



How to Apply for A Grant

- Go to the Wyoming Art Council's web page by clicking [here](#).
- Click on the GRANTS tab, scroll down to the GRANT GUIDELINES tab and read through them.
 - You will have to certify in the grant application that you have read these Grant Guidelines.
- Click on the GRANTS tab a second time, scroll down to the grant category you wish to apply for and click on it.
 - 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.
 - *It is imperative that you click on the correct link, or you might complete the wrong application because applications are different for each grant cycle and fiscal year.*
- The Log-In page will appear. The grant category you selected will appear up on the top of 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 registered with the Internal Revenue Service (IRS)– Do not list a “doing business as” (DBA) name.
- Basic information about the organization or individual, 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.
 - 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 can manually verify your organization so 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?
 - You will have to use a Fiscal Sponsor to apply, so enter a dummy # (123456789).

- Contact the Arts Council for an **Invitation Code**, which will allow you to bypass the eligibility portion of the log-in process.
 - **Individuals do 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 should enter **IND** in this required 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).
 - 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 they must meet this requirement.
 - 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.
 - 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 page in the application.
 - 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.
 - Never list Fiscal Sponsor information in the Applicant organization record. Fiscal Sponsor information should only appear on the Fiscal Sponsor page in the application.
 - If Fiscal Sponsor is a 501c3 nonprofit, upload PDF of their SOS Detail page. (See above 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.
 - Enter an **Invitation Code** if your organization cannot verify by the IRS Business Master File or you are using a Fiscal Sponsor.
- **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 nonprofit, 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 nonprofit 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 a copy of your current 501c3 letter the Arts Council.
 - Staff will manually verify your eligibility 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 an organization with the FEIN you entered is already registered 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 duplicate 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.
- **Page tabs appear on the top of each 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.
- **"Tool Tips?"** will appear beside many of the questions, and provide the criteria that the review panel will be using.
- **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 also be the Grant Contact, or it can a different person.
 - You must select at least one Grant Contact to be associated with 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.
 - You can also delete old Grant Contacts that are no longer associated with your organization.
 - The information will appear for the Grant Contact you selected.
 - Verify that all of the information is still current and all required fields are filled in.
 - 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 log in, you should verify the information listed for 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.
 - Upload their support letter, 501c3 letter or evidence of government status and the SOS PDF (if applicable).

- **OTHER INFORMATION:**

- **Cash Match:** Each grant category will tell you if a cash match is required.
- **Attachments:** Upload required attachments. Do not email or mail any attachments to the Arts Council.

Reviewing Your Application

- **APPLICATION VERIFICATION:** This is the final page in the application. Verify info and then click "Save and Proceed".
- **REVIEW YOUR APPLICATION:** A screen will appear that shows your entire application:
 - If you have filled in all required fields in the application, you can submit your application.
 - 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.
 - After you have filled in the required info, save that page.
 - Go back to the "Application Verification" page a second time and follow the steps again to submit your application.

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. 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 copy/paste this 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 you will be given one final opportunity to print a copy of the submitted application.

How Do I Submit My Application?

- **Click on the "Submit" button** after you all required fields on the REVIEW YOUR APPLICATION page is complete.
- 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 that it was received, especially if the deadline is near.**
- After you submit your application, you can no longer revise it, but you can "View" it from your Welcome Page.
- **Revisions:**
 - The Arts Council staff can return the request back to the Grant Seeker to make any revisions if needed.
 - The Grant Seeker will receive an email notifying them to log in 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 to.

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. It may take up to 24 hours to receive a response back.

- **Specific Questions about the grant itself?** 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.
 - **Rural Arts Access and Professional Development/Career Advancement grant categories.**
 - Staff review these applications throughout the year as they are submitted/received.
 - **Community Support Grants**
 - **Step 1: Staff Review**
 - **Draft Applications:** Applicants who did not receive a Community Support Grant the year before can submit a draft application by the March 1st deadline and staff will review them:
 - If staff have suggestions they feel will make the draft application stronger before it goes to panel for review, they will return it back 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. Staff do 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.
 - **Regular Applications:** Staff review the budget portion of these applications, and may return them for revisions if they have any major concerns before they are sent to the Panel to review. They do not review the entire application.
 - **Arts Education supplemental component** – Staff review this component before it is sent to the Panel.
 - **Professional Development/Career Advancement Grant, Rural Arts Access Grant and Folk-Art supplemental components** are not sent to the Panel to review. They are reviewed by Arts Council staff who recommend all or no funding.
 - **Step 2 – Panel Review and Recommendations:**
 - Applications are sent to the Peer Panels to review.
 - The Arts Council Board reviews the Panel recommendations and makes the final recommendations.
 - The Arts Council Executive Director makes the final funding determinations.
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- **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 paper copy of it for your records. Check your spam folder regularly in case it goes there.
- The Grant Seeker will be mailed the following information in a large orange envelope 4--6 weeks after the grant was awarded:
 - Subgrantee Award Agreement.
 - Attachment A.
 - Attachment B.
 - Instruction slips.
 - A self-addressed stamped envelope to return the Agreement back to us.
 - Due to the large volume of grants being processed in June/July and new fiscal year budgets being set up, grants take much longer to process during this time. If you do not receive the Agreement 8 weeks from the time you receive your award email, contact the Arts Council.
- **Signing the Subgrantee Award Agreement:**
 - The Agreement is a legal contract, and no changes should be made to it, including adding information, crossing through information or using white out.
 - **Individuals Artists** will sign in the INDIVIDUAL ARTISTS signature block on page 3 of the Agreement.
 - **Applicant Organizations** will provide two signatures in the APPLICANT ORGANIZATION signature block on page 3 of the Agreement. Signatures should be from two different legal representatives of the organization. If the applicant organization used a Fiscal Sponsor, then the second signature on the Agreement should be from the Fiscal Sponsor.
 - ***NOTE: Individual Artists should NOT sign in the Applicant Organization signature block, and Applicant Organizations should NOT sign in the Individual Artist signature block.***
 - After you sign the Agreement, make a copy for your records.
 - 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.** All grantees are considered “vendors” and must be registered in the State of Wyoming database before a grant payment can be issued. Getting registered is as easy as filling out a W9 form!
 - **You do not have to fill out new W9 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 W9 Form if:**
 - The Applicant organization or 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 or 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 W9 form immediately after you receive your award email**, because it takes at least 4-6 weeks for the State Auditor's office to process new W9 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 will be processed after 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!***