

General Instructions for Completing and Submitting an Application in eGrant

Step #1: Read and follow these instructions carefully.

Step #2: Before preparing an application, thoroughly review the [Guidelines](#) relevant to your grant application, and review the Eligibility requirements to make sure your organization is eligible to apply in a specific grant category. The Guidelines outline the program objectives and evaluation criteria, and describe required and optional supplementary materials. We recommend you review the narrative questions including maximum length of response, and develop your responses on your own computer before filling out the online information. Review the required supplementary materials list – you will need to have some documents scanned/saved electronically in order to upload them as part of your eGrant application. Also www.southarts.org/grants

Step #3: Be prepared to complete the online eGrant application and submit the required supplementary materials by the deadline [http://www.southarts.org/grants_deadlines].

Step #4: Access the eGrant system by clicking on the [eGrant link](#) or by accessing the system through SAF's home page at www.southarts.org.

If this is your first time using SAF's eGrant system, you will be asked to create a login and password when you first visit the site. On the SAF eGrant home page, select "Click here to register" and create a login and password for your organization. If you use eGrant.net for your state arts agency, you will need to create a different login and password for SAF applications.




eGrant "times out" if an applicant remains on one page without activity for 20 minutes. To avoid losing work, **please save often**, by clicking one of the SAVE buttons at the bottom of each page.

Save & Previous

Save Your Work

Save & Next

Step #5: Once you've logged in to eGrant, to begin, choose a Grant Application Type and Create New Application.

	<p>Email: Send your technical eGRANT questions to the SAF Presenting and Touring Director.</p>
	<p>Guides: Pull up a copy of the guidelines for that application.</p>
	<p>View: View a printable copy of your application or final report.</p>
<p>AFTER SUBMISSION, use this to print out the application or final report to sign and mail per the instructions of that specific program.</p> <p>For review purposes, use this button to print your application at any stage of completion. If the application printed has "DRAFT" written across the page, the data for the application or final report has not yet been submitted. Please return to the Finish page of the</p>	

First, complete your Organization Profile in eGrant.



This is your basic organizational information, including contact information and mission statement, that will be used for all of your eGrant applications. (If you change your profile information in one open application, it will update the change into all of your other open applications. Once you've submitted your application this information cannot be changed.)

Step #6: Complete all remaining sections of the eGrant application.

You can work on different sections of your eGrant application at different times; or have different people in your organization complete different sections at different times. **If multiple people work on your application, make sure you all use the same username and password so that you access the same application.**



Within the eGrant system, applicants are presented with a series of questions and requests for information. Some of these questions and requests require you to use check boxes and drop-down selection screens, and others require a narrative response. **We encourage you to develop responses to all application questions and information requests using word processing**

software, save it on your own computer, and then to copy and paste completed responses into the eGrant application. Do not compose directly within eGrant.

Important Notes about preparing your narrative text

- Use upper/lower case letters (not all caps).
- Do not format text for eGrant: do not bold, italicize or underline text, use bullets, use tabs, or change font style or size. To indicate a new paragraph, insert spaces at the beginning of the first line. You may use commas, semicolons, colons, parentheses, brackets, slashes, greater than/less than symbols and the dollar sign.
- **Narrative responses are limited to a maximum character (not word) count.** Note the maximum number of characters before developing narrative responses. You are solely responsible for content and ensuring your text is within field limits, so check each field before your application is submitted. To determine the number of characters in a Word document, click on "Tools," select "Word Count," and view the number of characters (with spaces). The system will notify you if the maximum character count has been exceeded and will cut off all text beyond the limit. **For numeric amount responses, enter only whole numbers (no decimals, commas or dollar signs).** Applicants must review their responses and edit applications to meet the specifications outlined in the Guidelines. There is no spell-check feature within eGrant.

Step #7. Check the completeness of your application. eGrant will not allow applicants to submit incomplete applications. When you attempt to FINISH,



the system will alert you of any required information that is missing.

If you choose to enter placeholder information into a field to progress through eGrant, you are responsible for updating this information before submitting the application. Once submitted, applicants no longer can edit an application; you can, at any time, VIEW and print out your submitted application.

Again, applicants are encouraged to develop responses to all application questions and information requests using word processing software, wherein you can spell-check and monitor character count. We encourage you to save often, and once responses are complete and edited, to copy and paste responses into the eGrant fields.

Step #8: Upload and/or prepare for mailing the required Supplementary Materials.



You may need to store some documents electronically in order to upload them, which may include scanning them. Some materials will need to be submitted by mail/delivery service, **postmarked by the same deadline date as your online application.** See details in Step #9.

Step #9: When you have finished your application before you submit the eGrant, go back to the Main Menu and print a copy of the application by clicking on the yellow VIEW button (it looks like



this) . Review it and make sure you are pleased with your responses. Return to the Main



Menu, click the EDIT button for your application, then click on the FINISH



button.

If your application is incomplete, the system will alert you what needs to be done. **If your application is complete, click SUBMIT before 11:59PM EST on the deadline date.** You will receive an email confirmation that your application was successfully submitted.

Step #9: Also **on or before the deadline date, mail any required supplementary materials.** Include the last page of your application PDF – the **Supplementary Materials Checklist** page - with your mailed materials. Applicants should request a legibly dated US Postal Service postmark (from a federal postal service center) or receipt from a commercial carrier. **Privately metered postmarks will NOT be accepted as proof of timely mailing (please do NOT risk ineligibility – make a visit to your local post office!).** Mail to: Southern Arts Federation, Attn: Grants Program, 1800 Peachtree St. NW, Suite 808, Atlanta, GA 30309.

Note: An application will NOT be processed until both the online eGrant application and required Supplementary Materials are received by the Southern Arts Federation.

All applicant notifications will be made through email; no letters will be mailed.