

Shermer, James

From: Shermer, James
Sent: Saturday, December 1, 2018 9:08 AM
To: FLHS 1
Cc: 'pzeiler@flhc.org'
Subject: Published: Cultural Investment Program (CINV) FY2020 application link/ template -Fort Lauderdale Historical Society
Attachments: CINV_FY_2020_ApplicationGuideline.pdf; CINV_FY2020_ApplicationInstructions.pdf; Operating Budget Form 2020.xls



CULTURAL DIVISION

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Broward County Cultural Division
Cultural Investment Program (CINV) FY2020

GUIDE TO THE ONLINE APPLICATION - Cultural Investment Program (CINV) Application online.

The application link/ template is now published for: Cultural Investment Program (CINV) FY2020. The editable excel budget form is attached. **Deadline: February 1, 2019 on, or before, 11:59 PM.**

To substantiate and support your application you can upload a media files.

I.) Allowable file extensions for attachments - One can now provide these media files to upload as attachments in the proposal templates:

Doc. Docx. xlsx. Txt. Tif. Png. Jpg. gif. bmp. zip. tar. gz mpg. mov. mp2. mp3. mp4.

This means audio files and [small audio files and movie files](#) can be uploaded as attachments with the proposals.

Attachments - Only one file can be uploaded per Attachment. Attachment Guidance - Ensure all information is directly visible in your attachments. When combining information into a single attachment (ex. PDF), pay special attention to these attachments when "Reviewing" the final application before submitting to confirm all your supplied data is retained and visible, so it is clear to the reviewers. Please avoid sending compressed (zip) files, and to prevent damaged or corrupted files from being sent, create new (clean) versions of your attachments.

Online Application

Cultural Investment Program -Overview home page: <http://www.broward.org/Arts/Funding/pages/cinv.aspx>

PDF Guideline for the FY 2020 Cultural Investment Program (CINV) and Application Instructions, are attached. The Excel form is to be completed and uploaded. These items are posted on our web-site. You may use the attached items, now.

- Below, is the tutorial and with the “password” after you log-on to your Account.
- If you have an Account already in place, then click on the correct LINK to initiate the CINV application.



password intentionally covered

Link: https://www.grantrequest.com/SID_391/Default.asp?CT=CT&SA=SNA&FID=35022

- The application is password protected for only eligible organizations. After logging- on, at the next password screen, enter the password: [REDACTED] ... (not your personal password) and you will be at the beginning of the application.
- To resume work on a previously started (**In-Progress**) application in the “Open” application section, Log-on again with: https://www.GrantRequest.com/SID_391?SA=AM as a “returning” online grantee.



- At your ACCOUNT profile page continue work on the ‘saved’ application that was previously started (SEE **In-Progress**).

Your online account is linked to a single e-mail account/password. This account (e-mail address and password) should be used for all applications and final reports throughout your organization.

The Application and Requirements now includes several collaboration features, allowing you to easily share your in-progress application and reporting forms with other users. (you can assign other “viewers” and work together on the same application).

