WebGrants
Navigation Tutorial
Minnesota State Arts Board
November 2012
Welcome

• Welcome to Minnesota State Arts Board’s \textit{WebGrants} System.
• If you have not already received your user name and password for \textit{WebGrants}, please refer to first tutorial which introduces \textit{WebGrants} and walks you through the user registration process.
• In this tutorial, we’ll use the Arts Board’s \textit{Folk and Traditional Arts} program as an example of how to fill out an application. The forms or screens in this tutorial are examples to help you become familiar with WebGrants navigation and to show you the various ways to enter and view data in WebGrants. The forms you will use when creating a real application will be tailored to each Arts Board program, but they will behave the same way. By the end of this tutorial you will have seen how to use each of the methods of getting information into your application.
Login

• Go to the **Log in** screen. You can get there by clicking on the **Log in to WebGrants** link on the Arts Board’s Web site. It is also at apply.mnartsboard.com.

• Type in your User ID and Password and click the **Log in** button.

• If you have forgotten your password, click **Forgot Password**. You will be asked to enter your User ID and e-mail address. A new password will be sent to you.
After you successfully log into **WebGrants**, you will arrive at the **Main Menu**. There is a navigation bar which includes the options for **Menu**, **Help**, and **Log Out**. You can click the **Menu** button at any time to return to the main menu. When you click the **Help** button, you will receive instructions for the current page.

The WebGrants System has five main options. These are Grantee Instructions, My Profile, Funding Opportunities, My Applications, and My Grants.
Main Menu Choices

- **Grantee Instructions** is a written overview of how the WebGrants system works. You won’t enter any information here. Read through it to learn more about the process you’ll be using to enter your grant proposals.
- **My Profile** is a form that allows you to view and maintain the information you entered during the registration process.
- **Funding Opportunities** takes you to a list of Arts Board grant programs that are currently accepting applications. You will start a new grant application from this form.
- **My Applications** will display a list of grant applications that you have already started or submitted for any grant program. You’ll be spending most of your time here, filling out the application forms.
- **My Grants** is where you will find the information about grants that you receive. You’ll also create your final report here.
Navigation Menus

- **Navigation in the system has been standardized where possible.**
  At the top of each page is a white bar that contains the following buttons. Be mindful using these buttons. The **Save** button will save your work. If you click the others without saving first, you will lose your work.
  - **Menu:** This button will take you to the Main Menu from any screen in the application.
  - **Help:** This button will bring up an online help window with information and instructions that are specific to the page you are currently working on.
  - **Log Out:** This button will log you out of the application and return you to the **Log in** page.
Navigation Menus

• The following buttons are active only on some screens:
  – **Back**: This is a very useful button. For the most part, it works similarly to the browser **Back** button. But it will also return you to the main components page when you are completing applications in a form. If you are feeling lost at any time, hit the **Back** button until you return to a familiar screen.
  – **Print**: This button is active on screens that can be printed. Clicking this button will bring up a new window that will display the current screen's contents in printer friendly black and white. To print the page, click **File** at the top left of your browser. Then click **Print** from the list of choices that appears.
  – **Add**: The **Add** button is available when new entries can be made. You can use the **Add** button to add an item to a list.
  – **Delete**: This button will delete items that you have created. **Delete** can be used to delete an item previously added to a list. Pressing **Delete** will always result in a confirmation before the item is deleted.
  – **Edit**: This button is available when the contents of the page you are on can be changed. For example, if you need to re-write a paragraph that you entered in a narrative field, you would click **Edit** to open up the form for changes. Always remember to click the **Save** button after you are finished editing.
  – **Save**: This button is available when you are creating or editing something. When you are finished, you click the **Save** button to your work and return to the previous screen. Save often!
Additional Navigation

- There are other buttons in the application that appear in addition to the top menu bar. These buttons will typically appear on the right hand side of page. These buttons are specific to the page you are on. If you want to know what these buttons do, click **Help** at the top of the screen.
Grantee Instructions

