

Portal User Guide

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Portal Navigation

As a Guest



1
Home

2
Funding Programs

3
How to Apply

4
More ▾

5
Log in

6
Sign Up

South Arts

Unlocking the South's full potential

7
Browse Grants

8 Our Grant Programs

Grants for Communities and Organizations

Grants for organizations connect communities to arts experiences that free imaginations and set souls alight. Explore funding opportunities today.

[Click here for more information.](#)

Grants and Fellowships for Artists

Funding from South Arts can make that long-gestating project of yours a reality. Explore our artist grants & fellowships today.

[Click here for more information.](#)

1. Portal Home Page
2. Funding Programs contains a list of available grant programs.
3. How to Apply – instructions on how to apply via this portal.
4. More – additional menu items, e.g., link to South Arts Website.
5. Login – for registered users to log into the portal.
6. Sign Up – for unregistered users to create accounts.
7. Browse Grants – opens Funding Programs (see item 2).
8. Opens South Arts website for grant opportunities guidelines in a new web browser tab.

As a Registered Logged in User

S O U
A R T S
H

1

Home

2

Funding Programs

3

My Funding Requests

4

My Grant Requirements

5

More ▾

6



South Arts

Unlocking the South's full potential

7

Browse Grants

8 Our Grant Programs

Grants for Communities and Organizations

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Grants and Fellowships for Artists

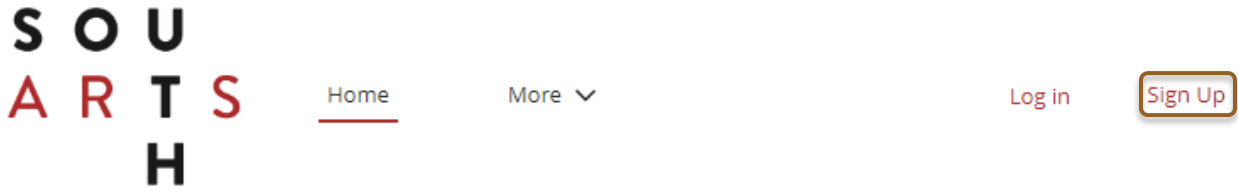
Funding from South Arts can make that long-gestating project of yours a reality. Explore our artist grants & fellowships today.

[Click here for more information.](#)

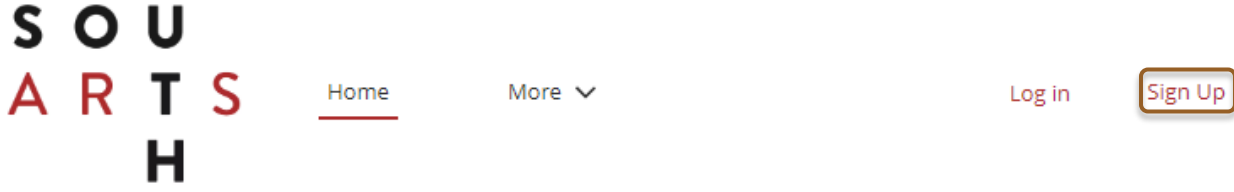
1. Portal Home Page
2. Funding Programs contains a list of available grant programs.
3. My Funding Requests – list of started and submitted applications.
4. My Grant Requirements – list of reports and other grant requirements for completion required for an awarded grant.
5. More – additional menu items, e.g., link to South Arts Website and How to Apply.
6. Account Profile and Sign Out
7. Browse Grants – opens Funding Programs (see item 2).
8. Opens South Arts website for grant opportunities guidelines in a new web browser tab.

Portal Registration

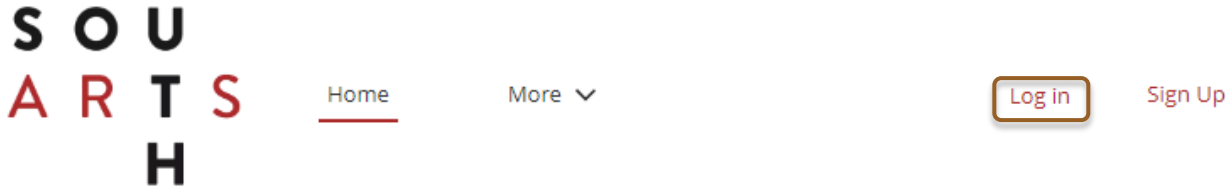
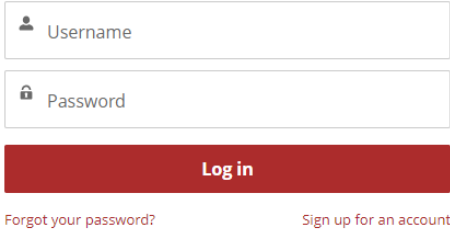
As an Organization

STEPS	
Go to Portal Home Page	
Open a browser window and go to the South Arts grants portal at https://southarts.my.site.com/grants	
Sign Up	
Click on Sign Up to bring up the registration dialog box.	
	
