

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.

Please note, applications vary from year to year, and program to program, and this guide might not reflect the most up to date application, but will still serve as a good introduction.

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, typically in the following order:

- Applicant Information
- Project Information
- Budget Information
- Terms and Conditions

Information is provided through a series of short answer, longer narrative, and drop down lists. 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.

In places where you can upload documents, there will be a button. Below each button will be information on number and type of allowable files.

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 all the required fields are completed 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. If you think you have submitted, immediately contact the Grants Manager at chris@eARTS.org.

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