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**HOW TO APPLY FOR A GRANT**

* **Go to the Wyoming Art Council’s web page:** [**www.wyomingartscouncil.org**](http://www.wyomingartscouncil.org)
* **Click on the GRANTS tab** and scroll to the header for the grant category you wish to apply for and click on it.
* **Read through the criteria for that grant category, as well as the program criteria,** to see what the panel/staff will be looking for.
* **Scroll down to ACCESSING YOUR GRANT APPLICATION OR FINAL REPORT section and click on the appropriate link** that matches the year your project takes place in, so you can be re-directed to the correct document in the e-granting system.
	+ *Applications and final report forms are different for each grant category/fiscal year, so it is imperative that you click on the correct link to ensure you don’t complete the wrong form.*
* **The Log-In page will appear for the application you selected**, so the Grant Seeker can log into the grants system.
* **This grant system treats everyone like an organization,** even individual artists, so provide info as best as possible.

**BEFORE YOU LOG IN**

**Information you need before you register as a new user:**

* **Federal Employer Identification Number (FEIN).**
	+ Individuals have a Social Security Number (SSN) instead of a FEIN, but we do not want you to enter your SSN in the e-granting system for security reasons. If you are awarded a grant, you will list your SSN on vendor forms instead.
	+ School Districts are able to enter their NCES # to sign up as a new user, but we prefer that a FEIN is entered.
	+ If the applicant organization does not have an FEIN, enter a dummy # 123456789, and then use a Fiscal Sponsor to apply.
* **Duns and Bradstreet Number (DUNS).**
	+ Individuals do not need a DUNS # and they should enter IND in this field.
	+ If the applicant organization does not have a DUNS #, enter a dummy DUNS # 123456789 and apply for a DUNS # asap.
	+ If the applicant organization is using a Fiscal Sponsor to apply, enter a dummy DUNS # 123456789 on this page and then enter the Fiscal Sponsor’s DUNS# on the Fiscal Sponsor application page. If the Fiscal Sponsor does not have a DUNS#, they should apply for one asap.
	+ WAC Grants cannot be awarded without a DUNS #. Contact the WAC at (307) 777-7742 as soon as you receive your new DUNS #, so we can enter it for you.
	+ Go to this link to learn more about this requirement: <http://wyoarts.state.wy.us/grants/fiscal-requirements/>.
* **501(c)(3) Non-profit organizations must be registered to do business in Wyoming at the Wyoming Secretary of State’s (SOS) Office.**
	+ This requirement does not apply to Individuals or Government Agencies.
	+ Go to this link to learn more about the SOS requirement: <http://wyoarts.state.wy.us/grants/can-apply-2/> .
	+ Here is the link to the Search page at the SOS office so you can verify that your status is current: <https://wyobiz.wy.gov/Business/FilingSearch.aspx> .
	+ Type in your organization’s legal name, and when it is verified, click on your name to be taken to the DETAIL page.
	+ Click on the PRINT button in the upper right corner of the screen to create a PDF document for this page and save it, because you will be asked to upload a copy of this PDF in your grant application.
	+ The applicant organization name should appear in this grant system exactly the same way you are registered with the SOS and IRS, so they all match.
* **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: Simply type in your e-mail address and password to log in.**
* **First Time Users: Click on this link to sign up to become a Grant Seeker.**
	+ **Only one Grant Seeker can apply for a grant, make revisions to it, and submit the Final Report if the grant is awarded.**
	+ **Applicant organizations can have multiple Grant Seekers,** who are able to view applications and final reports that any of the Grant Seekers have created for their organization.
	+ **If the grant system is unable to verify that the applicant organization is a 501c3 or a government agency (or if your organization is using a Fiscal Sponsor to apply), you will need to enter an Invitation Code to bypass the eligibility portion of the system.** Contact the WAC at (307) 777-7742 to obtain this code, which is different for each grant category. Then do the following:
		- Contact your accountant to verify that you entered the correct FEIN.
		- If FEIN you entered was correct, then contact the I.R.S. to verify that your 501c3 nonprofit status is current.
		- If the I.R.S. verifies that your status is current, then email or fax the WAC a copy of your current 501c3 letter, so we can provide you with an Invitation Code to bypass the eligibility portion of the log in process.
	+ **Most Government agencies (including schools) cannot be verified by the e-grant system,** so contact the WAC for an Invitation Code to bypass the eligibility portion of the log in process.
	+ **Is your Organization already registered in the grant system?**
		- If an applicant organization with the same FEIN 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 FEIN you entered is your organization, then you should select that organization and continue the registration process. Please do not create a new 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 FEIN you entered and it is NOT your organization, please contact the WAC at (307) 777-7742 immediately.