• Clicking on Grantee Instructions on the main menu will bring up a Web page which gives you an overview of instructions on how to use the WebGrants system. After you have read the instructions, you can click the Menu button to return to the main menu.
My Profile

• Clicking on **My Profile** in the main menu will display a new page with your profile information. If you need to change any information in your profile, you can find and select the **Edit** button. The **Edit** button allows you to update any of the field information associated with your profile.
Editing Profile Information

- After you have updated the information in your profile, you must locate and click the **Save** button at the top of the page.
Return to Main Menu

• Anytime you wish to return to the **Main Menu**, click the **Menu** button in the toolbar. The **Menu** button appears in the upper left corner of all WebGrants screens.
Process for Filling Out an Application

• The process for applying will involve the following steps.
  1. Log into the **WebGrants** system.
  2. Locate and select a funding opportunity.
  3. Start a new application.
  4. Provide information for the application.
  5. Attach files, such as work samples or financial information.
  6. Review your application.
  7. Submit your application.
Funding Opportunities

• Before you can begin an application, you must first select a Funding Opportunity. A “funding opportunity” is an Arts Board grant program currently accepting applications.
• Locate and click the link for Funding Opportunities on the Main Menu.
Opportunity Title

• The screen which appears will show a table listing currently available funding opportunities.
• The table shows columns for ID, Agency, Program, Opportunity Title, and the Application Deadline.

<table>
<thead>
<tr>
<th>ID</th>
<th>Agency</th>
<th>Program</th>
<th>Opportunity Title</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000</td>
<td>Minnesota State Arts Board</td>
<td>Folk and Traditional Arts</td>
<td>TEST Folk and Traditional Arts</td>
<td>03/15/2013</td>
</tr>
<tr>
<td>00016</td>
<td>Minnesota State Arts Board</td>
<td>Operating Support</td>
<td>TEST FY 2014 Operating Support</td>
<td>01/11/2013</td>
</tr>
</tbody>
</table>
Selecting an Opportunity

• Let's take a look at the sample Folk and Traditional Arts application. We view the application by clicking its title under Opportunity Title.
Review a Funding Opportunity

• On the next screen you will see the Funding Opportunity details.

Funding Opportunity Details

00000-TEST Folk and Traditional Arts
Folk and Traditional Arts
Application Deadline: 03/15/2013 4:30 PM

Award Amount Range: $5,000 - $75,000
Project Start Date: 07/01/2013
Project End Date: 06/30/2014
Program Officer: Kathee Foran
Phone: 651-215-1626
Email: Kathee.Foran@arts.state.mn.us

Description

Folk and Traditional Arts is a pilot program designed to support the artistic traditions and customs practiced within community and cultural groups by identifying, documenting, preserving, presenting, and honoring Minnesota's folk arts and traditions. The practice of folk or traditional art generally stems from birthright, community membership, or direct participation in the life of a community.

A folk or traditional arts project may be a single event or activity, or a series or combination of multiple events or activities. Projects may include field research and documentation of folk and traditional art forms. They may also include passing on folk and traditional arts through mentorships or apprenticeships. All projects must have a public component such as a concert, exhibition, documentary, workshop, work in the classroom, or other activity that engages members of the public in the work of Minnesota's folk and traditional artists.
Program Officer

• The information about the Funding Opportunity includes the Application Deadline, the name and e-mail address for the Program Officer, and a detailed Description of the Opportunity.

• If you have questions about the Opportunity, you should contact the Program Officer using the e-mail address provided.

• Remember that you must complete and submit all of the materials prior to the deadline. *WebGrants* does not allow late submissions.

