CKCA Online Application Portal Guide 2022-23

IMPORTANT:

Late applications will not be accepted, regardless of the reason (computer problems, website issues, power outages, internet connectivity issues etc.), so plan to fill in and "SUBMIT" the application well in advance of the deadline. If you are "in progress / draft" at deadline, you will be locked out of the application. CKCA staff cannot access or see applications at the "in progress / draft" stage.

Supported internet browsers for PC or MAC for the application portal: Edge or IE 11for Windows; Firefox or Chrome for Windows or Mac; Safari for Mac. See details on pg. 6 under *Browser Compatibility*.

Working with fillable PDF forms: Fillable PDF forms are ONLY compatible with more recent versions of Adobe Acrobat Reader (free download: https://get.adobe.com/reader/) or Adobe Acrobat. You must have the Adobe software installed, and you may need to disable your browser extensions to prevent the PDF from opening in your browser software instead. Browser software has significant problems with saving the data you enter into the fillable PDF. See details in this guide pg. 6-8.

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Creating your NEW Online Account

1. **Your account is created the <u>very first time</u> you start a NEW online CKCA application** (see "Start a NEW Application" pg. 3). **If you have applied online to CKCA before, you already have an account** – refer to the "Accessing your Existing Online Account" section below.
2. **Each applicant must use only <u>one</u> online account with a unique e-mail address**, so each applicant's applications are saved together in one account. This will allow easy access to your online application history. If you create multiple accounts using multiple e-mails, it will become very confusing for you to access your history/documents.
3. **Organizations should use the organization's main e-mail address. Organizations who have different people applying** for grants on behalf of the organization may wish to create one shared e-mail account to use just for grants, but someone will have to check it regularly, or have the contents forwarded to an account that is checked regularly.
4. **Note the e-mail / password** used to create your account. Use this same e-mail / password to login to your account on the grant portal to access your online grant history / applications in progress.
5. Add **mail@grantapplication.com** to your safe senders list to ensure you receive all system communications.

Accessing your Existing Online Account **- once you create an account, you will be able to:**

1. **Access your saved applications ("in progress/drafts" or "submitted"):**

   - **Log into your account at** https://www.grantrequest.com/SID_2360/?SA=AM to access your saved drafts and your submitted requests; sign in and select "in progress" or "submitted" in the drop down

   - <u>**Do not use**</u> **the new application form link on the website to access your saved drafts**. If you use the application form link, it will create another new application each time you use it. If you <u>keep</u> entering through the application form link, you will end up with multiple copies / versions of "draft / in progress" applications.

   - **Select "in progress"**, to continue working on draft applications which have not been submitted and are still in draft form

   - **Select "submitted"**, to <u>view</u> the applications that you have submitted. You cannot edit submitted applications.

   - **To delete an application**, select the garbage can next to it.

2. **Submit Installment Request or Final Report Forms** for applications submitted online**:**

   - **Locate your required documents,** for example: *Installment Request Form* or *Final Report Form*. These were e-mailed to you along with your acceptance letter.

   - **Log into your account at** https://www.grantrequest.com/SID_2360/?SA=AM

   - **Select "submitted"** in the drop down box (lower L)

   - **Click on the application name,** then click "requirements" (upper R)

   - **Choose the appropriate requirement.** If the requirement is missing, email admin@wkartscouncil.com to have it re-posted.

Start a NEW Online Application

1. **Click on the "new application" link** on the website for the program you want (or see pg. 10 for links)
    - **If you have used the CKCA portal before,** log into your online account to access the application form. You can reset your password using the "forgot password" link. If you are not sure if you have an account, try the "forgot password" link to see if it recognizes your e-mail address.
    - **If you have never used the CKCA portal before,** click the "New Applicant" text below the e-mail field. Read "Creating Your NEW Online Account" on pg. 2 first!

Application Form "How To"

1. **Complete the "Eligibility Quiz"** and your application will open (if you are eligible to apply, based on your responses to the questions). This should occur only when you are starting a **new** application for the first time. If you are trying to access an application already in progress (and NOT start a new one), see "Accessing Your Online Account".

2. **When working on the application: always click the "SAVE" button <u>at the bottom of the page</u>** before closing or your work will not be saved.