**I’M LOGGED IN – NOW WHAT DO I DO?**

* **After you have successfully logged in, a WELCOME PAGE with your name will appear and you will be able to:**
	+ View a blank grant request form.
	+ Register to become the Grant Seeker for more than one organization.
	+ Start a New Application.
	+ Work on any applications that you have not submitted yet.
	+ View all Applications that have been submitted for your organization.
	+ Work on any pending Final Reports (called Impact Reports) that have not been submitted yet.
	+ View all Final Reports that have been submitted for your organization.

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

* **Click on the START A NEW APPLICATION link.**
* **Page tabs appear on the top of the screen,** and you will need to fill out all required fields on each page.
	+ Be sure to click on SAVE and PROCEED every time you enter new information on a page so you don’t lose data.
	+ After 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, simply click on the page tab at the top of the screen to be taken 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.
	+ You must select at least one Grant Contact each time you create a new application.
	+ Click on the blue underlined name of the person who you want to select as the Grant Contact for this application.
		- If the Grant Contact you want to select does not appear, click on Add New Contact to add them.
	+ The personal information for the Grant Contact you selected will appear.
		- Verify that all of the information is still current and all required fields are filled in. SAVE AND PROCEED.
	+ The initial GRANT CONTACT page will reappear and you should check the box beside the name of the Grant Contact you want associated with this application.  More than one Grant Contact can be checked.
* **Every time you work on an application, you should verify that the Grant Contact information is still current.**
* **FISCAL SPONSORS:**
	+ **If you are not using a Fiscal Sponsor, do not fill out this page.**
	+ **If you are using a Fiscal Sponsor, fill in all fields on this page.**
		- Upload a signed, dated letter from your fiscal sponsor that states they are willing to serve as the fiscal sponsor for this grant.
		- Upload a copy of their current 501c3 letter from the I.R.S. or evidence of government status.
		- All Fiscal Sponsor should be listed on this page. Never list  Fiscal Sponsor information in the applicant organization record.
* **OTHER INFORMATION:**
	+ **Budget:**
		- The Financial Template is no longer being used for projects taking place after 7/1/18.
		- Required Cash Match – Each grant category will tell you if it requires a cash match or not.
	+ **Attachments:**
		- Should all be uploaded to the application so panelists can have access to them.
		- Do not email or mail attachments to the Arts Council.

**HOW CAN I REVIEW MY APPLICATION?**

* **The Application Verification Page is the final page in the application**. After you have completed it, click on the "Save and Proceed" button and the "Review your Application" page will appear.
	+ If you have filled in all required fields in the application, you will be able to submit it.
	+ If you have not filled in all required fields in the application, an error message will appear.
		- Click on the blue underlined link in the error message, and the system will take you directly to the field with the missing information to enable you to fill it in.
		- Save that page, and return back to the "Application Verification" page a second time.