<table>
<thead>
<tr>
<th>Opportunity Details</th>
<th>Copy Existing Application</th>
<th>Start a New Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000-TEST Folk and Traditional Arts</td>
<td>Folk and Traditional Arts</td>
<td>Application Deadline: 03/15/2013 4:30 PM</td>
</tr>
<tr>
<td>Award Amount Range:</td>
<td>$5,000 - $75,000</td>
<td>Program Officer: Kathee Foran</td>
</tr>
<tr>
<td>Project Start Date:</td>
<td>07/01/2013</td>
<td>Phone: 651-215-1828 x</td>
</tr>
<tr>
<td>Project End Date:</td>
<td>08/30/2014</td>
<td>Email: <a href="mailto:Kathee.Foran@arts.state.mn.us">Kathee.Foran@arts.state.mn.us</a></td>
</tr>
<tr>
<td>Award Announcement Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Additional Information about Funding Opportunity

• As you continue to scroll down the Funding Opportunity screen, you may find other attachments and Web site links.

• Before you begin your application, it is important to carefully read through all of the Description as well as any other supporting materials found in the links. This will help you determine if you are eligible to apply and inform you about what types of information you will need to provide later in the application process.

• You will always find the program overview and instructions in the Web site links. It is important to read through these materials. It will help you determine if you are eligible to apply for the program and will give you important details about applying.

<table>
<thead>
<tr>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the File Name to open attachment</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>URL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Website Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the URL to go to website</td>
</tr>
<tr>
<td>URL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folk and Traditional Arts FY2013 Grant Program Overview and Application Instructions.</td>
</tr>
</tbody>
</table>
Start a New Application

• If you would like to apply for the funding opportunity, scroll back up to the top of the screen and click on **Start a New Application**.

• WebGrants gives you the ability to copy an existing application and use it as the basis for a new application. In this tutorial, we’ll assume that you have no prior application.
General Project Information

- First you will need to give your project a name and provide some other general information.
- If you need help completing any screen, click the Help button for additional information.
Drop Down List

• Let’s look at the Primary Contact. This is a Drop Down List.
• In a new application, you will be the primary contact person. If other persons in your organization are registered as well, their names will be in this list, and you could select one of them to be the primary contact.
Project Title

• Let us look at Project Title.
• If the name of your project is several lines long, the full name may not be visible in this small box. Note any limitations on the length of each field. In this case, the Project Title cannot be longer than 250 characters.

```
Project Title: (limited to 250 characters)*  Old Time String Music Workshop
```
Saving Your Form

• When you are done entering information on this page, go to the top of the form and click Save.
• Important! If you click the Back button before saving, you’ll lose any information that you entered.
Review Your Information

- Whenever you save your information, a new screen will appear to show the information that you just entered. Make sure to check over all of the information carefully. If you need to change any of the information, select the **Edit** button in the toolbar. Make your changes to the data, and click **Save**.
Return to Application Forms

• If you're satisfied with everything that you have entered, click Go To Application Forms.
Application Forms – Checking Progress

- Notice that general information about your application is displayed in the top section of the form. This will be displayed at the top of every application form, reminding you which application you are currently working on.
Application Forms – Checking Progress

- In the Application Forms section you will see a list of all forms that need to be completed for this application. The list has three columns: Form Name, Complete, and Last Edited.

- A check mark in the Complete column indicates you have completed that part of the application. In this example, the only item marked Complete is the General Information form.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Complete?</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>✔️</td>
<td>11/27/2012</td>
</tr>
<tr>
<td>Eligibility Questionnaire - COMPLETE THIS FIRST</td>
<td></td>
<td>11/15/2012</td>
</tr>
<tr>
<td>Project Information</td>
<td></td>
<td>11/15/2012</td>
</tr>
<tr>
<td>Narrative</td>
<td></td>
<td>11/15/2012</td>
</tr>
<tr>
<td>Statistical Information</td>
<td></td>
<td>11/15/2012</td>
</tr>
<tr>
<td>Review Criteria</td>
<td></td>
<td>11/15/2012</td>
</tr>
<tr>
<td>Financial Worksheet</td>
<td></td>
<td>11/15/2012</td>
</tr>
<tr>
<td>Budget Narrative</td>
<td></td>
<td>11/15/2012</td>
</tr>
<tr>
<td>Payee - Fiscal Agent Information</td>
<td></td>
<td>11/15/2012</td>
</tr>
<tr>
<td>Work Samples</td>
<td></td>
<td>11/15/2012</td>
</tr>
<tr>
<td>Attachments</td>
<td></td>
<td>11/15/2012</td>
</tr>
<tr>
<td>Certifications and Signature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.
Preview / Submit