Complete Organization Registration	
<ol style="list-style-type: none">1. Select Organization.2. Fill-in registration form. Note: The email that you enter in is your Username and must be unique.3. Click Sign Up.4. Read Sign Up Message about waiting for green pop-up confirmation message to appear.	<p><input checked="" type="radio"/> Organization <input type="radio"/> Individual</p> <p><input type="text" value="First Name"/></p> <p><input type="text" value="Last Name"/></p> <p><input type="text" value="Email"/></p> <p><input type="text" value="Organization Legal Name"/></p> <p><input type="text" value="EIN"/></p> <p><input type="button" value="Sign Up"/></p> <p>NOTE: Please do not click Sign Up more than once. It can take up to 10 seconds for the green pop-up confirmation message to appear.</p>
Email Notification: Look for an email notification to complete your registration by setting a password. Check your spam/junk folder.	
Set your password and login.	

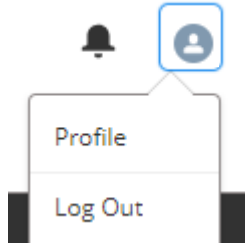
As an Individual Artist

STEPS	
Go to Portal Home Page	
Open a browser window and go to the South Arts grants portal at https://southarts.my.site.com/grants	
Sign Up	
Click on Sign Up to bring up the registration dialog box. 	
Complete Organization Registration	
<ol style="list-style-type: none">1. Select Individual.2. Fill-in registration form. Note: The email that you enter in is your Username and must be unique.3. Click Sign Up.4. Read Sign Up Message about waiting for green pop-up confirmation message to appear.	<ol style="list-style-type: none">1 <input type="radio"/> Organization <input checked="" type="radio"/> Individual2 <input type="text" value="First Name"/>3 <input type="text" value="Last Name"/>4 <input type="text" value="Email"/>3 <input type="button" value="Sign Up"/>4 NOTE: Please do not click Sign Up more than once. It can take up to 10 seconds for the green pop-up confirmation message to appear.
Email Notification:	Look for an email notification to complete your registration by setting a password. Check your spam/junk folder.
Set your password and login.	



Logging In

STEPS	
Go to Portal Home Page	
Open a browser window and go to the South Arts grants portal at https://southarts.my.site.com/grants	
Login	
Click on Log In 	
Enter Login Credentials on the Login dialog.	

Logging Out

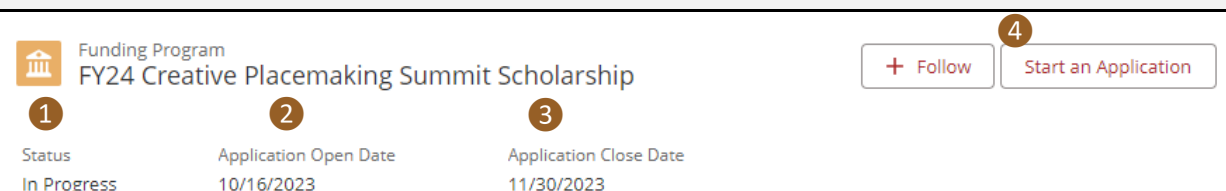
STEPS	
Click on Your Account Profile Located in the upper right of the portal page.	

