

eGrant User Guide

Introduction

This guide provides an overview to using eGrant to prepare and submit applications to the Delaware Division of the Arts. All Division grant applications and final reports will now be created, completed, and submitted through the online eGrant system. Detailed instructions are provided in each section of an application.

You can access eGrant at <http://artsdel.egrant.net>. When you arrive at the home page, click on the [Guidelines](#) link to see an overview of all of the grants offered by the Division of the Arts. Click on the appropriate guidelines for specifics on eligibility, criteria, requirements and deadlines. All potential applicants are advised to review these guidelines before deciding to prepare and submit an application.

Welcome (Login) page

- **Bookmark this page!**
- **Login process** – Every organization or individual artist must have an account in order to submit a grant application. If you have an account with another eGrant provider (e.g. Mid Atlantic Arts Foundation, Carl M. Freeman Foundation, PennPat), you must create a separate, unique account for the Delaware Division of the Arts.
- **One Login and Password only** – Each organization should have a single login and password to be used by everyone involved in the grant application process for all of your organization's applications to the Division of the Arts.
- **Current Division of the Arts Grantees** – A record has already been created for your organization. **Your organization has been assigned an eGrant Login and Password.** It is important that you use this Login/Password and log on as a **Returning User** in order to avoid duplicate records. Once you have logged in the first time, you may change your Password and Contact Name/Email, if you'd like.
- **Returning users** enter login and password. This will take you to the **Main Menu Page** (See below)
- **New Users** – Click on **Create an Account**

New User Registration Page

- Create only one registration for your Division of the Arts account. Everyone who works on any application for your organization should use this login and password.
- All information on this page is required.

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- If you are a college/university, or a county/municipal/state agency, create a separate account for each department/section, if applicable. For example:
 - University of Delaware – Music Department
 - DE Division of Parks & Recreation – First State Heritage Park
 - City of Lewes – Parks and Recreation Commission
 - New Castle County Dept of Community Services– Newark Free Library
- Select a Login for your organization.
 - Choose something generic for the organization. DO NOT use the name of an individual (unless you are an individual applying for an Individual Artist grant)
 - DO NOT use non-alphanumeric characters in your Login – no characters such as quotes, commas, apostrophes, question marks, etc. Dashes or hyphens are ok.
- Select a Password – may be the same as your login name. Passwords must be at least **6** characters long and may include non-alphanumeric characters.
- Enter a Contact Name and Email address. This person will receive confirmation of your new account and confirmation of the successful submission of your grant application(s).

Congratulations Page

- A follow-up email containing your login information will be sent to the Contact you designated.
- Keep a copy for your records.

Main Menu Page –You will be brought back to this page any time you click the Main Menu button at the top of the screen.

- **Navigation**
 - **Top of the page** – at the top of the page you will see four buttons. These buttons will accompany you through your entire application process.
 - **Main Menu** – this button will bring you back to the Main page.
 - **My Account** – this button will bring you to a page where you may change your Password, Contact Name, and Email address.
 - **Help** – will bring you to an FAQ created by Bromelkamp Company to answer frequently asked questions. This FAQ is not specific to Division of the Arts eGrants.
 - **Logout** – will allow you to exit your work. **Make sure you click the Save Changes button before you logout.**

- **Colored icons** – there are five colored icons on the Main Menu page
 -  -- The **Edit** icon allows you to begin or continue work on an open application.
 -  -- The **View** icon allows you to view, print, and/or save a .pdf version of your application. You will be able to do this at any point in the application process, as well as after your application has been submitted.
 -  -- The **Email** icon provides a direct link to Division staff to answer your questions and is found on every page of the application.
 -  -- The **Guides** icon allows you to open Guidelines for any of the Delaware Division of the Arts grant programs. You will find this icon on many of the application pages, as well as on the Main Menu.
 -  -- The **Delete** icon allows you to delete an application prior to submission.
 - To reach these buttons at any time, click on Main Menu at the top of the page.
- **Create New Application** – this button links you to a drop-down list of applications
 - Only applications that are currently available will be listed.
 - Click on the appropriate application from the drop-down box.
 - This application will now be listed at the bottom of the page.
 - Click the green **Edit** icon to begin work on your application.
 - The next time you login, you will come to the Main Menu page and can continue to edit your application.
 - If you are a current Division of the Arts grantee or have started or completed an application on this site previously, many of the fields in your **Organization Profile** will already be pre-populated. You will not need to re-enter this information with each application or each year. However, you should review these fields and make any necessary updates.