• At any time, you can get a printable view of your application by clicking the Preview link. If you have just started your application, the preview will show you all of the specific information needed to complete the application. If you are in the middle of completing your application, it will show you all of your work up to that point.

• The link for Submit should only be used when your application is fully complete. WebGrants will not allow you to submit an application before all forms are marked complete. Once you Submit your application, you cannot edit it without contacting the Arts Board Program Officer.

• All application forms that you have marked as complete will have a check mark in the Complete column. Forms marked complete can be edited until you Submit your application. In order to edit any part of the application, click on the Application Form Name for that section. That will bring you back to the form and allow you to complete or edit its information.
Eligibility Questionnaire

• The first application form you should fill out is the Eligibility Questionnaire. This form asks a series of yes or no questions to determine if you are eligible to apply for this program. You can save a lot of time if the questionnaire finds that you should not complete the rest of the application. Click Yes or No to answer each question that applies to your application.
Warning Messages

• If you try to save the form and receive a message that you are ineligible for this program, click OK. If you made a mistake answering a question, you’ll be able to correct it. If the answers do not meet the eligibility requirements of this program, you will not be able to complete this form, or submit an application to this program.
Eligibility Requirements Met

• If you meet all of the eligibility requirements, click **Save**. Click **Mark as Complete**.
Project Information

• Let’s click Project Information from the Application Forms list.
Project Information Form

- This is the Project Information form.
Primary Artistic Discipline

- Clicking on the arrow to the right of Primary Artistic Discipline will provide you with a list of choices. In this example we have scrolled through the list and have selected the option for **Folk/Traditional Music**.
- Remember that fields marked with an asterisk are required, and must be filled out before you can save the form.
Project Descriptors

• Let's look at the Project Descriptors.
• In this series of Check Boxes, check the ones that are appropriate for you application.

<table>
<thead>
<tr>
<th>Project Descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark which of the descriptors below compose a significant portion (50 percent or more) of the grantee's resources/activities.</td>
</tr>
<tr>
<td>Mark all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your funding/activities, leave this section blank.</td>
</tr>
<tr>
<td>International - visiting other countries, foreign artists visiting the USA, any cultural exchange program, links with artists or institutions in other countries, or establishing/administering.</td>
</tr>
<tr>
<td>Presenting/Touring - movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas, hosting/presenting of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.</td>
</tr>
<tr>
<td>Youth at Risk - services to at-risk youth. Includes arts-related intervention programs (for violence, drug/alcohol abuse, and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.</td>
</tr>
<tr>
<td>Accessibility - services related to ADA504 compliance or other activities designed to increase access to the arts for persons with disabilities.</td>
</tr>
<tr>
<td>Technology - services using technology for the creation or dissemination of artwork or the use of technology for organizational/management purposes.</td>
</tr>
<tr>
<td>None of the Above - The descriptors above do not apply to this project.</td>
</tr>
</tbody>
</table>
Saving Project Information Form

• When we are completed with this form, we will click the **Save** button in the main toolbar.

![Application Form](image)

• If you try to save the form and get a pop-up error message which says "Please complete all required fields." it means that one or more pieces of required information was not entered.

![Error Message](image)

• Complete the required fields and click **Save**.
View Mode for Project Information

• After saving the form, you will see the information in view mode.
• If you see that any information needs further updating, click the **Edit** button in the main toolbar. Correct the information and click **Save**.
Mark As Complete

• If all the information is correct, click Mark As Complete.
Updated Application Forms

• After you have clicked **Mark As Complete**, you will be returned to Application Forms screen. Notice that the section you just completed now has a checkmark in the Complete column.