**HOW DO I PRINT A COPY OF MY APPLICATION?**

**There are three ways to print a copy of your application:**

* While you are working on the application, you can print a copy of each page, one at a time by clicking 'File' and 'Print' on your browser toolbar.
	+ If you print via this method, the Narrative fields that contain large blocks of data will only print/show the data that you can actually see inside the field (box) unless you drag the box to make it bigger so all the data is appearing. If this doesn’t work you can also copy/paste the information to a WORD document and print it. Then click the page/tab at the top of the page in order to move to the next page/tab.
* After you finish filling out the application and get to the "Review your Application" page, you can simply click on the PRINT A COPY OF THIS INFORMATION button to print out a complete copy of your application before you submit it.
* After you submit your application, you will be given one last opportunity to print a copy of the complete application.
	+ 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 and you can print it then. This is the place we recommend that you print your application from, so the submittal message appears. If you do not receive the message that your application has been successfully submitted, contact the WAC immediately, so we can verify it was received, especially if the deadline is near.

**HOW DO I SUBMIT MY APPLICATION?**

* **After you have filled in all of the required fields on the “Review your Application” page, simply click on the "Submit" button.**
* The application will appear again in its entirety, along with a message that you have successfully submitted your application.
* After you submit your application, you can no longer make revisions to it, but you are able to "View” your application at any time from your Welcome Page.
* **Revisions**: If WAC staff need the Grant Seeker to make revisions to their application, they will return the request back to them electronically to make these changes and 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 revise the request you already submitted and never create a new grant request to incorporate these revisions.

**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 and ask for the staff member who is responsible for the grant category you applied for, so they can assist you. Our office is open Monday – Friday, 8:00 am – 5:00 pm except for Holidays.

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

* **REVIEW PROCESS:**
	+ Step 1: Arts Council staff initially review all applications.
	+ Step 2:
		- Community Support applications are sent to a panel to review. Then the WAC Board reviews the panel recommendations and makes the final decisions.
		- Professional Development/Career Advancement and Rural Arts Access applications are approved by staff.
* **APPROVED GRANTS:**
	+ **The Grant Seeker will be sent an email when your grant is awarded**. This email explains all of the conditions of the grant, so be sure to read it in its entirety.
	+ **The Grant Seeker will be mailed the Subgrantee Award Agreement and a Self Addressed Stamped Envelope 4-6 weeks after the grant was approved.**
		- Due to the large volume of grants being processed in July and new fiscal year budgets being set up, grants will take longer to process during this time. If you do not receive the Agreement in a timely manner, then you can contact the Arts Council.
	+ **Two legal representatives of the applicant organization must sign the Agreement. If the applicant organization used a Fiscal Sponsor, then one of the two signatures on the Agreement should be from the Fiscal Sponsor. Individuals only need to supply one signature.**
		- After you sign the Agreement, we suggest that you make a copy of it for your records.
		- This is a legal contract, so be sure to return all three pages of the signed Agreement back to the WAC as soon as possible, to enable us to process your grant payment.
	+ **Federal Funding Requirements:** The WAC receives funding from Federal and State sources. Your award email will tell you if your funding is from State or Federal funds, as well as providing you with the CFDA #, if paid from Federal funds.
		- Organizations who receive federal funding will be required to fill out an OMB Circular A-133 Audit Requirements form in the spring 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 the applicant organization or individual artist have never received a check from a State of Wyoming agency, or it has been more than 2 years since you received a check, or your information has changed, you must fill out new vendor forms (a W9 form and a Wyoming Vendor Management form), to be added to the State data base. We suggest that you submit your forms immediately after you receive your award email, because it takes 4-6 weeks for the State Auditor’s office to process new vendor forms.
		- The vendor forms are updated frequently, so make sure that you are always using the most current form(s) by going to the State Auditor’s web page at: <http://sao.wyo.gov/vendor-resources> .  They also have a link to Frequently Asked Questions about these new forms that you may find helpful.
		- Your grant payment cannot be process until the new vendor forms have been processed.
* **NOT APPROVED GRANTS**: The Grant Seeker will receive an email to advise them if their grant was not approved**.**

**EMAILS MAY END UP IN YOUR SPAM FOLDER, SO WE RECOMMEND YOU CHECK IT FREQUENTLY!**

**1/18/18 update**