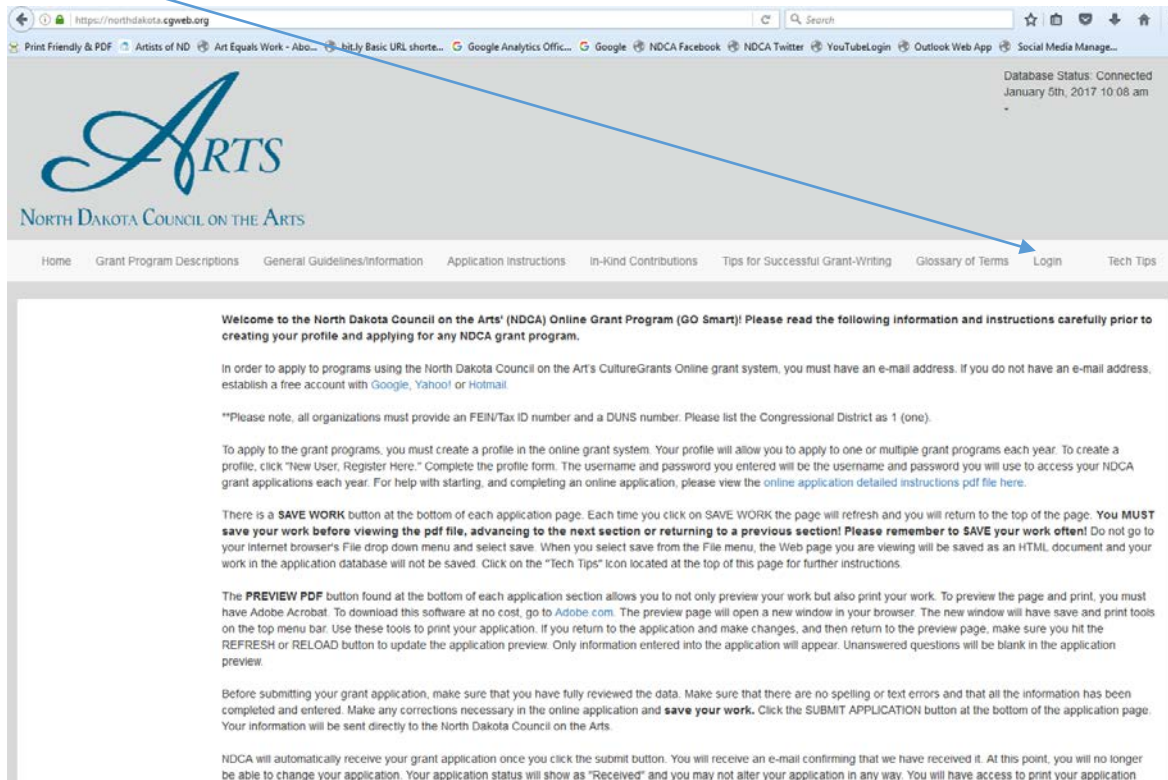


Applying for a NDCA Grant Instructions

To apply for an online grant, go to <http://northdakota.cgweb.org>. Review the instructions on the home page prior to completing any online grant application. If you have previously entered your profile information, click on the blue "Login" button in the navigation bar.



The screenshot shows the website for the North Dakota Council on the Arts. The navigation bar includes links for Home, Grant Program Descriptions, General Guidelines/Information, Application Instructions, In-Kind Contributions, Tips for Successful Grant-Writing, Glossary of Terms, Login, and Tech Tips. The main content area contains a welcome message and detailed instructions for applying for a grant, including information about creating a profile, saving work, and submitting applications.

Database Status: Connected
January 5th, 2017 10:08 am

Home Grant Program Descriptions General Guidelines/Information Application Instructions In-Kind Contributions Tips for Successful Grant-Writing Glossary of Terms **Login** Tech Tips

Welcome to the North Dakota Council on the Arts' (NDCA) Online Grant Program (GO Smart)! Please read the following information and instructions carefully prior to creating your profile and applying for any NDCA grant program.