Resetting Your Password

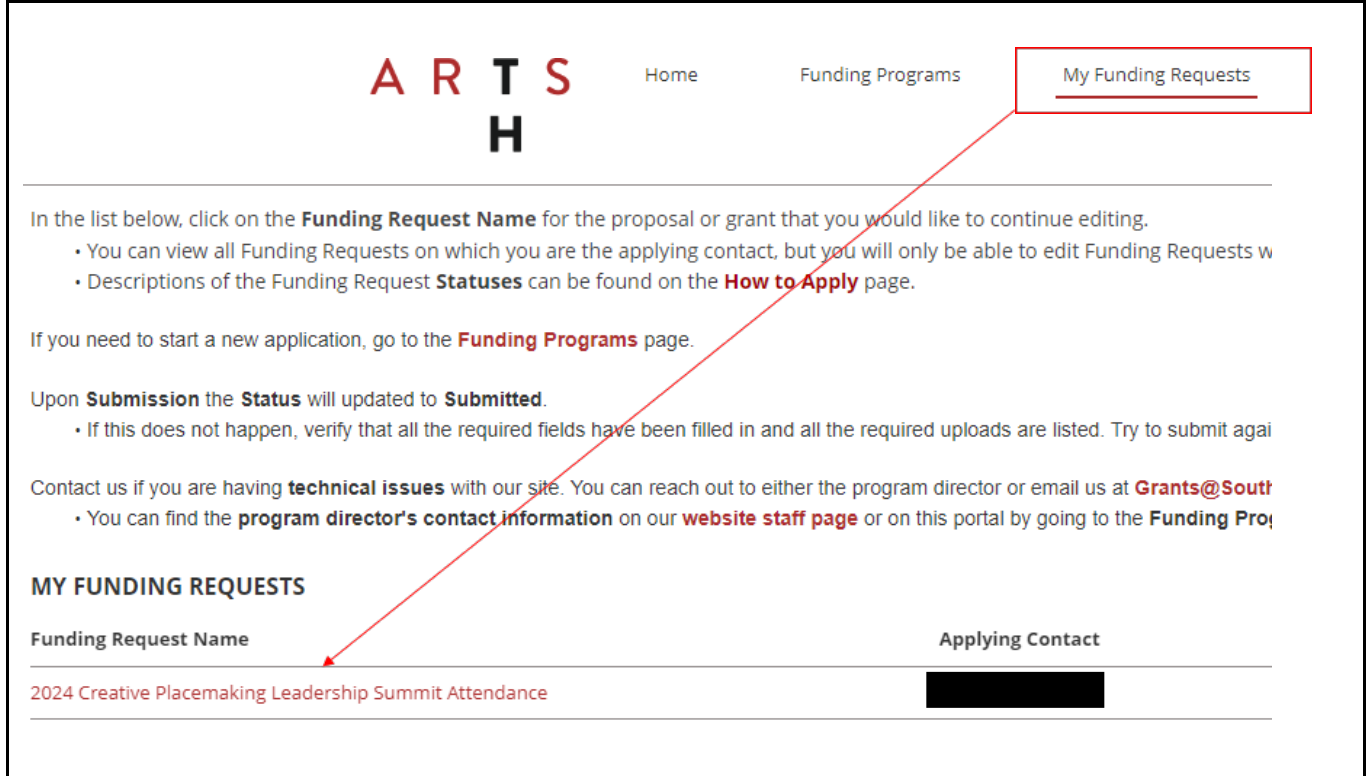
STEPS	
Go to Login from Portal Home Page	
Click on Forgot your password?	
<div style="border: 1px solid #ccc; padding: 10px;"><div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Username</div><div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Password</div><div style="background-color: #a52a2a; color: white; text-align: center; padding: 5px; margin-bottom: 5px;">Log in</div><div style="display: flex; justify-content: space-between;"><div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; text-decoration: underline;">Forgot your password?</div><div>Sign up for an account</div></div></div>	
Look For Email	
<p>Check your email (spam/junk folder) for the password reset notification. Follow the link to reset your password.</p> <p>Note: Password rest links are only good for 24 hours. Once that window has passed you will need to request the password reset again, otherwise the link will just take you to the Portal login dialog.</p>	
No Email Notification:	Contact South Arts Grants .

