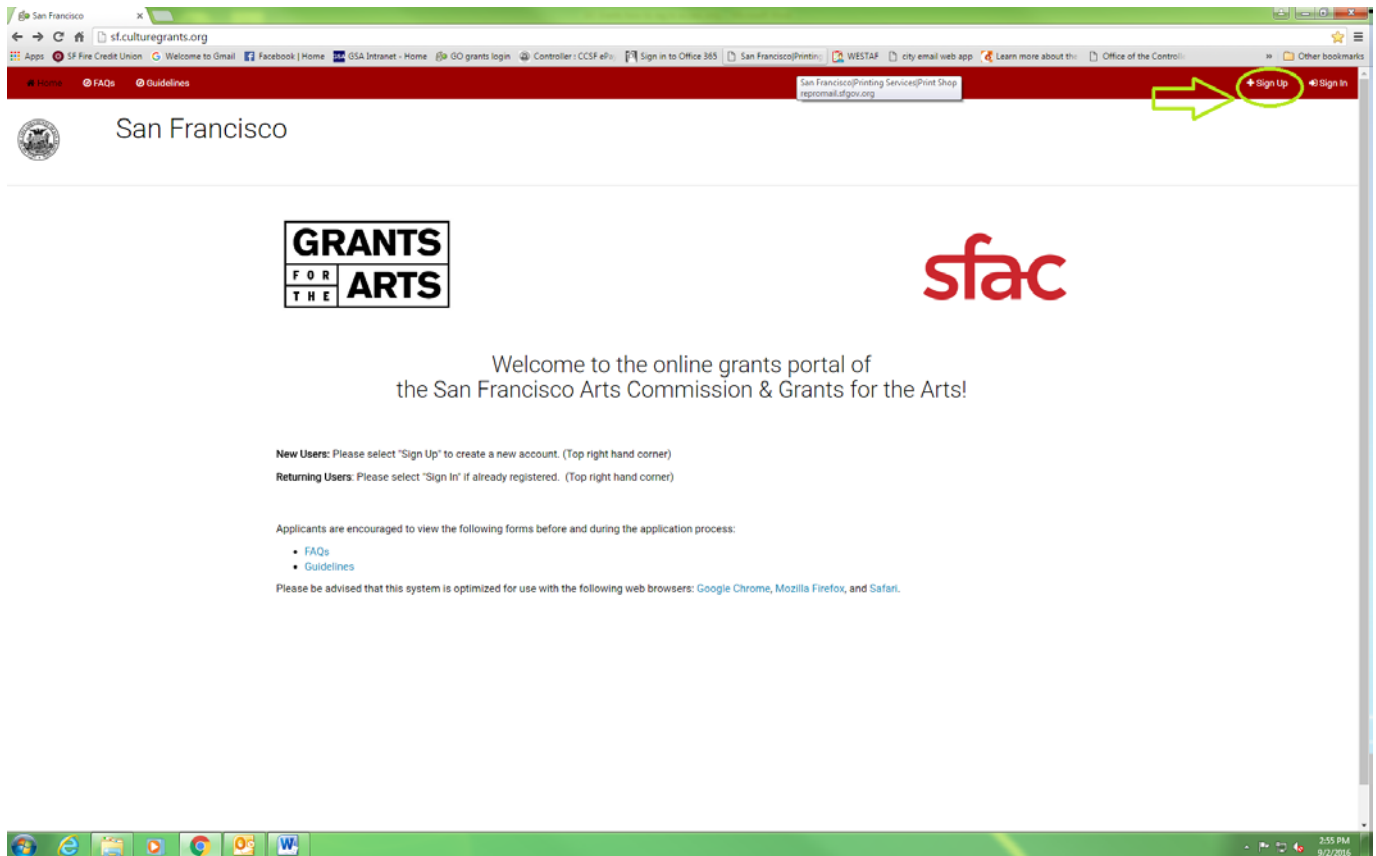


San Francisco Arts Commission and Grants for the Arts GO Grants How-to Workshop

I. User Registration

All applicants will need to create an account at sf.culturegrants.org in order to apply to the San Francisco Arts Commission and Grants for the Arts. You only need to register once; once an account is created, you will be able to use it for all future applications.

Step 1. Go to sf.culturegrants.org



Step 2. Mouse over to the upper right corner and click on “Sign up”

Step 3. A page of instructions will appear, with fields for you to complete below the text.

