



How To Apply For A Grant

- Go to the Wyoming Art Council's web page by clicking [here](#).
- Click on the **GRANTS** tab, and scroll down to the **GRANT GUIDELINES** tab.
 - You must certify that you read these guidelines in the grant application, so review them now before you begin the application process.
- Click on the **GRANTS** tab a second time, and scroll down and select the header for the grant category you wish to apply for.
 - Read the grant and panel criteria, so you will know what information the staff and the review panel are looking for.
 - **Scroll down to ACCESSING YOUR GRANT APPLICATION OR FINAL REPORT, and click on the appropriate link.**
 - *Applications are different for each grant cycle and fiscal year, so it is imperative that you click on the correct link or you might complete the wrong application.*
- **The Log-In page will appear.** The grant category you selected will appear on each page to verify you are working in the correct application.
- **The grant system treats everyone like an organization,** including individual artists, so provide all information accordingly.

Before You Begin

Obtain this information about the Applicant Organization (and Fiscal Sponsor, if used) before you begin the application process:

- **Legal Name with the Internal Revenue Service (IRS)**– Do not list a “doing business as” (DBA) name.
- **Basic information,** i.e. address, phone, email, website, etc.
- **Federal Employer Identification Number (FEIN)** from the IRS:
 - **Organizations should enter their nine digit FEIN.**
 - **501c3 nonprofits:** The grant system verifies FEIN's with the IRS Business Master File, so it should be able to verify your FEIN. If your FEIN cannot be verified, contact the Arts Council for an **Invitation Code**, which will allow you to bypass the eligibility portion of the log-in process.
 - **Government organizations:** The IRS Business Master File usually cannot verify government FEIN's because of the way they were originally entered into their system. If your FEIN cannot be verified, contact the Arts Council for an **Invitation Code**, which will allow you to bypass the eligibility portion of the log-in process. After you submit your application, the Arts Council will be able to manually verify your organization and you will no longer need to use the Invitation Code to log in.
 - **School Districts:** Always enter your FEIN (even though e-grant system allows NCES #'s to be entered).
 - **Don't have a FEIN?** Enter a dummy # (123456789), and then use a Fiscal Sponsor to apply.
 - You will also have to enter an **Invitation Code**, which will allow you to bypass the eligibility portion of the log-in process.
 - **Individuals should not enter their Social Security Number (SSN).** For security reasons, we do not ask for your SSN.

- **Duns and Bradstreet Number (DUNS).**
 - **Individuals:** Do not need to apply for a DUNS #, but you must enter **IND** in this field.
 - **Applicant organizations:**
 - Must have a DUNS # to apply for a grant from the Arts Council.
 - If you are using a Fiscal Sponsor, you should enter your own DUNS# on the Applicant organization page, and then enter the Fiscal Sponsor's DUNS # on the Fiscal Sponsor page in the application. Do not list the Fiscal Sponsor's DUNS # on the Applicant organization page.
 - If you (or your Fiscal Sponsor, if used) do not have a DUNS #, enter a dummy # (123456789).
 - Then apply for a DUNS # immediately, because grants cannot be awarded without a DUNS #.
 - Contact the Arts Council at (307) 777-7742 when the new DUNS # is received, so we can enter it for you.

- **501(c)(3) Non-profits must be registered to do business in Wyoming with the Wyoming Secretary of State's (SOS) Office.**
 - This requirement does not apply to Individuals or Government Agencies.
 - If you are using a Fiscal Sponsor, then this information must be for them.
 - Click [here](#) to link to SOS office to verify that your status (or Fiscal Sponsor, if used) is current.
 - Type in the organization's legal name, then click on the name to be taken to the DETAIL page.
 - Click PRINT button to create a PDF document. Save PDF so you have it to upload in your grant application later.
 - NOTE: Do not use DBA's. The organization name should be identical in the e-grant system, SOS and IRS.

- **Schools, University and Community Colleges:**
 - Individual schools may not apply for grants. School Districts may apply for one grant that will benefit one or more schools in their district, 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.

- **Using a Fiscal Sponsor to apply?** Obtain the following documents to upload on the Fiscal Sponsor application page:
 - A signed, dated letter from the Fiscal Sponsor stating they are willing to serve as the fiscal sponsor for this grant.
 - A copy of their current 501c3 letter from the IRS or evidence of government status.
 - Fiscal Sponsor information should only appear on the Fiscal Sponsor page in the application. Never list Fiscal Sponsor information in the Applicant organization record.
 - If Fiscal Sponsor is a 501c3 nonprofit, upload PDF of their SOS Detail page. (See above for instructions.)

Go to **GRANTS / WHO CAN APPLY** tab for more info about these requirements or click [here](#).

How Do I Log In?

- **Returning Users:** Type in your e-mail address and password to log in.
 - Organizations not verified by the IRS Business Master File or who use a Fiscal Sponsor will always 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 orgs can have multiple Grant Seekers, who will be able to view all applications/final reports that others have created.
- If the grant system cannot verify that the Applicant organization is a 501c3 non profit, contact the Arts Council at (307) 777-7742 to obtain an **Invitation Code** to bypass the eligibility portion of the log-in process. See above information regarding Government organizations.
 - 501c3 non profit organizations will need to find out why the grant system could not verify your FEIN:
 - Verify with your accountant that you entered the correct FEIN.
 - If FEIN entered is correct, contact the IRS to verify that your 501c3 nonprofit status is current.
 - If the IRS verifies status is current, then email the Arts Council a copy of your current 501c3 letter.
 - Staff will manually verify your eligibility system after it has been verified, so you won't have to use an **Invitation Code** going forward.
- **Is your Organization already registered in the grant system?**
 - You will receive a message if the organization with the FEIN you entered is already in the grant system.
 - If it is your organization, you must select that organization to continue the registration process.
 - Only create a new organization record if the organization's FEIN listed in the message does not belong to your organization. Never create a new organization record for an organization that is already in the system, or that will create a duplication record.
 - If an org is already registered with the same FEIN you entered and it is NOT your organization, 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 application form in its entirety.
 - Register to associate yourself as the Grant Seeker for more than one organization.
 - Start a New Application. Make sure the header shows you are in the correct grant category/fiscal year.
 - Work on any applications that you have created and have started to work on but have not submitted yet.
 - NOTE: You can work on an application or final report all in one setting or come back and finish it at a later date.
 - Click on the trash can icon to delete an incomplete application or one that you created in error.
 - 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 have been released to you to complete, but you have not submitted yet.
 - View all Final Reports that have been submitted for your organization.