Applications

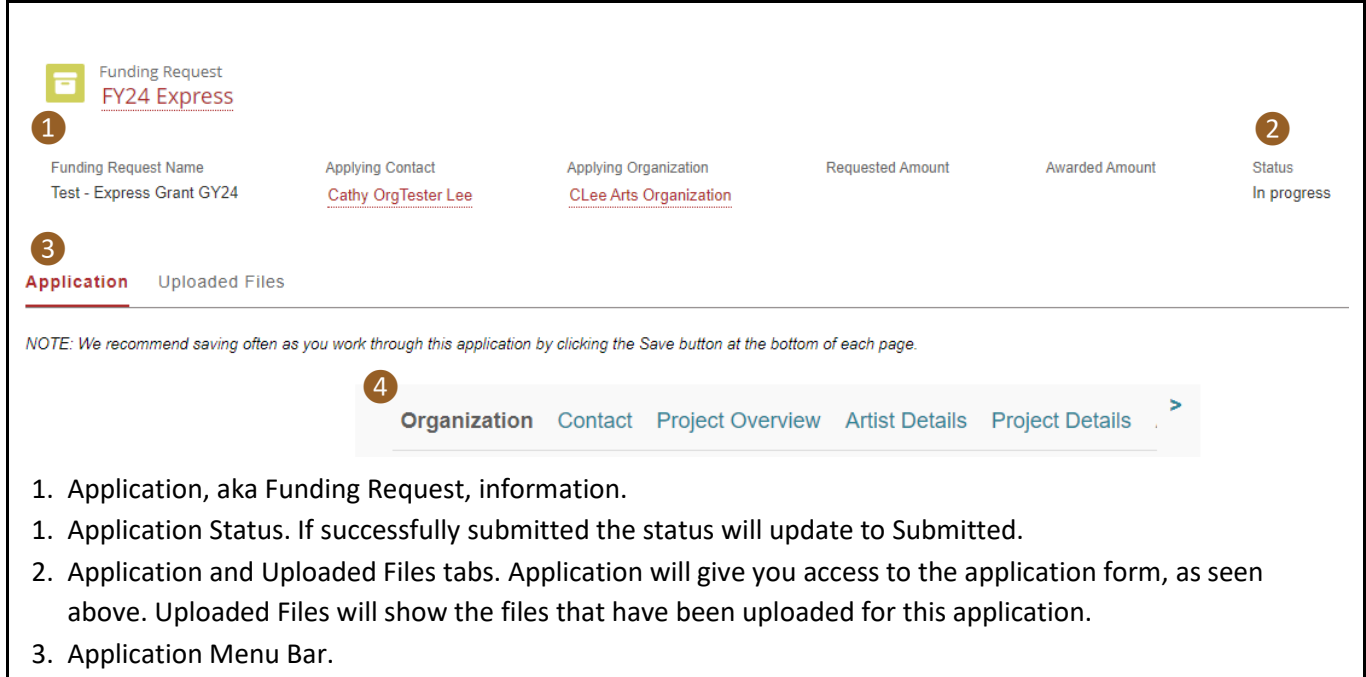
Starting an Application

STEPS	
Login	
Select Funding Program	
Click on the Funding Programs tab to review the available funding opportunities. a. Click on an available Application.	
Start an Application	
 <p>1. Status – Gives the Status of the Funding Program (not your application). In this case it is In Progress.</p> <p>2. Application Open Date – the date the application is available.</p> <p>3. Application Close Date – applications are not accepted after 11:59 PM on this date.</p> <p>4. Start an Application Button – Click on this to start your application.</p>	
Application loads:	Fill out application.
Status: IN PROGRESS	The status for this Funding Request will AUTOMATICALLY be set to IN PROGRESS .
Note:	You can return to continue filling out your application anytime up to the deadline. Be sure to save your progress by clicking on the Save button at the bottom right of the screen.

