

How to use the Online Application System

The ARTS Council of the Southern Finger Lakes uses an online application system through a website called Submittable. Applications can only be submitted through this online application system. The following are additional guidelines on how to use the system. Detailed instructions are found throughout the online application system.

Finding the Online Application

The website for the online application is found at earts.submittable.com/submit. You can also find links from The ARTS Council's website.

Starting the Online Application

Go to the online application system and you will see The ARTS Council's logo at the top of the page. Below it you will see a list of grants and opportunities. Find the grant you are applying for and choose it by tapping or clicking on it.

You will then see a brief set of instructions and links for further guidelines and the budget form. If you have not already created an account, you will fill out the requested user account information and hit the button "Create Account and Continue". You will then be taken to the application. If you already have an account, log in with your user name and password to start an application. If you don't remember if you have an account or your password, choose the password reset option to find out.

Saving the Online Application

Once you start an application, you can save it at any time. At the bottom of the application you can click/tap on the "Save Draft" button. Once your application is saved, you can continue working on it or sign out of the online application system. Your application will remain active for 21 days from your last log in. Saving the application is not the same as submitting it. You will still need to submit your application in order for it to be received.

Application Components

There are several parts to the online application in the following order:

- Applicant Information
- Project Information, Narratives, Supplemental Materials
- Budget Information, Narratives, Budget Form
- Terms and Conditions

When completing your narratives, it's recommended that you first type your answers into a separate document and then copy and paste into the online application field. This will help with spelling and grammar and in case you accidentally forget to save the online application.

If you need to enlarge the view of the text area, drag on the bottom, right hand corner of the text area to enlarge the view. Prompts are included for what information to include as well as a word limit.

There are several documents you will need to upload as supplemental materials

- Budget Form
- Artist(s) Resume, CV, or Bio (unless typed as a narrative)
- Artistic Samples,
- Marketing Materials
- Letter of Partnership (if applicable)

The budget form is an Excel Spreadsheet and can be found on our website. You will need to download it from The ARTS Council's website. After downloading it, complete and save it and then upload it into the online application in XLSX, XLS, or PDF format. If you do not have Excel, you can create a Google account and use Google Sheets for free.

The resumes/bios and letters of partnership must be uploaded in PDF format and supplemental materials can be PDF, JPG, MP3, MOV, or MP4 format.

Once your materials are ready for uploading, click/tap "Add Files" and follow the instructions for uploading. The system works much the same as if you are attaching a document to an email.

Terms & Conditions

In this section you will certify your application. After reading through the terms & conditions, check the box next to "Terms & Conditions".

Submitting the Application

You're ready to submit your application once your application is completely filled out, all your supplemental materials are uploaded, and you've agreed to the Terms & Condition. When you are ready, tap/click on the "Submit" button. If you cannot submit your application, it means you have not answered all of the required questions. Any question or field with a red star next to it is required.

Once you submit your application you will receive email confirmation of your submission via the online application system. Check your spam for the email confirmation of submission. If you don't receive confirmation, you have not submitted.

You will be able to submit your application until 11:59pm the evening of the deadline. After that, the application will be closed.