3. **You do <u>not</u> have to complete the application in one sitting.** To come back and work on the application later: **Click "SAVE", and sign out.** You can then sign back into your account at a later time to complete and "SUBMIT" it (directions pg. 8). Click "SAVE" regularly in case of computer or internet issues or power outage.

4. **The application will <u>not</u> be submitted to the CKCA until you click the "SUBMIT" button.** When the application is sitting in your account as an "in progress / draft" form, CKCA cannot see the application. Once "SUBMITTED", you will receive a confirmation e-mail that says "SUBMITTED".

Application Contact Information

1. **The e-mail address listed on your application form as the "organization e-mail" is used as your unique identifier**, so each applicant (whether individual or organization) must have a unique e-mail address. *If you use the same e-mail address* as the "organization e-mail" for *different applicants* (whether online or on paper applications), the accounts/records may be merged by the system when submitted / inputted, possibly deleting important information.

    - **Organization Applicants:** When filling in an application for a legally registered organization, ONLY use the organization's contact info (e-mail, phone, mailing address) in the fields listed as "Organization". Do NOT use your personal info. in these fields. You <u>can</u> use an alternate e-mail or your personal info. in the "Request Contact" field ONLY, as these are a secondary contact.

    - **Individual Applicants:** When making an application, the system must also recognize you as an organization (use your legal first and last names) and as the contact for that organization (also this same legal name), so you will be asked to enter this exact same information into more than one field.

    - **Non-registered Group Applicants:** Individuals applying on behalf of a non-registered group or org. (example: a community-based art group, a group of musicians) should use their personal account / contact information, as the funding contract will generally be made out in the name of the individual, on behalf of the informal group, for the application in question.

Filling in the Form

To work directly in the application

1. **Fill in the application form**, by entering your data directly in the fields.
2. **To navigate through the pages** use the buttons at the bottom or the tabs at the top of the page
3. **Limit use of bullets, extra lines as spaces, and other formatting.** For point form, use a dash then enter your text.
4. **"SAVE"** the application as **"in progress"** using the buttons at the bottom to come back and work on it later. You MUST manually "SAVE" – the system does not auto-save.
5. **To return to your application DO NOT use the new application form link on the website.** Log into your account here: https://www.grantrequest.com/SID_2360/?SA=AM If you use the new application form link, it will create a new application each time you use it.
6. **Remember to "SUBMIT" the application prior to the application deadline.** If the application is open and you are working on it when the deadline cutoff occurs, the system will close it and will not allow submission past the deadline.

To print a paper copy of the questions

If you prefer to read through a print copy before entering your answers in the online form, or want to read through the questions then draft your answers in a word processing program to copy and paste into the online form fields:

1. Open the application and select **"print friendly"**. *Note:* the check box answers will not print off unless you select each of the boxes.
2. You can then read the form, **draft your answers in a word processing program, then copy and paste** each answer into the appropriate field in the online application form.
3. If copying and pasting from a word processing program: **Do not use bold, bullets, tabs or other formatting**. Use plain text and use a dash instead of bullets.

To e-mail a copy of the draft application

E-mail a copy to yourself or to someone else for review or discussion (very helpful if you are applying on behalf of an organization or group):

1. Select **"e-mail draft"**. *Note:* the check box answers will only print out the ones that have been checked.

To invite someone else to view the application

1. Log in to your online portal, select "Applications" upper L and "In Progress" in the R side drop down.
2. Next to the application you want to share, click on the "Eye" icon.

To transfer the application to another owner

3. Log in to your online portal, select "Applications" upper L and "In Progress" in the R side drop down.
4. Next to the application you want to transfer, click on the "People" icon.

Attachments

Limits and Formats

1. **Attachments are allowed** (as requested in the application) to a **MAX of 25 MB per application,** however:
   - It is advised to only upload **short clips or excerpts** and not full performances or lengthy publications. The committee reviews hundreds of applications – they do not have time to download, view, or scroll through large / lengthy attachments.
   - Large video / audio files are <u>not</u> recommended and may use up your space allotment quickly. As an alternative you may instead provide a link to an online location, but they may be less likely to be viewed.
2. **If you have multiple documents** (such as letters of support) it is best to either scan or copy and paste to **combine them into one document** to upload.
3. When attaching electronic files, use **PC compatible file formats ONLY** (.doc; .docx; .rtf; .pdf; .xls; .jpg; .tiff; .mp3; .mov; .wm; .wma; .wmv). We will **not** be able to open MAC only compatible files.

