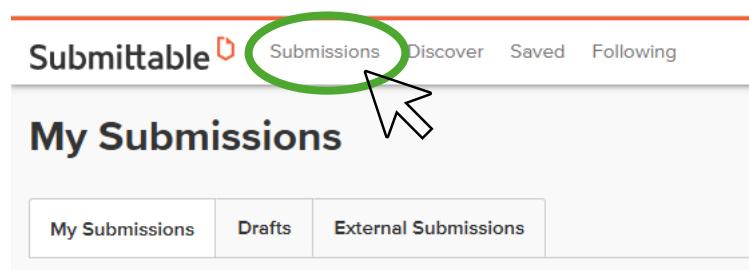




These instructions will show you how to 1) request the ability to edit your previously submitted Organization Profile, and 2) how to access the application once it has been re-opened for edits.

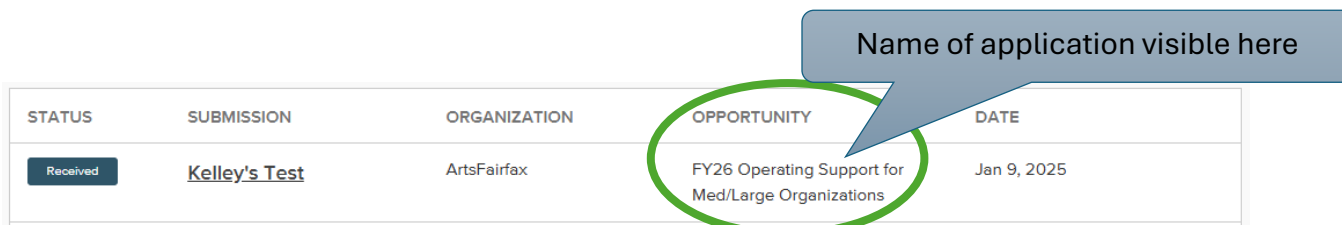
Request to Edit an Application

1. Navigate to My Submissions (Top left corner)



2. Find the Application you wish to edit.

If you would like to reopen last year's profile for editing, in the Opportunity Column, look for the submission titled "Organization Profile for Grant Applicants." (NOT the "FY24 Organization Profile for Grant Applicants")

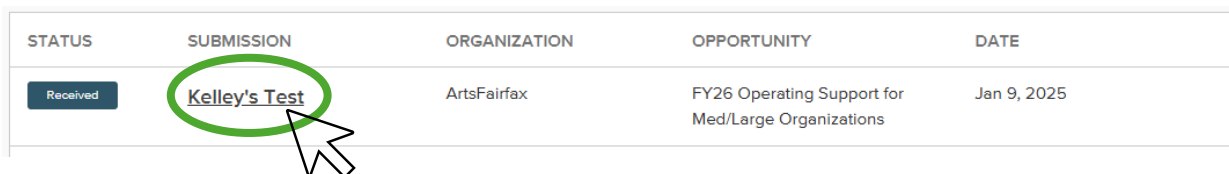


A screenshot of a table listing submissions. The table has five columns: STATUS, SUBMISSION, ORGANIZATION, OPPORTUNITY, and DATE. The first row shows a submission with the status "Received", the title "Kelley's Test", the organization "ArtsFairfax", the opportunity "FY26 Operating Support for Med/Large Organizations", and the date "Jan 9, 2025". The "OPPORTUNITY" column is circled in green, and a blue callout box with the text "Name of application visible here" points to it.

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Received	Kelley's Test	ArtsFairfax	FY26 Operating Support for Med/Large Organizations	Jan 9, 2025

3. Open the submission you would like to edit.

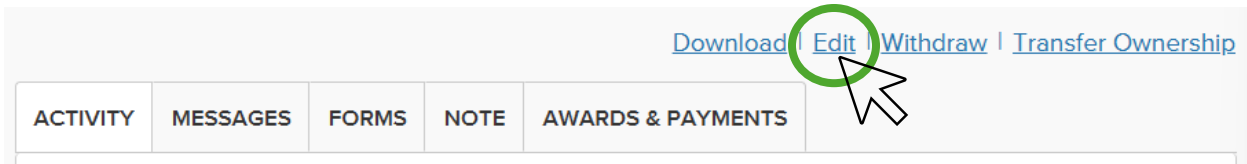
This column is likely to be the name of your organization.