The screenshot shows a web browser window with the URL sf.culturegrants.org/registration/register. The page title is "Sign Up: User Information [1/3]". The main heading is "How to Create an Account in Grants Management System ('GMS')". Below the heading, there are several paragraphs of text providing instructions and guidelines for creating an account. A section titled "To create an account..." lists six numbered steps. The first two steps are partially filled out in the form below: "First Name" and "Last Name".

How to Create an Account in Grants Management System ("GMS")

Please read in its entirety before creating an account.

New applicant organizations will need to **Sign-Up** and create an account in the system with appropriate username and password. Please create a generic username that represents your organization as the username **CANNOT** be changed.

You do not need to sign up again if your organization has applied in recent years. Go to the **Log-In** page and enter your username and password. If you forget your password, follow the instructions on the Log-In page. If you are unsure of your username or password, please use the "forgot your password" option to reset your password.

Please review the Guidelines for who is eligible to apply for SFAC and GFTA funding.

To create an account...

1. Complete each of the fields on this page with information of the **designated person** who is **responsible for executing the grant and communicating with SFAC and/or GFTA**.
2. To create a correct Password you must follow the four rules below:
 1. Minimum 8 characters (case sensitive)
 2. Minimum 1 numeric character
3. **INDIVIDUAL ARTISTS**: When asked at the bottom of the page "would you like to associate this user account with an organization" select **NO**. This will allow the system to associate your Username as an individual user, and give you access to SFAC's Individual Artist Commission grant application.
4. **ORGANIZATIONS**: When asked at the bottom of the page "would you like to associate this user account with an organization" select **YES**. This will allow the system to associate your Username as an organization, and give you access to GFTA and SFAC's grants applications for organizations.
5. Drag the slider to prove that you're a human.
6. Click **Submit**. This will bring you to the organization's information page.

✓ First Name *

✓ Last Name *

The screenshot shows the same web browser window, but now the registration form is visible. The form contains several fields, each with a green checkmark and an asterisk indicating it is required. The fields are: "First Name", "Last Name", "Address 1" (with a "200 characters remaining" indicator), "Address 2" (with a "200 characters remaining" indicator), "City", "State" (a dropdown menu), "Zip Code", "Phone No." (with a "Phone Number: XXX-XXX-XXXX" label), "Email" (with an "Email address: example@domain.com" label), "Confirm Email" (with an "Email address: example@domain.com" label), "Username", and "Password".

✓ First Name *

✓ Last Name *

✓ Address 1 *

200 characters remaining

Address 2

200 characters remaining

✓ City *

✓ State *

Select...

✓ Zip Code *

Phone No. *

Phone Number: XXX-XXX-XXXX

Email *

Email address: example@domain.com

Confirm Email *

Email address: example@domain.com

✓ Username *

✓ Password *

Tip: For the First and Last Name fields – this should be the person responsible for submitting the grant and communicating with our agencies on behalf of your organization.

Tip: Make a generic username for the account, something like “[name of org] program” or “[name of org] development”. While in the future you’ll be able to change the password, email and First and Last names, you will not be able to change the username. Select a name or names depending on the workflow of your organization (e.g., if you have different people working on different parts of the application).

Please note that the password:

- Must be a minimum of 8 characters and is case sensitive
- Must have at least 1 numeric character

