****

**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 down 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 dates your project took place in, so you can be 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. The name of the grant category appears on the top of the page, so make sure you are logging into the correct grant category.**
* **The grant system treats everyone like an organization,** including individual artists, so provide all info accordingly.

**BEFORE YOU LOG IN**

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

* **Federal Employer Identification Number (FEIN).**
	+ Individuals have a Social Security Number (SSN) instead of a FEIN. However, we do not want individual artists to enter their SSN in the e-granting system for security reasons. If you are awarded a grant, you will list your SSN on vendor forms instead.
	+ The e-grant system allows School Districts to enter their NCES # to sign up as a new user. However, we prefer that a FEIN is always entered, so the system is able to verify if the School District record has already been created in the e-granting system.
	+ If the applicant organization does not have an FEIN, enter a dummy # 123456789, and you will have to use a Fiscal Sponsor to apply.
* **Duns and Bradstreet Number (DUNS).**
	+ **Individuals:** Do not need a DUNS # and should enter IND in this field.
	+ **Applicant organizations:**  Should enter their DUNS #. If they do not have a DUNS #, enter a dummy DUNS # 123456789 and apply for a DUNS # asap.
	+ **Fiscal Sponsors**: If the applicant organization is using a Fiscal Sponsor to apply, enter a dummy DUNS # 123456789 on the Applicant Organization page, and then enter the Fiscal Sponsor’s DUNS# on the Fiscal Sponsor page. If the Fiscal Sponsor does not have a DUNS#, enter a dummy DUNS # 123456789 and the Fiscal Sponsor should apply for a DUNS # asap.
	+ NOTE: Grants cannot be awarded without a DUNS #. Contact the Arts Council at (307) 777-7742 as soon as the new DUNS # is received so we can enter it in the Applicant Organization record or on the Fiscal Sponsor page for you.
	+ Go to the GRANTS / HOW TO APPLY tab to learn more about this requirement or by clicking on this link: <https://wyoarts.state.wy.us/grants/can-apply-2/> .
* **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.
	+ NOTE: The applicant organization name should be the same in the e-grant system, SOS and IRS. Do not use DBA’s.
* **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.** Organizations who applied using a Fiscal Sponsor will always need to enter an Invitation Code.
* **First Time Users: Before you start the process, we suggest that you view the HOW TO LOG IN VIDEO. Then click on the First Time Users 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 can view applications and final reports that other Grant Seekers have created for the organization.
	+ **If the grant system is unable to verify that the applicant organization is a 501c3 non profit 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 Arts Council at (307) 777-7742 to obtain this code, which is different for each grant category.
	+ Then do the following to find out why the system could not verify your organization’s FEIN:
		- 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 Arts Council 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 because of the way they were initially created,** so contact the Arts Council 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 is already registered in the grant system with the same FEIN you entered, 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 Arts Council 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 already started work on but have not submitted yet.
	+ View all Applications that have been submitted for your organization by yourself and other Grant Seekers.
	+ Work on any pending Final Reports (called Impact Reports) that are assigned to you, but you have not 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.** 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 you entered.
	+ 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 but do not list the same Grant Contact more than once.
* **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, select NO and do not fill out this page.**
	+ **If you are using a Fiscal Sponsor, select YES and fill in all fields on this page.**
		- You will also need to upload a signed, dated letter from your fiscal sponsor that states they are willing to serve as the fiscal sponsor for this grant.
		- Also upload a copy of their current 501c3 letter from the I.R.S. or evidence of government status.
		- Never list any  Fiscal Sponsor information in the Applicant Organization record.
		- You will also need to upload a PDF of the Fiscal Sponsor’s SOS Detail page if they are a 501c3 non profit.
* **OTHER INFORMATION:**
	+ **Cash Match:**  Each grant category will tell you if it requires a cash match or not.
	+ **Attachments:** Only upload required attachments in the request. Do not email or mail any 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 so you can submit.

**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 Arts Council 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.
* Once you submit your application, you can no longer make revisions to it. However, you can "View” your application at any time from your Welcome Page.
* **Revisions**: If Arts Council 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. 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 Arts Council 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 draft CSG applications, as well as PD and RAAG applications.
	+ Step 2:
		- Community Support applications are sent to a peer panel to review. Then the Arts Council Board reviews the panel recommendations and makes the final recommendations.
		- Professional Development/Career Advancement and Rural Arts Access applications are approved by staff.
* **APPROVED GRANTS:**
	+ **The Grant Seeker will be sent an email after your grant is awarded**. This email explains all of the conditions of the grant, so be sure to read it in its entirety and keep a copy for your records.
	+ **The Grant Seeker will be mailed the Subgrantee Award Agreement and a Self Addressed Stamped Envelope 4-6 weeks after the grant was approved.**
		- NOTE: Due to the large volume of grants being processed in July and new fiscal year budgets being set up, grants will take much longer to process during this time. If you do not receive the Agreement in 6-8 weeks, 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 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 do not make any revisions/changes on it. Be sure to return all three pages of the signed Agreement back to the Arts Council as soon as possible, to enable us to process your grant payment.
	+ **Federal Funding Requirements:** The Arts Council receives funding from Federal and State sources. Your award email states if your funding was paid from State or Federal funds.
		- Organizations who receive Federal funding will be required to fill out an OMB Circular A-133 Audit Requirements form when they complete their Final Report. If they received more than $750,000.00 in Federal funds, they will also need to provide the Arts Council with an audit and Notice of Findings.
	+ **Processing State of Wyoming payments**:
		- If the applicant organization or individual artist have never received a payment from a State of Wyoming agency, or it has been more than 2 years since you received a payment, or your information has changed, you must fill out new vendor forms (a W9 form and a Wyoming Vendor Management form). We recommend that you submit your vendor 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 processed 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!**

**10/9/18 update**