• Remember, you can still edit a form marked complete. Click on the form name, the **Edit** button, make your changes and click **Save**. Then click **Go to Application Forms**.
Narrative

• Let's continue on to the next section. In this example, we will go to the Folk and Traditional Arts Narrative form. We will enter the form by clicking on **Narrative**.
Date Picker

• On this form you are required to enter a start date and an end date. WebGrants offers you an easy way to do this.
• Click on the calendar icon, next to the Project Start Date box. The Date Picker, a monthly calendar, appears.
Date Picker Navigation

• The top of the calendar shows you the current month and year being displayed in the window. You can move to a prior month by clicking the single left arrow, and you can move to a future month by clicking the single right arrow. When you get to the month and year that you need, click the date that you want the project to start.
Date Picker

- In this example we are choosing July 1, 2013. Once we have clicked the number 1, the calendar window disappears and the date is entered into the application form. We will then use the same process for the Project End Date.

- You can also enter dates without using the calendar. Enter month, day and a four-digit year. Don’t enter a slash! WebGrants formats the dates as you type.
- Be careful when entering dates. WebGrants cannot validate your entry. It is up to you to make sure that dates entered are within the funding opportunity’s project date range.
Next we will look at the Project Background and Overview.
Rich Text Box

• The Project Background and Overview uses a special field that acts like a word processor. You can type your narrative directly into the box, or can compose the narrative in your regular word processor and use “copy and paste” to enter it here.

• If you are familiar with word-processors, the controls at the top this field should look familiar to you.
Mark as Complete

• When you save the form, the information will be presented in view mode. Verify that all of the information is correct, and then find and click **Mark As Complete**, you will be returned to Application Forms screen.
Work Samples

• Next we will click **Work Samples** in the list of Application forms.
Adding Work Samples

- Many Arts Board applications ask you to attach a variable number of work samples. This is a two-step process. First, you’ll enter a description of the file to be attached. In the second step, you’ll attach the file. Click the Add button in the **Main Menu** toolbar.
Work Sample Entry

- A new screen will appear which will allow you to provide work sample information.

<table>
<thead>
<tr>
<th>Application: 00069 - Old Time String Music Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Area: Folk and Traditional Arts</td>
</tr>
<tr>
<td>Funding Opportunity: 00069 - TEST Folk and Traditional Arts</td>
</tr>
<tr>
<td>Proposal Deadline: 03/19/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Samples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions for submitting work samples and completing this worksheet are available in the Program Overview and Application Instructions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of Work</th>
<th>Long Gone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Type</td>
<td>Audio</td>
</tr>
<tr>
<td>Completion Date</td>
<td>06/30/2009</td>
</tr>
<tr>
<td>Class Type</td>
<td>Genre</td>
</tr>
<tr>
<td>Class</td>
<td>Old Time Fiddle Tune</td>
</tr>
<tr>
<td>Size Type</td>
<td>Duration</td>
</tr>
<tr>
<td>Size</td>
<td>02:45</td>
</tr>
<tr>
<td>Description</td>
<td>Traditional fiddle tune performed by previous workshop attendees.</td>
</tr>
<tr>
<td>Attachment</td>
<td></td>
</tr>
</tbody>
</table>

Return to Top
Resizing Text Box

- On some web browsers there are lines in the lower right corner of some fields, such as here in the Work Sample Description. This tells you that you can resize the field.
To do this, hover your mouse over the bottom right corner and then click and drag on that corner to change the shape of the box. When you release the mouse button, the field is resized.
Saving Work Sample Entry

- Once the information is entered, click the **Save** button in the main toolbar.
- Once the information is saved, you will return to the list showing the Work Sample description just entered.
Attaching a Work Sample File

• After you have created the description for the Work Sample, you still need to attach the work sample to your application. Locate the column titled Attachment and click the icon to attach a file.

