

## eGrant User Guide

### Introduction

This guide provides an overview for using eGrant to prepare and submit applications to the Delaware Division of the Arts. All Division grant applications are to be created, completed, and submitted through the online eGrant system. Detailed instructions are provided in each section of the online 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 applicants** are advised to review these guidelines before deciding to prepare and submit an application. **New applicants** are advised to contact the Division of the Arts to review eligibility prior to beginning an application.

### Welcome (Login) page

- **Bookmark this page!**
- **Login process** – Every organization, school 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, etc.), 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. Once an organization has set up an eGrant account, all users from the organization should utilize the same Login/Password as a **Returning User** in order to avoid creating duplicate accounts.  
**Warning:** Applicants who submit an application through a duplicate account will be required to re-submit the application using their original account, in order to mitigate the costs incurred by merging or deleting duplicate accounts.
- **Returning users** enter login and password. This will take you to the **Instructions Page** (See below). All organizations and schools that applied for a grant since 2012 should already have an account with a corresponding login and password. If you have forgotten your login information, click on the link directly below the login fields to request it.
- **Individual Artists** – Take note that this is a different site than the one on which you apply for Fellowships. Even if you already have an account at that site through Mid Atlantic Arts Foundation, you will need to establish one here to apply for Division of the Arts Opportunity Grants.

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- **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 the same login and password.
- All information on this page is required.
- If you are a **school, college/university**, or a **county/municipal/state agency**, create a separate account for each school/department/section, if applicable. For example:
  - Warner Elementary School, Red Clay School District
  - 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). Once established, logins cannot be changed.
  - 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 all of your grant application(s).

### Congratulations Page

- A follow-up email containing your login information will be sent to the Contact you designated. It will also contain a link to the eGrant User Guide and application guidelines.
- Keep a copy for your records.

## eGrant.net Navigation

**Browsers** – eGrant.net works best with the latest versions of Internet Explorer, Safari, Google Chrome, and Firefox (Firefox users see note below).

**Reading PDFs in “View”** To view, print, or save a PDF version of your application you will need Adobe Reader. To download free Reader software click 

- Open Adobe, go to the Edit menu and select Preferences/Internet/Display PDF in browser.
- Firefox users will also need to make a change in their browser settings. Go to Tools/Options/Applications. Scroll down to the Portable Document Format (PDF) line. Change the Action to ‘Use Adobe Reader (default)’. Click OK.

### On every page:

- **Account Name** – upper right corner – displays the name of your organization (or your name if you are an individual artist) and links to your account where you may change your Password, Contact Name, and Email address. Logins cannot be changed.
- **? Help** – upper right corner - takes you to an FAQ created by Bromelkamp Company to answer frequently asked questions. This is a generic eGrant FAQ and is not specific to Division of the Arts eGrants.
- **Sign Out** – upper right corner - allows you to exit your work. If you’ve been working in an application, **make sure you click the Save button before you sign out.**
- **Home** 🏠 - upper left - brings you back to either the **Drafts, History, or Opportunities** page (described below), depending on whether or not you have any applications currently open.
- **Navigation Tree** – left side of screen - appears on each page of eGrants with roots and branches changing as you move through the system or through an application. When you are not viewing or editing an application, the Navigation Tree will display the following options:

**Instructions** = explanation of how to navigate through the eGrant system, with a display and definition of eGrant icons.

**Drafts** = applications you have opened or started work on

**History** = eGrant applications submitted (this year and in previous years)

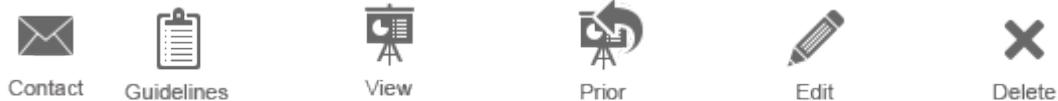
**Opportunities** = a drop-down list of applications currently available

### Application Navigation

To **open a new application**, click on **Opportunities** to see what applications are currently available. Select the application you wish to complete and it will open in the window to the right.

To **open an existing application that you previously started**, click on **Drafts** to see which applications have been started and are in draft format. Click in the checkbox next to an application and then click on the **Edit** icon (pencil) above to open it.

**When looking at Drafts or History, the icons below will appear across the top.**



 Contact	Send your eGrant.net questions directly to a Division of the Arts staff member.
 Guidelines	View the guidelines for this application.
 View	Open a printable copy of your application to view, print, and/or save a PDF version. You will be able to do this at any point in the application process, as well as after your application has been submitted. (This view will not include copies of your attachments).
 Prior	<p><b>This icon is not active for Division of the Arts applications.</b></p>
 Edit	Begin or continue work on an open application.
 Delete	Delete your application prior to submission. Once deleted, it cannot be recovered.

 › Drafts › Artist Residency: Application › Organization Profile (AIR)

While on the eGrant website, there will be “breadcrumbs” across the top, which show the path you have followed to get to this spot.

### Application



Once you select an application to work on, you will see that the **navigation tree to the left** of the page has changed to display the sections of your application. This example is from a Project Support application:

The following now appears at the top and bottom of each application page:



Be sure to click **Save** before moving on to another page, signing out, or walking away from your computer. **Your connection to eGrant will time out after 90 minutes of inactivity and unsaved changes to your application will be lost.**

### Create a Folder for Attachments

Before you begin, we recommend that you 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. Once your application has been submitted, you will no longer have access to your attachments via eGrants, so it is especially important that you’ve saved them elsewhere.