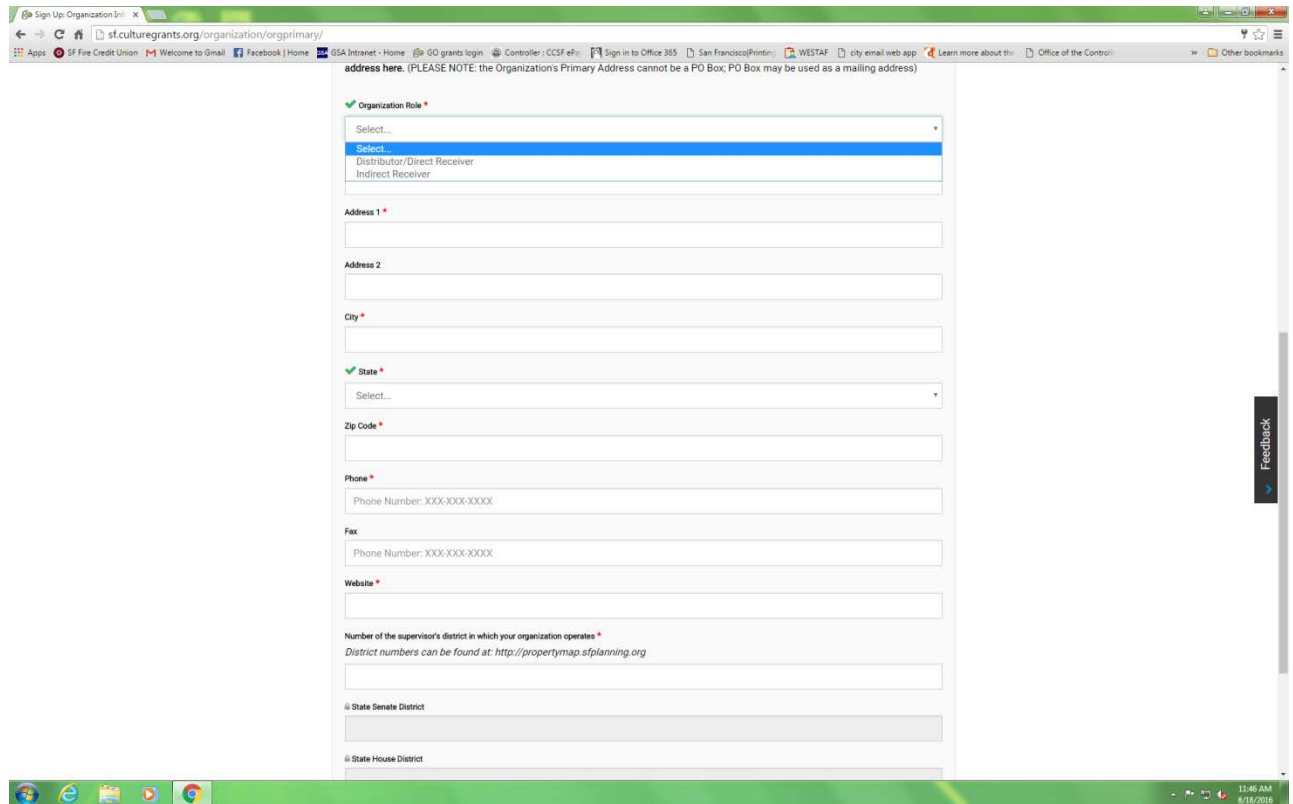
- Individual Artists: be sure to select NO in response to the question “would you like to associate this user account with an organization.” This will prompt the system to recognize you as an individual and allow you to access the Individual Artist Commission application.
- Organizations: select YES in response to the question “would you like to associate this user account with an organization.”

Step 4. Slide the slider at the bottom of the page to prove you’re a sentient lifeform.

Step 5. Hit the Submit button

II. Organization Registration

Once you've created your individual user account, you will need to provide some relevant information for your organization.

A screenshot of a web browser displaying the organization registration form on the website sf.culturegrants.org. The browser's address bar shows the URL. The form is titled "Organization Registration" and includes several fields: "Organization Role" (a dropdown menu with "Distributor/Direct Receiver" selected), "Address 1", "Address 2", "City", "State" (a dropdown menu), "Zip Code", "Phone" (with a placeholder "Phone Number: XXX-XXX-XXXX"), "Fax" (with a placeholder "Phone Number: XXX-XXX-XXXX"), "Website", "Number of the supervisor's district in which your organization operates" (with a link to http://properymap.sfplanning.org), "State Senate District", and "State House District". A "Feedback" button is visible on the right side of the form. The Windows taskbar is visible at the bottom of the screen.

Step 1. Select the organization role. **All applicants must select Distributor/Direct Receiver.**

- If you have a fiscal sponsor, you will be able to provide your fiscal sponsor's information in the application form itself.
- Both you and your fiscal sponsor (if applicable) must be based in San Francisco; either your organization or the Fiscal Sponsor must be a 501(c)(3) nonprofit organization.

Step 2. For your Organization Name, please enter the legal name as registered with the IRS.

- If your organization is a program, department, or line item in the budget of a larger organization, give the larger organization's name, followed by "dba" (doing business as) then your program or department's name.
- If your organization has a name you use publicly that differs from the legal name, please give the legal name, followed by "dba" and your public name.

Step 3. Enter your organization's primary address in Address 1. This should be the address where you receive correspondence, payments, invoices, etc. Your primary address must be a San Francisco street address.