• A new dialog window will open. Click Browse. On some browsers this button will be named “Choose File.”
Selecting a File to Attach

- Another dialog window will open with a file browser. Find the work sample file on your computer, select it and click the Open button. You could also double-click on the file to attach it.
- In this example we are selecting the music file titled "Long Gone.mp3."
Attach the File

• The name of the file that you selected will appear to the right of the Browse button (or the Choose File button on some browsers).
• Again in this example the file is titled “Long Gone.mp3.” If this is the file you want to attach, click Attach File to begin the file upload process.
• Depending upon the size of the file that you are attaching, the process may take several minutes to complete.
Attachment Complete

- Once the file has attached, you will see it in the list of work samples in the Attachment column.

- If you want to attach more work samples, repeat the process.

- Once you have added and saved all of your work samples, click **Mark as Complete**. This will return you to the Application Forms page where you may select another form to work on.
Required Attachments

• Let’s select Attachments from the list of application forms.
Attachments Form

• The information you are required to attach is explained, and a list of required attachments is at the bottom of the page.

• Depending on your individual grant application, the attachment you are required to submit may be different. In this example, applicants must submit Financial Information and Artist Information.

• Remember, you can get additional information about this page by clicking the Help button.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
<th>File Name</th>
<th>Type</th>
<th>File Size</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Agent Agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Agent Tax-exempt Letter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artist Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attaching a File

• Click Artist Information from the Attachment list.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
<th>File Name</th>
<th>Type</th>
<th>File Size</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Information</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Agent Agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Agent Tax-exempt Letter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Artist Information</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• A screen will appear that has a section for you to upload your file.
Attaching a File

• Begin by clicking Browse (or the Choose File button). That button will open up a file browser window which you can use to locate and select the file from your computer that you wish to attach. When you have found the appropriate file, select it and press the Open button in the file browser window, or double click on the file name.
Save Attachment

• The name of the file you selected will then appear to the left of the Browse button (or Choose File button).

• Next you are required to give a Description of the file that you are attaching.

• When you have completed the steps, click the Save button in the menu toolbar.
Attachment Complete

• Your file description and file name will appear on the Attachments list.
Additional Attachments

• You will also need to attach Financial Information as part of your application.
Mark as Complete

• When you have completed making all of your file attachments, you can click **Mark As Complete**.
• This will return you to the Application Forms list with a check mark in the Complete field.
Delete an Attachment

• If you need to edit any information within your attached file, you will need to delete the attachment first using the icon underneath the column titled Delete. When you click **Delete**, you will see a box pop up asking if you are sure you want to delete. If so, click Yes. Then you can repeat the steps needed for uploading attachments with your newly revised file.
Mark As Complete Disappears

- After you click **Mark As Complete** it will no longer appear on the form.
- Don't worry; you can still edit and modify data in that form until you submit your application.
Complete Checkmark

• Once you have marked the form as complete, a checkmark will appear to indicate you have completed that form.
Preview Application

- When you have completed everything except for the Signature form, you should review a copy of your application to double-check everything for accuracy. Go to the Application Forms screen and click Preview.
Preview of the Application

- The screen which displays will contain your completed application.
Verify the Application Information

• You should review all the information in your application to ensure that it is complete. You will also be able to review your application’s work samples and other attachments by clicking on their links, which will be embedded in the preview screen.
Print to PDF

• If you click **Print to PDF**, **WebGrants** will create an Adobe Acrobat file which you can save and print later. If your attachments files are in .pdf format, they will be completely copied into this Adobe Acrobat file.
MINNESOTA STATE ARTS BOARD

Application

00000 - TEST Folk and Traditional Arts
00001 - Old Time String Music Workshop
Folk and Traditional Arts

Status:
Submitted Date:

