

## APPLICATION SUBMISSION GUIDE

1. Go to the Nevada Arts Council's Grant Portal at the link below:  
[nevadaartscouncil.submittable.com/login](https://nevadaartscouncil.submittable.com/login)
2. If you are a new applicant, you will be prompted to create an account. If you have previously created a Submittable account to apply for a grant from the Nevada Arts Council or another entity, you may log in using your existing user name and password. Both organizations and individuals must create an account using a first and last name and an email address. **All official Nevada Arts Council correspondence will be sent to the contact associated with the applicant's Submittable account, so it is imperative that this information is accurate and kept current.**

The screenshot shows the Nevada Arts Council logo at the top center. Below it is a form with two tabs: "Sign Up" (active) and "Sign In". The form contains the following fields:

- Email address: test@nevadaculture.org
- Password: masked with seven dots
- First name: (empty)
- Last name: (empty)

At the bottom of the form is a large orange "Sign Up" button. Below the form, it says "Powered by Submittable" with the Submittable logo.

3. Once logged in, you will be directed to the Nevada Arts Council's grant application Home page. On this page, you will see all current grant opportunities. Click **More** to read guidelines for each grant. Click **Apply** when you are ready to start the application.

**NEVADA**  
ARTS COUNCIL

**Welcome to the Nevada Arts Council's online grant management system.**

All grant applications, support material and final reports must be submitted through this grant portal. We strongly encourage all applicants to read through the updated grant guidelines on our [website](#) to review this year's grant requirements, submission deadlines and general policies.

**HOW TO NAVIGATE THIS WEBSITE:**

- All grants that are currently open for applications are listed below. Click on **More** to read guidelines for each grant.
- To apply for a specific grant, click **Apply**.
- To view your current applications (active and drafts), click on your profile name in the upper right hand corner, then click on **My Submissions**.

**FY19 PROFESSIONAL DEVELOPMENT GRANT**  
Ends on May 31, 2019

**FY19 ARTIST RESIDENCY EXPRESS GRANT**  
Ends on May 31, 2019

4. Once you have clicked **Apply**, you will be directed to a page to input/confirm your contact information.

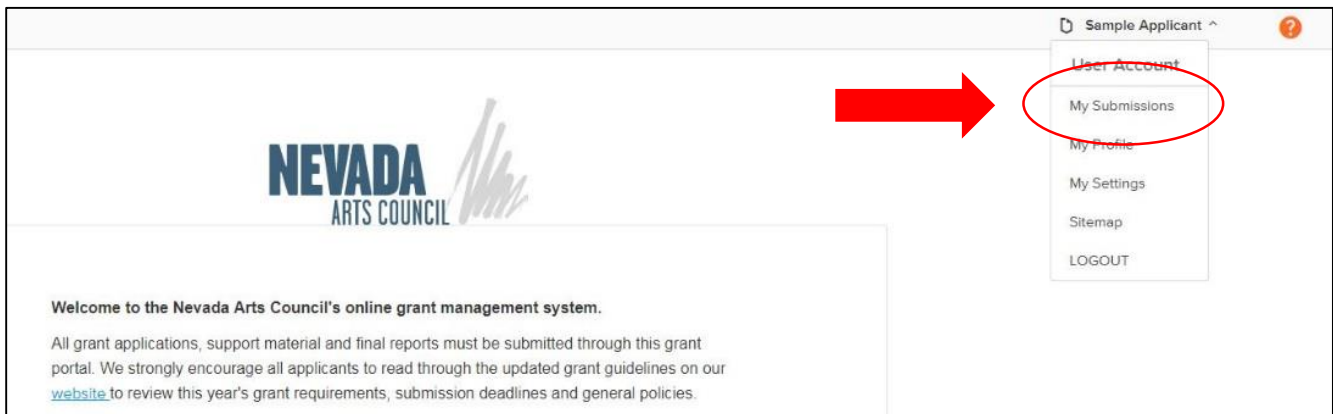
The screenshot shows a contact information form with the following fields and options:

- State/Province:** A dropdown menu with "Nevada" selected. Below it is the text "Within US & Canada".
- State/Province/Region:** An empty text input field. Below it is the text "Outside of US & Canada".
- Zip/Postal Code:** A text input field containing "89701".
- Country:** A dropdown menu with "United States" selected.
- Phone:** An empty text input field.
- Save Address and Continue:** An orange button at the bottom right, with a red arrow pointing to it from the right.