Budget Forms

IMPORTANT: It is strongly advised to **print off a copy and proof your budget / check your math** before you submit it with your application as unbalanced budgets may not be funded.

You have two choices of "Budget" form formats to choose from: Non-Fillable PDF or Fillable PDF:

Non-Fillable: Adobe Acrobat PDF format

1. Print the form, fill it in by hand, and then scan it to save an electronic copy.
   - If you have a smartphone or a tablet, there are many free / affordable scanning apps available to enable this process – you scan by opening the app and snapping a picture and a PDF is created.
   - To transfer it from your mobile device you can e-mail it to yourself, open your e-mail on a computer, then save the attachment.
2. Once scanned and saved to your computer, open the attachment to ensure it is readable.
3. Upload the attachment to the CKCA Application Portal.

Fillable: Adobe Acrobat PDF format

Using Fillable PDF forms:

1. Ensure you have a <u>**recent version**</u> of Adobe Acrobat Reader installed
   - Use Adobe Acrobat Reader 11 (or newer)
   - Early versions of Acrobat Reader **may not be able to save** the data you filled in
   - Saving and then opening in some older versions of Acrobat Reader may disable the fillable fields – downloading a more recent version of reader may correct this issue.
   - **Acrobat Reader is FREE** and available here: https://get.adobe.com/reader/

   Note: Do not use/install Chrome Reader Extension to fill in the PDF – it is **NOT COMPATIBLE** and the fields will appear blank in our system.

2. **DO NOT USE Apple Preview or your internet browser software / window to fill in the PDF.**

   Apple devices often defaults to Preview instead of Adobe. Many internet browser settings default to opening the document (especially PDF forms) in their own viewer.

   Often it <u>appears</u> you can fill in the form, but this software is **NOT COMPATIBLE** with Adobe fillable PDF forms:

   - Apple Preview: If you are using Apple Preview <u>you</u> may be able to save and view the document, but the form will show up as blank in our system as it is **NOT COMPATIBLE.** We receive a blank or corrupted document when we access it through the portal.

   - Browser software: If you browse to other web pages in the same browser window that you are using to display the fillable form, you will lose **all** entered form data; you risk deleting this data by accidentally clicking on "back or "forward" buttons.

   - Browser software: If you are using browser software <u>you</u> may be able to save and view the document, but the form will show up as blank in our system as it is **NOT COMPATIBLE.** We receive a blank or corrupted document when we access it through the portal.

3. **For directions on how to save / open and edit** the fillable PDF in Adobe Acrobat Reader, read "How to download, save and edit fillable PDF forms" on pg. 7.

4. **Once saved**, you can then open the Acrobat Reader program, click on file/open and locate the form saved on your computer. Then you can **fill out the form in Acrobat Reader** independently from your browser or your Internet connection.

5. **Test it first:** fill in **a bit** of text and numbers, then save again. **Re-open** to make sure it is saving the data you entered and is working properly on your system before you complete the entire form.

6. When filling in, you can tab through the fields in order to fill in to ensure you do not miss any.

7. **If you are having problems downloading / saving the fillable PDF form,** either **use the non-fillable form instead (recommended)** or you can e-mail admin@wkartscouncil.com and request a fillable PDF by e-mail that you can save without going through your browser (sometimes this workaround is effective as it is easier to open the PDF in Acrobat Reader instead of in your browser software). You MUST indicate which Grant Program Budget Form you want as they are different for each program.

How to download, save and edit fillable PDF forms

Method 1 *(recommended):*
Save, then open and edit the PDF <u>using Adobe Acrobat Reader only</u>:

   - **Save the Form (without opening / viewing it first), then edit:** right-click on the hyperlinked form title, select "Save Target As" or "Save Link As" or "Download Link File" and save the blank form to the computer directory or folder of your choice.