TO BEGIN A NEW APPLICATION

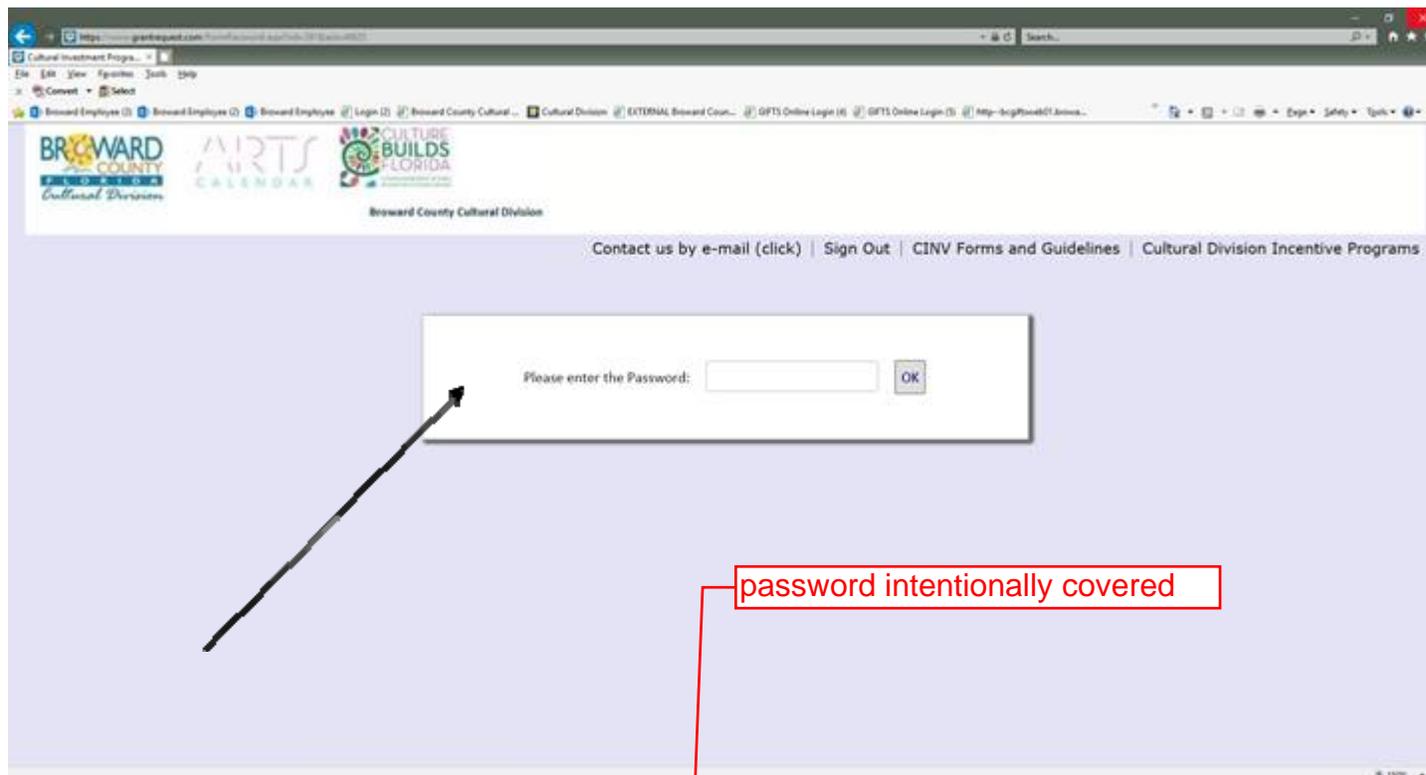
To access this Broward County Cultural Division CINV application, inaugurate a NEW FY 2019 *Cultural Investment Program* application Click on the Web link (**Once**):

Link: https://www.grantrequest.com/SID_391/Default.asp?CT=CT&SA=SNA&FID=35022

You need only to click the link **once to inaugurate a new application.**

(Use the following link to logon to your account to access your saved **IN PROGRESS APPLICATION**)
https://www.GrantRequest.com/SID_391?SA=AMU