In order to apply to programs using the North Dakota Council on the Art's CultureGrants Online grant system, you must have an e-mail address. If you do not have an e-mail address, establish a free account with Google, Yahoo! or Hotmail.

****Please note, all organizations must provide an FEIN/Tax ID number and a DUNS number. Please list the Congressional District as 1 (one).**

To apply to the grant programs, you must create a profile in the online grant system. Your profile will allow you to apply to one or multiple grant programs each year. To create a profile, click "New User, Register Here." Complete the profile form. The username and password you entered will be the username and password you will use to access your NDCA grant applications each year. For help with starting, and completing an online application, please view the [online application detailed instructions pdf file here](#).

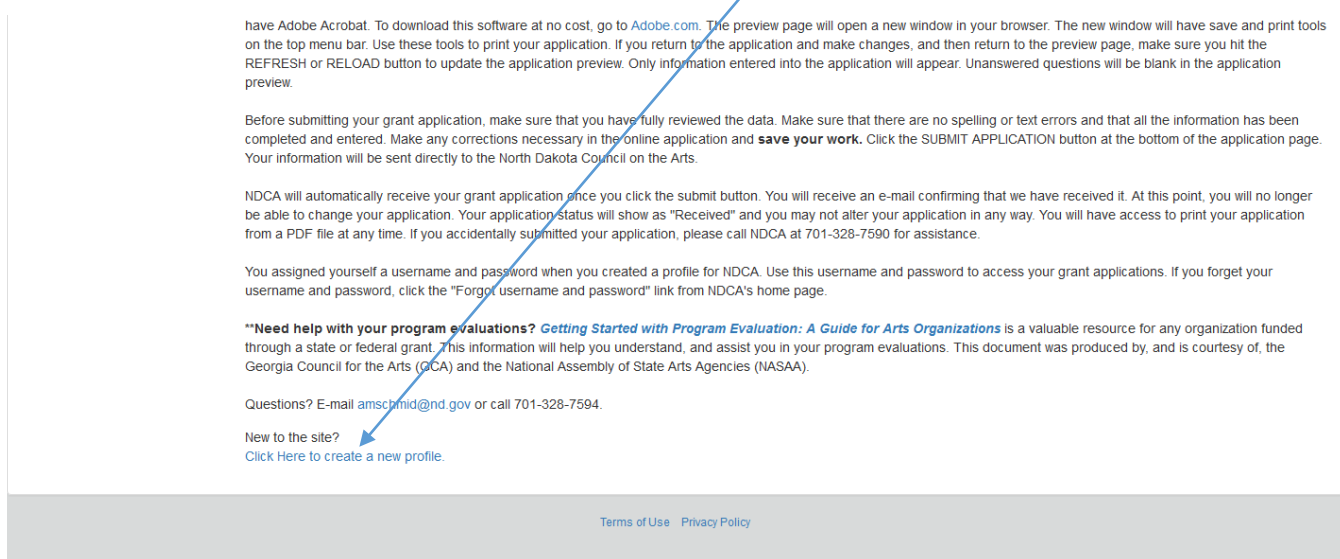
There is a **SAVE WORK** button at the bottom of each application page. Each time you click on SAVE WORK the page will refresh and you will return to the top of the page. **You MUST save your work before viewing the pdf file, advancing to the next section or returning to a previous section! Please remember to SAVE your work often!** Do not go to your Internet browser's File drop down menu and select save. When you select save from the File menu, the Web page you are viewing will be saved as an HTML document and your work in the application database will not be saved. Click on the "Tech Tips" icon located at the top of this page for further instructions.

The **PREVIEW PDF** button found at the bottom of each application section allows you to not only preview your work but also print your work. To preview the page and print, you must have Adobe Acrobat. To download this software at no cost, go to [Adobe.com](#). The preview page will open a new window in your browser. The new window will have save and print tools on the top menu bar. Use these tools to print your application. If you return to the application and make changes, and then return to the preview page, make sure you hit the REFRESH or RELOAD button to update the application preview. Only information entered into the application will appear. Unanswered questions will be blank in the application preview.