Step 4. Hit the Validate & Submit button; the system will take a few seconds to process.

The screenshot shows a web browser window with the URL sf.culturegrants.org/organization/orgprimary/. The form contains the following fields:

- Address *
- City *
- State * (dropdown menu)
- Zip Code *
- Phone * (Phone Number: XXXXXX-XXXX)
- Fax * (Phone Number: XXXXXX-XXXX)
- Website *
- Number of the supervisor's District in which your organization operates * (with a link to <http://propertymap.sfplanning.org>)
- State Senate District
- State House District
- Congressional District

At the bottom of the form are two buttons: "Validate & Submit" (green) and "Reset" (red). The footer of the page includes "End User Agreement | Terms of Service | Privacy Policy" and "© 2009 - 2016 WESTAF. All rights reserved." The system clock shows 1:11 PM on 8/25/2016.

Step 5. **End User Terms and Conditions.** These are the terms set by GO: Grants/WESTAF – not SFAC, GFTA or the City. Hit the “I Agree” button.

The screenshot shows the "Sign Up: Terms and Conditions" page on the website. The page title is "Sign Up: Terms and Conditions [3/3]". The main heading is "GO™: GRANTS ONLINE END USER TERMS AND CONDITIONS".

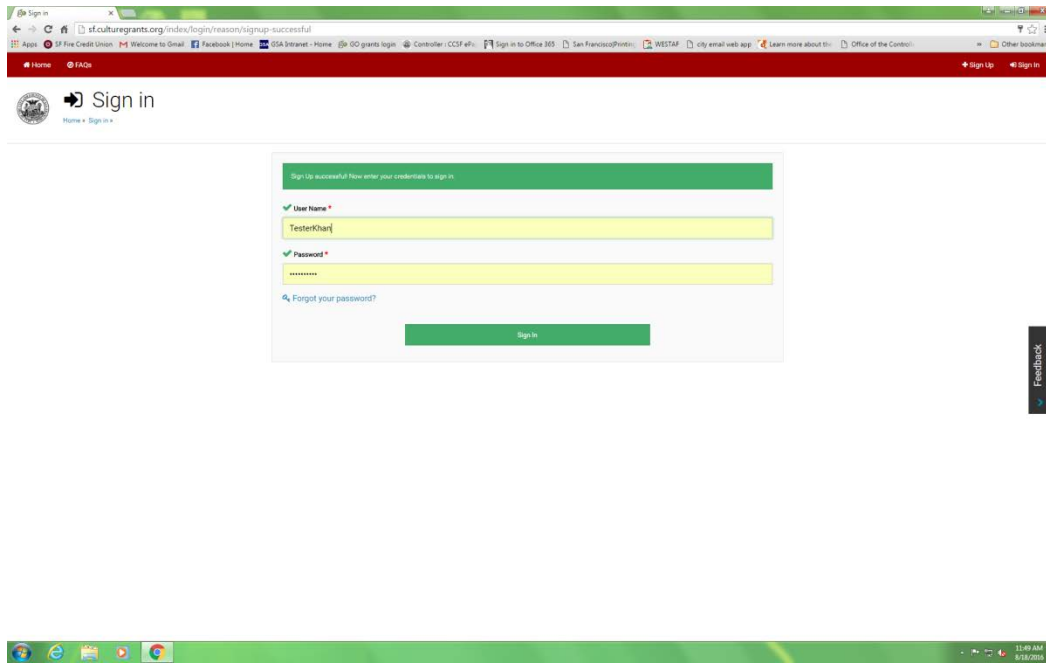
The text on the page reads: "By clicking 'Yes' to 'Do you agree with all the terms and conditions above' in the Terms of Use box on the registration page of the GO™ website, the user agrees that the following terms and conditions and those of the General Terms of Service and Privacy Policy, as defined below, are an agreement between the user (referred to below as the applicant) and the Western States Arts Federation ('WESTAF'), a Colorado nonprofit corporation."