NOTE: The application is password protected

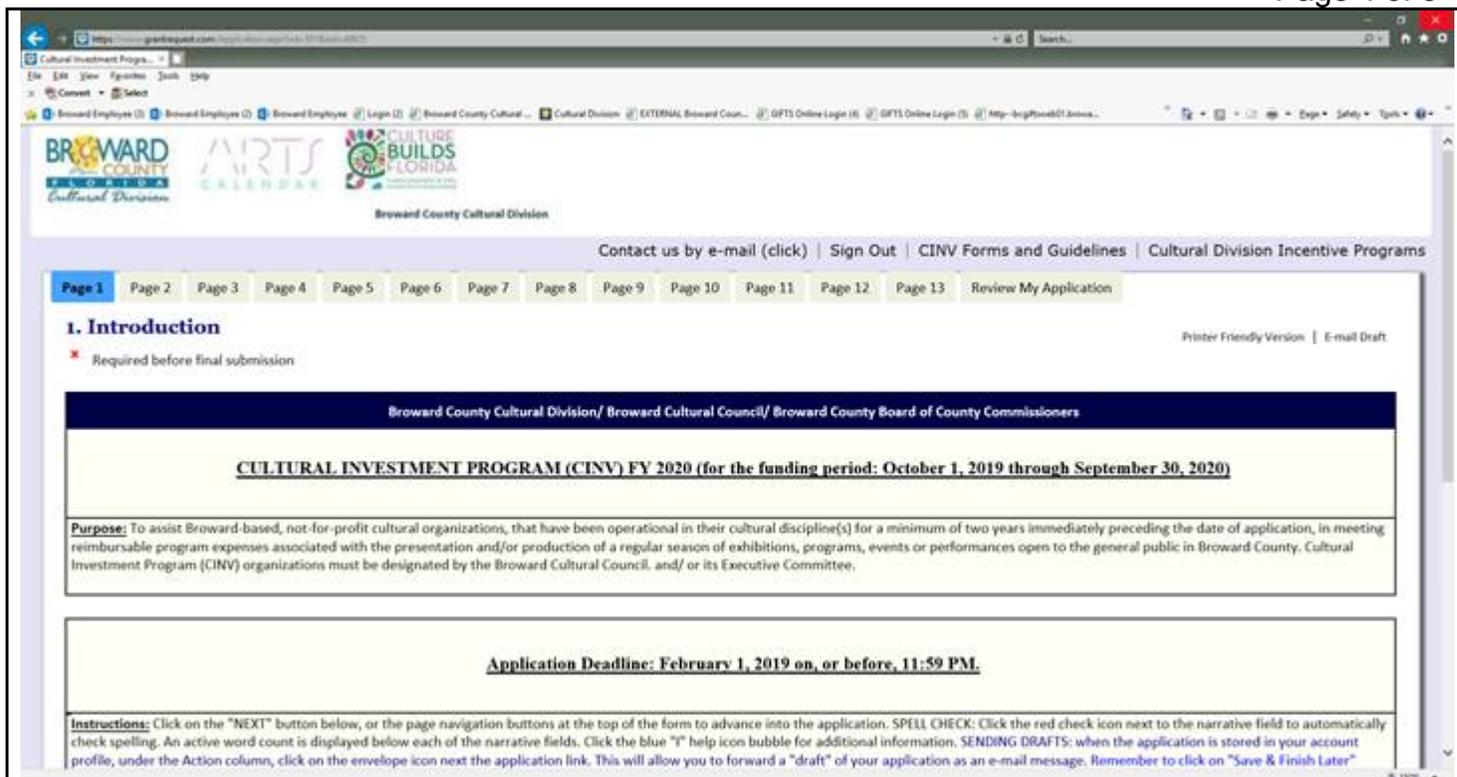


The password is:



NOTE: The application is 'password protected', at this window, use this password.

Beginning of the application:



IN PROGRESS APPLICATION

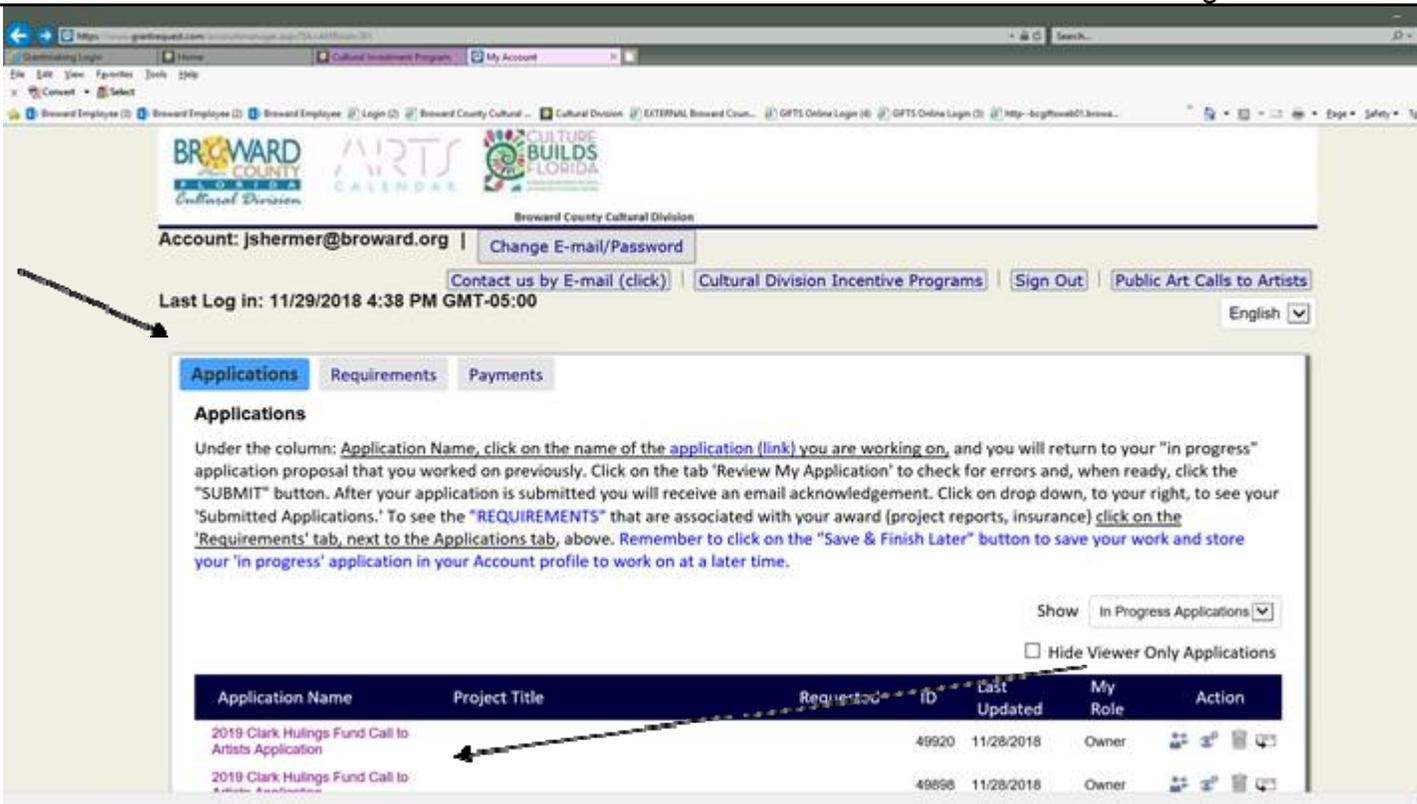
At any time click “Save and Finish Later” button to save your work and your application is stored in your profile in the application tab.