Before submitting your grant application, make sure that you have fully reviewed the data. Make sure that there are no spelling or text errors and that all the information has been completed and entered. Make any corrections necessary in the online application and **save your work**. Click the SUBMIT APPLICATION button at the bottom of the application page. Your information will be sent directly to the North Dakota Council on the Arts.

NDCA will automatically receive your grant application once you click the submit button. You will receive an e-mail confirming that we have received it. At this point, you will no longer be able to change your application. Your application status will show as "Received" and you may not alter your application in any way. You will have access to print your application

If you have not yet applied online, you will need to enter your profile information. To do so, scroll to the bottom of the home page where you will find "New to the site? [Click Here to create a new profile.](#)"



The screenshot shows the bottom of the website with a link for users who are new to the site. The link is "New to the site? [Click Here to create a new profile.](#)"

have Adobe Acrobat. To download this software at no cost, go to [Adobe.com](#). The preview page will open a new window in your browser. The new window will have save and print tools on the top menu bar. Use these tools to print your application. If you return to the application and make changes, and then return to the preview page, make sure you hit the REFRESH or RELOAD button to update the application preview. Only information entered into the application will appear. Unanswered questions will be blank in the application preview.

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NDCA will automatically receive your grant application once you click the submit button. You will receive an e-mail confirming that we have received it. At this point, you will no longer be able to change your application. Your application status will show as "Received" and you may not alter your application in any way. You will have access to print your application from a PDF file at any time. If you accidentally submitted your application, please call NDCA at 701-328-7590 for assistance.

You assigned yourself a username and password when you created a profile for NDCA. Use this username and password to access your grant applications. If you forget your username and password, click the "Forgot username and password" link from NDCA's home page.

****Need help with your program evaluations? [Getting Started with Program Evaluation: A Guide for Arts Organizations](#) is a valuable resource for any organization funded through a state or federal grant. This information will help you understand, and assist you in your program evaluations. This document was produced by, and is courtesy of, the Georgia Council for the Arts (GCA) and the National Assembly of State Arts Agencies (NASAA).**

Questions? E-mail amschmid@nd.gov or call 701-328-7594.

New to the site?
[Click Here to create a new profile.](#)

Terms of Use Privacy Policy

Click "Yes I agree" to create your new profile

Select if you are an Individual or an Organization, then enter your profile information on this page.

Congressional District is "1" for North Dakota residents.

Complete the remaining questions then select "Submit"

Fax

* Artist Description

* Applicant Discipline

* Grantee Race
Asian
Black/African American
Hispanic/Latino
American Indian/Alaska Native
Native Hawaiian/Pacific Islander
White
NO SINGLE group

* Congressional District
For All Large Districts enter "00"

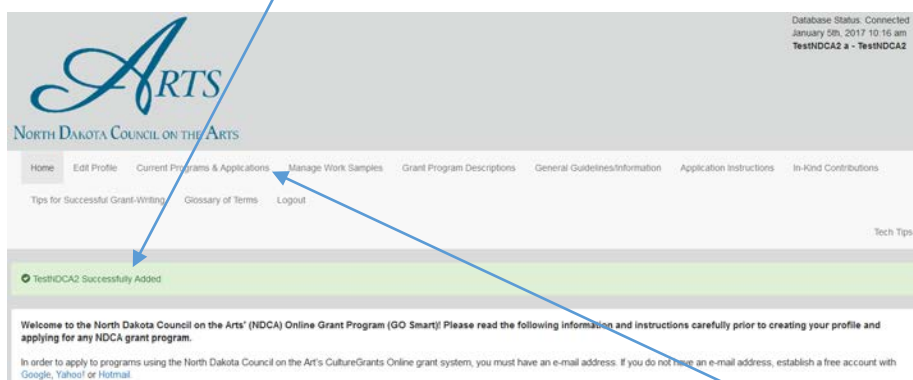
* State House District

* State Senate District
Find your district numbers at your district by entering in your 5-digit zip code.

Web Address

* Denotes a required field

You will receive confirmation of your account profile set up.



