



General Instructions for Completing and Submitting an Application in eGrant

Step #1: Read and follow these instructions carefully.

Step #2: Before preparing an application, applicants are encouraged to thoroughly review the Guidelines relevant to your grant application. 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 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 review the Eligibility requirements to make sure your organization is eligible to apply in a specific grant category. Visit www.southarts.org/grants for more information.

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 South Arts' Web site.

If this is your first time using South Arts' eGrant system, you will be asked to create a login and password when you first visit the site. On the South Arts eGrant home page, select "click here" to register and create a login and password for your organization.

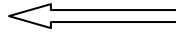
If you are a returning applicant, enter your login and password.

Step #5: To begin, choose a Grant Application Type and Create New Application. Then, complete your Organization Profile in eGrant.



This is your basic organizational information, including contact information and mission statement, which 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.)

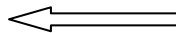
Step #6: Complete all remaining sections of the eGrant application.



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. We encourage you not to compose directly within eGrant** (there is no spell-check feature within eGrant). For narrative responses, applicants should use upper/lower case letters (not all caps). Formatted text is not accepted by eGrant: applicants cannot bold, italicize or underline text, use bullets, or change font style or size.

Narrative responses are limited to a maximum character (not word) count. Note the maximum number of characters before developing narrative responses. 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).**

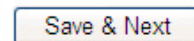
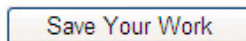
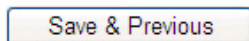
eGrant will not allow applicants to submit incomplete applications. When you attempt to FINISH,




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

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, login, and password so that you access the same application.**

eGrant "times out" if an applicant remains on one page without activity for 90 minutes. To avoid losing work, **please save often**, by clicking one of the SAVE buttons at the bottom of each page.



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.

Applicants must review their responses and edit applications to meet the specifications outlined in the Guidelines.


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 #7: 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 and **postmarked by the same deadline date as your online application**. See details in Step #9.

Step #8: 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. **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 materials to: South Arts, 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 South Arts.

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