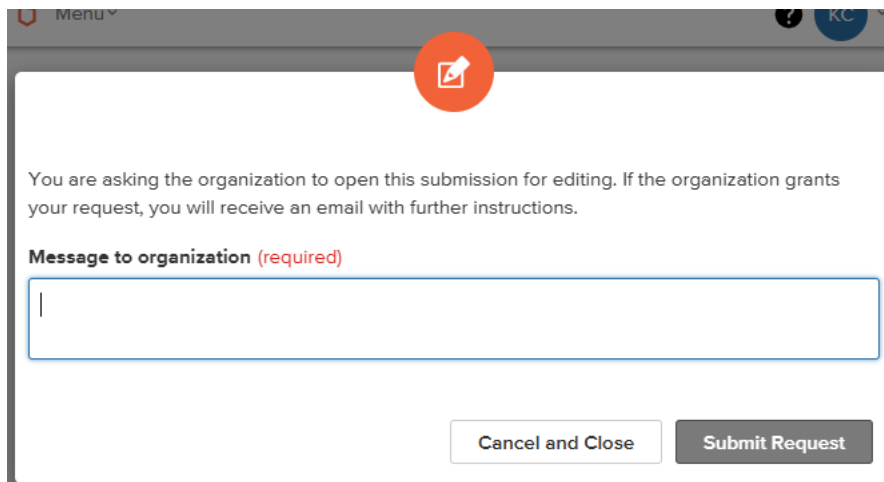
A screenshot of a table listing submissions, similar to the one above. The "SUBMISSION" column is circled in green, and a mouse cursor is pointing at it.

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Received	Kelley's Test	ArtsFairfax	FY26 Operating Support for Med/Large Organizations	Jan 9, 2025

4. Select the blue “Edit” link above the application tabs.



5. Complete the pop up and “submit request” to reopen.



The pop-up dialog box contains the following text and elements:

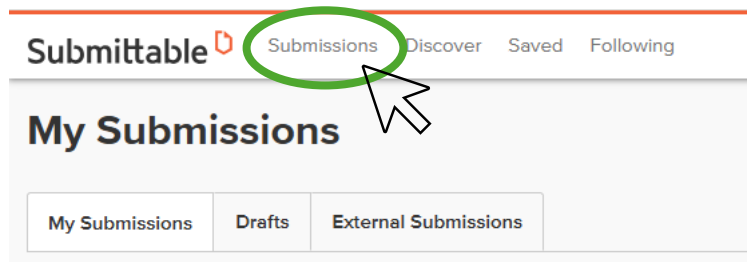
- A red circular icon with a white pencil and arrow symbol.
- Text: "You are asking the organization to open this submission for editing. If the organization grants your request, you will receive an email with further instructions."
- Text: "Message to organization (required)"
- A text input field with a vertical cursor.
- Two buttons: "Cancel and Close" and "Submit Request".

An ArtsFairfax staff member will reopen your submission **within 1 business day** of your request.

View Submittable’s [instructions for editing submissions](#).

Accessing a submitted application to make edits:

1. Navigate to My Submissions (Top left corner)



2. Find the Application you wish to edit.

If you would like to reopen last year's profile for editing, in the Opportunity Column, look for the submission titled "Organization Profile for Grant Applicants." (NOT the "FY24 Organization Profile for Grant Applicants")

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Received	Kelley's Test	ArtsFairfax	FY26 Operating Support for Med/Large Organizations	Jan 9, 2025

Name of application visible here

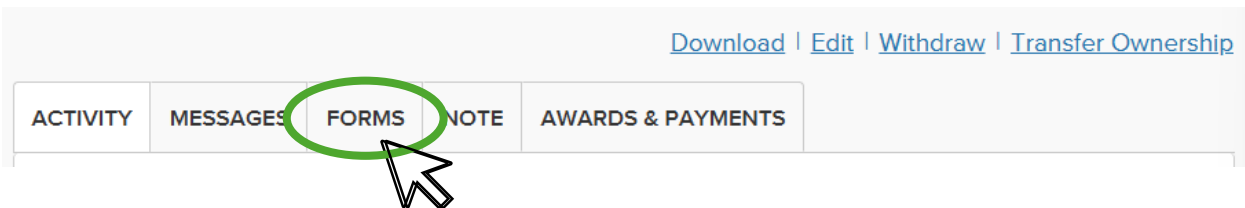
3. Open the submission you would like to edit.

This column is likely to be the name of your organization.

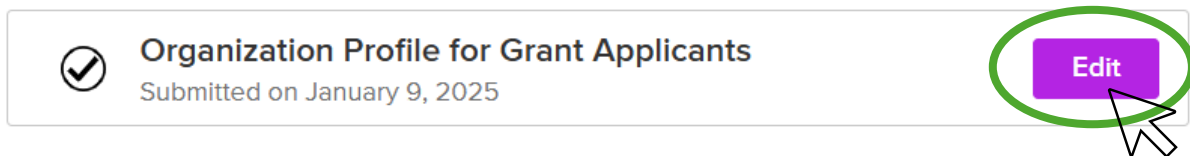
STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Received	Kelley's Test	ArtsFairfax	FY26 Operating Support for Med/Large Organizations	Jan 9, 2025



4. In the submission, select the third tab on the page, “Forms”



5. Select the “Edit” button.



6. Once you have completed all changes, be sure to “Submit Form.”

Follow the grant application instructions to download your updated Organization Profile to use in your FY26 ArtsFairfax grant applications.