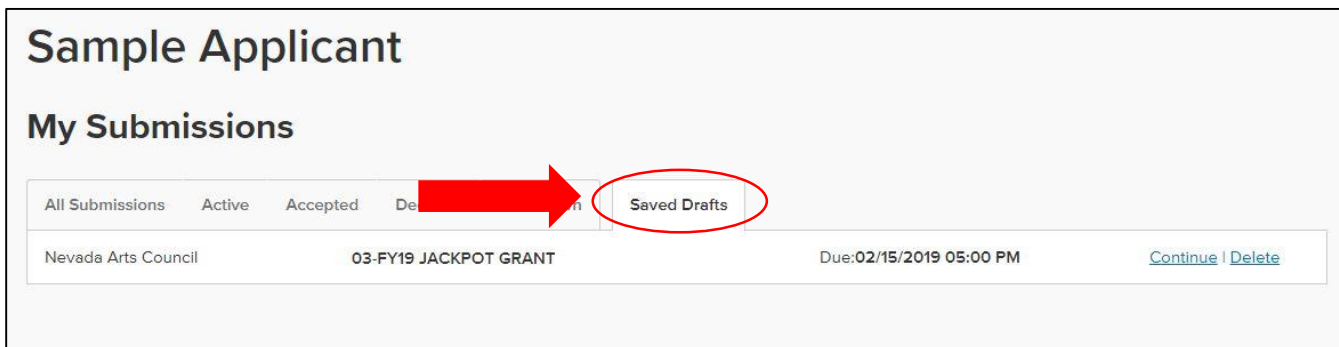
5. Once you click **Save Address and Continue**, you will be directed to the grant application form. At the top of the page, you will see the grant guidelines. Please read the guidelines in their entirety before submitting. Below the guidelines, you will see all required application questions including narrative, budget information and support material. You do not need to complete the application in one sitting. The grant system will auto-save your information as you go and all drafts will be saved in **My Submissions**.

6. Applicants are encouraged to first develop responses to all application questions in a word processing application such as Microsoft Word, Pages, or Google Docs, in order to spell-check, save, and back-up their work. Composing responses in a separate document also allows applicants to monitor the word count for each response. The online system does not display the number of words in each response, and will only alert the applicant if the maximum word count has been exceeded. Once responses are complete and edited, applicants may copy and paste responses into the online application. Formatted text (bold, italics, underlined text, font style, size, etc.) is not accepted in the online application. For numeric responses, enter only whole numbers (no decimals, commas, or dollar signs).

7. To access your drafts or completed applications, click on your name in the upper right hand corner of the page to expand the user menu. Then click **My Submissions**.



8. On the **My Submissions** page, you will see all application drafts in the **Saved Drafts** tab. You can continue an application or delete it from here.



9. Once you submit the application, it will move from **Saved Drafts** to **Active** and you will receive a confirmation email. Once submitted, you may not make any changes.

**My Submissions**

Active Accepted Declined Withdrawn Saved Drafts

Received	Application ID	Application Title	Submitted Date
Received	0001	Nevada Arts Council - FY19 LIVING TRADITIONS GRANT	09/07/2018
Received	0001	Nevada Arts Council - FY19 ARTIST RESIDENCY EXPRESS GRA...	09/07/2018

2 results

10. You can view the submitted application and status any time by clicking on the application title (see above). Once you click on the application title, the **Content** tab shows the submitted application content, and the **Activity & Messages** tab shows all activity related to this grant. This includes any messages sent from NAC staff, status changes (such as when your application is approved or declined) and other requests including the request for your Final Report.

