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**HOW TO APPLY FOR A FY 2018 GRANT**

* **Go to the Wyoming Art Council’s web page:** [**www.wyomingartscouncil.org**](http://www.wyomingartscouncil.org)
* **Go to GRANTS and click on the FY18 tab.**
* **Scroll down to header for the grant category you with to apply for and click on it.**
* **Read through the grant criteria, narrative questions and evaluation information.**
* **Scroll all the way down to the bottom of the screen and click on the APPLY HERE button.**
* **The Log-In page will appear so the Grant Seeker can get logged into the grants system.**
* **This grant system treats everyone like an organization, even individual artists.**

**BEFORE YOU LOG IN**

**You will need to know two things before you register/log in and fill out the application:**

* **The applicant organization’s Employer Identification Number (EIN) that the I.R.S. has assigned to your organization.**
  + **Individual artists will not be required to enter their Social Security Number (SSN) in this system.**
  + **If your organization does not have an EIN and you are using a Fiscal Sponsor, then enter a dummy # 123456789, and contact the WAC at (307) 777-7742 to obtain an Invitation Code to bypass the eligibility portion of the system.**
  + **This grant system uses the I.R.S. database to verify that organizations meet WAC eligibility or being a 501c3 non profit or a government organization.  If your organization’s eligibility cannot be verified, you will need to do the following:**
    - **Verify with your accountant that you entered the correct Employer Identification Number (EIN) assigned to you from the I.R.S.**
    - **If the EIN# you entered is correct, then you will need to contact the I.R.S. to verify that your 501c3 non profit status is current.**
    - **If they verify your status is current, then email or fax the WAC a copy of your 501c3 letter, and we will provide you with an Invitation Code that will allow you to bypass the eligibility portion of the log in process. Our fax # is: 307-777-5499.**
    - **Most Government agencies (including schools) cannot be verified by the I.R.S. database, so you will need to contact the WAC for an Invitation Code to bypass the eligibility portion of the log in process.**
* **The applicant organization’s Duns and Bradstreet Number (DUNS). Individual artists should enter IND in this field.** 
  + **If the applicant organization (or Fiscal Sponsor, if used) does not have a DUNS #, you can still apply by entering a dummy DUNS # 123456789 for the applicant organization to register, and the Fiscal Sponsor’s DUNS# on the Fiscal Sponsor page in the application.**
  + **Go to this link to learn more about this requirement:** [**http://wyoarts.state.wy.us/grants/fiscal-requirements/**](http://wyoarts.state.wy.us/grants/fiscal-requirements/)**.**
  + **After you (or your Fiscal Sponsor, if used) apply and receive your DUNS #, contact the WAC at (307) 777-7742 to give us this #.**
  + **WAC Grants cannot be awarded without a DUNS #.**
* **All 501(c)(3) Non-profit organizations must be registered to do business in Wyoming at the Wyoming Secretary of State’s (SOS) Office. Go to this link to learn more about this requirement:** [**http://wyoarts.state.wy.us/grants/can-apply-2/**](http://wyoarts.state.wy.us/grants/can-apply-2/) **.The applicant organization name must appear in this grant system exactly the same way you are registered with the SOS and IRS, so they all match.**
* **NOTE: Schools, University and Community Colleges:**
  + **Individual schools may no longer apply for grants. School Districts may apply for one grant that will benefit one or more schools in their districts, and it can be for one program or for multiple programs throughout the year.**
  + **Each Department at the University of Wyoming or Wyoming Community Colleges may apply for one grant, which can be for one or more projects that the Department is doing.**

**HOW DO I LOG IN?**

* **Returning Users: Type in your e-mail address and password to access the e-grant system.** 
  + **If the grant system cannot verify that the applicant organization is a 501c3 or a government agency (or if your organization is using a Fiscal Sponsor to apply), then you will also need to enter an Invitation Code to allow you to bypass the eligibility portion of the system. Contact the WAC at (307) 777-7742 to obtain this code.**
* **First Time Users: You will need to register/create an account to become a Grant Seeker for the applicant organization.** 
  + **Each applicant organization can have one or more Grant Seekers, but only one Grant Seeker can actually apply for a grant, make revisions to it, and submit the Final Report if the grant is awarded. All registered Grant Seekers can view applications and final reports that any of the Grant Seekers have created for their organization.**
  + **If your organization does not have an EIN, or you are using a Fiscal Sponsor, then you will need to enter a dummy EIN # 123456789 and contact the WAC at (307) 777-7742 to obtain an Invitation Code to allow you to bypass the eligibility portion of the system.**
* **Is your Organization already registered in the grant system?** 
  + **If an applicant organization with the same EIN you enter is already registered in the grant system, you will receive a message to let you know this. If the organization that appears with the EIN you entered is yours, then you should select that organization and continue the registration process. Please do not create a duplicate organization. You should only create new a new organization record if that organization is not already in the grant system**
  + **If an organization is already registered with the same EIN you entered and it is NOT your organization, please contact the WAC at (307) 777-7742 before proceeding.**