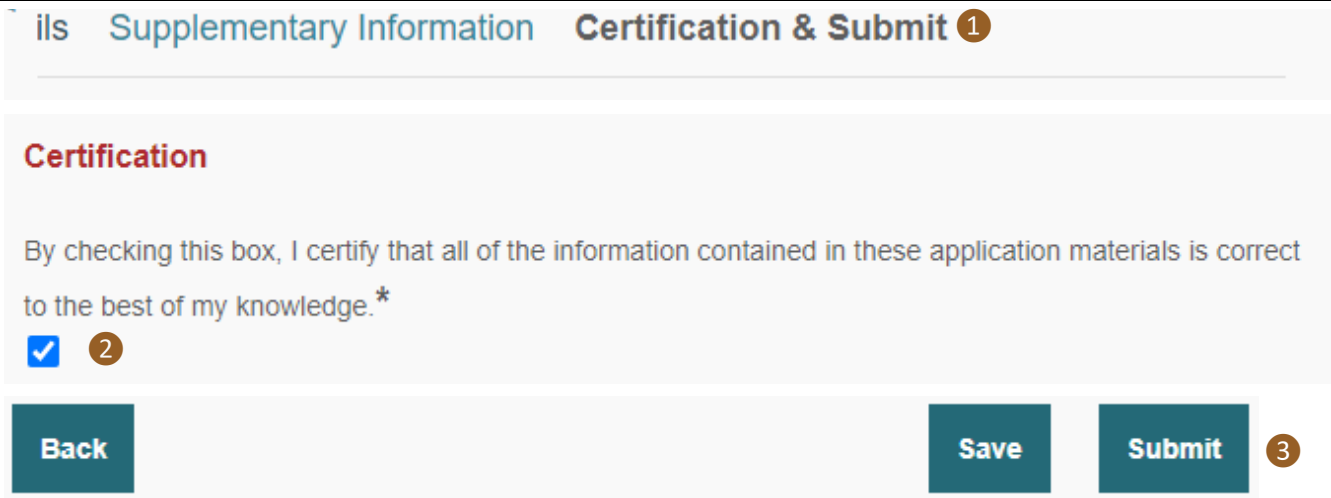
Returning to an In Progress Application

STEPS				
Login				
Go to My Funding Requests				
Open an In Progress Application, click on link to your application in progress.				
 <p>The screenshot shows the top navigation bar of the ARTS H website with links for Home, Funding Programs, and My Funding Requests. The 'My Funding Requests' link is highlighted with a red box. Below the navigation bar, there is instructional text about editing funding requests, including a list of bullet points and a table with two columns: 'Funding Request Name' and 'Applying Contact'. A red arrow points from the 'My Funding Requests' link to the 'Funding Request Name' column in the table.</p> <p>In the list below, click on the Funding Request Name for the proposal or grant that you would like to continue editing.</p> <ul style="list-style-type: none">• You can view all Funding Requests on which you are the applying contact, but you will only be able to edit Funding Requests w• Descriptions of the Funding Request Statuses can be found on the How to Apply page. <p>If you need to start a new application, go to the Funding Programs page.</p> <p>Upon Submission the Status will updated to Submitted.</p> <ul style="list-style-type: none">• If this does not happen, verify that all the required fields have been filled in and all the required uploads are listed. Try to submit agai <p>Contact us if you are having technical issues with our site. You can reach out to either the program director or email us at Grants@South</p> <ul style="list-style-type: none">• You can find the program director's contact information on our website staff page or on this portal by going to the Funding Pro <p>MY FUNDING REQUESTS</p> <table border="1"><thead><tr><th>Funding Request Name</th><th>Applying Contact</th></tr></thead><tbody><tr><td>2024 Creative Placemaking Leadership Summit Attendance</td><td>[REDACTED]</td></tr></tbody></table>	Funding Request Name	Applying Contact	2024 Creative Placemaking Leadership Summit Attendance	[REDACTED]
Funding Request Name	Applying Contact			
2024 Creative Placemaking Leadership Summit Attendance	[REDACTED]			

Completing an Application

STEPS	
Login	
Go to My Funding Requests	
Open an In Progress Application (see Returning to an In Progress Application)	
 <p>The screenshot displays a web interface for managing a funding request. At the top, a header identifies the request as 'FY24 Express'. Below this, a table lists key details: the name 'Test - Express Grant GY24', the contact 'Cathy OrgTester Lee', the organization 'CLee Arts Organization', and the status 'In progress'. A navigation bar at the bottom includes tabs for 'Application' and 'Uploaded Files', and a menu with options for 'Organization', 'Contact', 'Project Overview', 'Artist Details', and 'Project Details'. A note at the bottom of the screenshot advises saving progress frequently.</p>	
<p>NOTE: We recommend saving often as you work through this application by clicking the Save button at the bottom of each page.</p>	
<p>1. Application, aka Funding Request, information.</p> <p>1. Application Status. If successfully submitted the status will update to Submitted.</p> <p>2. Application and Uploaded Files tabs. Application will give you access to the application form, as seen above. Uploaded Files will show the files that have been uploaded for this application.</p> <p>3. Application Menu Bar.</p>	
Complete the Application.	
NOTE:	You can return to continue filling out your application anytime up to the deadline. Be sure to save your progress by clicking on the Save button at the bottom right of the screen.

