Since GO is a new online system, **you will need to register for a new user role, name, password, etc**. To understand which user role is most appropriate for your application, please read the **User Role and Registration information instructions** prior to registering.

All schools and teachers wishing to apply for **any** NDCA grant program must contact Arts in Education Director, Rebecca Engelman, at rengelman@nd.gov for detailed instructions before registering or starting the online application.

Once you have read the **User Role and Registration information instructions**, you may now register your new GO profile by visiting **https://nd.culturegrants.org/**, and clicking **"Sign Up."** The **User Role and Registration information instructions** will guide you through the process.

If you have already register your profile, you will simply need to click on the **"Login"** link.

Once you have created your profile you are now ready to apply for a NDCA grant. To see which grants are currently available, select the **"My Forms"** link, then select **"Open Applications."**

Grant **applications that are available will display a green "Apply" button.** If the "Apply" button is **grayed out**, that application is currently not available, or you have already started an application for that particular type of grant.

If you have previously started an application and want to continue working on it, select the **"My Data"** link. You will then see your previously opened and saved application(s). Select the **blue "paper" icon** to continue working on the grant.
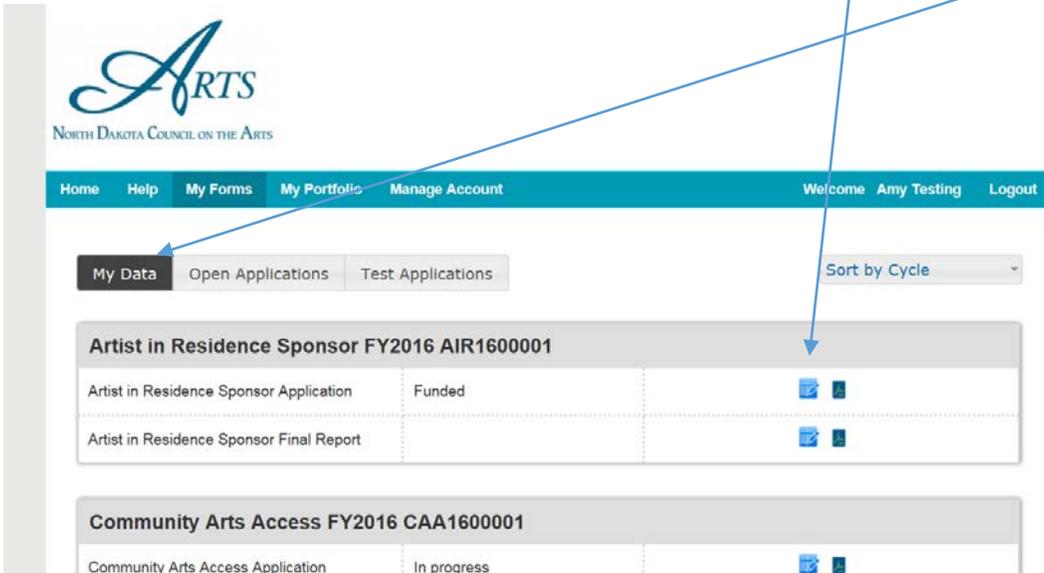
For new applications, once you have selected the green "Apply" button, he following scree will appear (*I am using a Presenter Support grant for an example, but the instructions pertain to most grants*):
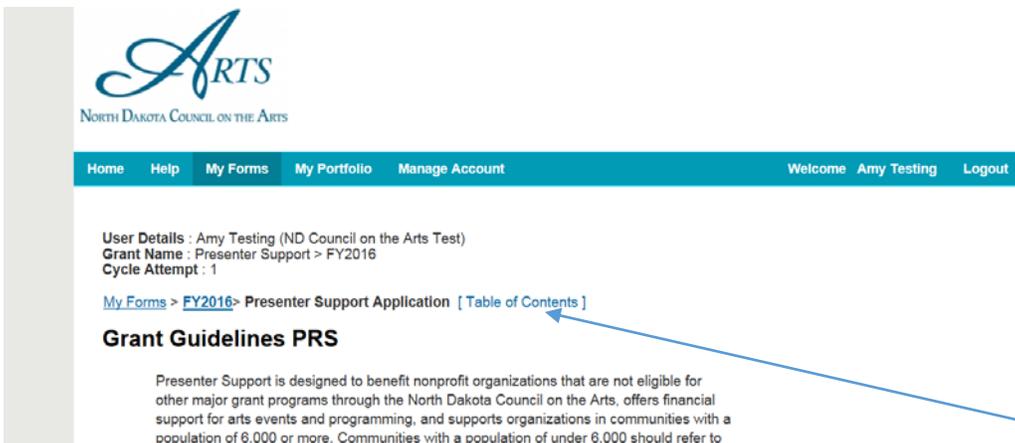
If you would like to review all of the pages of the grant application prior to entering data, click on the **"Table of Contents"** link. Alternatively you may use the **"Next"** button at the bottom of the page(s).

The **Grant Guidelines page** is always the first to appear; please read thoroughly! Then use the check box that states you have read and understand the guidelines.

After you check the box, remember to **"Save"** your work. If you wish to continue, select **"Save & Continue"** and you will advance to the next page. If you do not save your work prior to clicking on the "Next" button, that particular pages' information will not be saved.

Please be sure to complete all pages in the grant application before submitting your application.

Submitting Your Application

The last page of every NDCA grant application is the **"Signature Page."** Applicants must mail (postmarked by the grant deadline date) this "Signature Page" signed in ink by the authorizing official, along with required documents, and any additional materials you were unable to upload, to NDCA.

If you **would like NDCA staff to review your grant application prior to submission, please select "Save"** instead of selecting "Submit". You will then need to email the grant manager (contact information can be found in the "For Assistance" section on the Grant Guidelines page, the first page of this application) to request a draft review. Draft reviews may be requested no later than 15 days prior to the grant deadline date.

Once you are ready to submit your application, **"Save"** your completed Signature Page and double-check your information to be sure you have completed all required questions. Click the **"Submit"** button to submit your application.

Authorizing Official's Name

Authorizing Official's Title *

Authorizing Official's Signature indicating approval of this application. *Please do not type your name here, print out a hard copy, sign it, and mail this page of the application only, to the NDCA office.

Date *

I certify that the information contained in this report is true and correct to the best of my knowledge. * ☐ Yes ☐ No

Previous   Save   Submit