**I’M LOGGED IN – NOW WHAT DO I DO?**

* **After you have successfully logged in, a WELCOME PAGE will appear with your name at the top of the screen.  You can do the following from this page:**
  + **View a blank grant request form.**
  + **Register to become the Grant Seeker for more than one organization.**
  + **Start a New Application for the grant category you selected when you clicked the APPLY HERE button.**
  + **Review pending Applications Requiring Action that have not been submitted yet.**
  + **View submitted Applications for your organization.**
  + **Review pending Final Reports (called Impact Reports).**
  + **View submitted Final Reports for your organization.**

**HOW DO I START FILLING OUT THE APPLICATION?**

* **After you have logged in and are on your WELCOME PAGE, scroll down and click on the START A NEW APPLICATION link.**
* **Page tabs appear on the top of the screen.  You will be asked to fill out information on each page, and then SAVE and PROCEED.** 
  + **If you complete all of the required fields on the page, you will automatically be taken to the next page.**
  + **If you do not complete all of the required fields on the page, you will receive a message asking you to go back and fill them in.   If you want to fill in the remaining fields at another time, then manually click on the page tab at the top of the screen to go to the next page of the application.**
* **GRANT CONTACTS: This is the person who has the most knowledge about the specific project that funds are being requested for.  The Grant Seeker who is submitting the application can be the same person as the Grant Contact, or it can be someone else.**
  + **At least one Grant Contact must be designated for each application submitted.**
  + **Click on the blue underlined name of the person who will be the Grant Contact.**
  + **Their personal information will appear. Verify that all of the information is still current and all required fields are filled in. SAVE AND PROCEED.**
  + **The GRANT CONTACT page will reappear and you should check the box beside the name of the Grant Contact you want associated with this application, or you can add new ones.  More than one Grant Contact can be checked.**
* **Each time you access the grant system, you should verify that the information for the Grant Contact is current.**
* **FISCAL SPONSORS:**
  + **If you are not using a fiscal sponsor, do not fill out this page**
  + **You will need to provide all of their information about the fiscal sponsor on this page in the application.**
  + **You will need to upload a signed letter from your fiscal sponsor stating they are willing to serve as the fiscal sponsor for this grant.**
  + **You will need to upload a copy of their 501c3 letter or evidence of government status.**
  + **Everything about your Fiscal Sponsor should be listed on this page.**
  + **Do not list any Fiscal Sponsor information in your own organization record.**
* **OTHER INFORMATION:**
  + **Budget:** 
    - **The Financial Template form must be created and uploaded to the BUDGET page.**
    - **After you have completed the Financial Template form, print a hard copy of it, and copy the same financial figures from this form over into your grant request, so they match.**
    - **Required Cash Match – Some WAC grants do require a match.**
  + **Attachments: All attachments must be uploaded to the application to enable the panelists to view them.**

**HOW CAN I REVIEW MY ENTIRE APPLICATION AND PRINT A COPY OF IT?**

* After you have clicked on the "Save and Proceed" button on the Application Verification page, the "Review your Application" page will appear. This is where you will review your application.
* You will receive an error message if any of the required fields are not filled in, so you will need to click on the blue underlined link in the error message which will take you directly to the field with the missing information so you can fill it in, save that page, and return back to the "Application Verification" page again.

**THERE ARE 3 WAYS TO PRINT A COPY OF YOUR APPLICATION:**

* When you are on the "Review your Application" page, click on the PRINT A COPY OF THIS INFORMATION button to print your

application.

* While you are working on the application, you can print each page, one at a time.
  + Following these instructions will print the page exactly as it appears on the screen.
    - Print out each page by clicking 'File' and 'Print' on your browser toolbar.
    - Be aware that printing this way will have the Narrative fields that contain large blocks of data only print/show the data that you can actually see inside the field (box) without scrolling down, so you may need to copy/paste this information to a WORD document to print it out.
    - Click the page/tab at the top of the page in order to move to the next page/tab.
* Printing a submitted application: Use this option if you would like to print a copy of your application after you submit it.
  + After you click on the "Submit" button, the application will appear again in its entirety, along with a message that you have successfully submitted your application. This is the place we recommend that you print your application from, so the submittal message appears.