Submitting an Application

STEPS	
Once you have completed, reviewed the application, and are ready to submit, Login	
Go to My Funding Requests	
Open the In Progress Application (see Returning to an In Progress Application)	
Application Certification	
	
<ol style="list-style-type: none">1. Navigate via the menu bar to the Certification & Submit section.2. Read over the Agreement and/Certification section and check the box.3. Click on Submit.	
AUTOMATIONS WHAT TO EXPECT	<p>If all required questions and materials are provided, The following automatic actions will occur when your application form is successfully submitted:</p> <ul style="list-style-type: none">• An email will be sent to you notifying you that your submission has been received.• You will be returned to My Funding Request list.• The status of your application will be updated to Submitted. You may need to refresh your web browser page after a few seconds.

Reports, EFTs & W9s AKA Requirements

Locating Grant Reports/Requirements

STEPS
Login
Go to My Grant Requirements
Open your Grant Requirement, click on link to your Requirement in progress.

**S O U
A R T S
H** Home Funding Programs My Funding Requests **My Grant Requirements**

In the list below, click on the **Requirement Name** for the requirement you would like to view or work on.

- You can view all requirements that have been assigned to you, but you will only be able to edit those with a status of Open or Reopen

Contact us if you are having **technical issues** with our site. You can reach out to either the program director or email us at Grants@SouthArts.org

- You can find the **program director's contact information** on our [website staff page](#) or on this portal by going to the **Funding Programs p:** applying in.

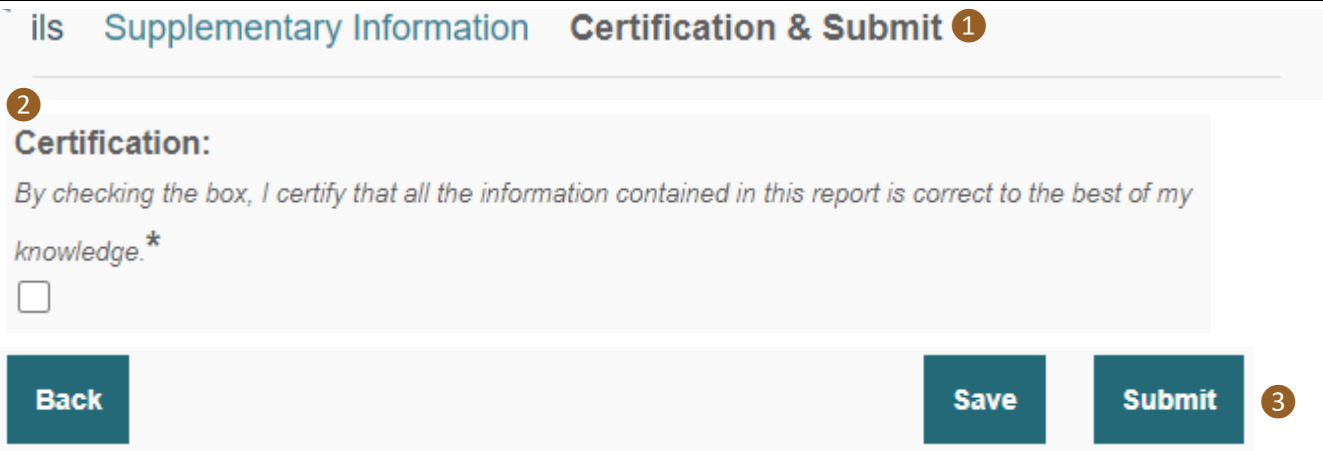
MY REQUIREMENTS

Requirement Name	Funding Request
Estes Foundation - Final Report - 4/28/2023	Film About Me

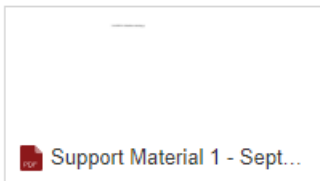
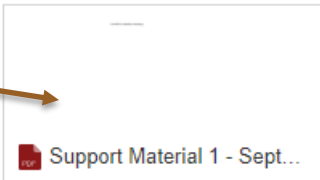





