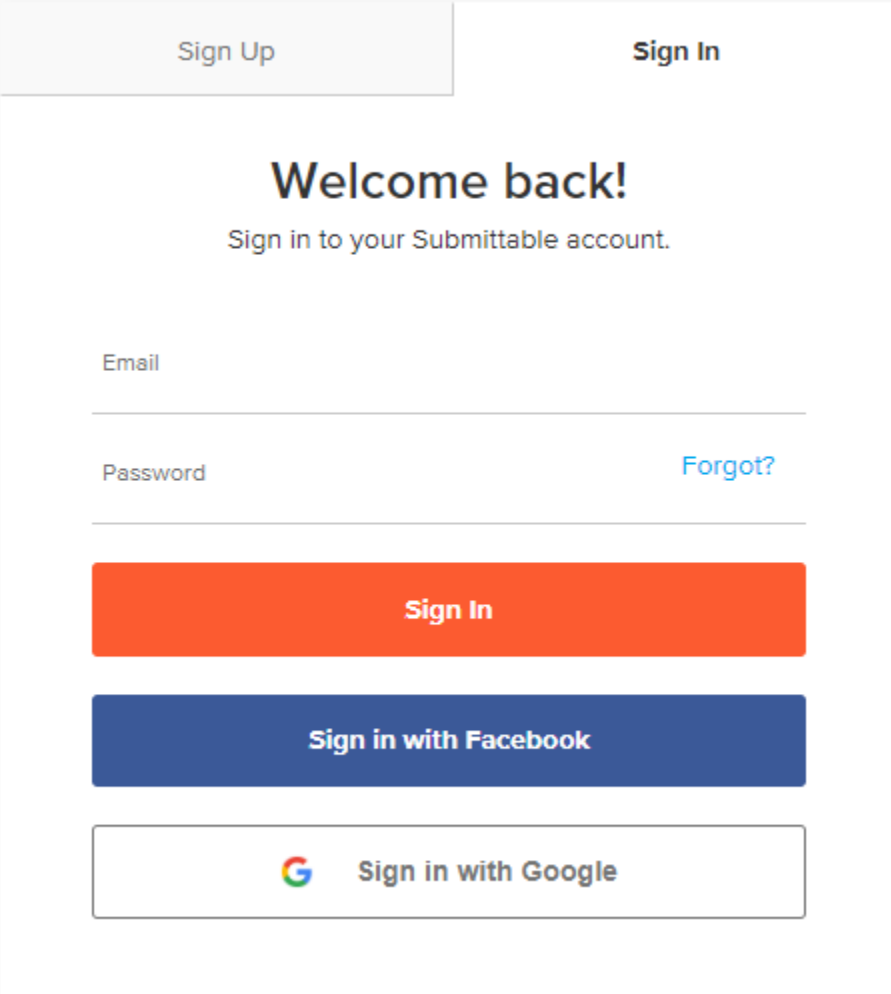
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Logging In:



Sign Up Sign In

Welcome back!


Sign in to your Submittable account.

Email

Password [Forgot?](#)

Sign In

Sign in with Facebook

 **Sign in with Google**





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:

    [Follow](#)

FY23 Operating Support Grant Application - Long Form (over \$50,000 Budget)

Ends on June 9, 2022 (in 10 hours)

ArtsFairfax's Operating Support Grants invest in the organizational goals and objectives of the County's arts organizations, 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.

Complete the eligibility quiz below to begin your application.

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

My organization has an address of record within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church. *

- Yes
 No

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:

Eligibility Continued

Are you applying with a Fiscal Sponsor? *

Yes

No

Upload Required Eligibility Documents for verification: *

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

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

1. IRS Determination Letter
2. Treasurer's Report/Audit*
3. Board List with addresses**

*Audit required for organizations with budgets over \$750,000 expenses for most recently completed fiscal year.

**Include Board members' profession, work address, and place of residence. Highlight members who live or work in Fairfax.

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.

Upload Required Eligibility Documents for verification: *



TR_Organization_Name.docx



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 *



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

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:

FY23 Operating Support Grant Application - Long Form (over \$50,000 Budget)

Ends on June 9, 2022 (in 9 hours)



 [Invite Collaborators](#)



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:

<https://submittable.help/en/articles/3654810-how-can-i-invite-people-to-collaborate-with-me-on-a-submission>

Final Submission:

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

I agree with [Terms of Use](#) *

 This field is required.

Save Draft


Submit

 Last Saved 8 minutes ago

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.



 The "1. Describe your organization's mission, goals, and values." field is required.

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.