How To Fill Out The Application

- **Click on the blue START A NEW APPLICATION link.** Only do this once or you will create multiple applications.
- **"Tool Tips ?"** will appear beside many of the questions, and provide the criteria that the review panel will be using.
- **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 wish to 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 wish 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 project the funding is being requested for.
 - The Grant Seeker who is submitting the application can be the Grant Contact, or it can a different person.
 - You must select at least one Grant Contact to be associated for each 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 and click "**Save and Proceed**".
 - The initial GRANT CONTACT screen will re-appear. Check the box next to the Grant Contact you want to associate with this application. More than one Grant Contact can be checked, but do not check 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 additional fields will appear for you to complete.
- **OTHER INFORMATION:**
 - **Cash Match:** Each grant category will tell you if it requires a cash match or not.
 - **Attachments:** Upload required attachments. Do not email or mail any attachments to the Arts Council unless requested.

Reviewing Your Application

- **APPLICATION VERIFICATION:** This is the final page in the application. Click "Save and Proceed".
- **REVIEW YOUR APPLICATION:** This screen will appear and shows your entire application:
 - 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.
 - Note that Narrative fields with 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. You can also copy/paste the information to a WORD document and print it. Click the page/tab at the top of the page in order to move to the next page/tab.
- When you get to the "Review your Application" page, click the PRINT A COPY OF THIS INFORMATION button before you submit it.
- Submit your application, and then you can print a copy of the complete application.

How Do I Submit My Application?

- **Click on the "Submit" button** after you have filled in all of the required fields on the REVIEW YOUR APPLICATION page.
- The application will appear in its entirety, along with a message that you have successfully submitted your application.
 - Contact the Arts Council immediately if you do not receive the message that your application has been successfully submitted, so we can verify it was received, especially if the deadline is near.
- After you submit your application, you can no longer make revisions to it, but you can "View" your application from your Welcome Page.
- **Revisions:**
 - If needed, Arts Council staff will return the request back to the Grant Seeker electronically to make any revisions.
 - The Grant Seeker will receive an email notifying them to log into the online grant system to make the revisions and re-submit their request.
 - Always revise the request you already submitted and never create a new grant request to make any revisions.

Need Assistance?

- **Technical questions about the grant system?** Click on NEED SUPPORT? Link at 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. 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:** Complete applications must always be submitted. Incomplete applications will not be considered.
 - **Step 1:**
 - **Staff will review Community Support Grant applications submitted by the March 1st deadline from applicants who did not receive a Community Support Grant the year before.**
 - If staff have suggestions they feel will make the application stronger before it goes to panel for review, they will return the application to the Grant Seeker one time to allow them to make revisions.
 - Returned applications must be re- submitted within seven (7) calendar days, and will be sent directly to panel for review.
 - **NOTE:** Staff will not review the application after it has been re-submitted.
 - If staff do not have any suggestions to make the application stronger before it goes to panel for review, they will not return it to the Grant Seeker for revisions.
 - **Staff will only review the budget portion of all other Community Support Grant applications received.**
 - **NOTE:** They will not review the rest of the grant content.
 - **Staff will review Professional Development/Career Advancement Grant and Rural Arts Access Grant applications in their entirety.**
 - **Step 2:**
 - Community Support Grant applications are sent to a peer panel to review.
 - The Arts Council Board reviews the panel recommendations and makes the final recommendations.
 - Professional Development/Career Advancement Grant and Rural Arts Access Grant applications are approved by staff.

- **APPROVED GRANTS:**

- The Grant Seeker will be sent an email after the 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.
 - Due to the large volume of grants being processed in June/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 contact the Arts Council.
 - Two different 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, make a copy for your records.
 - This is a legal contract, so do not make any revisions/changes on it.
 - Return all three pages of the original signed Agreement back to the Arts Council as soon as possible, so we can process your grant payment.
- **Processing State of Wyoming payments:**
 - **You do not have to fill out new Vendor Forms (W9 and a Wyoming Vendor Management Form) if:**
 - You have received a payment from a State of Wyoming agency in the past two years and none of your information has changed (i.e. address, bank info, etc.).
 - **You must fill out new Vendor Forms if:**
 - The Applicant organization/individual artist have never received a payment from a State of Wyoming agency.
 - If it has been more than 2 years since the Applicant organization/individual artist has received a payment.
 - If any of your information has changed since you received a state payment.
 - **We recommend that you submit your vendor forms immediately after you receive your award email,** because it takes at least 4-6 weeks for the State Auditor's office to process new vendor forms.
 - Vendor forms are updated frequently, so you must use the most current form(s) that are available at the State Auditor's [website](#). Frequently Asked Questions about vendor forms is also available at that link.
 - 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 from the Arts Council/grant system may end up in your spam folder, so check it frequently!***