Primary Contact

Legal Name: Jane
Alternate Name: John
Use alternate name for publicity purposes? Yes
Email: JaneDoe@MindJelly.com
Address Line 1: 1234 Anywhere Street
City: St Paul
Phone: 651-287-0043
Other Phone: 651-287-0043
Personal Web Site: None
Primary Discipline: Folk/Traditional music
Secondary Discipline: None
Please Select: Individual Artist
Certification and Signature

- The final step before submitting your application is to complete the Certifications and Signature form.
- This will be the last entry in the Application Forms table. For our example, click **Certifications and Signature** from the list of application forms.
• Read through all of the requirements and then select your name into the Signature Text Box to indicate that you certify your proposal meets all the requirements and conditions. Then **Save** the form and **Mark As Complete**.

<table>
<thead>
<tr>
<th>All applicants must meet the following criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The proposed project does not include events that are not open and accessible to the entire general public, or that do not establish admission charges for the events, whenever feasible.</td>
</tr>
<tr>
<td>The applicant does not propose or engage in activities that only consist of single events, fairs, festivals, or touring programming intended to serve primarily elementary or secondary school students.</td>
</tr>
<tr>
<td>The applicant does not propose or include activities that are essentially for the religious socialization of the participants or audience.</td>
</tr>
<tr>
<td>The applicant does not propose or include activities in primary or secondary level parochial schools.</td>
</tr>
<tr>
<td>The proposed activities do not include establishing any type of arts organization, or other nonprofit or for profit organization.</td>
</tr>
<tr>
<td>The applicant does not propose or include payment of debits incurred before the grant period begins.</td>
</tr>
<tr>
<td>The applicant does not propose or include activities that attempt to influence any state or federal legislation or appropriation.</td>
</tr>
<tr>
<td>The applicant is not requesting funds to start, match, add to, or complete any type of capital campaign (such as endowment, debt retirement, or building campaigns).</td>
</tr>
<tr>
<td>The applicant is not requesting funds for capital costs (such as improvements, construction, property, or equipment costing more than $5,000).</td>
</tr>
<tr>
<td>The applicant is in compliance with any active contract with the Arts Board.</td>
</tr>
<tr>
<td>The applicant has no overdue reports as specified in any previous contract with the Arts Board.</td>
</tr>
<tr>
<td>No more than 50 percent of project cash income comes from the Arts Board and one or more of Minnesota’s eleven regional arts councils combined.</td>
</tr>
<tr>
<td>The proposed activities are not programs supported by the Arts Board through the FY 2013 Operating Support or Community Arts Schools and Conservatories grant programs.</td>
</tr>
<tr>
<td>The project does not include activities that take place outside the state of Minnesota.</td>
</tr>
<tr>
<td>The applicant does not propose or include activities in which artists are required to pay excessive fees in order to exhibit or perform.</td>
</tr>
</tbody>
</table>

**Signature**

This application is not valid unless either the individual applicant artist or an authorizing official of the applicant organization makes the preceding certifications and signs the application. By typing the individual’s name and submitting this form the individual attests that he/she understands and agrees that such actions constitute his/her electronic signature as defined under Minnesota Statutes, section 363A.015.
Mark as Complete
Submit the Application

- The final step is to submit your application to the Arts Board. Caution: Once you submit your application, you will not be able to make any more changes to it.
- If you are ready to submit the application, then go to the Application Forms screen and click the Submit link.
Congratulations!

- Congratulations! That is all there is to the process! You are now familiar with the process for using the WebGrants system to locate funding opportunities, start an application, and upload work samples and other attachments.
- At this point, you can view an Adobe PDF document which contains a copy of the information presented in this video tutorial, view the tutorial again, or return to the Minnesota State Arts Board Web site in order to access the WebGrants system.
- For questions or technical support using the WebGrants system, please contact the Minnesota State Arts Board apply@arts.state.mn.us or by calling (651) 215-1600 or toll free (800) 866-2787.