

# Advancement Grant

## APPLICATION INSTRUCTIONS

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All Arts Commission applications, forms, invoices and grants reports will be submitted electronically using the online grant portal, FluidReview. New applicants to the portal must register a user account. Registration will link the user with the school district allowing access to the Advancement Grant application.

### ELIGIBILITY

Los Angeles County school districts that are in partnership with the Arts Ed Collective and will be implementing board approved strategic plans for arts education in 2019-20 are eligible to apply.

Eligibility and programmatic requirements can be found in the Guidelines which should be reviewed prior to completing the application. [lacountyartsedcollective.org/advancement](http://lacountyartsedcollective.org/advancement)

### INSTRUCTIONS

These Application Instructions, together with the Guidelines, are intended to support your completion of the Advancement Grant application. Technical instructions accompanied by images from the online form and application questions are provided here as reference.

### REMINDERS

Funding request must be submitted by **11:59 pm, Wednesday, March 13, 2019.**

The Arts Commission strongly recommends submitting the application no later than 5 days prior to the deadline to provide ample time to troubleshoot and resolve technical or system errors.



## DOWNLOAD AND REVIEW THE ADVANCEMENT GRANT GUIDELINES

Download the Advancement Grant Guidelines and review them thoroughly before getting started.

- [lacountyartsedcollective.org/advancement](http://lacountyartsedcollective.org/advancement)

## ACCESSING THE ONLINE GRANT APPLICATION

### GETTING STARTED

- Visit [lacountyarts.org/apply](http://lacountyarts.org/apply)  
**Returning Applicants** - Enter the username and password.  
**First Time Applicants** - Register an organization applicant.

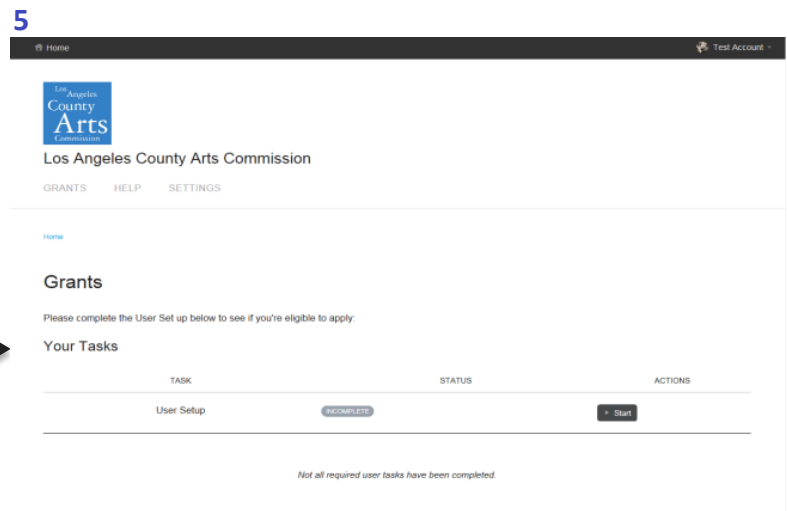
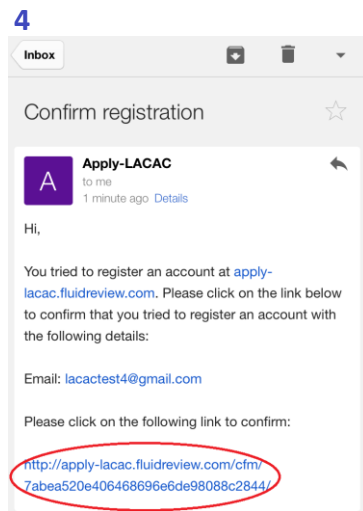
### FIRST TIME APPLICANTS

#### Registration Steps


1. Click Sign Up to register a **new** user account and profile.

*TIP: Only one email/user profile may be used per account. Record the username and password for future use*

2. Complete the User Information registration. *Note: User avatar is optional.*
3. Once finished, click Register. A “Thank You for Registering” page will inform you that a confirmation email has been sent.
4. Check for an email titled “Confirm registration”. The email will be sent from **Apply-LACAC**.
5. Follow the link within the instructions to confirm and you will arrive at the dashboard of your account on the FluidReview website.



## User Setup

1. The first task is to complete the User Setup Form. Click  to begin.
2. As an Advancement Grant applicant, choose "Organization".

What type of applicant are you?

Organization

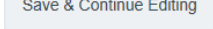
Individual


3. Fill out the information as it applies.
4. There may or may not be information populated in this area:

**County Vendor Name\*:**  
**County Vendor Number\*:**  
**LACAC CRM Name (internal use):**

\*If your County vendor information has changed please contact the Arts Commission staff.


New applicants will not have data in these fields. Please create an account with the LA County Vender Services [here](#) if your district is a first time grant applicant. That information will be used to populate these fields at a later date.