**HOW DO I SUBMIT MY APPLICATION?**

* After you have reviewed your application and all required fields have been filled in, you should click on the "Submit" button.
* The application will appear again in its entirety, along with a message that you have successfully submitted your application.
* This is the place we recommend that you print your application from, so the submittal message appears.
* After you submit your application, you can no longer make revisions to it, but you can "View" it from your Welcome Page.
* Revisions: If WAC staff needs to ask the Grant Seeker to make revisions to their request, they will return the request back to them electronically to make these changes.  The Grant Seeker will receive an email asking them to log back into the e-granting system to make the necessary revisions and then re-submit their request.
  + NOTE:  You should not create a new grant request to incorporate these revisions – you will revise the request you already submitted.

**NEED ASSISTANCE?**

* **Technical questions on E-Grant System?  Click on NEED SUPPORT? On the bottom of each section of the application.  Common questions and answers are provided there, as well as the ability to email the Help Desk with system related questions.**
* **Grant Specific Questions?  Call the WAC at (307) 777-7742. Our office is open Monday – Friday, 8:00 am – 5:00 pm.**

**WHAT HAPPENS TO MY APPLICATION AFTER I APPLY?**

* **REVIEW PROCESS:** 
  + **All applications are initially reviewed by WAC staff.**
  + **Community Support applications are then sent to panel for review, and then onto the WAC Board for final approval.**
  + **Professional Development/Career Advancement applications are reviewed and approved by WAC staff.**
  + **Rural Arts Access applications are reviewed and approved by WAC staff.**
* **GRANT AWARDED:** 
  + **After your grant is awarded, the Grant Seeker will receive an award email to tell them this, and explain all of the conditions of the grant.**
  + **Within 4-6 weeks, the Grant Seeker will be mailed an envelope that contains the Subgrantee Award Agreement and a Self Addressed Stamped Envelope.**
  + **Two legal representatives of the applicant organization must sign the Agreement, and return all three pages back to the WAC so we can process your grant payment. We suggest that you make a copy of this legal paperwork for your files.**
  + **If the applicant organization used a Fiscal Sponsor, then the Fiscal Sponsor must provide one of the two signatures.**
  + **If you do not receive this award packet in a timely manner, please follow up with the WAC Grants Manager at (307) 777-7743. NOTE: All grants awarded in June-July may take up to 4-6 weeks to arrive, due to the large volume of grants being processed, and needing to set up the new fiscal year budgets.**
* **FEDERAL FUNDING REQUIREMENTS:  The WAC receives both Federal and State funding.  Your award email will tell you if any of the WAC funding you will be receiving is being paid from Federal dollars (from the National Endowment for the Arts), as well as providing you with the CFDA # for those Federal funds.  Organizations who receive federal funding from the WAC will be required to fill out an OMB Circular A-133 Audit Requirements form in January following the end of the fiscal year that grant funds were awarded.  Organizations who receive more than $750,000.00 in Federal funds will also be asked to provide the WAC with an audit and Notice of Findings.**
* **PROCESSING STATE OF WYOMING PAYMENTS:**
  + **If you, as an individual artist, or the applicant organization has never received a check from a State of Wyoming agency, or it has been 2 years since you received a check, you must fill out a W9 form and a Wyoming Vendor Management form to be added to the State data base**
  + **If your organization is already in the state data base, but you wish to change/update your information (address, EFT, etc.), then you will also need to submit a W9 and a Wyoming Vendor Management form.**
  + **The vendor forms may be updated frequently, so you need to make sure that you are always using the most current form(s).  These vendor forms are available by going to the State Auditor’s web page to access the most current form.  The State Auditor’s website is:** [**http://sao.wyo.gov/vendor-resources**](http://sao.wyo.gov/vendor-resources) **.  They also have a link to Frequently Asked Questions about these new forms that you may find helpful.**
  + **All vendor forms should be mailed to the WAC, as they require original signatures on the form.  It can take 4-6 weeks for the State Auditor to get your information input/changed, which must be done before your grant award payment can be processed.**
* **GRANT NOT AWARDED:  If your request was not recommended for funding, the Grant Seeker will receive a letter in the mail to advise you of this.**

**2/3/17 update**