



# Frequently Asked Questions

## QUICK LINKS

- [Grantseekers webpage](#): where you can find recordings of the Spanish/English grant orientations and English grant workshop.
- [Grants Portal: online application](#)
- [Spring 2021 Cultivate Grant Guidelines \(English\)](#)
- [Budget Template \(English\)](#)
- [Budget Template \(Spanish\)](#)
- [Guía de Asistencia Para Becas Cultivadoras \(Español\)](#)
- Email our team with questions at [grantsprogram@artscouncilsc.org](mailto:grantsprogram@artscouncilsc.org)

## NAVIGATING THE ONLINE GRANTS PORTAL

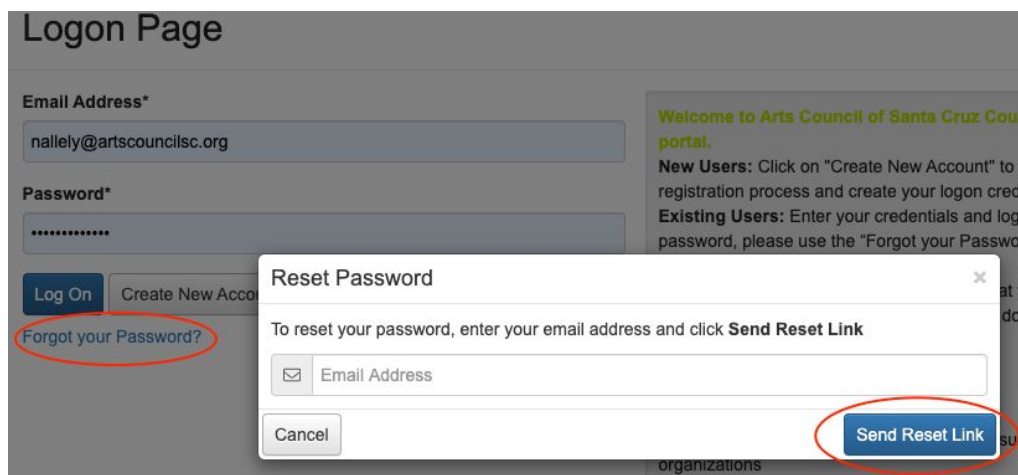
### How do I verify if I already have an account?

On the [grants portal logon](#) page:

- Click "Forgot your password?"
- Enter your email address in the text box
- Click "Send Reset Link"

If we have an account on file with your email a reset link will be sent to your inbox. If we do not have an account on file with that email you will see a "no account found with that email address" message.

You can try more than one email address.



## **The language in the portal is set to Spanish, how do I switch to the English application?**

You might have selected the Spanish application rather than the English application. Please try this:

- Log back into the site
- Click "Apply" from the top vertical green menu bar
- Find and click "Apply" in the box that reads Cultivate Grants, Winter 2021

Another reason for this may be that your browser is set to Spanish. If you are using Google Chrome, you can find the icon below on your webpage and toggle to English.



## **Communications Best Practices**

- Communication about this grant will be sent from: administrator@grantinterface.com. Please add this email to your safe sender list.
- Communications will be sent to the email address you use to login to this portal. Please use an email you check often.
- If multiple people on your team need to receive updates on the status of your application, please use a shared email address (such as grants@orgname.org).

## **How do I edit my contact information?**

You can update your email address anytime. To update:

- Click on your name in the upper right-hand corner
- Click "Edit My Profile"

## **Additional helpful tips:**

- Click on section headers of the application to collapse and expand sections.
- Character count limits are listed under narrative responses and include each letter and space.
- Your answers will be saved periodically as you type, if you need to leave this form and return later, scroll to the bottom of the webpage and click "Save Application" before logging out.

### **I am collaborating with a team on my application, what is the best way to work on this application together?**

You can share your login with your collaborators to grant them access to your entire account or you can use the **Collaborator** feature to grant someone editing or view only access to your application. A written tutorial on how to use this tool can be found [here](#).

### **Where can I download a copy of the application?**

A link to the application questions is linked on the grants portal login page. You can also download a PDF of the application questions by clicking on "Question List" at the top of the application form once inside the grants portal. The application question list contains all possible questions. As you work through the application, the form will modify itself to ask the questions that relate to your unique request (ex: type of support, individual or organizational applicant).

### **How do I save a copy of my application?**

You can download a copy of your draft or completed application at any time. Click on the "Application Packet" button at the top of the application form to download a PDF version of your application. Your application will be archived in the online grants portal and you can come back and view a copy at any time.

## **ELIGIBILITY & RESTRICTIONS**

### **Can someone apply for both professional development and project support?**

Yes. The only restriction is that the applicant not apply for a grant they currently have. For example, if the applicant has a current project support grant they are required to spend out the funds and submit a final report before receiving another project support grant.