Received Submitted to Nevada Arts Council - FY19 LIVING TRADITIONS GRANT on 9/7/2018 (1 day, 21 hours ago)

ACTIVITY & MESSAGES CONTENT Download | Withdraw

Submission response sent to you. 9/7/2018 (1 day, 21 hours ago)

**Email:**

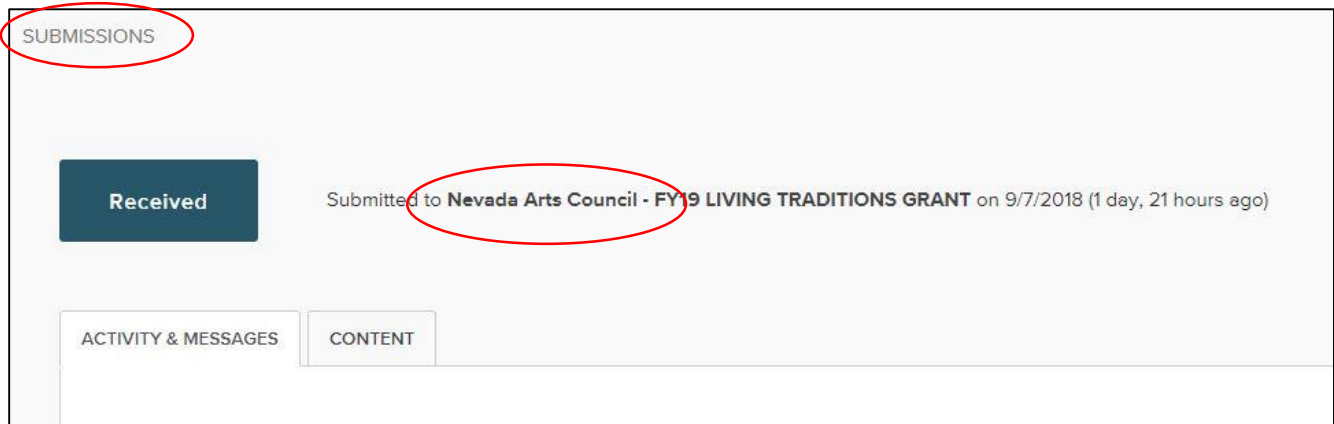
Dear Sierra Scott,

Thank you for submitting your FY19 LIVING TRADITIONS GRANT application. Nevada Arts Council staff will process your application as soon as possible. You may view your application and status here: <https://manager.submittable.com/user/submissions/11070125>

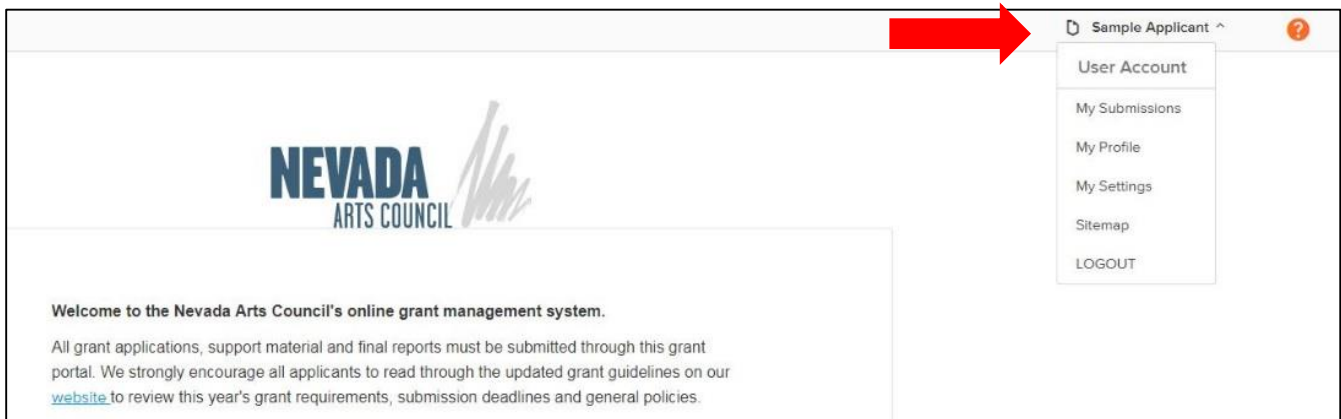
Please feel free to contact us with any questions.

Thank you,

11. From this page, you can navigate back to the NAC grants Home page to apply for other grants by clicking **Nevada Arts Council**. You can also go back to **My Submissions** by clicking **Submissions** in the top left corner.



12. From the Nevada Arts Council Home page, you can click on your name in the top right hand corner to access your Submissions, Profile, and Settings.



If you have any questions, please feel free to contact the Nevada Arts Council's Grants Management Team at [grants@nevadaculture.org](mailto:grants@nevadaculture.org) or 775-687-7104.