Your “saved” application will be stored in the Application tab and you will receive an e-mail with the contents. (Remember, this is not the submission of the application).

If you wish to return to an application you are currently working on (“Save and Finish Later”) - login by clicking on the

ACCOUNT Web link:

https://www.GrantRequest.com/SID_391?SA=AM



In the row: **Application Name**, Click on the name of the application you are working on.

☑ Cultural Investment Program (CINV) FY 2020 Application

And you will return to the “in progress” application template that you worked on previously. This way you will create a (new) variation of the same template.....

Toggle to the button on the right from “In Progress Applications” to “Submitted Applications” span to show the applications you have sent in.

SENDING DRAFTS

When the application is stored in your account profile, under the **Action column**, click on the **envelope icon** next the application link. This will allow you to forward a "draft" of your application as an e-mail message. **This feature will allow you to forward a "draft" of your application as an e-mail message. To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.**

Applications Requirements Payments

Applications

Under the column: Application Name, click on the name of the application link you are working on, and you will return to your "in progress" application proposal that you worked on previously. Click on the tab "Review My Application" to check for errors and, when ready, click the "SUBMIT" button. After your application is submitted you will receive an email acknowledgement. Click on drop down, to your right, to see your "Submitted Applications." To see the "REQUIREMENTS" that are associated with your award (project reports, insurance) click on the "Requirements" tab, next to the Applications tab, above. Remember to click on the "Save & Finish Later" button to save your work and store your "in progress" application in your Account profile to work on at a later time.

Show In Progress Applications

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
2019 Clark Hulings Fund Call to Artists Application			49920	11/28/2018	Owner	
2019 Clark Hulings Fund Call to Artists - Renaissance			49898	11/28/2018	Owner	

Send E-mail

This feature will allow you to forward a "draft" of your application as an e-mail message. To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.

*Your Name

*Your E-mail jshermer@broward.org

*Recipient E-mail(s)

To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.

*Subject Copy of Application

Message I would like to share the attached Draft Application with you.