### **Are the Tannery funds for both project and professional development support?**

The Tannery specific funds are only for professional development support. However, Tannery artists are eligible to apply for both types of support. Here is how they would be evaluated:

- If they elect to only apply for professional development they will automatically be put into the Tannery applicant pool.

- If they elect to only apply for projects support then they are competing with the general pool.
- If they elect to apply for both, then their professional development application will be put in the Tannery applicant pool and their project support request will be put in the general pool.

**Am I at a disadvantage if I apply for both types of support?**

If you decide to apply for both project and professional development support your request will be evaluated separately, by a different set of panelists.

**Is there a minimum age required to apply?**

No. There is no set minimum age required to be eligible to apply.

**I have applied for an Arts Council grant before and was not selected for an award, do I still qualify as a first-time applicant?**

The First-Time Applicant Pool is available only to applicants who have never submitted a grant application to the Arts Council. If you have applied before, regardless of whether you were awarded the grant or not, you are no longer a first-time applicant.

## **PROFESSIONAL DEVELOPMENT SUPPORT QUESTIONS**

**Can you give some examples of professional development that meets the grant criteria?**

Some examples include but are not limited to: class, apprenticeship, hiring a consultant, software purchases, social media support, updating website, purchasing equipment and professional development conferences. Visit our website for a list of [previously funded Cultivate artists and projects](#).

**Could you provide more guidance on the Artistic Commitment question for professional development support?**

We would like to learn more about your recent professional development, past two years, and how the professional development activities/request you are seeking funding for are correlated to the professional development work you have engaged in most recently.

## PROJECT SUPPORT QUESTIONS

### **Are you only looking to fund new ideas and new projects?**

Grant funds are not limited to new ideas. The Arts Council is interested in providing support to artists and organizations to sustain existing creative and cultural projects. We welcome new creative project proposals and proposals to fund existing projects, equally. One thing to keep in mind, the funds may only be used for activities in the future and not for activities or expenses that occur before the grant funds are awarded in July 2021.

## BUDGET

### **I have not prepared a project budget before, do you have examples?**

You can find a budget template with examples linked in the application. A quick link for this downloadable budget template can be found at the top of this document.

You may also find this short video by Springboard for the Arts helpful: *Hey artists, you need a budget!* <https://www.youtube.com/watch?v=JPYpwQnuqhE>

### **What is “In-kind” income?**

A non-cash donation. For example, donation of materials, space for performance, add-buy in the paper, etc.

### **Why are there two budget upload questions?**

Two budgets are required from applicants who are applying for both project and professional development support.

## WORK SAMPLES

### **Can you provide some guidance on selecting work samples?**

You are required to submit 5 work samples and you have the option to include your artist website or organizational website link.

For the website link we are looking for one site, social media site or visual gallery site that you feel will give evaluators the best representation of your work. If you are submitting a project proposal and have a site designated for that project, you can choose to include it here.

Consider the following when selecting your 5 work samples:

- Do your images reflect a consistent body of work (similarity in style, theme, or visual language)?
- Does your work look as though the same person created it all?
- Do your 5 images represent your technical proficiency in a single medium?
- If you are submitting a project proposal, you may consider including a mix of artist work samples, project flyers/marketing material or other documentation that best represent your project proposal.

## Post Award

### **When will the funds be available?**

Payments will be scheduled for July 2021.

### **If I am offered partial funding, can I choose how to spend the money, or is it restricted?**

If you accept partial funding, you agree to use the funds from this grant for the purpose outlined in your grant application and accompanying budget. However,

we understand unexpected changes to your planned activities may occur due to COVID-19 or other circumstances. If you need to redirect grant funds they may be redirected for purposes clearly aligned with the original intent of your grant award. If you have questions about an allowable expense please contact our Grants Program Manager, Nallely Martinez at [nallely@artscouncilsc.org](mailto:nallely@artscouncilsc.org). Additionally, grant funds cannot be used for expenses that occur before grants are awarded.

### **If awarded a grant, will we need to provide bookkeeping or financial records to the Arts Council detailing how funds were spent?**

Yes. We will ask you to provide a final report to close out your grant. Along with a few narrative questions, the final report will collect records of how the grant funds were spent. Examples of acceptable documentation are digital copies of receipts, invoices or order forms. Email threads or notes documenting cash transactions are also acceptable. We only request documentation of Arts Council funds spent, not all costs associated with your project or professional development activities.

**Are grants awards taxed?**

According to [IRS tax law](#), these grants are taxable. You can find more information from the [IRS here about deducting the business expense](#) portion of your grant.

**When can I expect to receive my 1099 forms?**

We will mail a 1099 form to individuals receiving \$600 or more by January 31, 2022.