

SPOKANE ARTS GRANT AWARDS Application Instructions



Basics | **INTERNET BROWSERS** - Mozilla Firefox, Safari, Google Chrome, or Internet Explorer

CHOOSE AN APPLICATION

To access an application form, you must go to www.spokanearts.org/apply/ and choose an application form that suits your needs. Click on the link, which will take you to the SmarterSelect software.

CREATING AN ACCOUNT

First-time users must first create an account log-in. (Only one account per organization, please.)

From the login page, click the link labeled 'Create New Account.'

Enter the information requested on the page and click submit.

When creating your account, please select a user name and password that you will remember for future logins. Once you create an account, you may log on and apply.

You will use the same account and login information to submit grant reports.

USERNAME AND PASSWORD

All passwords must have at least eight characters and contain one number.

You will use the same User Name and Password every time you log-on to your account.

You may only use ONE user name and password to access your account. We recommend that organizations create their account using the primary staff responsible for all grant-related follow-up reporting. If you should lose your login or password information, please contact the Grants Administrator, and we can reset your password.

Submitting Applications | **DEADLINE**

Grant applications must be submitted online by 11:59 pm on the grant deadline date. After that time, access to your application will be closed and you will not be able to make further changes or submit the application. Your application can be saved and edited up until the deadline, but to be considered, you must officially submit it. You will receive an email acknowledgement after submission.

Only one application may be submitted in a single round.

Application | **PREVIEW OF SOME REQUESTED ITEMS ON THE APPLICATION**

Contact information, including email, phone number, and website (if applicable)

Grant funding request (up to \$10,000)

A narrative description of how you will use SAGA funding, including how your plan will meet the following criteria:

1. Artistic Merit
2. Management Plan
3. Impact on the Spokane community

Tell us about your (or your group's) overall artistic work, history and achievements. What is important to you in your work, and why?

If you are having an event, include details such as ticket prices and a description of the potential audience.

Timeline and Impact questions, if applicable. Example questions:

- If you have a project timeline, please describe the events
- Does this project involve artists, organizations, and/or audiences/ participants from diverse groups and communities?

All applicants are required to upload at least one artistic sample, which can represent past work, or represent the proposal for which the grant will fund. This is a required component of application and may provide the grant Selection Panel with a deeper understanding of the work, so please choose your artistic samples wisely.

Financial Information: Budget that includes income and expenses, both committed and pending.

Application Preview | **LOOK BEFORE YOU WRITE**

After you register, you can make a copy of the application questions to prepare for writing the application. At the top of the application, find a link labeled 'Preview Application.' Click on this link and then use your 'Print' button.

We recommend that you bookmark the SAGA Grant Application Portal so you can return to it easily. You can also go directly to www.smarterselect.com and log-in. If you need a link to your application form, please contact the Grants Administrator at Spokane Arts.

Information Sources | **WE STRONGLY RECOMMEND THAT YOU REVIEW THE FOLLOWING FAQs and Guidelines on www.spokanearts.org/grants**

Please see our website for upcoming Grant Application or Grantwriting Workshops

Other helpful resources can be found at www.spokanearts.org/resources/

Questions? Contact our 'Help Desk' at grants@spokanearts.org. Please provide a phone number to be reached, and you should receive a response within 48 hours.