To view NDCA's available grant programs, click on "Current Programs & Applications"

Scroll through the page to find the grant you are looking for, I am using "Community Arts Access" as an example grant, but these instructions apply to all grants. To start the application, click on "Start Application"

Community Arts Access Tier 1 & 2 FY18

Program Description:
CAA Tier 1 is designed to benefit nonprofit organizations presenting arts programs in small and rural communities (populations under 6,000) in North Dakota, and supports nonprofit of all sizes whose arts programs serve a special constituency or underserved audiences. CAA Tier 2 is designed to benefit nonprofit organizations ineligible for other major grants through NDCA, offers financial support for arts events/programs, and supports organizations in communities of 6,000 or more.

Message about Program:
This grant round is for programs taking place between July 1, 2017 and June 30, 2018.

Available:	December 8th, 2016 12:00 AM	START Application
Draft Review Deadline:	March 15th, 2017 11:59 PM	Preview Application
Final Submission Deadline:	April 1st, 2017 11:59 PM	

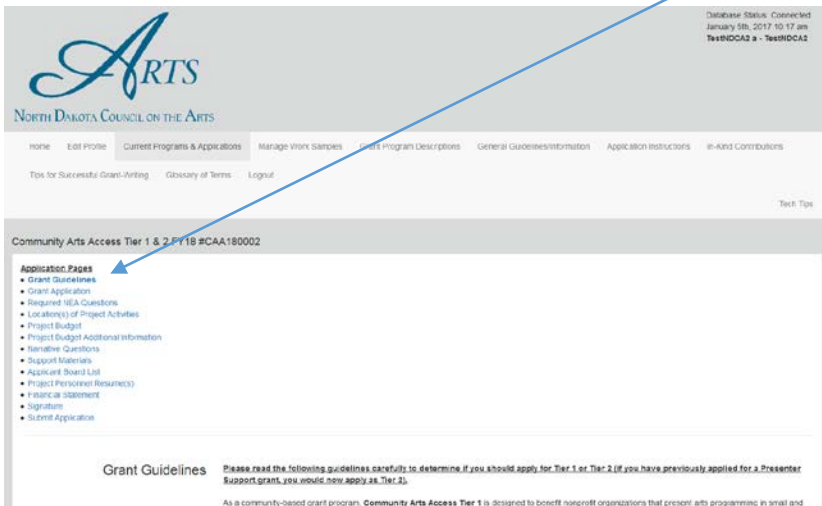
Teacher Incentive April 2017 (FY18)

Program Description:
The Teacher Incentive Grant Program is a means of providing financial assistance to teachers who wish to explore new and creative ways of integrating the arts into other areas of the curriculum. Projects are teacher driven and may involve the visual arts, literary arts, performing arts (drama, music, dance,) architecture, design, folk arts, media arts or any combination of artistic disciplines integrated into other areas of the curriculum. \$600 max. request. No match required.

