

# Advancement Grant

## APPLICATION INSTRUCTIONS

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The Arts Commission has transitioned to a new online grants management system, FluidReview, for all applications, forms, invoices and grants reports. All applications will be submitted electronically using the new online grant portal. 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 2018-19 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 **6:00 pm, Wednesday, March 14, 2018.**

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

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

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

## ACCESSING THE ONLINE GRANT APPLICATION

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### Getting Started

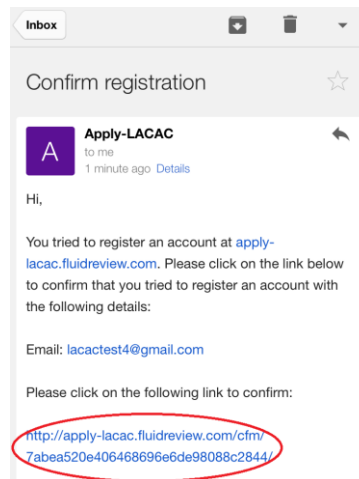
- Visit [lacountyarts.org/apply](http://lacountyarts.org/apply)  
**Returning Applicants** - Enter the username and password from the FluidReview account  
**First Time Applicants** - Register an organization account.

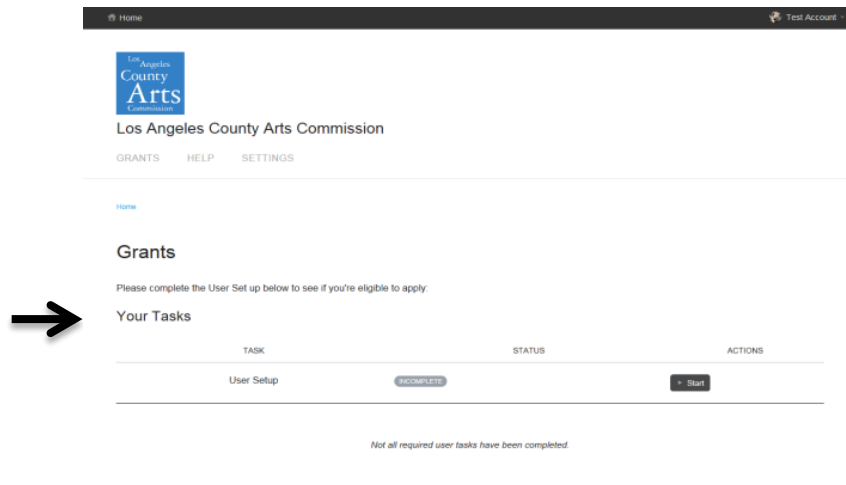
### Registration Steps

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


*TIP: When registering, the account will be for an individual. Only one email may be used per individual account, so do not use an organizational general email.*

2. Complete the User Information registration. *Note: User avatar is optional.*
3. Once finished, click Register. This should lead to a page titled: “Thank You for Registering” which will inform you that a confirmation email has been sent.
4. The email will be titled “Confirm registration” from Apply-LACAC. Within are instructions to a link to confirm. Click this link and you will arrive at the dashboard of your account.





## 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:



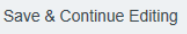
**County Vendor Name\*:**

**County Vendor Number\*:**

**LACAC CRM Name (internal use):**

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

If there is no information there, do not be alarmed. This will be added in at a later point by Arts Ed Collective staff. Please create an account with the LA County Vender Services [here](#) if your district is a first time grant applicant.

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

[Back to Account](#)




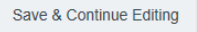

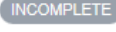



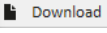
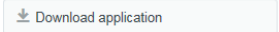
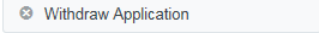



*Note: The green shows that your progress has been saved. The red will show that the task is still incomplete. To leave this task, click “Home”. The status on the task will read .*

## Accessing the Application

1. Once USER SETUP has been completed, a “Your Grants” section should 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 just 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 or click .

After completing the User Set up, click “View Grants” to create an 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 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>
Project Plan and Evaluation	COMPLETE	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Personnel</a>	INCOMPLETE	<a href="#">▶ Start</a>
Budget	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

### 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 2017-18.
- List all strategies your district plans to initiate or expand during 2018-19 to move toward your long term vision for arts education.
- From the strategies listed above, briefly describe the strategy(s) for which you seek Arts Ed Collective funding in 2018-19. Please cite the district plan that outlines this strategy(s).
- Why is this the right time to undertake this effort(s)?
- 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 Plan and Evaluation: Criterion 2 & 3

- 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?
- 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

- Complete budget table expenses and expense details
- Identify revenue
  - Specify district cash and list sources of cash match
  - Specify funding request

### 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 may click submit. This will 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).