   - **Open <u>Adobe Reader ONLY</u>**, then from the menu select "File / Open", then locate the document (where you saved) it and click on it to open.

   - Use Adobe Reader to edit, then "Save As" to a location on your computer.

   - Once saved to your computer, open the attachment to ensure it is readable.

   - Upload the attachment to the CKCA Application Portal.

Method 2 (for Apple users ONLY):
Disable the built-in PDF viewer(s), then open the PDF in Adobe Reader, fill in and save.

Apple Safari: Disable the built-in PDF Viewer
- Launch Safari, and then choose Preferences.
- In the Preferences window, choose Security and then click the Website Settings button for Internet plug-ins.
- Select Adobe Reader in the list of plug-ins.
- Click on the PDF link on the website to open it in Adobe Acrobat Reader, fill in and save.

Apple Preview: Change the default PDF software to Adobe instead of Preview
- Right click on the PDF link on the web page, click "Download Link File" and save
- Select the saved PDF in the Finder
- Go File -> Get Info
- In the "Get Info" Window, use the "Open With" tab to select "Adobe Reader"; click on "Change All" to make it the default

Method 3:
Disable the built-in PDF viewer in your web browser software, then open the PDF link in Adobe Reader, fill in and save.

Adobe Reader: Disable PDF from Opening in Web Browser (IE, Chrome, Firefox, Opera, Safari)
- Open Adobe Reader.
- Click on Edit in the menu bar.
- Then click on Preferences in the drop down menu list.
- Click on the Internet category on the left pane.
- Uncheck / untick the check box for "Display PDF in Browser".

If that does not work, here are specific directions to disable the built-in PDF viewer for common browsers:

Google Chrome: Disable built-in PDF Viewer
- Click on Chrome menu (3 dots in upper R corner of the screen), select Settings
- Scroll down and click on Advanced
- Under Privacy & Security, click on Content Settings,
- Scroll down and click on PDF Documents or visit chrome://settings/content/pdfDocuments
- To disable Chrome PDF Viewer, turn on "Download PDF files instead of automatically opening them in Chrome" Setting.

Mozilla Firefox: **Disable the built-in PDF viewer**

Third-party PDF viewers are available, if you prefer not to use the Firefox built-in viewer. To switch from the built-in PDF viewer to another viewer:

- Click the menu button ☰ and choose Options.
- In the General panel, go down to the Applications section.
- Find the Portable Document Format (PDF) entry in the list and click on it to select it.
- Click on the arrow under the Action column for the above entry and select Adobe Reader as viewer you wish to use from the drop-down menu.
- Close the about: preferences page. Any changes you've made will automatically be saved.

Microsoft Internet Explorer / IE: **Disable the built-in PDF viewer**

- Open Adobe Reader.
- Click on the 'Edit' menu then 'Preferences'
- Click on 'Internet' on the side bar.
- Under 'Web Browser Options' untick 'Display PDF in browser'
- Click 'OK' to save the changes.
- You may find that you are presented with a PDF download option, which you can accept.

Microsoft Edge: **Disable the built-in PDF viewer**

- Using the Settings app
- Open Settings.
- Click on Apps.
- Click on Default apps. Note: If you're still running the Windows 10 Anniversary Update, the path is Settings > System > Default apps.
- Click the Choose default apps by file type link.
- Scroll down and find .pdf (PDF File), and click the button on the right side, which is likely to read "Microsoft Edge."
- Select Adobe Reader from the list to set it as the new default.