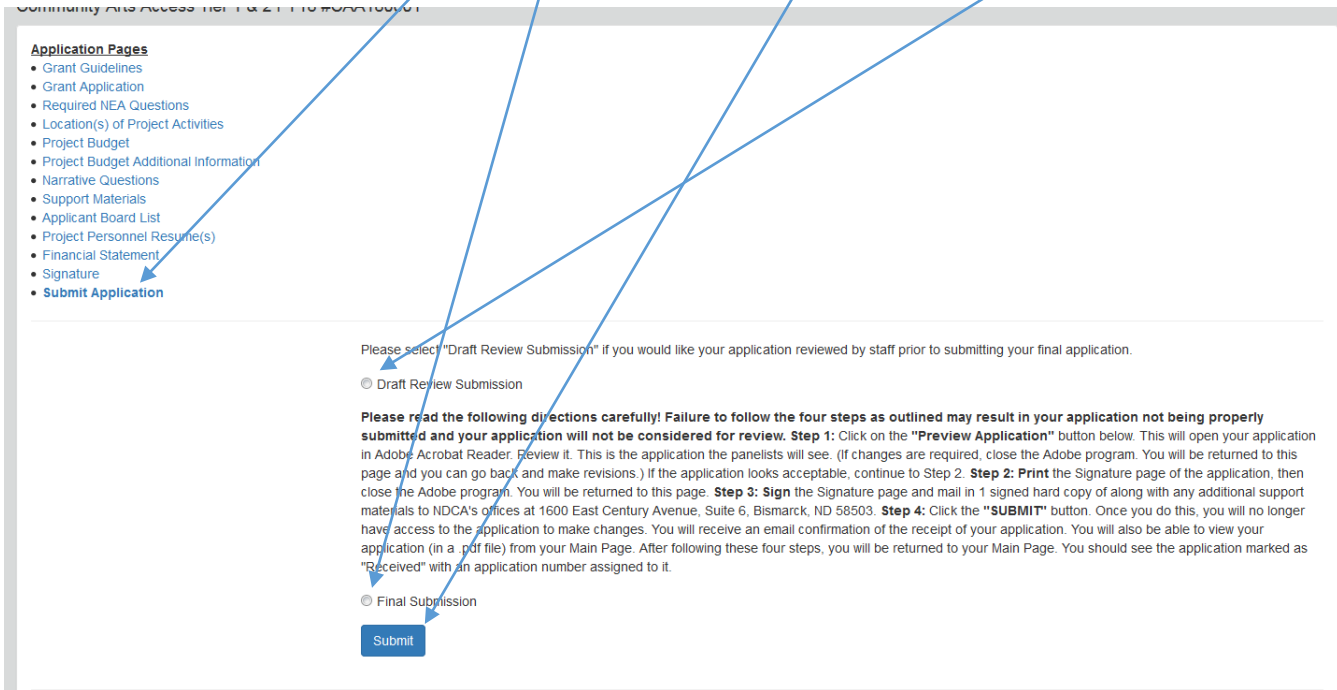
Message about Program:
Applications must be submitted electronically and are accepted between August 1 and April 1 of each school/academic year.

Available:	November 1st, 2016 11:59 PM	START Application
Final Submission Deadline:	April 1st, 2018 11:59 PM	Preview Application

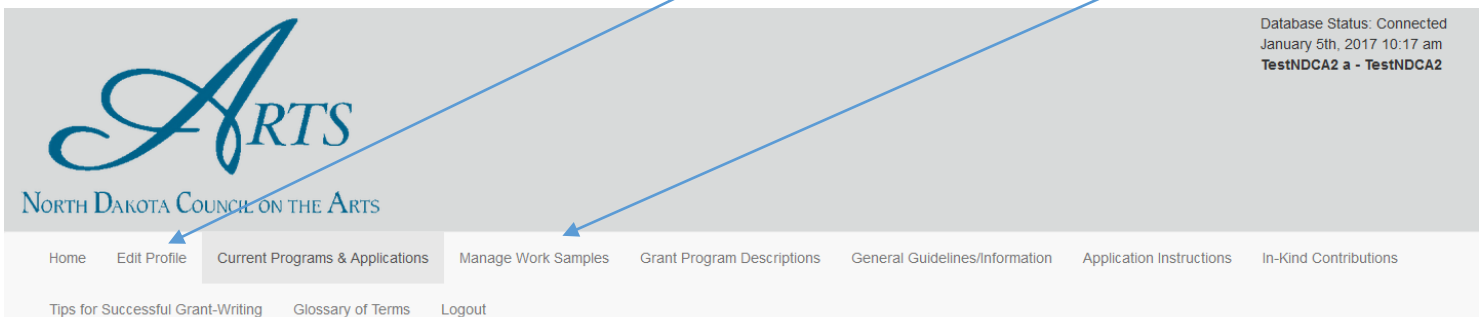
After selecting the application, please complete each bulleted page.



Once all pages are complete, select the "Submit Application" bullet link, you can either select "Draft Review" (if applicable to that application), or select "Final Submission" then "Submit". Additional final submission instructions are listed on this page.



Additional can be found within the Navigation buttons, such as editing your profile, managing your support materials (work samples), links to all grant program descriptions, NDCA's general guidelines, etc...



For questions on NDCA's grants visit <http://www.nd.gov/arts/grants>; e-mail comserv@nd.gov; or call 701-328-7590.