5. To save your current progress and continue editing, click . This will save your progress and redirect you back to the same form. If there are any errors, the error description will appear as such:





[Home](#) » [User Setup](#)

## User Setup





*Note: The green bar shows that your progress has been saved. The red bar will show that the task is still incomplete. To leave this task, click "Home". The status on the task will read*




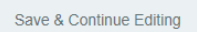





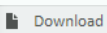

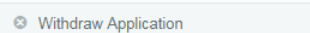
**INCOMPLETE**


6. To save and submit, click . This should direct you back to the dashboard. The status on the task should read .

## ACCESSING THE APPLICATION

1. Once USER SETUP has been completed, a “Your Grants” section will appear.
2. To open a new application, click .
3. Click the  button to the right of “Arts Education Advancement Grant.” This will take you to the application’s task list page. **You may complete the tasks in any order.**


### BUTTON GUIDE



- To start a task, click the  button next to the task, or click the task name.
- To go back to the task list page, click the  button at the top right of your task. *Changes will not be saved, unless the “Save & Continue Editing” button has been chosen.*
- To submit a task, click the  button. This will take you back to the application task list page.
- To save your progress on a task, click the  button. This will save your progress. *Note: This button will redirect you back to the same form and show red errors where information is invalid or incomplete. To leave a form incomplete, you must click  which will take you back to the application task list page. The status on that task will show as .*
- To view a task that has been submitted, click .
- To edit a form that has been submitted, click .
- To download a task, click  and then click  in the top right corner.
- To download the entire application, go to the application task list page. Under the logo, click .
- To withdraw an application, go to the application task list page. Under the progress bar and list, click .

4. Once an application has been started, it will appear under the “Your Grants” section. Any previous grant applications will appear here if awarded a grant within the last year. To open an application, either click on the name under “Application ID” or click .

After completing the User Set up, click “View Grants” to create a application:

### Your Grants

STATUS: Any  Go SEARCH: Search... Go

APPLICATION ID	GRANT	DEADLINE	STATUS
<a href="#">Test Account's application to Organizational Grant Program</a>	Organizational Grant Program	--	 



## GRANT APPLICATION ROUND TASK LIST

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Once the Arts Education Advancement Grant is selected, you will see the application broken out into 6 tasks. These tasks are listed in the order of the criteria that can be found on page 6 of the Guidelines. You may complete the tasks in any order. Below are the questions that are asked in each task.

### Application Round

TASK	STATUS	ACTIONS
<a href="#">School District Information</a>	INCOMPLETE	<a href="#">▶ Continue</a>
<a href="#">Strategic Direction</a>	INCOMPLETE	<a href="#">▶ Start</a>
<a href="#">Project Plan and Evaluation</a>	COMPLETE	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Personnel</a>	INCOMPLETE	<a href="#">▶ Start</a>
<a href="#">Budget</a>	COMPLETE	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Certification</a>	INCOMPLETE	<a href="#">▶ Start</a>

### School District Information

- District Name
- Contact Information
  - Person completing the funding request
  - Summer contact
  - Project Lead
- Number of Schools in the District
- Student Enrollment
- Unduplicated Pupil Count

### Strategic Direction: Criterion 1

- Provide a brief summary of arts education currently offered in your district.
- Briefly describe the most important shift in arts education that took place in your district during 2018-19.
- List all strategies your district plans to initiate or expand during 2019-20 to move toward your long term vision for arts education. Please cite the district plan that outlines this strategy(s).
- From the strategies listed above, briefly describe the strategy(s) for which you seek Arts Ed Collective funding in 2019-20.
- Why is this the right time to undertake this effort(s)?
- Based on Arts Ed Profile data, how does this strategy(s) address equitable access for students in your district?
- Describe the sustainable district resources, practices, skills, or knowledge that this strategy will generate.
- Is this a short term or long term strategy? If short term, how long will it take to achieve it? If this is a long term strategy that requires an ongoing investment, what is the plan for the district to assume the full cost?

**Project: Criterion 2**

- Specify activities that will be implemented as part of this funding request. Include all aspects of the project that will be funded by the grant as well as the district match.
- Which art forms will your project address?

**Project Evaluation: Criterion 3**

- Estimate who this project will serve.
- What increases in quality, quantity and equity of arts education will this project produce? What other outcomes do you hope to achieve?
- What tools will you use to track the project's success? (e.g. surveys, observation protocols, rubrics) How will you analyze and apply the findings?

**Personnel: Criterion 4**

- Describe the relevant experience of the project lead. What percentage of their time will be allocated to this project?
- What will be the role of district administration?
- If applicable, describe the roles and responsibilities of proposed staff or partners providing arts instruction or professional development. Please indicate their qualifications.

**Budget: Criterion 5**

- Complete the project expense table
  - Specify all project expenses
  - Identify expense details
- Complete the revenue table
  - Specify district cash and list sources of cash match
  - Specify funding request
- Demonstrate a balanced budget (Total Expenses = Total Revenue)

**Certification**

- Certify your application.
  - Read the instructions and insert the necessary certification.
  - Check the "I Certify" box to certify.

**FINALIZING AND SUBMITTING YOUR GRANT**

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Once you have completed and saved all tasks and certified your application each status should read

**COMPLETE**

. Directly below the completed task list you will see the green 'Submit Your Grant' button and its status.

Submit Your Grant

INCOMPLETE

**You must click submit to complete your application.**

*Note: You will not be able to make changes once submitted.*

If you have any questions, contact Arts Ed Collective Staff at (213) 202-5858 or by email at [artsedcollective@arts.lacounty.gov](mailto:artsedcollective@arts.lacounty.gov).