Application Navigation

Once you select an application to work on, you will see that the navigation has changed

- **Gray buttons** – These will remain the same and will always allow you to reach the **Main Menu**, the **FAQ**, your **Account**, or **Logout**.
- **Application Tabs** – These represent the different sections of your grant application. You can move from one section to another by clicking these tabs, but always click the **Save Your Work** button at the bottom first.
- **Save Your Work** – Click this button if you are going to leave the page or logout or walk away from your computer for any length of time. Your connection to eGrant will time out after 90 minutes of inactivity.
- **Save & Next** – Click this button if you are going to move on to the next section of your application.

Guidelines

Before entering information, read the [Guidelines](#) to familiarize yourself with application criteria and requirements. You will find the [Guidelines](#) link and/or



this icon throughout an application to take you back to the guidelines for the application on which you are working.

Create a Folder for Attachments

Before you begin, you might want to create a folder on your computer to hold all the attachments that you will add to this application. Document attachments will need to be submitted in **PDF format**. You will need to download PDF conversion software if your computer does not allow you to save a document as a PDF. Several free PDF conversion software products are available online. Top results from a Google search include: [CutePDF](#), [doPDF](#), and [PDFlite](#). Images may be submitted in **JPG** format.

Application Sections

All applications are divided into sections identified by Tabs at the top of the page. All applications include some combination of the following:

- **Organization Profile** – requests basic information about your organization, including contact information and mission statement. Many of these fields pre-populate from application to application and will only require review for updates from year to year. If you update this information in one open application, it will update the change into all of your other open applications.
- **Project or Program Information** – requests information specific to the project or program for which you are applying for funding. This section may include both data and text fields. In some applications, narrative questions are incorporated into this section.

- **Narrative** – for some applications a narrative will be prepared off-line using your own word processing software. These narratives must be saved as a .pdf document and uploaded to your eGrant application. (General Operating Support and Project Support applications only)
- **Financial** – includes budgetary and other financial information or reports, as required for specific applications.
- **Support Materials** – includes both required and optional materials to be included with your application. In most cases, support materials will be attached as .pdf or .jpg documents. In some instances, URLs may be inserted to direct reviewers to audio, video, or other information on web sites. To upload multiple jpgs, combine into one PDF file first. (See Appendix 2).
- **Assurances** – Your contract with the Division of the Arts is included in your eGrant application and called Statement of Assurances. An authorizing official must review the application and the Statement of Assurances and click **Yes** at the end to designate acceptance of this agreement should the organization be awarded a grant.

Clicking **Yes** indicates that all of the information contained in the application and its attachments is correct to the best of your knowledge and that, **if funded**, you will comply with all of the terms and conditions within the Statement. Clicking **Yes** does not guarantee the application will be approved for funding.

You will want to **print a copy** of the [Statement of Assurances](#) for your records.

- **Finish and Submit** – you will be unable to submit your application successfully unless all required portions of the application are complete. On this page you will see headings for each of the application sections. If you see the phrase **Please Fix It!**, it means that something was left out. Click on **Please Fix It!** and it will bring you to the location where you can enter or attach the missing information.

Make sure you have **saved all attachments in a folder** on your computer. You will not be able to view them or print them out from eGrant once you've submitted the application.

Once all of the required information has been included, you will see the **Submit** button. Click it and you're done! You will receive a confirming email to assure you that your application has been received. After you've submitted the application, you will not be able to return to it to make corrections or additions, but you will still be able to go the Main Menu and Click View to view, print, and/or save the completed application.

Do not wait until the last minute to click Finish or you may be dismayed to discover that you've forgotten something that you don't have enough time to complete before the deadline. You can click Finish at any stage of the application process to check on what you still need to do.