How to Submit the Completed Application

1. **Late applications <u>will not</u> be accepted, regardless of the reason** (computer problems, power outages, internet connectivity issues etc.), so plan to fill in and "SUBMIT" the application <u>well in advance</u> of the deadline.
2. **When your application is complete:** you **<u>must</u>** click the "SUBMIT" button, and submit the application before the deadline.
3. Once you "SUBMIT" successfully you will receive a confirmation e-mail (sent to your online account e-mail) which confirms you have "SUBMITTED", along with a copy of your application.
4. If you do not see the e-mail in your inbox, check your "junk" or "promotions" folders. Add **mail@grantapplication.com** to your safe senders list in your e-mail program to ensure you receive all system communications.
5. If you still do not see the confirmation e-mail, log out and log back in to your online account – if the draft is still "in progress" then re-"SUBMIT".
6. If the application has been submitted and you need to add / change something, this is only possible if it is prior to the application deadline. Please contact the CKCA office.
   - It is solely the applicant's responsibility to submit a complete application.
   - Staff will endeavor to assist applicants who need to add/change documents, but are not responsible if documents sent after the original application is submitted are not received, are not attached to the application, or if your electronically submitted attachments are blank/corrupt when opened.
   - Make sure attachments are in compatible formats and fillable PDF's are edited using compatible software.
   - Not all attachments can be accepted – there are size and format limitations for uploaded attachments.
   - If you contact the office very close to a deadline date it may not be possible for staff to be available to assist you before the deadline.
   - No alterations to applications will be accepted past the deadline.

Browser Compatibility for the Online Application Portal

Supported Browsers (latest versions preferred) for PC or Mac:

- Internet Explorer 11 for Windows (will no longer be supported June 2022)
- Microsoft Edge for Windows
- Mozilla Firefox for Windows or Mac (v 45 or later)
- Chrome for Windows or Mac
- Safari for Mac

Issues Common to All Browsers

1. **Screen Resolution:** Viewing is best using a resolution of 1680 x 1050 or larger. Lower resolutions <u>may</u> require use of full screen mode (F11) to access some buttons or fields.
2. **Custom modifications to default browser settings** may cause compatibility issues, for example:
   - **Zoom** levels (more than 100%) may cause loss of scroll bars. Adjust the zoom levels to 100% for best viewing / navigation.
   - If your web browser software blocks all **cookies**, you may experience problems logging in. You may need to change your browser security settings to allow cookies.

Known Browser Issues

Microsoft Internet Explorer

If using IE and your computer is blocking the site, please use following steps: Setup/Verify Pop-up and Security Settings

- Go to Tools > Pop-up Blocker > Pop-up Blocker Settings.
- Add the Online Applications site to the list of Allowed Sites in your Pop-up Blocker: *https://www.grantrequest.com*
- Click Close.
- Go to Tools > Internet Options > Security tab.
- Click Trusted Sites and then click the Sites button.
- Add the Online Applications site: *https://www.grantrequest.com*

Mozilla Firefox

Scrolling <u>may</u> not be available In Firefox for Windows: When using Firefox, you may encounter scrolling issues depending on which version of Firefox you are using.

- Screens may not display horizontal and vertical scroll bars.
- If scroll bars are present, the scroll wheel on your mouse may not work.

Workaround: As an alternative, use the arrow keys to navigate the website. If scroll bars are displayed, you can click and drag the scroll bar to move through the page. If the issue persists, it is recommended to use IE.

Online application links:

To create a NEW application

Minor Capital Arts   *https://www.GrantRequest.com/SID_2360?SA=SNA&FID=35023*

Touring   *https://www.GrantRequest.com/SID_2360?SA=SNA&FID=35022*

Mentoring / Master Classes   *https://www.GrantRequest.com/SID_2360?SA=SNA&FID=35029*

Major Project Arts & Culture   *https://www.GrantRequest.com/SID_2360?SA=SNA&FID=35034*

Arts Evolution   *https://www.GrantRequest.com/SID_2360?SA=SNA&FID=35010*

Online account link:

To edit a saved draft application & to view applications previously submitted online

https://www.GrantRequest.com/SID_2360?SA=AM

CKCA online application submission limits

When an applicant submits their application through the CKCA online application portal, then:

a) The online application must be "submitted" by the applicant before the deadline. The application is deemed to have been received at the date and time stamped and/or tagged by CKCA online application system; and

b) The applicant assumes the entire risk that the application submission is received by the addressee and is complete, including the risk that the CKCA's system will not properly receive the submission and any attachments before the application deadline. The CKCA's inability to receive an online application, or online application attachment, or open / read an online application attachment, for any reason, shall not constitute an exception to the mandatory requirement to submit application by the stated deadline, and the CKCA assumes no risk or responsibility that any online application will be received.

Questions? Contact the CKCA at: 1-250-505-5505, 1-877-505-7355 or admin@wkartscouncil.com