**Naming Attachments** Eliminate spaces when assigning names to your attachment files, e.g.: *OrganizationNameNarrative.pdf* or *OrganizationNameBudget.pdf*.

### 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. The system will keep a running count of your characters as you type to let you know how many characters you have remaining.
- **Font style and size** is pre-set and cannot be changed.

- **Formatting features** are not available in eGrant. Applicants cannot **bold**, *italicize*, or underline text, use bullets, or use the keyboard tab function.
- **Save frequently** to avoid losing carefully composed text.
- **Copying and pasting (recommended for longer sections of text)** You may want to compose text in a separate word processing document and then paste the text into the eGrant text box. This will help prevent the loss of work in case you accidentally move to another section without saving your work.

**If you copy 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 you may have used in your word processing document will be lost when pasted into eGrant text fields, including bold, underline, italics, bullets, and font colors.
- **Text will disappear!** once pasted in if you used bullets or the tab key to indent in your original text
- **Text will be cut off!** if it exceeds the character limit. 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.
- **Clicking on View** will open a PDF version of your application and is a good way to review your text and see how it will appear to panelists.

### **Application Sections**

All applications are divided into sections accessed via the navigation tree to the left of the application page. All applications include some combination of the following:

- **Organization (or Artist) Profile** – requests basic information about the applicant, 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. (This is why it's important for your organization to always login with the same login and password.) If you update this information in one open application, it will update the change in 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 as a separate document, using your own word processing software. Narratives must be saved as PDF documents and uploaded to your eGrant application.
- **Financial** – includes budgetary and other financial information or reports, as required for specific applications with some information entered into data fields and other information uploaded as PDF attachments.

- **Support Materials** – includes both required and optional materials to be included with your application. In most cases, support materials will be attached as PDFs or JPGs. In some instances, URLs may be inserted to direct reviewers to audio, video, or other information on web sites. To upload multiple images or documents, combine them into one PDF file first. (Google “Convert Multiple Images to PDF” for instructions).
- **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.

- **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 **Go There!** it means that something was left out. Click on **Go There!** and it will bring you back to the location in the application where you need to enter or attach the missing information.

Make sure you have **saved all attachments in a folder** on your computer. Although you will be able to **View** a printable version of your application after you’ve submitted it, **you will not be able to view attachments or print them out from eGrant once you’ve submitted the application**. Be sure attachments do not have spaces in the file names.

Once all of the required information has been included, you will see the **Submit** button. Click it and you’re done! The Contact on your eGrant account will receive a confirmation email to assure you that your application has been received. After you’ve submitted the application, it will show up in your **History** section which you can access from the navigation tree on the left side of your screen. You will not be able to return to the application to make corrections or additions, but you will still be able to view, print, and/or save the printable PDF version of the completed application (minus attachments).

**Do not wait until the last minute to click Submit** or you may be dismayed to discover that you’ve forgotten something that you don’t have enough time

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to complete before the deadline. **eGrant is set to automatically close at the designated deadline.**

### 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 #** -- A requirement of the federal government. Click on the link or call 1-800-333-0505 to register if your organization does not have one. Make sure you use the registration process for Federal grants or contracts (which is quick and free), not the process for businesses (which is long and costly).
- **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 (in Good Standing).

### 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 and all changes are incorporated into the most recent version.**

### Avoiding Common eGrant Application Problems

Before clicking **SUBMIT** and submitting your application, check for the following:

- Save a **PDF** of your application – Find your application in **DRAFTS** and click the **VIEW** button at the top of the page to see and save the PDF version of your application form
- **Text Boxes and Narratives** – Review the PDF version of your application in **VIEW** to ensure your complete text has been captured
  - Make sure that you've not exceeded any character limits in text boxes, resulting in text being cut off
  - Make sure you didn't paste any bulleted lists or tabbed phrases or sentences into text boxes on the application form. If you did, the bullets or tabs will remain, but some or all of the text will disappear on the PDF!

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- Make sure your narrative (if attached) does not exceed the maximum page limit (the eGrant system may allow you to submit it, but the Division will not accept it)
- **Attachments –**
  - Are all of your attachments in PDF or JPG format, as required?
  - Do they open quickly or are they so large that a long wait occurs? If the wait is too long, try reducing the size of the attachment or find a smaller one.
  - Have you named all attachments without spaces, e.g., “OrganizationNameBudget.pdf”?
- **Links** - Double-check any URLs you’ve provided in your application to make sure they take the reader where intended

**For General Operating Support applicants, only:**

- **Treasurer’s Report** (if applicable)
  - Does the date of your last annual report match the date of your last completed fiscal year?
  - Does it cover a 12-month period?
  - Do you have both an Income/Expense Statement **and** a Balance Sheet as part of the treasurer’s report and are they [combined and uploaded as a single document](#)?
- **Financial Review or Audit** (if applicable)
  - Does the date of your last annual financial report match the date of your last completed fiscal year (unless your fiscal year is a calendar year)?
- **IRS 990**
  - Have you submitted your 990 for the fiscal year required for your treasurer’s report, financial review, or audit?

**Questions & Help**

Commonly used terms in the application process: [www.artsdel.org/grants/Glossary.htm](http://www.artsdel.org/grants/Glossary.htm)

Division staff is available to assist in the application process by contact the Division at [delarts@state.de.us](mailto:delarts@state.de.us) or by calling 302-577-8278.