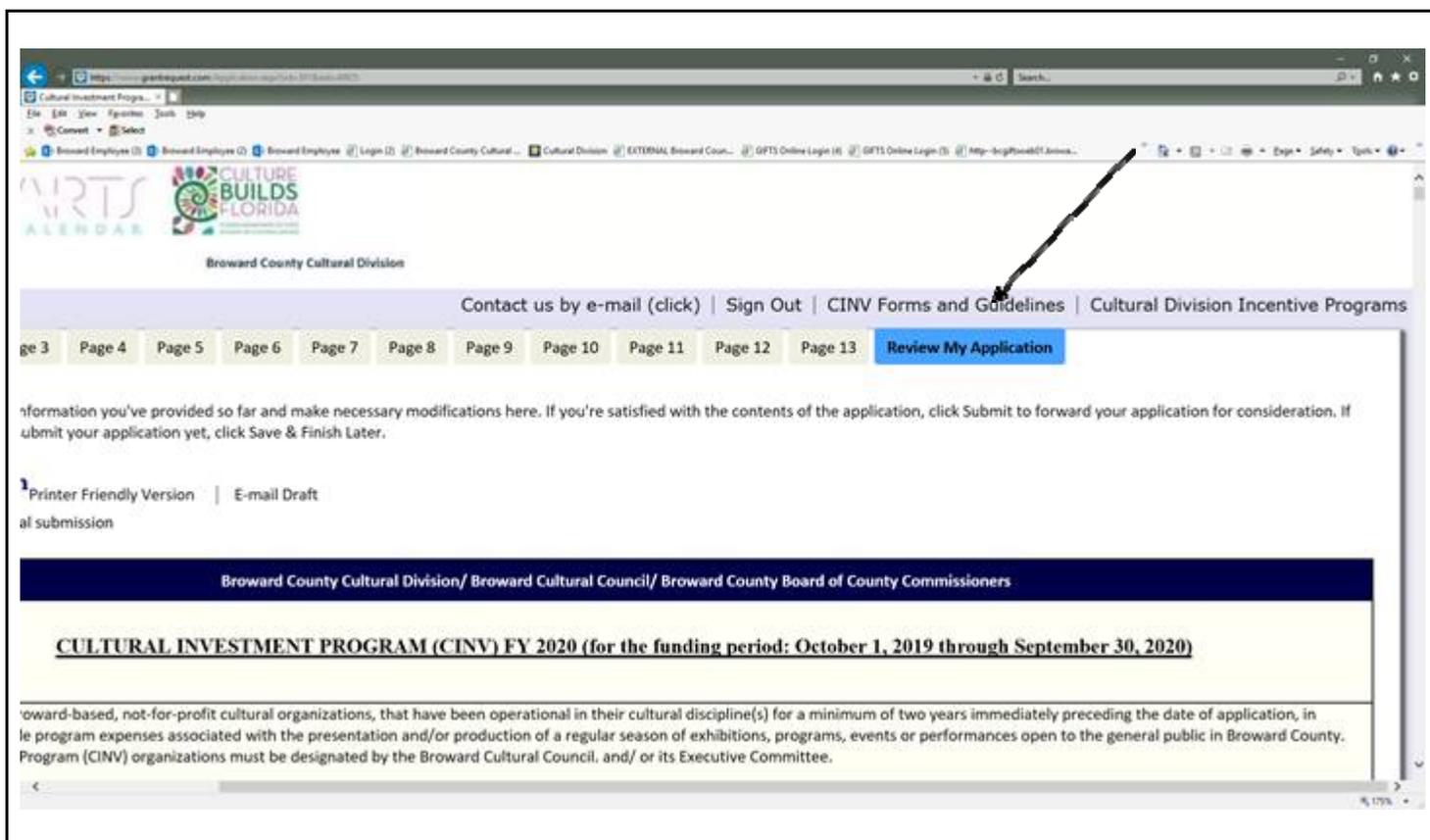
REVIEW APPLICATION

SUBMIT YOUR APPLICATION

UPLOAD ATTACHMENTS: Use the "drop down" feature to select the correct "Title" for each Attachment. "Browse-in" in your attachment files, then, click the "Upload" button. Upload the attachment files in chronological order (1, 2, 3 etc.)

REVIEW: 1.) CLICK the button, or tab: **"Review My Application"** This will take you to a review screen. This function will generate one continuous page (scroll) of your entire Application for easy review. If there are any errors on your Application will be listed next to the field in error. Make the edits, or add the missing attachments. Once you have fixed any errors, CLICK the UPDATE button to save your changes.

2.) CLICK: SUBMIT button to send in your Application to the Division.



I will be reading drafts of texts.

Application deadline: **February 1, 2019 on, or before, 11:59PM.**

If you have any questions please call me at 954-357-7502 or jshermer@broward.org

Thanks,
Jim

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