

Grant Application Process Helpful Hints

Once you have entered the Grant Portal you will

Create an Account

1. Fill out all the required fields.
 - a. The site will produce a red bar around questions left unanswered and will not let you submit the form until all required questions have answers.
2. Note that once you have set up your Account, your email address is your login.
 - a. You will receive an email confirmation once you successfully set up an account.
 - b. If you cannot remember your login, contact nac.grants@nebraska.gov
3. You can choose any password you like. Make sure it is something you can remember or keep it in a secure place so you can reference it later.
 - a. You can also reset your password from the site if you forget
 - b. NAC cannot see your password so we cannot help you retrieve it, you will need to hit the Forgot your password link and make a new one.
4. NOTE: More than one person can set up an account on behalf of the organization.
 - a. NAC encourages organizations to identify the key individuals to apply for grants, authorizing officials, and other relevant contacts prior to creating an account.
 - b. NAC will make sure all accounts (email login addresses) are captured under the Tax ID number for that organization.
 - c. An account must be tied to an organization and identified through its Tax ID number. If you do not know your organization's Tax ID number, you must locate it before creating an account.

Applicant Dashboard

Once you have created an account, you will log in and you will see the Applicant Dashboard.

Nebraska Arts Council

Apply Organization History Fax to File

Applicant Dashboard

Applicant: Ms. Jenniter L. Dreibelbis jenndreibel@gmail.com 402-595-2124 1030 South 32 Street Omaha, NE 68105 USA Contact Email History	Organization: ABC Organization 21-8888888 402-616-1802 1030 South 32 Street Omaha, NE 68105 USA
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ⓘ If your organization information does not appear correct, please contact the funder. Thank you.

TEST

Process: Example Process			
LOI	Submitted	02/02/2018	View LOI
Decision	Undecided		

1. Hit Apply on the top bar to see which applications are open

Nebraska Arts Council

Apply Organization History Fax to File

Apply

Enter Access Code Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Artists in Schools/Communities - Set Accepting Submissions from 02/14/2018 to 03/15/2018 Apply

Preview Send to GrantHub

Arts Learning Grant Accepting Submissions from 02/14/2018 to 03/15/2018 Apply

Preview Send to GrantHub

Arts Project Grant Accepting Submissions from 02/14/2018 to 03/15/2018 Apply

Preview Send to GrantHub

- If you were emailed an Access Code please note the Enter Access Code box at the top right of the page.
- Do not worry about this if you did not receive an access code via email.

- Choose the Grant you want to apply for in our system by hitting the  on the application you want.
- Preview Button NOTE: This is to preview the application PRIOR to submitting an actual application. DO NOT use the PREVIEW button to complete your application. Use the  button when ready to enter grant information.

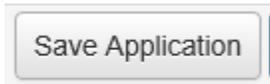
Grant Application

Once you have chosen the grant you want to apply for and opened it, you will complete each question on the screen.

- Pay attention to the prompts on the screen.
 - * means the question is required
 - Some questions require set formats of dates, currency or numbers. The system will tell you if you enter information in the wrong format.

- c. Pay attention to file size limits on the upload sections. If your attachment is too large, you must reduce the file size or include a hyperlink instead of the actual document.
 - i. You can reduce file size by trying another format, for example, PDF versus JPEG, etc. or
 - ii. You can reduce file size by reducing the resolution or size of pictures and other print materials.
2. The budget template is provided for you in the application (except ASE applicants, those were emailed to you with your Access Code).
 - a. Click on the hyperlink to pull up the budget template
 - i. If the budget appears split on your screen, hit the enable edit button on the top of your computer screen and it should go back to correct formatting.
 - b. Save the budget to your computer and be sure to name it something you can remember to attach to the application later.
 - c. Complete the budget for your organization/project.
 - d. Save the document again to your computer using the same name as b.
 - e. Upload the document to the application.
 - f. Transfer the Total Expenses, Total Income and Total NAC Request lines from your budget template, to the relevant sections on the application screen.
 - i. NOTE: This is different from previous years. You are only transferring three lines from the budget template to the application.
 - ii. Make sure you only enter whole numbers. Do not include cents. Round up to the nearest dollar in cases where Total Income, Total Expenses or Total NAC Request contains cents.
3. Complete all sections of the grant application. You will not be able to submit if required information is not completed.

You can save the application at any time by clicking the application.

A rectangular button with a light gray background and a thin blue border. The text "Save Application" is centered in a dark gray font.

on the bottom of

When you are ready to Submit the application, click

A rectangular button with a dark blue background and a thin white border. The text "Submit Application" is centered in a white font.

If you have errors you will get a screen like this:

- Project Name is Required
- Begin Date is Required
- End Date is Required
- Project Description is Required
- Artistic Merit is Required
- Artist Bio is Required
- Work Sample 1 is Required
- Project Goals is Required
- Planning Process is Required
- Timeline is Required
- Promotion is Required
- Budget Template is Required
- Total Expenses is Required
- Total Income is Required
- Total NAC Request is Required
- Are you using another entity as your fiscal agent/payee for grant award payments? is Required
- Target Audience is Required
- Community Partnerships is Required
- Letter 1 is Required
- Education/Outreach is Required
- Audience Development is Required
- Accessibility Checklist Locations is Required
- Curb cuts and paved walkways leading to venue is Required
- Accommodation for wheelchairs (outdoor locations) is Required
- Site has ground floor access, or a ramp or lift is Required
- Site has wheelchair accessible elevator or another accommodation available if event on upper floor is Required
- Site has accessible bathrooms or nearby accommodation is Required
- There is a plan in place to evacuate individuals with disabilities in case of emergency is Required
- Persons using wheelchairs are able to participate in the project is Required
- Exhibition(s) hung at a level to accommodate persons using wheelchairs is Required
- Large print materials or descriptive audio are available for persons with visual impairment is Required
- Seats near performers/speakers available for people with hearing & visual impairments is Required
- Seats close to performers/speakers include seating for companions is Required
- Sign language interpreter (or other assistance) provided upon request* is Required

You must correct all errors before you can submit your application.

[Submit Application](#)

Once those are corrected, click [Submit Application](#) again. If you get another error message, complete the steps again until the grant is submitted.

Once the grant is submitted you will receive this message with your contact and grant application information filled in.:

Dear

This email serves as a notification that your application to the Nebraska Arts Council has been successfully submitted.

If you have any questions, please contact our office at (402) 595-2122 or 1-800-341-4067, or by email at nac.grants@nebraska.gov.

Have you recently updated your bank account? If so, please inform the NAC office to ensure prompt payment should your grant be awarded.

Is this your first time applying for a NAC grant? Please remember to mail your organization's [W9 & ACH](#) form as soon as possible to the NAC office.

Applicant Information

First Name Last Name

Address

City, State Zip

Phone Number

Email

Organization:
Form Name:
Process Name:
Project Name:

If you submitted by mistake, contact nac.grants@nebraska.gov and we can send it back into DRAFT status for you.

You can check the status of your application at any time by logging into your account and checking the Applicant Dashboard

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Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Process	Status	Date	Action
Process: Arts Project Grant			
Application Decision	Draft Undecided	02/16/2018	Edit Application
Process: Example Process			
LOI Decision	Submitted Undecided	02/02/2018	View LOI

IF YOU HAVE ANY QUESTIONS ABOUT FILLING OUT THE APPLICATION(S) OR THE PROCESS AS YOU ARE COMPLETING THE APPLICATION(S), PLEASE CONTACT nac.grants@nebraska.gov or Jennifer Dreibelbis at 402-595-2124.