1. Certain Definitions. For purposes of this Agreement, the following definitions apply whether used with or without capitalization:

- "Agreement" shall mean this Agreement as agreed to and accepted by the applicant's actions in clicking "Yes" in the Terms of Use box on the registration page of the GO™ Website.
- "Application" shall mean the information requested by a Subscriber soliciting applications through the GO™ Service concerning an Applicant and which is submitted by an Applicant to a Subscriber through use of the GO™ Service.
- "Applicant" shall mean the individual user referred to in the introductory paragraph of this Agreement as the person taking action to accept the terms of this Agreement, and, when used in the plural, shall mean two or more persons who have each taken such action.
- "Database" shall mean the database of applications and related media data maintained on the website.
- "GO™ service" or "Service" shall mean the web-based service, owned and made available by WESTAF through the website, which creates and maintains a database to accept applications and to hold and manage the data to review applications in online modules which includes a browser interface; data encryption; and transmission of, access to, and storage of such applications and related data.
- "Media data" shall mean digital media, including, but not limited to, images, audio, video, and document (such as PDF, Word or Excel) files, uploaded by Applicants through the GO™ Service as part of their applications and which include tangible works and materials describing those works which are submitted through the GO™ Service. The copyright to works submitted by Applicant remains with Applicant.

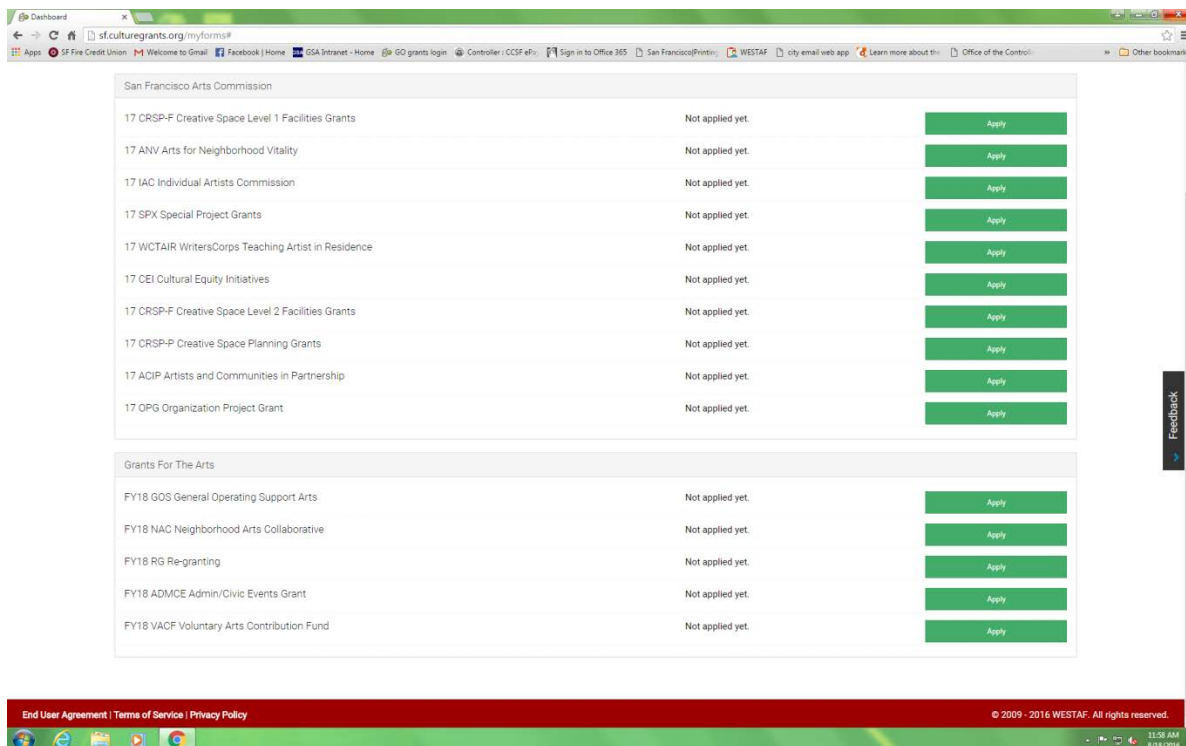
At the bottom of the page, there is a question: "Do you agree with all the terms and conditions above" with two buttons: "I Agree" (green) and "I Do Not Agree" (red). A "Feedback" button is visible on the right side of the page. The system clock shows 11:49 AM on 8/25/2016.

You will be taken back to the login page; enter your credentials and log-in.



III. Application System

When you log-in as a registered user, you will be taken to a Dashboard. This screen allows you to navigate the different applications in progress with both of our agencies. Programs are sorted by agency.



Locate the program you are applying to, and hit the green Apply button.