You must submit your application before 4:30 pm on the deadline date.

Entering Text

Some questions will require longer answers and text boxes with character limits are provided for such questions. Here are some things you should consider with text boxes:

- **Space limitations** - Each text box has pre-determined space limitations. These are determined by character counts. Character counts include spaces.
- **Font style and size** is pre-set and cannot be changed.
- **Formatting features** are not available in eGrant. Applicants cannot bold, italicize, underline text or use bullets.
- **Save frequently** to avoid losing carefully composed text.
- **Cutting and pasting (recommended)** - For longer sections of text, you may want to compose the text in a separate word processing document and cut and paste the text into the text box. This will help prevent the loss of work in case you accidentally move to another Tab without saving your work.

If you cut and paste - **beware:**

- You will still be constrained by the same font size and lack of formatting features once the text is pasted into the application. All formatting will be lost when pasted into eGrant text fields, including bold, underline, italics, bullets, and font colors.
- If your text exceeds the character limit, it will be cut off. You must check to make sure that all of your text has been copied into the text field. If text has been cut off, you need to edit your text so the entire response is included in the application.

Required Materials

* Asterisks designate required fields for all applicants. You will not be able to submit your application if any asterisked field has not been completed.

Requirements for First-time Applicants

- **DUNS #** -- This is a new requirement of the federal government. Click on the link or call 1-800-333-0505 to register if your organization does not have one.
- **W-9** – This Vendor form is required by the State of Delaware for any individual, organization, or business receiving payment from the state. If you do not have a W-9 on file, you will need to register, and if your address has changed, you will need to update the W-9 form currently on file.
- IRS Nonprofit Determination letter.
- State of Delaware Certificate of Incorporation.

Multiple Sections/Multiple Users/Multiple Applications

You can work on different sections of your eGrant application at different times or have different people in your organization complete or review different sections of an application, or be working on more than one application simultaneously.

If your organization is working on more than one application in the same grant category (e.g. multiple Project Support grants), make note of the bold ID # under the Application Name to help you distinguish one application from another.

If multiple people work on your application, make sure you all use the same login and password so that you access the same application.

Questions & Help

Links to the pertinent grant guidelines, this user guide, and staff email appear in the Instructions section at the top of each application page.

APPENDIX 1 - GLOSSARY

Applicant Cash

- Funds from the applicant's operating budget or cash reserves (including carry-forward from previous fiscal year) that applicant has allocated for this project/program year.

Arts Organization

- A non-profit Delaware organization whose primary mission is the promotion, production, presentation, or teaching of the arts.

Authorizing Official

- A person who has legal fiscal responsibility for an organization, such as an Executive Director, Board President, superintendent, or similar official.

Balanced Budget

- A budget in which projected income equals projected expenditures.

Certified Audit

- Prepared by a certified public accountant who is independent of the organization.

Circus Activities

- Activities ordinarily included in circus programs, e.g. acrobatic acts, juggling, trapeze acts, tumbling, clowning, magic, animal acts.
- These activities are not eligible for Division funding.

Collaborating Organizations

- Organizations which work together to plan and/or implement a project.

Community-Based Organization

- A non-profit Delaware organization whose primary purpose is not the arts, a unit of government, or a college or university.

Delaware State Arts Council

- The Delaware State Arts Council is the advisory body to the Delaware Division of the Arts. The Council advises the Division on matters of policy, funding, and other issues relevant to support for the arts in Delaware.
- The Council is comprised of 16 members, appointed by the Governor, who represent the state geographically and politically, and are appointed on the basis of their interest and experience in the arts. Council members serve as advocates for the arts, promoting and encouraging participation in and appreciation of the arts throughout the State.

Emerging Arts Organization

- A 501(c)(3) arts organization that has been tax exempt for five years or less.

Fiscal Agent

- An organization that takes responsibility for the fiscal duties of an unrelated party.
- The Division of the Arts does not accept applications from fiscal agents.

Fiscal Year

- An organization's 12-month budgetary period.