Completing a Report/Requirement

STEPS																
Login																
Go to My Grant Requirements																
Open your Grant Requirement (see Returning to an In Progress Requirement)																
<p>Requirement Estes Foundation - Final Report - 4/28/2023</p> <table><thead><tr><th>1</th><th></th><th></th><th></th><th>2</th></tr><tr><th>Funding Request</th><th>Type</th><th>Due Date</th><th></th><th>Status</th></tr></thead><tbody><tr><td>Film About Me</td><td>Final Report</td><td>4/28/2023</td><td></td><td>Open</td></tr></tbody></table> <p>3 Grant Report Uploaded Files</p> <p>4 Grantee Information Grant Activity Summary Participants Project/Activity ></p>		1				2	Funding Request	Type	Due Date		Status	Film About Me	Final Report	4/28/2023		Open
1				2												
Funding Request	Type	Due Date		Status												
Film About Me	Final Report	4/28/2023		Open												
<ol style="list-style-type: none">1. Final Report/Requirement information.2. Requirement Status. If successfully submitted the status will update to Completed.3. Grant Report and Uploaded Files tabs. Grant Report will give you access to the report/requirement form, as seen above. Uploaded Files will show the files that have been uploaded for this requirement.4. Report/Requirement Form Menu Bar.																
Complete the Report/Requirement.																
NOTE:	You can return to continue filling out your report/requirement anytime up to the deadline. Be sure to save your progress by clicking on the Save button at the bottom right of the screen.															

Submitting a Requirement

STEPS	
Once you have completed, reviewed the application, and are ready to submit, Login	
Go to My Funding Requests	
Open the In Progress Application (see Returning to an In Progress Application)	
Application Certification	
	
<ol style="list-style-type: none"> 1. Navigate via the menu bar to the Certification & Submit section. 2. Read over the Agreement and/Certification section and check the box. 3. Click on Submit. 	
AUTOMATIONS	<p>If all required questions and materials are provided, The following automatic actions will occur when your report/requirement is successfully submitted:</p> <ul style="list-style-type: none"> • An email will be sent to you notifying you that your submission has been received. • You will be returned to My Grant Requirement list. • The status of your requirement will be updated to Completed. You may need to refresh your web browser page after a few seconds.

File Uploads

STEPS	
Uploading A File	
You initially upload files in the forms via an upload file question.	
<p>FILE UPLOAD: Support Material 1</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Add File...</div>	
<p>Click on Add File, then navigate to the file located on your local computer.</p> <p>Click on Save at the bottom of the page.</p>	
Once you have successfully uploaded the file and saved the page the Radio Button below the upload field will automatically populate. You will not see a link to your file in the form.	
<p>Support Material 1 provided</p> <p><i>This Yes button is read-only and populates automatically once you click Save below. You can view your uploaded files after you Save by clicking the Uploaded Files tab at the top of this form.</i></p> <p><input checked="" type="radio"/> Yes</p>	
Locating an Uploaded File	
Uploaded Files are located in the Uploaded Files tab above the application form on the right-hand side of the screen.	
<p>Application Uploaded Files</p> <hr/>	
<p>Listed below are the files you have uploaded to the application.</p> <ul style="list-style-type: none">• To view an uploaded document: Click on the title.• To upload a new version of a document: Open the document, then click Upload New Version.	
<p>Files 2</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"></div>	
<p>1. Click on the Uploaded Files tab to access the list of uploaded files for this application or report form.</p> <p>2. Files list will show the upload files.</p>	
Replacing an Uploaded File	
Open the document by clicking on the document image.	
<div style="text-align: right;"><p>Files</p><div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"></div></div> 	
Click on Upload New Version.	<div style="background-color: #333; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Download View File Details Upload New Version</div>

Helpful Hints:

Recommended Web Browser: Chrome

Time Out & Saving

The system times out after one hour of inactivity. Use the **Save** button at the bottom of each page often. The system will not automatically save your work and "Next" or "Back" do **not** save. They only move you to the next page or previous page. This may appear as your data is saved as it temporarily stored on the form and transferred up into your Funding Request on Salesforce when you save.

Warning: If your application does not save any data that is entered in you will lose the temporarily stored data when you log out.

Receiving Email from Salesforce

Check your spam!

When you begin using our grants portal, please check your "Spam" or "Junk" folders and filters to be sure you can receive email from this address: **grants@southarts.org**

This is the address from which you'll receive most communications about your grants. When you submit forms through this system, you should receive a confirmation email from this address. If you don't see it in your inbox, please check your spam.

Your Form is Not Submitting

You are left on the form.

Scroll down the page to find the missing required field.

Look for a red error message – This field is required.

You are returned to the list view, but the status is not updating, and you do not receive an email confirmation.

The status update may take a few seconds. Wait ten to twenty seconds and hit refresh.

If your status is still not updating and you still do not receive an email confirmation,

Review your application or requirement for missing required fields.

Then, try submitting again.

You do not receive an email confirmation, but your form shows up as submitted/completed.

Check your spam!