Grant-in-Aid

- Grant-in-Aid is an appropriation made by the General Assembly to support the activities of non-profit organizations that provide services to the citizens of Delaware.
- Enabling legislation for the Division of the Arts in the Delaware Code establishes the Division as the primary mechanism for supporting the arts in Delaware.
- Arts organizations receiving general operating support through other state mechanisms, including Grant-in-Aid, may see an impact in Division funding.

Grantee Responsibilities

- Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Delaware Division of the Arts grant application, applicants are affirming that they are familiar with the requirements of both the [Division of the Arts](#) and the [National Endowment for the Arts](#) (NEA) and they will comply with those requirements.

In-Kind Contributions

- Donations of goods and services with a calculable fair market value.

[IRS 990, 990-EZ, or 990-N \(e-postcard\) Tax Report](#)

- Reporting mechanisms, depending on budget, required by the IRS for nonprofit organizations.

Matching Funds

- Grant dollars are typically one portion of the income for any arts project. The additional funds necessary to complete the project are called matching funds.
- Matching funds may be a single source or a variety of sources; they may be earned or contributed income.
- Most Delaware Division of the Arts grants require some level of matching funds. The amount will vary, depending upon the grant category.
- For example, a 1-to-1 match is when the Division grants an organization \$10,000 and the organization matches the grant with at least \$10,000 from other revenue sources.

National Endowment for the Arts

- The NEA was established by Congress in 1965 as an independent agency of the federal government. The NEA awards grants to support artistic excellence, creativity, and innovation for the benefit of individuals and communities.

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- Forty percent of the NEA's funds go to the 56 state and jurisdictional arts agencies and the six regional arts organizations in support of arts projects in thousands of communities across the country. The Delaware Division of the Arts receives an annual State Partnership grant from the National Endowment.

Organizational Capacity

- The ability of an organization to carry out the programs it has created by virtue of its mission. For example, this might include adequate funds, personnel, materials, and a location in which to carry out the program.

Review Statement

- Prepared by a certified public accountant who is independent of the organization.
- Includes analysis of the most significant portions of the organization's financial results.
- Includes a statement of financial position (balance sheet), a statement of financial activity (income and expense statement), and a reviewer's statement.

Treasurer's Report

- Prepared by the organization's treasurer.
- Approved by the board.
- Includes a statement of financial position (balance sheet) and a statement of financial activity (income and expense statement).
- [Sample Balance Sheet](#).

Underserved Community

- Those communities in which people lack arts programs, services, or resources due to geography, economic conditions, cultural background, socio-political circumstances, disability, age, or other demonstrable factors. The term "community" can refer to a group of people with a common heritage or characteristics, whether or not living in the same location.

Visual and Performing Arts Standards

- Delaware Department of Education provides content standards for all areas of instruction in Delaware schools.
- Grade level and proficiency expectations in the areas of dance, theatre, music, and visual arts constitute the [Visual and Performing Arts Standards](#).

Appendix 2 – Converting Multiple Images to a PDF

For PCs

- Make sure you have PDF conversion software on your computer (Several free PDF conversion software products are available online. Top results from a Google search include: [CutePDF](#), [doPDF](#), and [PDFlite](#).)
- Be sure all photos are in one folder
- Navigate to the folder where you've saved the photos
- Select all the photos you want to include in the PDF upload
- Right-click and select "Print"
- Follow prompts and be sure to select your option to "Print to PDF"
- Note where you're prompted to save the PDF file
- Upload the PDF file to eGrant in the appropriate location

For MACs

In OS X:

- Be sure all photos are in one folder
- Navigate to the folder where you've saved the photos
- Open the images in Preview
- Click in the thumbnail tray
- Choose Edit->Select All, then File->Print Selected Items
- In the print dialog, choose the PDF button
- Select the Save as PDF-X item.
- You'll be asked where to save the file, and you're done
- Note where you're prompted to save the PDF file
- Upload the PDF file to eGrant in the appropriate location

Keynote from iWork

- Be sure all photos are in one folder
- Navigate to the folder where you've saved the photos
- Drag the images onto Keynote's slide thumbnail pane
- Select all of the photos
- Export them as a PDF
- Note where you're prompted to save the PDF file
- Upload the PDF file to eGrant in the appropriate location